



Meetings held at Oak Room Berrywood Hospital

Upton Parish Council

PO Box 1425

Northampton

NN1 9FN

Email: [Clerk@upton-pc.gov.uk](mailto:Clerk@upton-pc.gov.uk)

Mobile: 07703 755469

Minutes of the Ordinary Meeting of Upton Parish Council held on **5<sup>th</sup> September 2016** called @ 19.30

**Present:**

Cllr Wendy Lawrence, Cllr Ron Lawrence, Cllr A Bottwood, Cllr Robert Barrett, Cllr Mike Ingram, Cllr Pinder Chauhan, Cllr Darrin Stevens (Vice Chair)

**Apologies: NONE**

**Also present:** Lorraine Bennett (Clerk), Cllr Jill Hope (County Councillor), Cllr Anna King, Stuart Docker, S Hutcheson, Sara Dempster, Friend of Upton Church Representatives.

Before meeting commenced Vice Chairman expressed the importance of the role of Chairman and the responsibilities/expectations.

| Item no |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16/136  | <b>TO APPOINT A CHAIRMAN</b><br><b>RESOLVED</b> – Cllr Wendy Lawrence appointed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 16/137  | <b>TO RECEIVE ACCEPTANCE OF OFFICE FROM CHAIRMAN</b><br><b>RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 16/138  | <b>TO RECEIVE REPORT FROM NORTHAMPTON BOROUGH COUNCIL (Cllr Anna King -Cabinet Member for Community Engagement) ON:</b> <ul style="list-style-type: none"> <li>The Community Centre Management – Update provided by Cllr King: <ul style="list-style-type: none"> <li>- Heads of Term for lease being issued. Completion due December and Launch in January 2017.</li> <li>- Current play equipment will be ready January.</li> <li>- Community Spaces currently hold a business plan. Question raised, why no business plan in place and the community centre was built? Cllr King to provide written response to council.</li> <li>- Business plan can be put in on behalf of Parish Council if we wish. It was discussed Upton Parish Council obtaining a room for meetings and representation on the management committee.</li> <li>- Societies/Clubs have enquired about leases for the football pitches/changing rooms</li> <li>- Cllr King to arrange a meeting with Open Spaces or for them to attend our next meeting 3<sup>rd</sup> October.</li> </ul> </li> <li>The land of the Cricket and Bowls facilities - Cllr King advised: <ul style="list-style-type: none"> <li>- Land is owned by Taylor Wimpey</li> <li>- Land need to be transferred to NBC – no date known at present</li> <li>- NBC want the land back</li> </ul> </li> </ul> <p>Upton Parish Council want the land to be used for the community. Will residents receive reduced membership? Cllr Anna King can arrange a meeting with those concerned and report back at our next Parish Council Meeting 3<sup>rd</sup> October.</p> <ul style="list-style-type: none"> <li>The Allotments – Some residents have had to have boundary fences moved, but the allotments are welcomed to the area. The entrance to the site was an issue this has been resolved, allowing cars to</li> </ul> |



