| PARISH COUNCIL MEETING | | UPTON PARISH COUNCIL |
|---|---|---|
| **Date: Monday 2nd October 2017** | **Time: 7.30pm** | **Venue: The Ash Room, Berrywood Hospital, Northampton** |
| Attendees:<br>Cllr S Pape<br>Cllr D Huffadine-Smith<br>Cllr M Ingram<br>Cllr A Holt<br>Cllr P Chauhan | Apologies:<br>Cllr E Kerby<br>Cllr I Choudhury<br>Cllr I Duly<br>Cllr Barrett – absent | Also Present:-<br>Gill Wells – The Clerk<br>Mr T Earle<br>NBC Cllr A Bottwood<br>Mr N Upton – Greenbelt Management Company<br>Mr B Haylock – Princess Marina Residents Association |

**17/139. REPORTS FROM NBC & NCC COUNCILLORS / POLICE (VERBAL OR WRITTEN).**

Cllr A Bottwood addressed the meeting and advised that there had been some controversy regarding a property in Upton advertising online as a Guest House. It was understood that the authorities could deal with the matter under the design code.

Cllr Chauhan advised that she had attended a meeting with HCA, Andrea Leadsom, & the housing association at which charges and expectations from management companies had been discussed. It was apparent that there were very few regulations controlling management companies but Resident Associations were looking into this with the assistance of Andrea Leadsom. Further, it was reported that adoption of areas in South Upton were being considered, however, that this would take some time. Moreover, Cllr Chauhan informed the meeting that the Hunsbury Meadows Parish Council were canvassing residents in Pineham Village regarding the re-alignment of the parish boundary in order to amalgamate the area into their parish. Furthermore, resident funded PCSOs were being considered for the more troubled areas of the Parish.

**17/140. PUBLIC SESSION.**

Mr N Upton, Greenbelt Management Company addressed the meeting and advised that, as discussed previously, the grass had not been mown on the mounds. There had been an issue regarding the emptying of bins due to the employment of a new contractor, but that had been resolved. Moreover, graffiti had become an issue in the Marina Park Area which the company was working hard to eliminate. The company continued to try to work with the residents in the area.

Mr Haylock, representing the Marina Park Residents Association, commented that there were many issues between the residents and the management company, which included:- a lack of response to issues; rising costs; lack of clarity and transparency over payments and expectations; proof of work; the condition of the play area; freehold of areas being transferred to Greenbelt; health & safety issues in play areas; contractual obligations of Greenbelt; standards and expectations; & equality of payments.

Mr Upton explained the relationship between the developers, the management company, and the residents and that Greenbelt were there only to manage the open spaces to an agreed specification. They were not responsible for whom was expected to pay but they did pursue those who should be paying but were not. The play areas installed were subject to planning requirements. Annually, residents received a list of works carried out that year. Greenbelt had been working closely with the police to manage some of the anti-social behaviour and residents were urged to report incidents to the police. Mr Upton had attended resident meetings and was keen to try to communicate and resolve issues. Mr Upton advised that Marina Park was currently being maintained under a licence agreement but that the land would be transferred.

Cllrs thanked Mr Upton for his attendance.

Mr Earle commented that he was concerned about the compound entrance to the land adjacent to the Countryside Centre and its proximity to a bend given the problems with parking in the area.

**17/141. APOLOGIES.**

**Motion Agreed:- It was resolved that the following apologies and reasons be received and approved:-; Cllr E Kerby due to ill health; Cllr I Chowdhury due to attendance at a scout meeting; & Cllr I Duly due to ill health.**
**Cllr R Barrett was absent without approval.**

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**17/142. DECLARATIONS OF INTEREST.**

There were no declarations of interest.

**17/143. REQUESTS FOR DISPENSATION.**

There were no requests for dispensations.

**17/144. MOTION TO DECLARE THE MINUTES OF THE PARISH COUNCIL MEETING 4th SEPTEMBER 2017 AS AN ACCURATE RECORD OF THOSE PROCEEDINGS.**

**Motion Agreed:- It was resolved that the Minutes from the meeting Monday 4th September 2017 be approved as an accurate reflection of that meeting.**

**17/145. MATTERS ARISING FROM THE MINUTES 4th SEPTEMBER 2017.**

- Item 17/115 – The Human Resources Committee had not yet met.
- Item 17/123 – Website & Social Media Contract – the Media & Communications Committee meeting had been cancelled due to not being quorate – the matter was on the Full Council agenda 2nd October 2017.

