



CLERK: Nina L. Villa LLb (Hons)
Telephone: 07887 420725
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Dear Councillor,

You are hereby summoned to attend a meeting of Upton Parish Council which will be held at St Crispins Community Centre on Tuesday 5th September at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
28th August 2023

1. **PUBLIC SESSION**

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

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

3. **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.

4. **MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meeting held on 4th July 2023 and authorise the Chairman to sign the same

5. **ACTION SHEET**

To note the action sheet

6. **UPDATE FROM UNITARY AUTHORITY REPRESENTATIVES**

To receive an update from West Northants Council representatives

7. **FINANCE / PAYMENTS DUE**

- a) To note the report of the External Auditor – **PREVIOUSLY CIRCULATED**
- b) To receive the financial statement and bank reconciliation to 30th June 2023 - **ATTACHED**

- c) To note payments made in August iaw Finance Regulations or pre approval at Council:

Invoice Number	Payee / Reason	Amount
	Bankline	£20.00
	LGPS	£388.29
	Clerk – salary for July	£795.88
	HMRC	£688.21
	Clerk Expenses	£220.98
	D Oglivie (benches)	£3688.80
	Bankline	£26.30

- d) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£388.29
	Clerk – salary for August	£795.88
	HMRC	£688.21
	Clerk Expenses	£220.98
	J and S Potter – removal of noticeboard	£192
	PKF Audit Fee	£378

8. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)
- b) To consider a proposal from Cllr Ingram for the purchase and install bleed kits at St Crispins and Elgar Community Centres
- c) To determine the exact location of proposed flagpoles to enable permissions and quotations to be sought

9. WEBSITE AND MARKETING / WORKING GROUP

To receive an update on and the progress of various projects being undertaken by the Working Group include:

- a) To consider a Social Media responsibilities document and raft Social Media Policy – **ATTACHED**
- b) To consider a draft document outlining maintenance responsibilities of the Council and Social Club at Kent Road – **ATTACHED**
- c) To note that the damaged fingerpost has been reinstated and to determine whether Council is satisfied with the standard of repair
- d) To consider a proposal regarding the graves project at the Greek Church - **ATTACHED**