

ANNUAL PARISH COUNCIL MEETING		UPTON PARISH COUNCIL
Date: Monday 8th May 2017	Time: 7.30pm	Venue: The Oak Room, Berrywood Hospital, Northampton
Attendees: Cllr S Pape Cllr M Ingram Cllr A Holt Cllr Kerby Cllr P Chauhan Cllr W Lawrence Cllr I Choudhury Cllr R Lawrence Cllr D Huffadine-Smith	Apologies: Cllr I Duly Cllr R Barrett not present	Also Present:- Gill Wells – The Clerk Mr T Earle NBC Cllr Bottwood PC S Whitehead 2 Members of the Public

17/1. ELECTION OF CHAIR.
Motion Agreed:- It was resolved that Cllr S Pape be elected to the position of Chair for Upton Parish Council. Cllr Pape duly signed the acceptance of office in the presence of the Clerk.
17/2. ELECTION OF VICE CHAIR.
Motion Agreed:- It was resolved that Cllr I Choudhury be elected to the position of Vice Chair for Upton Parish Council.
17/3. APOLOGIES.
Motion Agreed:- It was resolved that apologies be received from Cllr Duly due to child care commitments. Cllr R Barrett was absent without approval.
17/4. DECLARATIONS OF INTEREST.
There were no declarations of interest. Members were reminded it was individuals responsibility to ensure their documents were up to date and to forward any amendments within 28 days of changes to circumstances.
17/5. REQUESTS FOR DISPENSATION.
There were no requests for dispensations.
17/6. MOTION TO DECLARE THE MINUTES OF THE PARISH COUNCIL MEETING 10TH APRIL 2017 AS AN ACCURATE RECORD OF THOSE PROCEEDINGS.
Members were advised that an amendment had been made to the draft minutes, by the Clerk, adjusting the spelling of Cllr Chouhury's name. Motion Agreed:- It was resolved that the Minutes from the meeting Monday 10 th April be approved and duly signed by the Chair, Cllr Pape.
17/7. TO REVIEW AND ADOPT STADING ORDERS FOR UPTON PARISH COUNCIL.
Motion Agreed:- It was resolved that the Standing Orders be adopted by Upton Parish Council but that a review of the Standing Orders would take place by the F & GP Committee within the next 3 months.
17/8. TO REVIEW AND ADOPT THE RECENTLY REVISED CODE OF CONDUCT FOR UPTON PARISH COUNCIL.
Motion Agreed:- It was resolved that the recently revised Code of Conduct for Upton Parish Council be adopted.
17/9. TO CONFIRM THE APPOINTMENTS TO THE RECENTLY FORMED COMMITTEES.
Motion Agreed:- It was resolved that the following Councillors be appointed to Upton Parish Council Committees:- • Finance & General Purposes Committee – Cllrs Holt; Ingram; R Lawrence; Pape; & Duly. • Planning & Development Committee – Cllrs Holt; Kerby; W Lawrence; Choudhury; Huffadine-Smith; & Pape. • Human Resources Committee - Cllrs Chauhan; Duly; & Pape.
17/10. TO CONFIRM THE TERMS OF REFERENCE FOR THE RECENTLY FORMED COMMITTEES.