**17/146. COUNCILLOR VACANCY.**

**Motion Agreed:- It was resolved that Mr A Earle be co-opted as a Councillor to Upton Parish Council.**

**17/147. COUNCILLOR VACANCY.**

**Motion Agreed:- It was resolved that Mr D Thomas be co-opted as a Councillor to Upton Parish Council.**

**17/148. FINANCE & GENERAL PURPOSES COMMITTEE.**

Cllr Holt summarised the recent meeting of the Finance & General Purposes Committee the draft minutes of which had been circulated to all Councillors. Cllr Holt thanked the Clerk for work on the audit preparations.

**17/149. PLANNING & DEVELOPMENT COMMITTEE.**

There were no comments with regard to the draft minutes circulated to all Councillors.

**17/150. HUMAN RESOURCES COMMITTEE.**

No meeting had taken place.

**17/151. MEDIA & COMMUNICATIONS COMMITTEE.**

No meeting had taken place.

**17/152. BANK RECONCILIATION.**

**Motion Agreed:- It was resolved that the bank reconciliation, as at 31st August 2017, be approved (full details Appendix A)**

| Summary as at 31/08/17 | Current | Reserve |
|---|---|---|
| Account Balance | £46,732.50 | £21,009.72 |
| Still to be Banked | £0.00 | £0.00 |
| Unpresented Cheques | -£983.75 | £0.00 |
| **Available Cash at 31/08/17** | £45,748.75 | £21,009.72 |

**17/153. BUDGET VERSUS EXPENDITURE.**

**Motion Agreed:- It was resolved that the budget versus expenditure update be received and approved by the Council. (Appendix B).**

**17/154. INVOICES & PAYMENTS FOR APPROVAL.**

**Motion Agreed:- It was resolved that the following invoices be approved for payment.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Natwest | Banking Fees | General Administration | LGA 1972 s111 | | 27.5 | 27.5 | 0 |
| R Barrett | Re-issue of chq 777 - to be released after chq 777 returned | Training & Subs | LGA 1972 s143 | | 11.43 | 11.43 | 0 |
| NCALC | Risk Assessment Training (shared cost) | Training & Subs | LGA 1972 s143 | | 18 | 18 | 0 |
| British Legion | Purchase of Poppy Wreath | S137 | S137 | 17 | 0 | 0 | 0 |
| G Wells | Clerks Expenses - Travel | Clerks Expenses | LGA 1972 s112 | | 68.4 | 68.4 | 0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| NCALC | Off To a Flying Start Training | Training & Subs | LGA 1972 s143 | | 42 | 42 | 0 |
| Viking direct | Stationery - ink / paper / envelopes / stamps | General Admin | LGA 1972 s111 | | 25.42 | 21.18 | 4.24 |
| LGPS | Clerks Pension | Clerks Pension | LGA 1972 s112 | | 331.82 | 331.82 | 0 |
| Ms G Wells | Clerks Salary | Clerks Salary | LGA 1972 s112 | | 919.95 | 919.95 | 0 |
| HMRC | Clerks Salary Tax & NI | Clerks Salary | LGA 1972 s112 | | 108.37 | 108.37 | 0 |
| M Orpin | Virtual Marketing | Media | S142 | | 120 | 120 | 0 |
| O2 | Clerks Phone | General Admin | LGA 1972 s111 | | 11.08 | 8.86 | 2.22 |
| | | | | 17 | 1683.97 | 1677.51 | 6.46 |

**17/155. WEBSITE & SOCIAL MEDIA SERVICE LEVEL AGREEMENT.**

**Motion Agreed:- It was resolved that the revised Website & Social Media Contract, considered at the September meeting of the Full Council, be adopted.**

**17/156. GRANT APPLICATION – Marina Park Residents Association.**

**Motion Agreed:- It was resolved that, whilst the Council approved the application in principle, it was subject to the event organisers confirming whether they required the funding given that Members were aware that monies had been applied for and offered form an alternative source. If funding was being received from an alternative source the Council would not support the application and would advise the organisation that they should attempt fund raising for such events.**

**17/157. MANAGEMENT COMPANIES – UPTON PARISH.**

**Motion Agreed:- It was agreed that the Clerk would invite a representative from Persimmon Homes to a meeting of the Parish Council to discuss some of the issues discussed regarding management companies, item 17/140.**

**17/158. EMERGENCY PLANNING.**

**Motion Agreed:- It was resolved that the plan would consist of useful contact telephone numbers and information as to whom the lead agencies were depending on the nature of the emergency.**

**17/159. MEDIA & COMMUNICATIONS COMMITTEE.**

**Motion Agreed:- It was resolved that the appointment of a new member to the committee would be deferred until the next meeting of the Council.**

