



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 **1st August 2016** called @ 19.30

Present:

Cllr Anthony Earle (Chairman), Cllr Wendy Lawrence, Cllr Ron Lawrence, Cllr A Bottwood, Cllr Robert Barrett, Cllr Mike Ingram.

Apologies: Cllr Pinder Chauhan, Cllr Darrin Stevens (Vice Chair)

Also present: Lorraine Bennett (Clerk), Cllr Jill Hope (County Councillor), PC 717 Sarah Whitehead

Before meeting commenced Chairman Cllr Anthony Earle read out statement as **Appendix 2**. Confirming his resignation as Chairman. Cllr Wendy Lawrence appointed temporary Chairman in Vice Chairman's absence.

Item no	
16/122	TO RECEIVE AND APPROVE APOLOGIES OF ABSENCE Cllr Pinder Chauhan and Cllr Darrin Stevens - RESOLVED
16/123	TO RECEIVE DECLARATIONS OF INTEREST Cllr Bottwood informed a Borough Councillor.
16/124	TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING held on 4th July 2016 RESOLVED
16/125	POLICE AND PUBLIC OPEN FORUM PUBLIC Cllr Jill Hope advised: - Barclays Bank do not charge for online banking to community accounts should we wish to change banks. - Also provided details of a difficult meeting held regarding discharge periods at hospital. - A New Residents Group has been set up in Upton to bring the community together and to create community projects. 2nd meeting takes place 2nd August 2016 at Upton Meadows School. Cllr Wendy Lawrence is attending. POLICE - PC 717 Sarah Whitehead provided report (Appendix 3) to council on latest crime figures (St Crispin's and Marina Park). The only offence to note is Arson at the derelict St Crispin's hospital site. It has been referred to Arson Task Force and Head of Planning Enforcement – who will speak to the developers. - The play area at Marina Park has been causing residents distress. Complaints about noise from kids and rubbish in the wooded area have been made to the Management committee. Area is on patrol plans and incidents will be dealt with as and when they arise. - Yellow Lines – Berrywood Drive/St Crispin's Drive – Lines are not tagged at each end so not enforceable. Review is to take place this month as the biggest area the blind bend outside Berrywood Hospital is not resolved. Highways have been contacted and will be reviewed.



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	Proposal – To request the yellow lines completed and a Zebra Crossing put in place. Upton Parish Council (UPC) to write to WN Developments and MP Andrea Leadsom. ALL AGREED PC Sarah Whitehead left 7.57pm.
16/126	TO CONSIDER AND AGREE CONTRACTOR TO ERRECT PARISH NOTICEBOARDS QUOTES PROVIDED, LOCATIONS CONFIRMED. Cllr Robert Barrett advised he knows one of the contractors Luke Tear. The New Roads and Services Act 1991 – Council advised Clerk to contact County Council in relation to whether UPC arrange the license (in relation to Telford Way Location). PROPOSAL: Mark Jenkins to remove old boards and erect new noticeboards at locations as previously advised. Upon the receipt of Public Liability Insurance document and accepting to store the remaining 2 boards until license received and New Shops at Upton built. If Mark Jenkins unable to meet all requirements, Luke Tear to undertake position. AGREED Cllr Wendy Lawrence left room 8.08pm – meeting stopped. Recommenced 8.10pm.
16/127	TO CONSIDER AND AGREE FINANCIAL WORKING PARTY IN ORDER FOR THE PARISH COUNCIL TO BE FULLY TRANSPARENT AND ENSURE ALL FINANCIAL RISKS ARE PREVENTED. The following proposal has been submitted by Cllr Stevens and Cllr Barrett. a) To clarify the context of the minutes under 16/099. Cllr Barrett provided reasoning as why matter brought back to council. No Working Parties were originally agreed but for risk elements a Financial Working Party required. NCALC bringing out new rules under Financial Regulations. PROPOSAL: Three month temporary FSWP until NCALC new rules out – RESOLVED b) To request a finance scrutiny working party (FSWP) be enacted. To confirm the terms? Three month temporary FSWP until NCALC new rules out RESOLVED c) To approve the appointment of Cllr Stevens and Cllr Barrett to the working party - RESOLVED d) To approve the request to authorise the FSWP access to any and all data to assist the preparation of reports and monitoring and provide immediate intervention where applicable - RESOLVED e) To approve Councillor Stevens to be registered as a full administrator of the councils bank accounts – The Chairman should be administrator – once new Chairman elected will be updated.
16/128	To note the Internal Auditors Report received and Annual Return submitted to BDO (improvement plan to be produced upon approval of FSWP) – RESOLVED
16/129	To agree separate bank account named 'EARMARKED RESERVES' to be set up for projects. RESOLVED Need to transfer £8,400 from General Reserves (2016-2017 Budget) – September Agenda.
16/130	FINANCE



