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FULL PARISH COUNCIL MEETING		UPTON PARISH COUNCIL
Date: Monday 6th March 2017	**Time: 7.30pm**	**Venue: The Oak Room, Berrywood Hospital, Northampton**
Attendees: **Cllr S Pape (Chair)** **Cllr R Lawrence** **Cllr M Ingram** **Cllr I Duly** **Cllr I Chowdray** **Cllr R Barrett** **Cllr A Holt** **Cllr W Lawrence**	**Apologies:** **Cllr P Chauhan** **Cllr E Kerby was not present.**	**Also Present:-** **Gill Wells – The Clerk** **Cllr Hope – County Councillor** **Cllr Bottwood – Borough Councillor** **Mr T Earle**

Cllr Pape welcomed Cllr Andrew Holt, co-opted to the Council 6th February 2017, to the Council.

17/245. REPORTS FROM NBC & NCC COUNCILLORS / POLICE.

Cllr Hope (NCC) addressed the meeting and made comment about the traffic parking arrangements at the new Pineham Barns school which was creating gridlock in the mornings for residents in the area. Whilst older schools may have parking issues the situation was considered inadequate given that this school was new. Whilst trustees at the school were aware of the issues it was the planners and developers who had allowed the situation to arise and, had approved changes to the original plans. Cllr Hope asked that, given the number of other schools planned for the area, the Parish Council work with the relevant organisations to ask that such a situation was avoided elsewhere.

Cllr Bottwood (NBC) forwarded a copy of the St Crispins Hospital Book 1876 – 1995 for the Parish Council archives.

A report from PC Sarah Whitehead had been received which addressed matters such as parking enforcement in the area and advised that parking enforcement was the responsibility of the NCC unless an obstruction had been caused. Reference was made to the parking issues outside the retirement village caused by parents using the car park whilst dropping and collecting children from the nearby school. Mention was made about recent concerns with the disused St Crispin site and security issues and a Community Protection Notice had been served on the site which had resulted in. better fencing being erected around the area. Cllr Bottwood advised he would attempt to ascertain who owned the site and what plans / timescales there were for its development. The Clerk was asked to write to the NBC to obtain an update on behalf of the Parish Council also. The Clerk was also instructed to write thanking PC Sarah Whitehead for her report.

17/246. PUBLIC SESSION.

Mr T Earle asked if the Council were receiving regular updates regarding the wellbeing of the St Crispin site?. The Clerk responded that nothing had been received.

Mr Earle also confirmed that the slide for the play area was still on order but suggested the Clerk chase up the matter.

17/247. Apologies.

Apologies had been received from Cllr Chauhan.

The Clerk advised the Council that Cllr W Lawrence had actually forwarded apologies for the meeting 6th February 2017 but that these had not been read until after the meeting had taken place.

17/248. Declarations of Interest.

There were no declarations of interest.

17/249. Requests for dispensation.

There were no requests for dispensations.

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17/250. Motion to declare the minutes of the Parish Council Meeting 6th February 2017.

Cllr Pape addressed the Council regarding his dissatisfaction with intimidating emails being circulated in between meetings and commented that he would not tolerate it as Chair. Cllr Pape advised that the Council had almost lost their 5th Clerk in almost 3 years as a result of some of the emails received. All questions should be addressed to the Full Council. Cllr Pape advised that he had given the Clerk permission that any emails received in between meetings could either be ignored or forwarded to himself. Cllr Pape advised that he would not have the Clerk upset and intimidated by email. Further, Cllr Pape had taken advice and, later on the agenda there was a Communications Protocol for the Council to consider in order that any Councillor who felt intimidated by email could bring it up at a meeting and request that formal action be taken.

Cllr Pape asked for the Council to show, by way of a vote, if they supported this address. Cllr W Lawrence verbally confirmed / clarified that:- all issues / queries would be raised at Full Council; that the Clerk had full permission to ignore or forward any emails felt to be intimidating to the Chair; and that a procedure would be put in place to deal with future issues. Cllr Lawrence advised that she supported the address wholeheartedly. A show of hands indicated support for the address.

Cllrs were made aware that Cllr Barrett had concerns and had raised objections with regard to the accuracy and leigitimacy regarding the minutes and, in particular the setting of the budget and precept. Cllr Barrett was asked to propose an amendment to the minutes which he declined to do.