**17/160. PARISH COUNCIL MEET & GREET EVENT .**

**Motion Agreed:- It was resolved that Members of the Council would endeavour to be present at the opening event for the new Community Centre, 26th October 2017. Further, that the Council would aim to hold its December meeting in the new Community Centre and, following the meeting, an open meet and greet with refreshments would take place to which local organisations / clubs / representatives would be invited. The Chair advised that he wished his Chairs allowance to be used for the purpose of providing the refreshments for this event.**

**17/161. CORRESPONDENCE / EVENTS / TRAINING.**

- NCALC AGM 7th October 2017;
- Community Centre Opening 26th October 2017;

**17/162. ITEMS FOR THE NEXT COUNCIL MEETING.**

Members were reminded to forward items for consideration for input onto the next Full Council Agenda to the Clerk. Cllr Chauhan and NBC Cllr Bottwood notified in advance, their apologies for the next meeting of the Council

**17/163. Date of Next Meeting.**

**7.30pm Monday 6th November 2017 – Full Council Meeting;**

**The meeting concluded at 9.05pm.**

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**Signed:-**…… **Date:-**……..

**Appendix A:- Bank Reconciliation 1st April 2017 – 31st August 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 |
| 3/5/17 | 773 | NCALC Training | | -£14.50 | |
| 3/5/17 | 774 | NCALC Training | | -£68.00 | |
| 4/5/17 | DD | 02 Clerks Telephone | | -£20.95 | |
| 5/5/17 | 776 | Mrs Wells - Clerks Exp | | -£50.40 | |
| 11/5/17 | 762 | Royal Mail | | -£312.00 | |
| 12/5/17 | 779 | Mrs Wells - Clerks Salary | | -£920.15 | |
| 12/5/17 | 786 | Mrs Wells - Clerks Exp | | -£40.95 | |
| 15/5/17 | Auto | Natwest Banking Fees | | -£27.50 | |
| 16/5/17 | 785 | Viking Direct | | -£77.10 | |
| 23/5/17 | 783 | SLCC Training & Subs | | -£139.00 | |
| 2/5/17 | 784 | ALCC Membership | | -£10.00 | |
| 23/5/17 | 787 | Mrs M Orpin - Vurtual Marketing | | -£120.00 | |
| 25/5/17 | 782 | NCALC Membership & internal audit | | -£1,740.88 | |
| 31/5/17 | Auto | Natwest Bank Interest | | | £0.19 |
| 5/6/17 | DD | O2 - Clerks Phone | | -£12.06 | |
| 9/6/17 | 793 | Mrs Wells - Clerks Exp | | -£13.88 | |
| 9/6/17 | 795 | Mrs Wells - Clerks Salary | | -£919.95 | |
| 13/6/17 | 788 | Viking Direct | | -£50.81 | |
| 13/6/17 | 789 | Viking Direct | | -£9.80 | |
| 13/6/17 | 790 | Viking Direct | | -£22.62 | |
| 13/6/17 | 791 | Viking Direct | | -£9.80 | |
| 13/6/17 | 792 | Real Design - Email domain / server | | -£80.00 | |
| 13/6/17 | 794 | M Orpin - Virtual Marketing | | -£120.00 | |
| 14/6/17 | 780 | HMRC | | -£108.21 | |

