



ANNUAL PARISH COUNCIL MEETING 17 <sup>th</sup> May 2021		UPTON PARISH COUNCIL
	<b>Time: 1915</b>	<b>Venue: St Crispins Community Centre</b>
Attendees:  Cllr S Pape (Chair) Cllr A Holt Cllr T Earle Cllr N Alex Cllr M Ingram Cllr A King	Apologies:	Also Present:-  Mr B Haylock Mr M Caddy One member of the public Nina Villa – Parish Clerk
Item No.		
01/21	<b><u>ELECTION OF CHAIRMAN</u></b>  It was <b><u>RESOLVED</u></b> that:  a) Cllr S Pape be elected as Chairman of the Council for the ensuing municipal year.  Cllr Pape made and signed the Declaration of Acceptance of Office	
02/21	<b><u>ELECTION OF VICE CHAIRMAN</u></b>  It was <b><u>RESOLVED</u></b> that:  a) Cllr A Holy be elected as Vice Chairman of the Council for the ensuing municipal year.	
03/21	<b><u>CO-OPTION OF COUNCILLORS</u></b>  It was <b><u>RESOLVED</u></b> that:  a) Mr Bill Haylock and Mr Mike Caddy be co-opted to Upton Parish Council  Mr Haylock and Caddy made and signed the Declarations of Acceptance of Office	
04/21	<b><u>PUBLIC SESSION</u></b>  A member of the public attended to make Council aware that the local scout group were struggling to get back to face to face meetings because of the prohibitive cost of hiring St Crispins Community Centre. The Chairman explained that grants were available form the Parish Council but the Council does not have any authority over the level of charges currently levied on community groups but expressed the Council's dismay that local community groups were not offered preferential or discounted rates to make them more affordable.	

05/21	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>None</p>																														
06/21	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None</p>																														
07/21	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>It was <b><u>RESOLVED</u></b> that:</p> <p>a) The minutes of the meeting held on 12<sup>th</sup> April 2021 were approved and the Chairman was authorised to sign the same.</p>																														
08/21	<p><b><u>ACTION SHEET</u></b></p> <p>It was <b><u>RESOLVED</u></b> that:</p> <p>a) The Action Sheet be noted</p>																														
09/21	<p><b><u>FINANCE/PAYMENTS DUE</u></b></p> <p>It was <b><u>RESOLVED</u></b> that:</p> <p>a) Bank reconciliation – the Council approve the bank reconciliation to 31<sup>st</sup> March 2021</p> <p>b) The Council amend the bank mandate to include Cllrs Pape, Earle, Alex and the Clerk</p> <p>c) The Council considered its insurance requirements for 2021/22 and approved the reappointment of Hiscox as the Council's insurers</p> <p>d) The Council approve a quote for the purchase of 4 new bins, bases and installation amounting to £2575</p> <p>e) The Council retrospectively approve the following payments which were made in April in accordance with the Council's approved budget:</p> <table border="1" data-bbox="263 1303 1473 1462"> <thead> <tr> <th>Invoice Number</th> <th>Payee / Reason</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>Leckford Signs</td> <td>12,429.60</td> </tr> <tr> <td></td> <td>LGPS</td> <td>£439.74</td> </tr> <tr> <td></td> <td>Clerk – salary for April</td> <td>£737.07</td> </tr> <tr> <td></td> <td>HMRC</td> <td>£681.78</td> </tr> </tbody> </table> <p>f) The Council approved the following accounts due for payment:</p> <table border="1" data-bbox="263 1563 1473 1724"> <thead> <tr> <th>Invoice Number</th> <th>Payee / Reason</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>INV-1259</td> <td>NCALC – Training Course</td> <td>£38</td> </tr> <tr> <td>INV-7396</td> <td>B and D Publications</td> <td>£420</td> </tr> <tr> <td></td> <td>Hiscox Insurance</td> <td>£655.94</td> </tr> <tr> <td>1446</td> <td>M Orpin</td> <td>£120</td> </tr> </tbody> </table>	Invoice Number	Payee / Reason	Amount		Leckford Signs	12,429.60		LGPS	£439.74		Clerk – salary for April	£737.07		HMRC	£681.78	Invoice Number	Payee / Reason	Amount	INV-1259	NCALC – Training Course	£38	INV-7396	B and D Publications	£420		Hiscox Insurance	£655.94	1446	M Orpin	£120
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10/21	<p><b><u>PLANNING, PARKING AND CONSULTATIONS</u></b></p> <p>The Council considered whether to re-establish the Planning Committee and requested that this be an agenda item for the next meeting.</p> <p>It was <b><u>RESOLVED</u></b> that:</p> <p>a) There were no objections to any of the current planning applications</p>																														

11/21

**ANNUAL REVIEW OF POLICIES AND DOCUMENTATION**

It was **RESOLVED** that:

a) The Council readopt the following policies:

- a) [UPC Standing Orders June 2019](#)
- b) UPC Financial Regs – link as above
- c) [Upton Parish Council Controlled Communications Protocol 2017](#)
- d) [Upton Parish Council Sickness & Absence Policy 2017](#)
- e) [Upton Parish Council Disciplinary Policy 2017](#)
- f) [Upton Parish Council Equal Opportunities Policy 2017](#)
- g) [Upton Parish Council Grievance Policy 2017](#)
- h) [Upton Parish Council Health & Safety Policy 2017](#)
- i) [Upton Parish Council Risk Assessment 2019 - 2020](#)
- j) [Grants Policy 2016 04 04](#)
- k) [Upton Parish Council Travel and Expenses Policy August 2016](#)
- l) [Upton Parish Council Data Protection Policy](#)
- m) [Upton Parish Council Freedom of Information Policy](#)
- n) [Upton Parish Council Complaints Procedure](#)
- o) [Recruitment Procedure & Policy](#)
- p) [Upton Parish Council CIL Levy](#)
- q) [Upton Parish Council Code of Conduct for Councillors April 2017](#)