Motion Agreed:- It was resolved that the minutes of the Parish Council Meeting, 6th February 2017, be approved as an accurate record of proceedings, and were duly signed by the Chair, Cllr S Pape.

Cllr Barrett wished it to be noted that he voted against the motion.

17/252. Matters Arising from the Minutes 6th February 2017 & Clerks Report.

The Clerk advised that Enhancement Gang suggestions had been forwarded to the appropriate team and the Council would be notified in due course if they been selected for such works to be carried out.

The Clerk advised that Cllr Chauhan had organised and participated in the Great British Spring Clean the previous weekend which had been well attended.

The Clerk thanked Cllr W Lawrence for clarifying that the Council had adopted a personalised copy of the Code of Conduct but that the approved version had a draft watermark on it which could not be removed. Hence the confusion. The Clerk would re-issue the document to all Cllrs and, also confirm that the NBC Monitoring Officer was, in law, the Monitoring Officer for Upton Parish Council.

17/253. Councillor Vacancy.

There were no applications. The Clerk was instructed to contact Mr D Huffadine-Smith, who had previously applied to the Council, that there was a further vacancy on the Council if he wished to apply.

17/253. Upton Parish Council Grievance Policy.

Motion Agreed:- It was resolved that Upton Parish Council Grievance Policy be adopted by the Council.

Cllr Barrett wished it to be minuted that he voted against the motion.

17/254. Upton Parish Council Health & Safety Policy.

Motion Agreed:- It was resolved that Upton Parish Council Health & Safety Policy be adopted by the Council.

Cllr Barrett wished it to be minuted that he voted against the motion.

17/255. Upton Parish Council Sickness & Absence Policy.

Motion Agreed:- It was resolved that Upton Parish Council Sickness & Absence Policy be adopted by the Council.

Cllr Barrett wished it to be minuted that he voted against the motion.

17/256. Upton Parish Council Equal Opportunities Policy.

Motion Agreed:- It was resolved that Upton Parish Council Equal Opportunities Policy be adopted by the Council.

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17/257. Upton Parish Council Disciplinary Policy.

Motion Agreed:- Motion Agreed:- It was resolved that Upton Parish Council Disciplinary Policy be adopted by the Council.
Cllr Barrett wished it to be minuted that he voted against the motion.

17/258. Upton Parish Council Risk Assessment Schedule.

Motion Agreed:- It was resolved that Upton Parish Council Risk Assessment Schedule be adopted by the Council.
Cllr Barrett wished it to be minuted that he voted against the motion.

17/259. Upton Parish Council Controlled Communications Protocol.

Motion Agreed:- It was resolved that Upton Parish Council Controlled Communications Protocol be adopted by the Council.
Cllr Barrett wished it to be minuted that he voted against the motion.

17/260. N/2016/0688 Zone E, Nectar Way, Northampton.

Motion Agreed:- It was resolved that the Council had no observations / objections to the planning application.

17/261. N/2016/1622 109 Brunel Drive, Northampton.

Members were notified that planning permission had been granted.

17/262. N/2017/0179 Plot F, EBC Brakes, Northampton.

Motion Agreed:- It was resolved that the Council had no observations / objections to the planning application.

17/263. N/2017/0091 Upton Lodge Farm, Northampton.

Motion Agreed:- It was resolved that the Council would defer discussion until the April meeting of the Council so the Clerk could obtain copies of the plans from Northampton Borough Council.

17/264. Speeding Reduction.

Motion Agreed:- It was resolved that the Council would defer discussion until the April meeting of the Council.

17/265. Bank Reconciliation 1st April 2016 – 31st January 2017.

Motion Agreed:- It was resolved that Members accepted the bank reconciliation (Appendix A).

17/266. Invoices for Payment.

Motion Agreed:- It was resolved that Members approved the following invoices for payment except cheque 770 which would be delayed until further information from the Contractor had been received detailing work carried out for that period.
Cllr Barrett wished it to be minuted that he had voted against the motion.
Action Agreed:- The Council agreed that up to date mandate information was required and that a review of the banking system and fees was necessary. Moreover, with regard to Michelle Orpin and the deferment of payment of cheque 770, it should be made clear to the Contractor that the Council were keen to work with her and move forward and that the payment had not been approved on this occasion purely because part of the invoice appeared to be missing.

