PARISH COUNCIL MEETING		UPTON PARISH COUNCIL
Date: Monday 4th December 2017	**Time: 7.00pm**	**Venue: The Oak Room, Berrywood Hospital, Northampton**
Attendees: Cllr S Pape (Chair) Cllr I Chowdhury (Vice Chair) Cllr I Duly Cllr E Kerby Cllr P Chauhan Cllr D Huffadine-Smith Cllr D Thomas Cllr A Earle	Apologies: Cllr A Holt Cllr M Ingram Cllr R Barrett – absent	Also Present:- Gill Wells – The Clerk Mr Haylock – Princess Marina Residents Association Mr Stevens Mr Schiltz NBC Cllr A Bottwood

17/188. REPORTS FROM NBC & NCC COUNCILLORS / POLICE (VERBAL OR WRITTEN).

Cllr A Bottwood addressed the Council and advised that he was aware that Hunsbury Meadows Parish Council had requested that NBC carry out a community governance review of the parish boundary and that Pineham Village join their Parish. Upton Parish Council confirmed that they were unaware of the request and would await formal notification.

17/189. PUBLIC SESSION.

Mr Stevens addressed the meeting with regard to item 17/202 as a representative of the local branch of the Royal British Legion. Mr Stevens outlined the work carried out by the Royal British Legion in the area and the plans for the forthcoming 100 year anniversary commemorating the end of the First World War. The Branch were seeking funding assistance to carry out the project in the area which would include working with pupils from 16 local schools.

Motion Agreed:- It was resolved that item 17/202 would be moved up the agenda and discussed after item 17/194 had concluded.

17/190. APOLOGIES.

Motion Agreed:- It was resolved that the following apologies and reasons be received and approved:- Cllr A Holt – paternity leave; Cllr Ingram – holiday; Cllr Barrett was absent without approval.

17/191. DECLARATIONS OF INTEREST.

Cllr Huffadine-Smith declared an interest in item 17/202 as he was also a Parish Councillor for Duston Parish Council whom may become involved / approached with regard to the Local Branch of the Royal British Legion and their 2018 project.

17/192. REQUESTS FOR DISPENSATION.

There were no requests for dispensations.

17/193. MOTION TO DECLARE THE MINUTES OF THE PARISH COUNCIL MEETING 6TH NOVEMBER 2017 AS AN ACCURATE RECORD OF THOSE PROCEEDINGS.

Motion Agreed:- It was resolved that the Minutes from the meeting Monday 6th November 2017 be approved as an accurate reflection of that meeting.

17/194. MATTERS ARISING FROM THE MINUTES 6TH NOVEMBER 2017.

Item 17/181 – Charities – The Clerk advised that, as a result of the resolution regarding item 17/181 November 2017, it had emerged that there were a number of registered charities in the Upton Area and she sought advice as to whom the Council wanted approached so as to ensure fairness and transparency. Cllrs favoured the smaller local charities.

17/202. GRANT APPLICATION / S137.

Motion Agreed:- It was resolved that the Council supported the application and would award the sum of £1000 towards the 2018 First World War Commemoration project to be organised by the Local Branch of the Royal British Legion, with the view that a further application would be considered by the Council following approaches by the organisation to alternative funding sources.

17/195. FINANCE & GENERAL PURPOSES COMMITTEE.

There were no comments.

17/196. PLANNING & DEVELOPMENT COMMITTEE.

There were no comments.

17/197. HUMAN RESOURCES COMMITTEE.

No meeting had taken place.

17/198. MEDIA & COMMUNICATIONS COMMITTEE.

No meeting had taken place.

17/199. BANK RECONCILIATION.

Motion Agreed:- It was resolved that the bank reconciliation, as at 1st November 2017, be approved (full details Appendix A). Moreover, Members were notified that the 2nd portion of the precept for the period 2017-2018 had been received (£16,200).

Summary 1/11/17		Current	Reserve
Account Balance		£58,538.80	£21,010.07
Still to be Banked		£0.00	£0.00
Unpresented Cheques		-£11.43	£0.00
Available Cash at 01/11/17		£58,527.37	£21,010.07

17/200. INVOICES & PAYMENTS FOR APPROVAL.

Motion Agreed:- It was resolved that the following invoices be approved for payment, including the approval of contracted payments e.g. Clerks salary / HMRC / pension contributions for December, normally due on the first Monday of the month, and that such payments would be post dated to 1st January 2017.

Cllrs D Huffadine-Smith, Kerby & Thomas wished it to be minuted that they had abstained from voting as they were not supportive of the payment to NCC for the sum of £3,600, as the works had not commenced on the zebra crossing, St Crispin Drive.

Natwest	Banking Fees	General Administration	LGA 1972 s111		27.5	27.5	0
2Commune	Website hosting / licence & 2 email addresses	S142	S142		720	600	120
Badgemaster	Councillor name badges for meetings	General Administration	LGA 1972 s111		142.31	142.31	0
Northamptonshire County Council	Zebra Crossing Contribution - St Crispins Drive	Zebra Crossing	RTRA 1984, s72		3600	3000	600
G Wells	Clerks Expenses - Travel	Clerks Expenses	LGA 1972 s112		80.75	80.75	0
Barbara Osborne	Barbara Osborne Business Services July - September	General Administration	LGA 1972 s111		75	75	0
Barbara Osborne	Barbara Osborne Business Services - September - December	General Administration	LGA 1972 s111		75	75	0
LGPS	Clerks Pension – November 17	Clerks Pension	LGA 1972 s112		331.82	331.82	0
Ms G Wells	Clerks Salary – November 17	Clerks Salary	LGA 1972 s112		919.95	919.95	0
HMRC	Clerks Salary Tax & NI – November 17	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	9.23	1.85
Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111		52.7	43.92	8.78
Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111		27.34	27.26	0.08
LGPS	Clerks Pension – December 17	Clerks Pension	LGA 1972 s112		331.82	331.82	0
Ms G Wells	Clerks Salary – December 17	Clerks Salary	LGA 1972 s112		919.95	919.95	0