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	a) To note the balance of accounts and Bank Reconciliation as at 31/07/2016 Current a/c £41,314 Reserve A/c £12,605.95 - Noted b) To Approve the payments to be made:					
	PAY	Voucher NO	RESPECT OF	POWER	GROSS	VAT
	Staples	VN -42 Chq	Hardrive/files		106.25	£16.43
	Natwest	VN- 43 Chq	Bankline Fee		£28.30	-
	Ways2Display	VN -44 Chq	Noticeboards		£7,854	£1309.00
	Barbara Osborne	VN – 45 Chq	Payroll Services		£60.00	-
	Lorraine Bennett	VN – 46 Chq	Salary		£438.72	-
	Lorraine Bennett	VN – 47 Chq	Backdated hours (6)		£54.84	-
	Lorraine Bennett	VN – 48 Chq	Expenses (mileage/postage)		£20.45	-
	02 DDM	VN 49 Invoice -87656573	Clerks Mobile		£11.94	£
RESOLVED – Due to Chairman's resignation cheques to be issued						
16/131	PLANNING – To Consider Applications					
	Proposal Reference	Proposal			Objections/Observations to be made by:	
	N/2016/0547 Park Barns , Upton Lane, Northampton, NN5 4UX	LISTED BUILDING CONSENT APPLICATION TO REMOVE EXISTING FLOOR AND RAISE FLOOR LEVEL, ALTERATION TO ROOF STRUCTURE, NEW INTERNAL STAIRCASE AND PARTITION WALLS, ALTERATIONS TO EXISTING DOOR			12 th August 2016 No Objections - RESOLVED	
	S/2016/1324/	Planning consultation Information for application at Norwood Farmhouse Sandy Lane Harpole NN7 4DG			12 th August 2016 (Extension) OBJECTION TO BE MADE Cllr Wendy Lawrence provided report on the application.	



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			Proposal – Objection due to – Sandy Relief Road and absent Masterplan. ALL AGREED
	N/2016/0812 Princess Marina Hospital , Weedon Road, Upton, Northampton, NN5 6UH	Nine dwellings and block of 6 flats (Pursuant planning permission 11/004/repwnn)	4th August 2016 OBJECTION TO BE MADE Email: Object strongly as it differs to the original plan
16/132	TO APPOINT MICHELLE ORPIN AS COPYWRITER. TO MAINTAIN WEBSITE/FACEBOOK ON A 3 MONTH CONTRACT FOR 7HRS A MONTH(APPROX) - RESOLVED		
16/133	ADMINISTRATION a) To note the Internal Control Checks completed July 2016 – RESOLVED b) To review and to resolve the Travel and Expenses Policy – Allowances amended to reflect NCALC's Rates - RESOLVED c) To agree Cllr Chowdhury as an additional signatory to Upton Parish Council's Bank Account. In accordance with NatWest's Mandate (see appendix 1.) – Defer to September as Councillor not present.		
16/134	STAFF a) To note the absence of the Clerk due to annual leave (8th – 15th August) b) To confirm Clerks Probation Terms as per meeting review 13th June – Still not received. Cllr Wendy Lawrence to email Cllr Stevens and Cllr Chauhan.		
16/135	TIME, DATE AND PLACE OF NEXT MEETING TO BE AGREED Monday 5 th September 2016 for next meeting, 7.30 pm. Meeting closed 8.55pm		

Signed:

Dated:



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Appendix 1

3. Resolution

New accounts:

This resolution must be passed at a meeting of the members or relevant management committee of the organisation

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this mandate and that:

- The individuals identified as **authorised signatories** may, in accordance with the **signing rules**, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Banker's Drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit.
- Any **authorised signatory** may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same **signing rules** and **authorised signatories**; closing accounts; or other banking services or products.
- The Bank may accept instructions that do not have an original written authorised signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.
- The organisation will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.
- This mandate will continue until the organisation gives the Bank a replacement mandate.

Existing accounts:

This resolution must be passed at a meeting of the members or relevant management committee of the organisation

It was resolved that:

- the **signing rules** in the current mandate, for the accounts detailed in section 2, be replaced in accordance with section 4; and/or
- the **authorised signatories** in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

Appendix 2

Chairman's Resignation Statement



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Statement from Councillor Tony Earle read out at 1st August 2016 Upton Parish Council Meeting.