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| | | | | | |
|---|---|---|---|---|---|
| 14/6/17 | 796 | HMRC | | -£108.37 | |
| 15/6/17 | Auto | Natwest Banking Fees | | -£27.50 | |
| 15/6/17 | 798 | Came & Company - insurance | | -£496.32 | |
| 30/6/17 | Auto | Natwest Bank Interest | | | £0.17 |
| 5/7/17 | DD | O2 - Clerks Phone | | -£11.08 | |
| 13/7/17 | 799 | Mrs Wells - Clerks Exp | | -£67.33 | |
| 13/7/17 | 805 | Mrs Wells - Clerks Salary | | -£919.95 | |
| 14/7/17 | 800 | Mrs Wells - Clerks Exp | | -£22.63 | |
| 14/7/17 | 804 | Viking Direct | | -£27.92 | |
| 17/7/17 | Chq | Community enhancement grant - Cllr Golby - towards Marina Park grant application - Duston Bakery | | £250.00 | |
| 17/7/17 | Auto | Natwest Banking Fees | | -£27.50 | |
| 17/7/17 | 806 | HMRC | | -£108.37 | |
| 18/7/17 | 807 | M Orpin - Virtual Marketing | | -£120.00 | |
| 19/7/17 | 808 | Duston Village Bakery - see grant above Cllr Golby | | -£250.00 | |
| 20/7/17 | 803 | LGSS Pension Start Up Fee | | -£420.00 | |
| 24/7/17 | 801 | Childs Play - Grant Application - Marina Park Event | | -£115.00 | |
| 25/7/17 | 802 | Mrs H Hamer - Grant Applicatoin - Marina Park Event | | -£52.58 | |
| 25/7/17 | 809 | M B Curley - Grant Application - Marina Park Event | | -£80.00 | |
| 31/7/17 | Auto | Natwest Banking Fees | | | £0.18 |
| 3/8/17 | DD | O2 - Clerks Phone | | -£11.08 | |
| 14/8/17 | 781 | LGPS | | -£306.87 | |
| 14/8/17 | 797 | LGPS | | -£321.39 | |
| 14/8/17 | 810 | LGPS | | -£321.39 | |
| 14/8/17 | 815 | Mrs Wells - Clerks Salary | | -£919.95 | |
| 14/8/17 | 817 | LGPS | | -£331.82 | |
| 15/8/17 | Auto | Natwest Banking Fees | | -£27.50 | |
| 15/8/17 | 812 | Mrs Wells - Clerks Expenses | | -£73.80 | |
| 16/8/17 | 811 | Barbara Osborne Business Services | | -£75.00 | |
| 16/8/17 | 816 | HMRC | | -£108.37 | |
| 16/8/17 | 818 | M Orpin - Virtual Marketing | | -£120.00 | |
| 24/8/17 | 814 | NCALC - Cllrs Training | | -£18.00 | |
| 31/8/17 | Auto | Natwest Bank Interest | | | £0.18 |
| | | | | **£46,732.50** | **£21,009.72** |
| | | | | | |
| 31/8/17 | | Current | Reserve | | |
| Account Balance | | £46,732.50 | £21,009.72 | | |
| Still to be Banked | | £0.00 | £0.00 | | |
| Unpresented Cheques | | -£983.75 | £0.00 | | |

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| | | | | | |
|---|---|---|---|---|---|
| **Available Cash at 31/08/17** | | £45,748.75 | £21,009.72 | | |

## Apendix B:- Budget Versus Expenditure.

| Upton Parish Council Budget Versus Expenditure 2017-2018 | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | |
| | Budget 17-18 | April | May | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Diff | Notes |
| Clerks Salary | 15500 | 233.07 | 1349.75 | 1349.71 | 1349.71 | 1360.14 | | | | | | | | 5642.38 | 9857.62 | |
| Clerks Expenses | 500 | 50.4 | 40.95 | 13.88 | 67.33 | 73.8 | | | | | | | | 246.36 | 253.64 | |
| Training & Subs | 2200 | 93.93 | 1889.88 | 0 | 0 | 18 | | | | | | | | 2001.81 | 198.19 | |
| Insurance | 450 | 0 | 0 | 496.32 | 0 | 0 | | | | | | | | 496.32 | -46.32 | |
| Audit | 550 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 550 | |
| Election Expenses | 1500 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1500 | |
| General Admin | 5000 | 158.3 | 108.85 | 185.09 | 759.13 | 113.58 | | | | | | | | 1324.95 | 3675.05 | |
| S142 | 1700 | 120 | 120 | 120 | 120 | 120 | | | | | | | | 600 | 1100 | |
| S137 | 4000 | 0 | 0 | 0 | 247.58 | 983.75 | | | | | | | | 1231.33 | 2768.67 | |
| S145 | 1000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1000 | |
| Chairs Allowance | 300 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 300 | |
| Speed Reductions | 8000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 8000 | |
| Neighbourhood Watch | 500 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 500 | |
| Elgar Ctre Contribution | 1000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1000 | |
| Pineham Ctre Contribution | 1000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1000 | |
| Pocket Park | 1000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1000 | |
| Planters | 4000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 4000 | |
| Hanging Baskets | 3000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 3000 | |
| N'board Berrywood drive | 1500 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1500 | |
| Street Furniture | 5000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 5000 | |
| Zebra Crossing | 3000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 3000 | |
| Outdoor Gym Equipment | 10000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 10000 | |
| Bulbs | 1000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 1000 | |
| Xmas Decorations | 4000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 4000 | |
| Defibrillators | 4000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 4000 | |
| Legal Fees | 10000 | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 | 10000 | |
| | **89700** | **655.7** | **3509.43** | **2165** | **2543.75** | **2669.27** | | | | | | | | **11543.15** | | |
| | | | | | | | | | | | | | | | | |

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