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|               | pull off the road before opening gates. Location of toilets and storage have been moved. No burning is allowed on site – a condition imposed following residents request. Each plot will be 25m x 5 m (80m plots 16-18-week programme). The process for applying will be emailed to the Clerk from Cllr King.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>16/139</b> | <b>TO RECEIVE AND APPROVE APOLOGIES OF ABSENCE – RESOLVED - None</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>16/140</b> | <b>TO RECEIVE DECLARATIONS OF INTEREST (under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business)</b><br>Cllr Ingram raised – 16/143 – Non Pecuniary 16/144 – Pecuniary<br>Cllr Barrett raised – 16/149 – Pecuniary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>16/141</b> | <b>TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING held on 1<sup>st</sup> August 2016<br/>RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>16/142</b> | <b>Public Open Forum</b> – 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 <b>15 minutes</b> . 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.<br>S Hutcheson (resident – persimmon property) raised query regarding Open spaces re: Shrubs outside his house. Provided many images of overgrown land/weeds. The standard the land has been left in by developer is not of a high standard – many weeds. Bins in the area are overflowing, not collected enough.<br><b>Proposal</b> – Upton Parish Council to write to Principal Planning Officer re: site then persimmon homes for what management arrangement is in place. <b>RESOLVED</b> |
| <b>16/143</b> | <b>TO RECEIVE AND APPROVE GRANT APPLICATION FROM FRIENDS OF UPTON CHURCH (FOUC) FOR GRASS MOWING (£250)</b><br>FOUC provided background information to council of who they are and what they do.<br>It has been a redundant church since 1970. However, can be used for 4 services a year, used for weddings etc.<br>FOUC clean and tidy the inside and outside of the church and its grounds.<br>Grant Application - <b>RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>16/144</b> | <b>TO APPROVE GRANT APPLICATION FROM NOAHS ARK PRESCHOOL FOR CLASSROOM EQUIPMENT (A sum of £926)</b><br>UPC to purchase items and arrange delivery direct – <b>RESOLVED</b><br>Cllr Bottwood asked for item <b>16/151</b> to be brought forward as he has announcement to make – <b>AGREED by ALL.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>16/151</b> | <b>FINANCE</b><br>a) <b>To note the balance of accounts and Bank Reconciliation as at 31/08/2016 - Current A/c £41,507 Reserve A/c £12, 605 - RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



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- b) To Note VAT return payment received VN 3 – RESOLVED £772.03
- c) To appoint Cllr Chowdhury and another Councillor as bank signatories following the resignation of Anthony Earle and Cllr Barrett's removal. In accordance with NatWest's Mandate (Appendix 1) – RESOLVED to appoint Chairman Cllr Wendy Lawrence and Cllr Chowdhury.
- d) To Approve Transfer of £8,400 to Reserve Account from the Current Account as per Budget 2016/17 – AGREED – Online payment to be made once administrator set up online (Cllr Wendy Lawrence).
- e) To Approve the payments to be made:

| PAY                 | Voucher NO | RESPECT OF                 | POWER            | GROSS   | VAT    |
|---------------------|------------|----------------------------|------------------|---------|--------|
| Natwest             | VN-50      | Bankline Fee               | LGA 1972<br>s112 | £30.30  | -      |
| Virtualmarketing    | VN-51      | Michelle Orpin<br>(July)   | LGA 1972<br>s112 | £120.00 | -      |
| Virtualmarketing    | VN-52      | Michelle Orpin<br>(August) | LGA 1972<br>s112 | £120.00 | -      |
| Staples             | VN-53      | Stationary                 | LGA 1972<br>s112 | £77.56  | £12.93 |
| 02 - DDM            | VN-54      | Clerks Mobile              | LGA 1972<br>s112 | £10.80  | £1.80  |
| Lorraine Bennett    | VN-55      | Clerks Salary              | LGA 1972<br>s112 | £548.40 | -      |
| Lorraine Bennett    | VN-56      | Expenses                   | LGA 1972<br>s111 | £11.42  | -      |
| Cllr Robert Barrett | VN-57      | Travel Expenses            | LGA 1972<br>s111 | £11.70  | -      |
| NCALC               | VN-58      | Training Inv 5882          | LGA 1972<br>s143 | £39.00  | -      |

All Agreed.

Cllr Bottwood read statement of resignation from Upton Parish Council.