DD	O2	Clerks Phone January	General Admin'	LGA 1972 s111	10.80	9.00	1.80
DD	Natwest	Banking Fees	General Admin'	LGA 1972 s111	27.50	27.50	0
DD	O2	Clerks Phone February	General Admin'	LGA 1972 s111	15.98	13.32	2.66
766	Michelle Orpin - Virtual Marketing reissue of chq 761	Website / Facebook	Media Communication	S142	120	120	0

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767	Michelle Orpin - Virtual Marketing - reissue of chq765	Website / Facebook	Media Communication	S142	120	120	0
768	Mrs G H Wells	Clerks Salary	Clerks Salary	LGA 1972 s112	790.29	790.29	0
769	HMRC	Clerks Salary	Clerks Salary	LGA 1972 s112	303.89	303.89	0
770	Michelle Orpin -Virtual Marketing	Website / Facebook	Media Communication	S142	120	120	0
771	Barbara Osborne Business Services	Accountancy Services	General Admin'	LGA 1972 s111	120	120	0

17/267. Financial Summary 1st April 2016 – 31st January 2017.

The Council commenced the year with a balance of	£54,008.81
Expenditure 1st April 2016 – 31st January 2017	-£24,196.99
Income 1st April 2016 – 31st January 2017	+£34,939.96
Balance 31st January 2017	**£64751.96**

17/268. 2017 – 2018 Project Funding Allocation. (Appendix B & C).

Motion Agreed:- It was resolved that the Council approve the allocation of funds to the projects listed and that the provision for Planters would be reduced from £8000 to £4000 with £4000 being allocated to the provision of defibrillators.
Cllr Barrett wished it to be minuted that he voted against the proposal.

17/269. Pension Contributions.

Motion Agreed:- It was resolved that the Clerk and Members of the Public would be requested to leave the meeting for items 269 and 272 due to the potential for personal information to be discussed & both items would be discussed simultaneously.

Motion Agreed:- It was resolved that Upton Parish Council would join the LGPS Pension Scheme for the Clerk to the Council.
Cllr Barrett wished it to be minuted that he voted against the motion.

17/272. Clerks Contract of Employment.

Motion Agreed:- It was resolved that the Clerks Contract of Employment be approved.
Cllr Barett wished it to be minuted that he voted against the motion.

Members of the Public and the Clerk were invited to re-join the meeting.

17/270. Upton Parish Council Finance Working Party.

Having not met there was no update to report.

17/271. IT Matters.

Action Agreed:- That the warranty for the Clerks computer would be located and the computer returned to John Lewis for repair works and that the Clerk would obtain quotes for software and virus protection upgrades before presenting back to the Council.

17/273. Clerks Probationary Appraisal.

Cllr Barrett volunteered to carry out the Clerks appraisal.
Motion Agreed:- It was resolved that Cllr Barrett and Cllr Holt would carry out the Clerks probationary appraisal.
Cllr Barrett wished it to be minuted that he had voted against the motion.

17/274. St Crispin Bowl & Cricket Club.

Motion Agreed:- It was resolved that the Clerk would write to Chris Leeson, NBC, requesting more information.

17/275. Kent Road & Car Park Facilities.

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Motion Agreed:- That the Clerk would write to Chris Leeson, NBC requesting more information regarding the tarmac and street lighting.
17/276. Parish Council Meeting Venues.
Motion Agreed:- It was resolved that further information regarding the venue was required before a decision could be made.
17/277. Northamptonshire County Council Consultations.
No comments were made.
17/278. Upton Magazine.
Mot**ion Agreed:- It was resolved that Upton Parish Council did not wish to utilise the publication.**
17/279. Correspondence / Events / Training.
No discussion.
17/280. Items for the Next Full Council Meeting.
No items were discussed.
17/281. Date of Next Meeting.
Monday 3rd April 2017.

The meeting concluded at 9.31pm.

Signed:-…… **Date:-**……..

