

Minutes of the Ordinary Meeting of Upton Parish Council.
November 9th 2015
Held at the Oak Room, Berrywood Hospital Northampton

Meeting called to order @ 19.32 hours

Present: Cllr Robert Barrett (Chairman), Cllr Pinder Chauhan, Cllr Peter Evans, Cllr Darrin Stevens.
Lorraine Bennett (Clerk)

Also in attendance: No public or other.

01. Opening Procedures

Cllr R Barrett brought forward point 6.1 re: appointing Lorraine Bennett as Parish Clerk.
Cllr Evans advised Lorraine to liaise with another Parish Clerk as no previous council experience (especially to oversee legislation until exams undertaken).
Cllr P Evans Proposed, Cllr P Chauhan Seconded - Voting – unanimous in favour item resolved.

01/1 Apologies

Apologies were received from Cllr M Ingram, Cllr H Barrett, Cllr R Lawrence, Cllr A Bottwood, Cllr G Barrett, Cllr Jill Hope (NCC Sixfields). - It was RESOLVED to accept all apologies.

01/2 Declarations of interest

Cllr Barrett advised a potential personal interest issue re **(03)** below - community centre due to his residential address

01/3 Confirmation and Approval of the minutes of the previous meeting on October 12th 2015.

Cllr Stevens Proposed and Cllr Barrett Seconded – item RESOLVED.

01/4 Clerk report on matters arising from previous minutes/correspondence

Cllr Barrett went through emails as previous clerk not present.

- Addressed position of appointing new clerk.
- (Parishioner) query about Pineham centre/dragonfly way – What plans? More information required. Previous Clerk Loraine Foyer replied with link to Planning Dept at Cliftonville.

02. Police and Public Session

None.

03. Developments in the Parish

Community Centre plans have been redone and gone back out for public consultation. Cllr Chauhan requested previous plans as these have changes since original proposal in 2002. Cllr Barrett provided these. These were discussed. Cllr Barrett asked whether UPC wanted involvement going forward. Cllr Chauhan expressed definitely. Cllr Evans raised point of meeting with s106 officer, wanted to raise points of safeguarding re: proposed preschool and public toilets/changing rooms. This needs to be separate meeting at the borough council offices.

Cllr R Barrett discussed S106 interest monies - where does it go? FOI Letter received from NBC confirming it's held in single block, skimmed and used elsewhere. This approach by NBC clearly diminishes the "value" of S106 funds allocated to Upton Parish Projects Cllr P Evans queried where the S106 monies are held in Borough Council. Further investigations required.

Cllr P Evans Proposed, Cllr D Stevens Seconded - RESOLVED - Voting – 3 Votes in Favour, Cllr P Chauhan Abstained

04. Planning Matters

None received.

05. Finance

05/1

BDO

External Auditors Cheque for their services £330.60.

Proposed Cllr Stevens Seconded Cllr Chauhan – Voting – unanimous in favour item RESOLVED. Cheque signed.

05/2

Financial Regulations

Cllr R Barrett sent copy of financial regulations around, Noting that previous FR's (2014) had been signed but **not** ratified by full council? FR's for 2015/16 Proposed by Cllr Evans and Seconded Cllr Stevens. Voting – unanimous in favour item resolved. Cllr R Barrett signed them - FR's review required November 2016.

05/3

The proposal and acceptance of Councils External Audit/Return for y/e 31/03/2015

Cllr R Barrett advised that the council accept them as they are and noted in minutes.

Proposed by Cllr Chauhan, Seconded Cllr Stevens. Voting – unanimous in favour item RESOLVED.

05/4

BDO complaint received re: Accounts ending 31/03/15

It had been identified that the budget and reserve(s) had **not** been allocated correctly and were “**unlawful**”. This “practice” had been in place for a number of years and also carried into budget setting for y/e 31/03/2016. Cllr Barrett highlighted the legislative requirements that any underspends require to be placed in specific reserve accounts or mitigate future precepts, this has since been clearly reiterated in the “**Issues Arising**” reports received from the external auditors **BDO**. Clearly allocated.

Discussion took place regarding account balances that are in the accounts and what it is used for. Cllr Evans raised point of discussing with S106 Officer – why is a proportion of money not going into local parish after development done? Cllr Chauhan discussed a requirement for a Neighbourhood Plan. Cllr Evans will look into what has been done by WNDC then look into producing one. Cllr Evans will investigate then Parish Council (WNDC) to feed into it.

