



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 March 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 February 2024

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 6th February 2024 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 receive an update from Council's Local Area Partnership representatives (if applicable)

7. **CO-OPTION OF NEW COUNCILLOR**

To consider the co-option of a new Councillor - **ATTACHED**

8. **COUNCIL MEMBERSHIP OF NCALC**

To consider a proposal from Cllr Holt to rejoin NCALC (indicative cost £2000 - £2500 per annum)

9. **FINANCE / PAYMENTS DUE**

- a) To consider a quote for works – **ATTACHED**
- b) To reconfirm the appointment of IAC Auditors as the Council's Internal Auditor
- c) To approve/note the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£403.38
	Clerk – salary for Dec	£830.10
	HMRC	£715.77
	Clerk Expenses	£61.20
	Nordis Signs (social club signage)	£108.76

10. **PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS**

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

11. **WORKING GROUP/PROJECTS/EVENTS**

- a) To approve an updated quotation for the ground penetrating survey for the Hidden Graves project and to request the Clerk to contact Taylor Wimpy and request any documentation linked to the grave site area – **PREVIOUSLY CIRCULATED**
- b) To consider plans various community events/litter picks (including budget for equipment, refreshments etc)
- c) To consider the design and quotation for purchase of new banners as previously circulated by Cllr Haylock
- d) To consider the email from Duston Royal British Legion regarding VE 80 in 2025 and to consider whether the Council wishes to do anything to mark D'Day 80 in June this year – **EMAIL PREVIOUSLY CIRCULATED**

12. **EXCLUSION OF PRESS AND PUBLIC**

To resolve that members of the press and public be excluded from the following item under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

13. **STAFFING ISSUE**

- a) To approve the proposed MOU between the Council and the current Clerk and authorise the previously delegated Councillors to sign the same – **PREVIOUSLY CIRCULATED**
- b) Subject to the above to approve the salary scale of the new vacancy (including pension arrangements, working from home allowance etc) - **ATTACHED**
- b) To appoint a Recruitment Panel to manage the recruitment process including finalising the contract of employment, JD and advert, advertising, shortlisting, interviewing and making a recommendation to Council for the appointment to the role
- c) To approve a budget for advertising