Appendix A

				Current A/C	Reserve A/C
			Opening Balances	£41,404.93	£12,603.88
Date	Cheque No.	Description			
4/4/16	690	L Bennett - Clerks Salary - February		-£292.48	
13/4/16	691	Clerks Expenses - Mileage		-£24.75	
14/4/16	695	NALC Trainign Material		-£54.99	
15/4/16	694	NALC Training		-£39.00	
19/4/16	696	Staples - Office Supplies		-£37.83	
21/4/16	697	2commune - website		-£60.00	
21/4/16	699	2commune - website		-£810.00	
22/4/16	698	SLCC Membership		-£96.00	

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29/4/16	Auto rec'd	NBC - 50% Precept 2016/2017		£16,200.00	
29/4/16	692	L Bennett Clerks Salary - March		-£292.48	
29/4/16	Bank Int'st	Natwest Bank Interest			£0.50
4/5/16	Chaps	Carphone Warehouse		£64.80	
5/5/16	702	L Bennett - Overtime		-£73.12	
5/5/16	703	L Bennett Clerks Salary April		-£438.72	
5/5/16	707	Clerks Expenses - Mileage		-£38.59	
10/5/16	700	Real Design - Email server		-£75.00	
10/5/16	704	NALC Membership		-£1,562.43	
10/5/16	705	NALC Training		-£495.00	
10/5/16	706	NALC Training		-£150.00	
11/5/16	701	St Michaels Churchyard Mowing		-£250.00	
16/5/16	Bankline	Banking Fees		-£5.00	
31/5/16	Bank Int'st	Natwest Bank Interest			£0.55
1/6/16	708	B Osborne Business Services		-£117.00	
2/6/16	709	O2 - Clerks Phone		-£10.80	
0/06/16	710	Clerks Expenses - Mileage		-£13.39	
7/6/16	Bill Paym't	L Bennett - Clerks Salary May		-£567.38	
7/6/16	Bill Paym't	Consultant Clerks Fees		-£112.00	
7/6/16	711	Staples - Office Supplies		-£6.28	
15/6/16	Bankline	Banking Fees		-£25.00	
20/6/16	713	Came & Company Insurance		-£439.00	
22/6/16	715	O2 - Clerks Phone		-£10.80	
24/6/16	714	Staples - Office Supplies		-£57.93	
30/6/16	Bank Int'st	Natwest Bank Interest			£0.52
4/7/16	716	Sports Warehse - grant		-£957.98	
6/7/16	Bill Paym't	NALC Training		-£68.00	
6/7/16	Bill Paym't	Clerks Expenses		-£24.26	
6/7/16	Bill Paym't	L Bennett - Clerks Salary June - July		-£438.72	
6/7/16	Bill Paym't	Virtual Marketing - Website		-£120.00	
6/7/16	Bill Paym't	Staples - Office Supplies		-£199.99	

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6/7/16	Bill Paym't	NCALC Training		-£45.00	
6/7/16	Bill Paym't	L Bennett - Overtime		-£182.80	
15/7/16	Bankline	Banking Fees		-£28.30	
19/7/16	712	CPRE Membership		-£36.00	

22/7/16	693	SLCC Training Material		-99.60	
29/7/16	Bank Int'st	Natwest Bank Interest			£0.50
3/8/16	DD	O2 - Clerks Telephone		-14.32	
8/8/16	717	L Bennett -Clerks Salary Jul-Aug		-438.72	
8/8/16	721	L Bennett - Overtime		-54.84	
8/8/16	722	Clerks Expenses - Mileage		-20.45	
9/8/16	719	Artillus - Noticeboards / posts		-7,854.00	
10/8/16	718	Staples -Stationery		-106.25	
15/8/16	Bankline	Banking Fees		-30.30	
24/8/16	Auto Credit	HMRC Vat Rebate		772.03	
24/8/16	720	B Osborne Business Services		-60.00	
31/8/16	Bank Int'st	Natwest Bank Interest			£0.57
5/9/16	DD	O2 - Clerks Telephone		-10.80	
14/9/16	723	Virtual Marketing - Website Mgmnt		-120.00	
14/9/16	724	Virtual Marketing - Website Mgmnt		-120.00	
14/9/16	725	Staples - Stationery		-77.56	
14/9/16	726	Clerks Salary - August		-548.40	
14/9/16	730	Clerk Expenses - Mileage		-11.42	
15/9/16	Bankline	Banking Fees		-27.50	
20/9/16	729	NALC Training		-39.00	
21/9/16	731	St Michaels Churchyard Mowing		-250.00	
22/9/16	Auto Credit	HMRC Vat Rebate		1,698.69	
30/9/16	Bank Int'st	Natwest Bank Interest			£0.52
5/10/16	DD	O2 - Clerks Telephone		-11.63	
6/10/16	560060	Transfer Current A/C-Res A/C			£8,400.00
7/10/16	728	Clerks Expenses - Mileage		-11.70	
7/10/16	737	Virtual Marketing - Website Mgmnt		-120.00	