Proposal to implement findings off the external auditors (BDO) going forward – Proposed by Cllr Stevens, Seconded Cllr Chauhan. Voting – unanimous in favour item RESOLVED.

05/05 Electronic Banking

Cllr R Barrett discussed the benefits going forward. Security element remains unchanged - two people required for signatories/authorisation of EFT payments. Cllr R Barrett (as Chairman of the Council) to instigate the process to facilitate the option of online banking and payments/transfers for the councils bank accounts. Proposed by Cllr Stevens, Seconded Cllr Chauhan. Voting – unanimous in favour item RESOLVED.

06. Other Matters

06/1 Clerk appointed –

Lorraine Bennett (detailed in (1) above)

06/2 Cllr Stevens – Fixed Address for the Council

Cllr Barrett proposed finding a new “fixed address” as the council currently uses clerk’s home addresses. An option is “virtual/accommodation” address (c/o address) @ £35 per month. Cllr Chauhan and Cllr Stevens think its expensive wants to defer this point to next meeting. Cllr Evans advised Clerk to look into the viability of holding the address at Berrywood Hospital? Clerk to email Northamptonshire Healthcare NHS Foundation

Trust Paul Martin, Chair of Governors, St Mary's Hospital, Kettering. As we already hold monthly meeting here in lieu of small donation?

06/3 Discuss Redesign of the UPC website. Quotes

Cllr Chauhan agreed with Cllr Barrett to go ahead with UPC website. Cllr Barrett suggested 2Commune. Three quotes were considered with the preferred supplier being 2commune limited. Query over email addresses as the charge is £25 per year per email address. Cllr Evans said he will contact Borough Council regarding costings of email address. Cllr R Barrett suggested register our own domain for emails. Website design yes, email addresses pending via council. A cheque is required at the next monthly meeting as payment is required upfront. Suggested £250 up front. Cllr R Barrett will oversee the designing and setting up. Cllr Chauhan made a point of keeping Upton Youth Council (UYC) involved, providing link on our website and setting them such projects to interact with PC. Proposed by Cllr Stevens Seconded Cllr Chauhan Voting – unanimous in favour item RESOLVED.

06/4 Current Position in relation to occupied land (Bowls & Cricket Club (SRRCC))

Cllr R Barrett, Cllr Bottwood and Cllr Stevens met with the above club. (Cllr Stevens Declaration of personal interest) his partner's son plays at the cricket club but under 18.

The issues are still not resolved – Cllr Stevens is happy to go back with list of points. Cllr Stevens/Cllr Chauhan want all parish community to have access. Cllr Evans advised to go back to Borough Council and ask for land value and then draw against this as a capital receipt (an investment). Cllr Chauhan advised the need for another discussion with Cllr Bottwood and S106 Officer on this matter – the council queried Cllr Bottwood's role going forward (Cllr Bottwood currently holds the position of elected borough councillor for the parish with additional cabinet responsibilities and parish councillor for an adjoining council) as this highlights a potential significant conflict of interest?

Cllr Barrett proposed Cllr Bottwood move away from negotiations and take an advisory role for UPC, it was agreed that Cllr Evans will take his place within the working party. Also another meeting to be organised ASAP (Extraordinary meeting) to discuss UPC's position going forward Proposed by Cllr R Barrett and Seconded Cllr Stevens. Voting – unanimous in favour item RESOLVED.

07. Communication

None

08. Borough Councillors Report

None

09. Service Requests and Reports from Members

Cllr Evans – Berrywood Car Parking situation. Northampton Borough Council have given a piece of land in front of hospital for car parking. The trees there have a preservation order so they can't be removed. A request was received from Cllr Evans as to whether UPC could help with funding for this from S106 monies? Cllr Chauhan queried the assistance of UPC in respect of financially supporting this private initiative? But it is apparent 90 car spaces will be provided removing most cars from the roadside and people's homes. Needs to go on Agenda for point within next S106 related meeting.

10. Time, Date and Place of Next Meeting to be agreed

Where possible the council meets on the first Monday in the month (19.30 start), if this is a bank holiday it would be the following Monday.

Next meeting dates in 2015:
December 7th.

Meeting closed 21.45 pm