



CLERK: Nina L. Villa LLb (Hons)
Telephone: 07887 420725
Email: clerk@upton-pc.gov.ukPParish

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Upton Parish Council which will be held at St Crispins Community Centre on Tuesday 9th May 2023 on completion of the Annual Parish Meeting. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
3rd May 2023

1. ELECTION OF CHAIRMAN

To elect a Chairman for the ensuing municipal year.

2. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman for the ensuing municipal year.

3. PUBLIC SESSION

Members of the public are invited to address the meeting on agenda items (15 minutes maximum)

4. APOLOGIES FOR ABSENCE

To receive apologies for absence

5. DECLARATIONS OF INTEREST

Localism Act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.

6. MINUTES OF PREVIOUS MEETINGS

To approve the minutes of the meeting held on 13th April 2023 and authorise the Chairman to sign the same

7. ACTION SHEET

To note the action sheet

8. FINANCE / PAYMENTS DUE

a) To receive the report of the Internal Auditor – **PREVIOUSLY CIRCULATED**

b) To note the Year End Bank Reconciliation – **ATTACHED**

- c) To receive and approve the year end accounts for 2020/21 and to confirm the earmarked reserves, including CiL funds, as listed – **ATTACHED**
- d) To approve the Annual Governance Statement for the Year Ending 2022/23 – **ATTACHED**
- e) To consider and approve the Accounting Statements for the Year Ending 2022/23 – **ATTACHED**
- f) To approve the continuation of the Direct Debit for the Parish Council access to Bankline (amount varies each month)
- g) To confirm dates for the Exercise of Public Rights as Monday 5th June to Friday 14th July 2023
- h) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£522.69
	Clerk – salary for March	£1027.94
	HMRC	£1006.09
	Clerk Expenses	£61.20
	IAC Internal Audit	£354
9333	Northampton Magazines	£460
	S and D Paving	£1123.59

9. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)
- b) To consider a proposal from Cllr Holt to purchase a second memorial bench (deferred from last meeting)

10. WEBSITE AND MARKETING / WORKING GROUP

To receive an update on website maintenance and the progress of various projects being undertaken by the Working Group including considering the following:

- a) The costs for gully cleaning and sweeping
- b) Instruct the Clerk to seek three quotes for grounds maintenance, tree survey and maintenance and litter picking
- c) Consider the revised terms of reference for social media/marketing - **PREVIOUSLY CIRCULATED**

11. MEMBERSHIP OF NCALC

To consider whether the Council wishes to renew its members following the vote not to pay the membership fee invoice at the previous meeting.