Motion Agreed:- It was resolved that the Terms of Reference for the following Committees be approved:- • Finance & General Purposes Committee; • Planning & Development Committee; • Human Resources Committee.
17/11. TO REVIEW & ADOPT THE FOLLOWING POLICIES & PROCEDURES.
Motion Agreed:- It was resolved that the following policies and procedures for Upton Parish Council be adopted:- • Equal Opportunities Policy • Grievance Policy • Travel & Expenses Policy • Health & Safety Policy • Disciplinary Policy • Sickness & Absence Policy • Controlled Communications Protocol • Grant Policy
17/12. TO APPROVE THE FINANCIAL POLICIES / PROCEDURES AND CONTROLS.
Motion Agreed:- It was resolved that the following financial policies and procedures for Upton Parish Council be adopted:- • Financial Regulations • Financial Risk Assessment • Internal Control Checklist • Asset Register
17/13. TO APPROVE THE DATES & TIMES OF FULL COUNCIL MEETINGS FOR THE FORTHCOMING YEAR.
Motion Agreed:- It was resolved that the Council would continue to meet on the first Monday of the month at 7.30pm, unless circumstances dictated otherwise:- 5th June 2017; 3rd July 2017; 7th August 2017; 4th September 2017; 2nd October 2017; 6th November 2017; 4th December 2017; 8th January 2018; 5th February 2018; 5th March 2018; 2nd April 2018; 7th May 2018 (APCM).
17/14. N/2017/0091 UPTON LODGE FARM
Motion Agreed:- It was resolved that the Clerk would prepare a response to the planning application, citing concerns over the infrastructure of the development; the provision of services – in particular NHS and education facilities and resources; public transport provision and traffic congestion and the requirement for a limited access bypass; and that the Parish Council would urge the Planning Authority to consider the application with other potential future applications in the area rather than in isolation. The response would be forwarded to those Cllrs at the meeting for confirmation prior to sending to the Planning Authority.
17/15. HIGH STREET, UPTON.
Members were advised that the Terram Group were progressing discussions with NCC Highways with regard to seeking a way forward in introducing a 20mph limit, High Street, Upton.
17/16. REPORT FROM FINANCE & GENERAL PURPOSES COMMITTEE.
Copies of the Finance & General Purposes Committee, 26th April 2017, had been forwarded to all Cllrs & Cllr Holt summarised the meeting and advised that Taylor Wimpey would be invited to a meeting of the Committee. Cllr Chauhan asked that the Committee consider installing bins in the Pineham Area of the Parish.
17/17. BANKING MATTERS.
The Clerk appraised Members on the situation with regard to issues with Natwest Bank and the change of correspondence address for banking communications. It was hoped that this would soon be resolved.
17/18. BANK RECONCILIATION.
Motion Agreed:- It was resolved that Members received and approved the bank reconciliations (Appendix A & B) for the periods 1st April – 31st March 2017 and 1st April – 28th April 2017.
17/19. INVOICES & PAYMENTS FOR APPROVAL.
Motion Agreed:- It was resolved that the following invoices, payments & methods of imbursement be approved.

DD	O2	Clerk Phone February	General Admin	LGA 1972 s111	10.8	9	1.8
DD	O2	Clerks Phone March	General Admin	LGA 1972 s111	20.95	17.46	3.49
779	Ms G Wells	Clerks Salary	Clerks Salary	LGA 1972 s112	920.15	920.15	0
780	HMRC	Clerks Salary	Clerks Salary	LGA 1972 s112	108.21	108.21	0
781	LGPS	Clerks Pension	Clerks Pension	LGA 1972 s112	306.87	306.87	0
782	NCALC	2017-2018 Subs & internal audit fee	Training & Subs + internal audit fee	LGA 1972 s143	1740.88	1740.88	0
783	SLCC	2017-2018 subs	Training & Subs	LGA 1972 s143	139	139	0
784	ALCC	2017-2018 Subs	Training & Subs	LGA 1972 s143	10	10	0
785	Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111	77.1	66.49	10.61
786	Ms G Wells	Clerks Expenses - Travel	Clerks Expenses	LGA 1972 s112	40.95	40.95	0
787	Mrs M Orpin	Virtual Marketing	Media	S142	120	120	0
					3494.91	3479.01	15.9

17/20. INSURANCE.

Motion Agreed:- It was resolved that the Finance & General Purposes Committee would consider and approve any revisions to the Insurance Schedule following a response from the Insurance Brokers as requested by the F & GP Committee 26th April 2017.

17/21. GRANT APPLICATION.