Left room at 8.25pm

- 16/145 **TO AGREE THE CO OPTING LEAFLET PRODUCED AND DISTRIBUTE TO HOUSES IN PARISH INVITING MEMBERS TO OCTOBER MEETING TO BE CO OPTED.**  
**Proposal** – Chairman to produce A5 leaflet within 48 hrs. then members to agree via email on the style of leaflet and distribute. **ALL AGREED**
- 16/146 **TO CONFIRM THOSE COUNCILLORS WHO WISH TO ATTEND NCALC AGM AND TO ELECT A VOTING MEMBER. ANY MOTIONS COUNCIL WISH TO BE RAISED SUBMITTED TO NCALC BY 25<sup>TH</sup> SEPTEMBER**



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|        | <b>RESOLVED</b> – Cllr Stevens nominated Voter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                        |                                                                                                             |
| 16/147 | <b>TO APPOINT AUSTIN KEARNS TO INSTALL ALL 7 NOTICEBOARDS AS REQUIRED</b><br><b>RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                        |                                                                                                             |
| 16/148 | <b>TO AGREE ADDITIONAL INSURANCE PREMIUM WITH HISCOX FOR NEW NOTICEBOARDS AGAINST DAMAGE</b><br><b>£36.73 PER ANNUM</b><br><b>RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                        |                                                                                                             |
| 16/149 | <b>TO FORMALLY RECIND THE CURRENT 2016-2017 BUDGET AND PRECEPT DETAILED AT 16/009 OF THE COUNCILS MNUTES AND AGREE A RECALCULATION WITHIN 28 DAYS</b><br>Proposal above rejected.<br><b>New Proposal</b> – Acknowledge the errors made, accept and move forward to ensure carried out correctly. Issue correspondence to Cllr Barrett accepting that errors were made. <b>RESOLVED</b>                                                                                                                                                                                                          |                                                                                                                                                                                        |                                                                                                             |
| 16/150 | <b>CLERKS REPORT</b><br><b>To Note NCALC's advice regarding Budget and Precept Setting</b><br><b>RESOLVED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                        |                                                                                                             |
| 16/152 | <b>PLANNING – To Consider Applications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                        |                                                                                                             |
|        | <b>Proposal Reference</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Proposal</b>                                                                                                                                                                        | <b>Objections/Observations to be made by:</b>                                                               |
|        | Planning Application Consultation<br>N/2016/1017<br>2 Webb Drive, Northampton, NN5 4EL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>VARIATION OF CONDITION 5 OF PLANNING PERMISSION N/2011/0221 (CHANGE OF USE FROM RESIDENTIAL TO RETAIL) TO ALLOW EXTENSION OF TRADING HOURS FROM 07:30-19:30 TO 7:30-22:00 DAILY</b> | 6 <sup>th</sup> September – requested extension until after meeting.<br><br><b>RESOLVED - No objections</b> |
| 16/153 | <b>ADMINISTRATION</b><br><b>a) To note the Internal Control Checks completed by FSWP (Financial Scrutiny Working Party) July 2016</b><br><ul style="list-style-type: none"> <li>- Administrators for online banking – three required to reduce risk – currently have 1 cannot function. <b>Proposal for next Agenda – October.</b></li> <li>- No banked hours for clerk</li> <li>- Cllr Wendy Lawrence to be set up as admin for online banking/signatory</li> <li>- Note precept set incorrectly – information available on website.</li> <li>- Pictures of councillors for website</li> </ul> |                                                                                                                                                                                        |                                                                                                             |
| 16/154 | <b>TRAINING/MEETINGS</b><br><b>a) Note Training courses/meetings planned for coming months – AS PER Training Schedule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                        |                                                                                                             |



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|        | <ul style="list-style-type: none"><li>- FOI for Cllr Ingram at NCALC</li><li>- Employment Law for Cllr Pinder Chauhan at NCALC</li><li>- Cllr Ingram advised his training courses payment will be split with Duston Parish Council (DPC)</li><li>- Details regarding Chairman Training Course required for new Chairman</li></ul> |
| 16/155 | <p>Cllr Jill Hope explained Northants Enterprise Partnership – and the joining of Semlep.</p> <p><b>TIME, DATE AND PLACE OF NEXT MEETING TO BE AGREED</b></p> <p>Monday 3<sup>rd</sup> October 2016 for next meeting, 7.30 pm.</p> <p>Meeting closed 9pm</p>                                                                      |

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

### Cllr Bottwood's Resignation Statement – Received via email