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7/10/16	738	Virtual Marketing - Website Mgmnt		-90.00	
10/10/16	734	Clerks Expenses - Printing		-51.00	
10/10/16	735	L Bennett - Clerks Salary September		-438.72	
10/10/16	739	Transfer to Reserve A/C		-8,400.00	
12/10/16	736	Staples - Stationery		-25.67	
17/10/16	Bankline	Banking Fees		-27.50	
28/10/16	Auto Credit	NBC - 50% Precept 2016/2017		16,200.00	
31/10/16	Bank Int'st	Natwest Bank Interest			£0.78
3/11/16	DD	O2 - Clerks Telephone		-16.79	
8/11/16	733	N'board installation		-1,560.00	
14/11/16	741	BDO Accountants		-520.80	
15/11/16	Bankline	Banking Fees		-27.50	
15/11/16	740	Staples - Stationery		-14.13	
15/11/16	742	NALC Training		-58.50	
15/11/16	745	NALC Training		-32.50	
15/11/16	746	Clerks Expenses - Mileage		-20.06	
15/11/16	747	L Bennett - Clerks Salary October		-548.40	
15/11/16	748	Clerks Expenses - Mileage		-28.25	
15/11/16	749	Clerks Working from Home All'nce		-208.00	
16/11/16	744	B Osborne Business Services		-60.00	
16/11/16	750	Virtual Marketing - Website Mgmnt		-120.00	

21/11/16	751	Crafty Crocodiles - Stationery		-15.31	
21/11/16	753	Royal British Legion - Poppy Don'tn		-100.00	
23/11/16	743	Newby Leisure - Play equip, St Lukes		-894.00	
23/11/16	752	Motive Copy Writing		-240.00	
30/11/16	Bank Int'st	Natwest Bank Interest			£0.33
6/12/16	DD	O2 - Clerks Telephone		-15.73	
9/12/16	755	L Bennett - Clerks Salary November		-484.42	
9/12/16	756	Clerks Expenses - Mileage		-12.05	
15/12/16	Bankline	Banking Fees		-27.50	
28/12/16	758	Real Design - emails		-35.00	

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29/12/16	754	NALC Training		-51.00	
30/12/16	Bank Int'st	Natwest Bank Interest			£0.17
30/12/16	759	Staples - Stationery		-33.35	
3/1/17	757	Michelle Orpin - Virtual Marketing		-120.00	
5/1/17	DD	O2 - Clerks Telephone		-10.80	
16/1/17	Bankline	Banking Fees		-27.50	
31/1/17	Bank Int'st	Natwest Bank Interest			£0.18
				43,743.46	**£21,008.50**
As at 31/01/17		Current	Reserve		
Account Balance		£43,743.46	£21,008.50		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		£0.00	£0.00		
Available Cash at 31/01/17		£43,743.46	£21,008.50		

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Appendix B

Upton Parish Council Draft Allocation of funds to named projects / items 2017-2018:-

N.B. The following project headings and costings are estimates based on limited research at this time. All of the projects would need detailed specifications / locations identified / permissions obtained and the necessary assessments made. Quotes would be required in order to deliver requirements to the agreed budgets. It is for the Council to decide whether they wish to approve these figures and work to them over the forthcoming year or amend them. When setting a budget the Council is approving that it is their intention to carry out these projects - they may not happen or the allocated budgets may need reviewing as the year progresses. E.g. Speed reduction may come in at £10,000 and the Council may, therefore, decide to utilise the monies allocated to hanging baskets to speed reduction measures, by way of a motion if it is deemed more important at that time.