Cllrs Holt & Huffadine-Smith declared an interest in this item as they had links to the school and both abstained from the discussion and vote.

Motion Agreed:- It was resolved that the Council supported the application received from the Friends of St Lukes Primary School for the sum of £183.75.

17/22. CORRESPONDENCE / EVENTS / TRAINING.

- Northamptonshire Larger Councils Partnership 6 July 2017 – invitation to Chair and Clerk to attend.
- NCALC update.
- F & GP Minutes 26/04/17.
- NBC Cllr Alan Bottwood addressed the meeting and updated Members on the following issues:-
 - Community Centre proposed opening;
 - Sports events which had taken place – 1st League Baseball Match;
 - Allotments now managed by Enterprise;
 - South Upton & Land Trust matters;
 - Play Area & 'No Dogs' signage;
 - Toads update;
 - Benches on the Park.

17/23. ITEMS FOR THE NEXT FULL COUNCIL MEETING.

- Communication & Media Committee;
- Online Banking;
- Youth Facilities;
- Road Safety, Upton Meadows Primary School;
- Land Trust.

17/315. Date of Next Meeting.

7.30pm Monday 5th June 2017 – Full Council Meeting;

The meeting concluded at 9.00pm.

Signed:-.....

Date:-.....

Appendix A:-

Bank Reconciliation 1st April 2016 – 31st March 2017

				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	
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	
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	
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	
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
3/2/17	DD	O2 - Clerks Telephone		-15.98	
10/2/17	763	Ms G Wells - Clerks Salary		-790.29	
17/2/17	Bankline	Banking Fees		-27.50	
20/2/17	764	HMRC		-303.89	
28/2/17	Bank Int'st	Natwest Bank Interest			£0.16
2/3/17	760	2Commune - Website Hosting		-540.00	
8/3/17	DD	O2 - Clerks Telephone		-10.80	
15/3/17	Bankline	Banking Fees		-27.50	
15/3/17	768	Ms G Wells - Clerks Salary		-790.29	
20/3/17	766	Michelle Orpin - Virtual Marketing		-120.00	
21/3/17	767	Michelle Orpin - Virtual Marketing		-120.00	
21/3/17	769	HMRC		-303.89	
31/3/17	Auto Credit	HMRC VAT reclaim		598.83	
31/3/17	Bank Int'st	Natwest Bank Interest			£0.18
				41,292.15	£21,008.84

As at 31/03/17		Current	Reserve		
Account Balance		£41,292.15	£21,008.84		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£432.00	£0.00		
Available Cash at 31/03/17		£40,860.15	£21,008.84		

Year End Summary:-

31st March 2016	£54,008.81
Expenditure 2016-2017	-£27,247.13
Income 2016-2017	£35,539.31
Balance 31/03/17	<u>£62,300.99</u>

Appendix B:-

Bank Reconciliation 1st April – 28th April 2017.

				Current A/C	Reserve A/C
			Opening Balances	£41,292.15	£21,008.84
Date	Cheque No.	Description			
5/4/17	DD	O2 - Clerks Phone		-£10.80	
18/4/17	Bankline	Banking Fee		-£27.50	
19/4/17	775	Mrs Bennett - Handover fee		-£233.07	
26/4/17	Auto	NBC 50% 2017-2018 Precept rec'd		£16,200.00	
26/4/17	770	Mrs M Orpin - Vurtual Marketing		-£120.00	
26/4/17	778	Mrs M Orpin - Vurtual Marketing		-£120.00	
28/4/17	772	Mrs M Orpin - Vurtual Marketing		-£120.00	
28/4/17	Auto	Natwest Bank Interest			£0.16
				£56,860.78	£21,009.00
As at 28/04/17		Current	Reserve		
Account Balance		£56,860.78	£21,009.00		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£144.33	£0.00		
Available Cash at 28/04/17		£56,716.45	£21,009.00		

