



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

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 7th November at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
31st October 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 3rd October 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 / LOCAL AREA PARTNERSHIP PRESENTATION**

- a) To receive an update from West Northants Council representatives
- b) To receive an update from the WNC Highways representative
- c) To receive a presentation from Cllr Golby on the Local Area Partnership

7. **FINANCE / PAYMENTS DUE**

- a) To note the bank reconciliation and financial statement to 30th September 2023 - **ATTACHED**
- b) To agree a donation to the Royal British Legion for wreath
- c) To consider a grant application – **ATTACHED**
- d) To review and re-adopt the Council's grant policy - **ATTACHED**
- e) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£388.29
	Clerk – salary for October	£795.88
	HMRC	£688.21
	Clerk Expenses	£61.20
	Zephyr – Flagpole	£2328
	Kier Integrated Signage – 20mph signs	£1000.38

8. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)

9. WEBSITE AND MARKETING / WORKING GROUP

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

10. BUDGET 2023/24

To consider the first draft budget for 2024/25 - **ATTACHED**