Chairs Allowance	**£300.00** Most Councils allocate a fund to the Chair to cover costs of additional printing / telephone calls etc. The Chair, whilst managing the meetings, is often the first port of call for media / staff / named in policies and this sum reflects any additional costs incurred by that person in carrying out those duties. It should be pro rata'd accordingly.
Speed Reduction Matters	**£8,000** 2 mobile speed signs. This includes purchase of the VAS signs / installation and battery / electrical costs. Members would need to decide where to place them. Highways / Health & Safety / Risk Assessments required as well as insurance via the asset register - as is the case with many of the following projec
Neighbourhood Watch	**£500** To cover the costs of signs and to support the work of the groups in all areas of the Parish.
Elgar Centre Contribution	**£1,000** To support the centre / equipment going forwards for use by the community. Would suggest the Council is involved in any purchases & does not just hand over monies.
Pineham Village Communty Centre Contribution	**£1,000** To support the centre / equipment going forwards for use by the community. Would suggest the Council is involved in any purchases & does not just hand over monies.
Pocket Park Area Improvements	**£1,000** To support the area and works required to develop its use and enjoyment in the community. Is there a

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	Would suggest the Council is involved in any purchases & does not just hand over monies.
Planters	**£8,000** Difficult to cost as so many variables but there are companies that supply the planters, plants and maintain them. Highways permission, Health & Safety and risk assessments / insurance would be required. Locations would need to be defined.
Hanging Baskets	**£3,000** Difficult to cost as so many variables but there are companies that supply the baskets and maintain them. Highways and lighting authority permission, Health & Safet assessments / insurance would be required. Locations and numbers would need to be d
Noticeboard Opposite Berrywood Hospital	**£1,500** As per previous costs this includes purchase of the board as well as installation cost. Permissions required / H & S / risk assessments / insurance.
Street Furniture (Benches / Bins)	**£5,000** Difficult to cost as so many variables. Would suggest locations are chosen carefully so a used but do not create a hotspot for youths to gather and upset nearby residents. As as urban area, modern designs may be more appropriate. Number and locations require Highways /landowners permission / Health & Safety and risk assessments insurance req
Zebra Crossing contribution	**£3,000** The Council had already approved a contribution of £1000.
Outdoor Gym equipment	**£10,000** Location to be identified as well as the package required. Some companies suggest surfa and signage would be required as well as risk assessments / health & safety requiremen £10,000 would supply a basic package from what I have seen, but this could be added t future years. Misuse would need to be a consideration.
Planting of bulbs and poppies	**£1,000** Locations to be identified. Some bulbs and poppy seeds can be obtained free of charge With 2018 approaching (100 years since end of the 1st WW) poppies would be appropri community project for the schools etc to become involved.
Christmas Lights	**£4,000** Difficult to cost as so many variables but there are companies that supply trees / lampo and maintain them. Highways and lighting authority permission, Health & Safety and ri assessments would be required. Locations and numbers would need to be defined.
Legal challenges/ contingencies	I would suggest that the Council allocates all other funding / reserves to potential legal

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if it approves the above allocation of funds to the projects listed above.

Appendix C

Expenditure	**Budget 2017-2018**
Clerks Salary inc NI / Tax / Pens	£15,500
Clerks Expenses	£500
Training & Subscriptions	£2,200
Insurance	£450
Audit	£550
Election Expenses	£1,500
General Administration	£5,000
S142	£1,700
S137	£500
Grants / Gifts	£3,500
S145	£1,000
Chairs Allowance	£300
Speed Reduction	£8,000
Neighbouhood Watch	£500
Elgar Centre Contribution	£1,000
Pineham Village Contribution	£1,000
Pocket Park	£1,000
Planters	£4,000
Hanging Baskets	£3,000
Notice Board Berrywood Dr.	£1,500
Street Furniture	£5,000
Zebra Crossing contribution	£3,000
Outdoor Gym Equipment	£10,000
Bulbs	£1,000
Xmas Decorations	£4,000
Defibrillators	£4,000
Legal Fees	£10,000
	£89,700

Income	
Precept	£32,400
VAT reclaim	£3,000
Bank Interest	£7.00
Miscellaneous	£0.00
	£35,407

Net Expenditure	**£54,293**

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Estimated Total net expenditure		£54,293
	Add for contingency	£6,000
	Less Expected Balances 31/03/17	-£60,689
	Difference	£396

Based on a precept of £32,400.