HMRC	Clerks Salary Tax & NI – December 17	Clerks Salary	LGA 1972 s112		108.37	108.37	0	
					7651.96	**6921.25**	**730.71**	

17/201. BUDGET 2018-2019.
Motion Agreed:- It was resolved that, after lengthy discussion and debate, the Council unanimously approved the budget 2018-2019 (Appendix B). The forward plan – short, medium and long term, would be referred to the Finance & General Purposes Committee for further discussion prior to recommendation to Full Council for approval.
17/202. GRANT APPLICATION / S137.
See Above.
Motion Agreed:- It was resolved that the meeting would continue beyond 2 hours in order to conclude business.
17/203. PLANNING APPLICATIONS AND USE OF 2COMMUNE WEBSITES.
Motion Agreed:- It was resolved that a link would be placed on the Upton Parish Council website for residents and Cllrs use.
17/204. NORTHAMPTON GATEWAY CONSULTATION.
Motion Agreed:- It was resolved that the Council had no response to forward with regard to the request to oppose the planning application at junction 15 of the M1 for additional warehouse / distribution facilities as, whilst congestion and pollution was recognised as a consequence of the proposal, it would also create much needed jobs for the area.
17/205. MEDIA & COMMUNICATIONS COMMITTEE.
Motion Agreed:- It was resolved that Cllr Earle be appointed to the Committee.
17/206. CORRESPONDENCE / EVENTS / TRAINING.
Information available from the Clerk.
17/207. 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.
17/208. Date of Next Meeting.
7.30pm Monday 8th January 2018 – Full Council Meeting;

The meeting concluded at 21.12pm.

Cllr Pape thanked Councillors for their work and support in 2017 and welcomed Cllr Kerby back to the Council.

Signed:-………………………………………………………………… **Date:-**……………………………………………..

Appendix A:- Bank Reconciliation 1st April 2017 – 1st November 2017.

		1st April 2017 - 1st November 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	Auto	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	
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
5/9/17	DD	O2 - Clerks Phone		-£12.04	
12/9/17	822	LGPS		-£377.63	
13/9/17	819	Viking Direct		-£81.04	
13/9/17	820	Mrs Wells - Clerks Expenses		-£59.99	
13/9/17	821	Mrs Wells - Clerks Expenses		-£13.89	
13/9/17	823	Mrs Wells - Clerks Salary		-£919.95	
14/9/17	824	HMRC		-£108.37	
15/9/17	Auto	Natwest - Banking Fees		-£27.50	
19/9/17	813	S137 - Friends of St Lukes School		-£983.75	
20/9/17	825	Michelle Orpin - Virtual Marketing		-£120.00	
29/9/17	Auto	Natwest Bank Interest			£0.17
4/10/17	DD	O2 - Clerks Phone		-£11.08	
9/10/17	832	LGPS		-£331.82	
11/10/17	829	G Wells - Clerks Expenses		-£68.40	
11/10/17	833	G Wells - Clerks Salary		-£919.95	
12/10/17	831	Viking Direct		-£25.42	
12/10/17	834	HMRC		-£108.37	
16/10/17	Auto	Banking Fee		-£27.50	

17/10/17	835	M Orpin - Virtual Marketing		-£120.00	
18/10/17	827	NCALC Training		-£18.00	
18/10/17	830	NCALC Training		-£42.00	
20/10/17	828	British Legion Poppy Wreath S137		-£17.00	
30/10/17	Auto	NBC 50% 2017-2018 Precept rec'd		£16,200.00	
31/10/17	Auto	Natwest Bank Interest			£0.18
				£58,538.80	**£21,010.07**
1/11/17		Current	Reserve		
Account Balance		£58,538.80	£21,010.07		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£11.43	£0.00		
Available Cash at 01/11/17		£58,527.37	£21,010.07		

Appendix B – Approved Budget 2018-2019:-

Upton Parish Council Budget 2018-2019 - Approved 4th December 2017	Budget 17-18	Revised Budget approved November 2017	Expenditure to date (end November 2017)	Approved Budget 2018-2019
Clerks Salary	15500	15500	9768.61	17000
Clerks Expenses	500	750	457.04	750
Training & Subs	2200	2500	2129.81	2500
Insurance	450	500	496.32	550
Audit	550	550	276	550
Election Expenses	1500	1500	0	2250
General Admin	5000	5000	1559.74	2500
S142	1700	1700	960	1500
S137	4000	4000	2248.33	6000
S145	1000	1000	0	1000
Chairs Allowance	300	300	300	300
Speed Reductions / Traffic Calming	8000	10000	0	5000
Neighbourhood Watch	500	500	0	500
Elgar Ctre Contribution	1000	1000	0	0
St Crispin Community Centre	1000	1000	1000	0
Pocket Park	1000	0	0	0
Planters	4000	0	0	3000
Hanging Baskets	3000	0	0	0
Noticeboards	1500	1500	0	3000
Street Furniture	5000	5000	0	3000
Outdoor Gym Equipment	10000	16400	0	16400
Bulbs / Planting	1000	0	0	500
Xmas Decorations	4000	4000	0	1500
Defibrillators	4000	4000	0	2000
Legal Fees	10000	10000	0	8000
Old Kent Road Development				10000
PC Office Rental				6000
Pineham Community Centre Contribution				1000
	86700	**86700**	**19195.85**	**94800**