



Meetings held at Oak Room Berrywood Hospital
 Upton Parish Council
 PO Box 1425
 Northampton
 NN1 9FN
 Email: Clerk@upton-pc.gov.uk
 Mobile: 07703 755469

Minutes of the Ordinary Meeting of Upton Parish Council held on **23rd May 2016** called @ 19.35

Present:

Cllr Anthony Earle (Chairman), Cllr Darrin Stevens (Vice Chair), Cllr Robert Barrett, Cllr Mike Ingram, Cllr Wendy Lawrence, Cllr Ron Lawrence

Apologies:, Cllr A Bottwood (personal)

Also present: Lorraine Bennett (Clerk), Cllr Jill Hope

Item no		Action by
16/078	To elect a Chairman RESOLVED - Cllr Earle to remain as Chairman. Proposed Cllr W Lawrence 2 nd Cllr D Stevens (Cllr Barratt Abstained) No other objections	
16/079	To receive the Chairman's Declaration of Acceptance of Office RESOLVED	
16/080	To elect a Vice Chairman RESOLVED -Cllr Stevens to remain Vice Chairman – Vote Unanimous	
16/081	Resolution to approve and sign the minutes of the meeting of 2nd May 2016 RESOLVED - Cllr R Lawrence and Cllr W Lawrence – Abstained as were not present at meeting.	
16/082	Resolution to approve apologies for absence RESOLVED – All agreed	
16/083	To receive members' Declarations of Interest for items on the agenda RESOLVED - Cllr Barratt 16/085 j)	
16/084	Public Open Forum – Will be conducted in terms of paragraphs 1c to 1l of our Standing Orders (available on the Council's website), summarised briefly as follows: A member of the public is entitled to speak only once on agenda items, for no longer than 3 minutes. The period of time for public participation, which is at the Chairman's discretion, shall not exceed 10 minutes. In accordance with the above, a question asked by a member of the public during a public participation session, shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written or oral response Cllr Jill Hope advised: Highways Maintenance – Too much damage on highways. Red Risk List getting longer. New homes built but no highway maintenance is carried out by council. Dogs and Children at Playparks – Unacceptable that dogs and children in same area. Can we obtain Dog free Zone at play area once it has been moved? Proper surfacing and fencing required.	JULY AGENDA Clerk to contact Cllr Bottwood (Environment)



