



ANNUAL PARISH COUNCIL MEETING 7 th June 2022		UPTON PARISH COUNCIL
	Time: 1915	Venue: St Crispin Community Centre
Attendees: Cllr T Earle (Chair) Cllr M Ingram Cllr N Alex Cllr N Bench Cllr A Holt Cllr I Chowdry Cllr P Kershaw Cllr M Caddy	Apologies: Cllr Haylock	Also Present:- Nina Villa – Clerk
Item No.		
12/22	<u>PUBLIC SESSION</u> None	
13/22	<u>APOLOGIES FOR ABSENCE</u> Cllr Haylock	
14/22	<u>DECLARATIONS OF INTEREST</u> None	
15/22	<u>MINUTES OF THE PREVIOUS MEETING</u> It was <u>RESOLVED</u> that: a) The minutes of the meeting held on 3 rd May 2022 were approved and the Chairman was authorised to sign the same, subject to an amendment about the time of arrival of Cllr Caddy.	
16/22	<u>ACTION SHEET</u> It was <u>RESOLVED</u> that: a) The Action Sheet be noted	
17/22	<u>FINANCE/PAYMENTS DUE</u> It was <u>RESOLVED</u> that: a) The Council note the report of the Internal Auditor and to confirm the Council agrees that the effective and robust internal audit process	

- b) The Council approve the Year End Bank Reconciliation
- c) The Council approve the year end accounts for 2021/22 and to confirm the earmarked reserves, including CiL funds, as listed
- d) The Council approve the Annual Governance Statement for the Year Ending 2021/22
- e) The Council approve the Accounting Statements for the Year Ending 2021/22
- f) The Council approve the continuation of the Direct Debit for the Parish Council access to Bankline (amount varies each month)
- g) The Council approve arrangements for the Exercise of Public Rights to be publication on the website, noticeboards for the period
- h) The Council approve the Council's insurance policy renewal quote and approve the reappointment of Hiscox as the Council's insurers
- i) The Council retrospectively approve the payment of the invoice for the jubilee coins (£1085.99) and to approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£414.33
	Clerk – salary for May	£742.71
	HMRC	£702.40
	Clerk's Expenses	£88.99
	Clerk's working from home allowance Jan – June 2022	£156
	Insurance – Hiscox	£655.32
	IAC – Internal Audit	£228

18/22

PLANNING, PARKING AND CONSULTATIONS

- a) The Council considered current planning applications for the Parish and had no comment to make
 - b) The Council reviewed the transfer documentation relating to the transfer to the Council of Buttercup Meadow and to authorise the Chairman to sign the same subject to formalisation of the mowing arrangement with the farmer
- Cllr Holt provided an update on the surfacing at the Car Park in Kent Road – quotes to be provided at the next meeting

19/22

WEBSITE AND MARKETING / WORKING GROUP

The Council received an update on website maintenance and the progress of various projects being undertaken by the Working Group including:

- a) The tree project is due to be completed soon and the Council discussed a unveiling ceremony including inviting WNC Chairman, erecting a gazebo and providing refreshments- date to be confirmed
- b) The Council considered the Memorandum of Understanding concerning the defib installation on the One Stop and to authorised the Chairman to sign the same