



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 5th December at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
29th November 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 7th November 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**

- a) To receive an update from West Northants Council representatives
- b) To determine the Council's representative on the Local Area Partnership

7. **FINANCE / PAYMENTS DUE**

- a) To consider a grant application – **ATTACHED**

- b) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£520.40
	Clerk – salary for Nov (includes local gov pay award backdated to April 23)	£1023.89
	HMRC	£1000.77
	Clerk Expenses	£61.20

8. **PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS**

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

9. **COUNCILLOR VACANCY**

To note that the vacancy created by the non attendance of Cllr Nicolette Bench has now been advertised and the closing date for calling an election is 19th December

10. **WEBSITE AND MARKETING / WORKING GROUP**

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

- a) To consider a report from Cllr Holt (**attached**) regarding the Cemetery Project and to agree:
- i) That a meeting be held with WNC to further discuss the project
 - ii) To consider proceeding with the Ground Survey
 - iii) Any other matters related to this project
- b) To consider a way forward on the lamp columns in the Car Park – **ATTACHED**
- c) To consider a request from Cllr Holt to attend a NCALC Chairmanship course
- d) To consider traveller incursion deterrents for St Crispins (subject to agreement from WNC as freeholder)
- e) To consider a proposal from the road patching company to delay works until the Spring
- f) To consider a proposal from Cllr Ingram to plant spring flowering bulbs (location to be agreed)