



CLERK: Nina L. Villa LLb (Hons)
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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 3rd October at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
27th September 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 5th September 2023 and authorise the Chairman to sign the same - **ATTACHED**

5. **ACTION SHEET**

To note the action sheet - **ATTACHED**

6. **UPDATE FROM UNITARY AUTHORITY REPRESENTATIVES**

To receive an update from West Northants Council representatives

7. **FINANCE / PAYMENTS DUE**

a) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£388.29
	Clerk – salary for August	£795.88
	HMRC	£688.21
	Clerk Expenses	£61.20
	B Osbourne – payroll	£85
	Community Heartbeat Trust – new cabinet	£294

8. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)
- b) To approval the proposal to install two 8m flagpoles at St Crispins Community Centre and the Elgar Centre at a cost of £595 each plus £750 installation each plus VAT
- c) To consider a quotation for the purchase of 50 large 20mph advisory speed limit signs and 100 repeater signs - **ATTACHED**

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 draft Social Media Policy – **ATTACHED**
- b) To consider an updated draft document outlining maintenance responsibilities of the Council and Social Club at Kent Road – **TO FOLLOW**
- c) To consider arrangements for Remembrance Day 2023

10. ANNUAL REVIEW OF POLICIES

To consider any changes the Council wishes to make to the Financial Regulations and Standing Orders (last readopted in May 2022) - **ATTACHED**

11. BUDGET 2023/24

To consider items for inclusion in the draft budget for 2023/24 to be presented to the next meeting