Approximately seven years ago I joined Upton Parish Council to be a voice for, and represent the residents of, the Parish. My aim was to get the various agreements with Developers and Northampton Borough Council completed to the benefit of all residents.

Just over two years ago, some changes took place with respect to the membership of the Parish council. Since then we have had 4 Parish Clerks, 3 of whom resigned, due to the continued interference to their role which they found to be untenable. This interference has continued up to the present time with unfounded complaints being made by one councillor against fellow councillors and UPC as a whole.

Over recent weeks I have become more and more uncomfortable with the continued attempts to keep changing the financial format of the council. I inherited a request to move to Internet Banking which we now know will cost the council in excess of Three Hundred Pounds per year. At no time was this cost brought to the attention of the Council, or ratified by the Council. Most importantly this system does not work for the Council. I am extremely concerned with items on the August agenda, where Councillors are proposing to make further changes to our procedure's which I do not feel comply with Council Regulations. No one Councillor must be allowed to have complete control of the Parish Bank Accounts.

Over the last two years Upton Parish Council has failed to progress any project, the end result being that the Parish Council has now lost out on having any involvement with regard to three section 106 matters. The residents of Upton Parish now have no representation on any of these three projects. For clarity these are The Cricket Field, The Community Centre and St Crispin Park.

This is not why I became a Councillor. I feel I am unable to fully represent the electorate, due to the continual interference and obstruction that is now prevalent within the Council. I therefore, feel I am left with no alternative other than to resign my post as Chair of UPC and to resign as a Parish Councillor with immediate effect.

A.R.H. Earle, Copy handed to Parish Clerk for inclusion with August '16 minutes



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PC 717 Sarah WHITEHEAD
PCSO 7038 Helen HOUGHTON
PCSO 7153 Andy WOOD
SC 3057 David OLIVER

Duston & Ryehill Safer Community Team
Northamptonshire Police
South West Sector
Mereway Fire & Police Station
MEREWAY
Northampton
NN4 8BW

Telephone: 101 (Ext: 344268, 344438, 346159, 345198)

Follow us on Twitter: [@DustonPolicing](https://twitter.com/DustonPolicing)

Monday 1st August 2016.

Upton Parish Council Police Report

Good evening Ladies and Gents,

Crime Figures – July 2016 (for St Crispins & Marina Park only):

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Theft from Motor Vehicle	Theft of Motor Vehicle	Other offences
St Crispins and Marina Park.	0	0	0	0	0	4

The only offence of note is an arson at the derelict St Crispins hospital site. We have again referred this site to the Arson Task Force and Head of Planning Enforcement as PCSO HOUGHTON prevented a further fire from taking hold, in one of the bigger buildings last week. Environmental Health and Planning Enforcement have again attended the site today (01.08.16) and will be speaking with the Developers on our behalf.

The play area at Marina Park is also causing some nearby resident's distress. Large groups of children are congregating and the noise levels are reported as being unbearable, especially into late evening. Damage has been reported to the Management Committee – some over active groups of young people are perceived as misusing the equipment but police powers to remove and / or prevent activity there are limited. This site is however, on our patrol plans and we will deal with incidents as we come across them.

Yellow Lines – Berrywood Drive / St Crispins Drive. Some of the lines are incomplete and therefore not enforceable by Council Enforcement Teams, also the

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CRIMESTOPPERS 0800 555 111

'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at www.crimestoppers-uk.org. No personal details are taken, information cannot be traced or recorded and you will not go to court.'



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area between Roundwood Way and the entrance to Berrywood Hospital needs to be lined to prevent buses and other vehicles, overtaking parked cars into the path of on-coming traffic from a blind bend. Highways have been contacted and will be looking at this during their next review.

The new Psychoactive Substances Act 2016 is now in legal force. One of the main objectives of this is to end legal sales of Psychoactive Substances from high street retailers and websites. The Bill introduces a blanket ban on the production, supply, possession with intent to supply and import / export of psychoactive substances.

A Psychoactive Substance in this legislation is defined as "any substance that is capable of producing a psychoactive effect in a person who consumes it".

For general parking issues please contact the County Council : <http://www.northamptonshire.gov.uk/en/councilservices/Transport/parking>

Follow us on Twitter - [@DustonPolicing](https://twitter.com/DustonPolicing) - for regular updates specific to Duston and / or general crime prevention advice.

Kind regards,

PC 717 Sarah WHITEHEAD. (sarah.whitehead@northants.pnn.police.uk)
PCSO 7038 Helen HOUGHTON. (helen.houghton@northants.pnn.police.uk)
PCSO 7153 Andy WOOD. (andy.wood@northants.pnn.police.uk).

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