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16/085	FINANCE Bank a/c Balance as at 16/05/2016 Current A/c £ 52,874.34 Reserve A/c £12, 604.38 a) To Resolve Bank Reconciliation as at 31/03/2016 – RESOLVED (as attached) b) To Resolve the Annual governance statement 2015/2016 (section 1 Annual Return as emailed) – RESOLVED – Each question discussed, all answered NO. Cllr Barratt Abstained. Budget to be discussed at JUNE meeting – new council. c) To Resolve the Accounting Statements for 2015/2016 (as emailed) – All agreed to sign documents RESOLVED d) To adopt UPC Insurance provision 16/17 – Renewal 1 June – To discuss quotes obtained and decide which provider to adopt. AON (current provider) £439.50 Came & Co (Hiscox) £462.11 (£439 if adopt 3yr plan). Came and Co highly recommended from NCALC and other Parishes for their services. (quotes emailed prior to meeting) Discussion on quotes took place, agreed to proceed with HISCOX £439 (3yr plan). Proposed – Cllr Barratt 2nd Cllr Ingram (1 abstained 4 in favour) e) To Consider subscription to CPRE - £36 per year – RESOLVED – Cllr Barratt Abstained f) To confirm payment date for Clerk once PINS received for online banking- 1st of month AGREED to provide hours worked on 20th month and send on next Agenda for payment. g) To confirm online payment of Clerks Mobile once PINS received AGREED to check Financial Regs for DDM's (variable) Yes it can include phones. h) To Pay Barbara Osborne Inv 4679 Chq 000708 £117.00 - ALL AGREED i) To Pay Clerks Mobile) Chq 000709 £10.80 – ALL AGREED (Carphone warehouse provided credit of £64 for poor service to bank a/c 4/5/16) j) To Pay Cllr Robert Barrett re: Mays Expenses Sheet Chq 000710 £13.39 ALL AGREED k) To Pay Staples INV1fl35500 Chq 000711 £6.28 – ALL AGREED	JUNE AGENDA Internal Audit to be organised Complete form Submit hours to raise payment. DDM to be completed												
	Chairman asked if any objections to bring 16/087 forward due to the timescale/input required for 16/086 -No objections													
16/087	Planning AGREED to advise Planning Department No objections to all applications. <table border="1" data-bbox="336 1688 1310 2011"> <thead> <tr> <th>Application Ref</th><th>Location</th><th>Details</th></tr> </thead> <tbody> <tr> <td>N/2016/0553</td><td>1 NORTH MEADOW VIEW, NORTHAMPTON, NN5 4UD</td><td>REMOVAL OF EXISTING GARAGE AND REBUILD IN NEW POSITION INCLUDING TWO STOREY SIDE EXTENSION</td></tr> <tr> <td>N/2016/0535</td><td>SINGLE STOREY EXTENSION TO REAR</td><td>2 TEASLE CLOSE, NORTHAMPTON, NN5 4AU</td></tr> <tr> <td>N/2016/0463</td><td>ZONE F UNITS A & B , UPTON VALLEY WAY EAST, NORTHAMPTON</td><td>ERECTION OF 2NO UNITS COMPRISING ONE (USE CLASS B1)</td></tr> </tbody> </table>	Application Ref	Location	Details	N/2016/0553	1 NORTH MEADOW VIEW, NORTHAMPTON, NN5 4UD	REMOVAL OF EXISTING GARAGE AND REBUILD IN NEW POSITION INCLUDING TWO STOREY SIDE EXTENSION	N/2016/0535	SINGLE STOREY EXTENSION TO REAR	2 TEASLE CLOSE, NORTHAMPTON, NN5 4AU	N/2016/0463	ZONE F UNITS A & B , UPTON VALLEY WAY EAST, NORTHAMPTON	ERECTION OF 2NO UNITS COMPRISING ONE (USE CLASS B1)	Clerk to action
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				BUSINESS, (USE CLASS B2) GENERAL INDUSTRIAL AND (USE CLASS B8) STORAGE & DISTRIBUTION AND A SECOND UNIT (USE CLASS B2/B8).		
		N/2016/0362	PLOT F EBC BRAKES , UPTON VALLEY WAY EAST, NORTHAMPTON	ERECTION OF SIDE EXTENSION, RELOCATION OF RECYCLING AREA AND SHELTER AND EXTENSION TO EXISTING CAR PARK. LOCATION	25/05/2016	
		N/2015/1454	ST CRISPIN HOSPITAL, BERRYWOOD ROAD, NORTHAMPTON	DEMOLITION OF THE EXISTING DWELLING, RELOCATION OF THE CLOCK TOWER AND CONVERSION TO RESIDENTIAL USE COMPRISING 13NO APARTMENTS, RESTORATION OF THE ADMINISTRATION BUILDING AND CONVERSION TO RESIDENTIAL USE TO PROVIDE 4NO APARTMENTS, THE ERECTION OF 120NO APARTMENTS AND 98 HOUSES (235NO DWELLINGS TOTAL) WITH ASSOCIATED ROADS AND UNDERGROUND CAR PARKS.	25/05/2016	
16/086	ADMINISTRATION a) To review and approve the Financial Regulations (new model) (Draft copy attached) – NCALC amendments discussed, finalisation pending Finance Committee/Working Party 16/089. b) To review and Approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (Draft copy attached) – ADOPTED – No objection. c) To review and approve the council's Code of Conduct Policy (Draft copy attached) Confirmed NBC is monitoring officer. Part Three (page 9onwards can be removed) – replace with Standing Order ref making complaints. ADOPTED 9pm – Cllr Jill Hope Left meeting. d) To review and approve councils Internal Control Policy (Draft copy attached) To be completed monthly instead of quarterly. Cllr D Stevens to be internal auditor. Proposed W Lawrence 2 nd Cllr M Ingram. All agreed - ADOPTED e) To review and approve councils Risk Assessment (Draft copy attached) Discussed Playgrounds (keep in even though we do not have) Document control (p/word protect				Update – JUNE Agenda Clerk to Action Clerk to Action Clerk to Action	



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	docs, locked cabinets p/word access codes to be placed in sealed envelopes/Hard drive for backup. Agreed for Clerk to purchase. f) To agree Copywriter for Website initial information input Cllr Stevens informed council about amount of work involved in managing Facebook/website. 2 candidates (1) Man - £120 per month (2) Woman - £18 p/hr Proposed to implement trial period of 2/3 months then review. One to manage facebook, one to manage website then switch. Discussion took place – Cllrs querying lack of control/terms of reference for UPC. All agreed to trial period - RESOLVED	Clerk to produce Social Media Policy Cllr Stevens to manage.
16/088	To determine the dates of next Annual Parish Council meeting in May 2017. Full Council meetings for the year were agreed at meeting of 4th April 2016. Chairman advised Full Council meeting – 8th May 2017 and Annual Meeting and Annual Parish Meeting 15th May. RESOLVED	
16/089	a) To Consider the need for and Approve Working Parties/Committees – Moved to June’s Agenda. b) To Approve members of working parties/committees – Moved to June’s Agenda Finance Regs cannot be adopted until 16/089 has been decided. High priority for JUNE.	JUNE AGENDA
16/090	TIME, DATE AND PLACE OF NEXT MEETING TO BE AGREED Meeting closed 9.42 pm Monday 6th June 2016 for next meeting.	

Signed:
 Chairman – Cllr Anthony Earle

Dated: