



UPTON

PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING 7 th May 2024		UPTON PARISH COUNCIL
	Time: 1915	Venue: St Crispin Community Centre
Attendees: Cllr T Earle (Chair) Cllr A Holt (Vice Chair) Cllr C Hull Cllr M Ingram Cllr M Caddy Cllr M Watson Cllr P Kershaw Cllr B Haylock	Apologies: Cllr Goodley	Also Present:- Nina Villa – Clerk 2 members of the public Emma Needham
Item No.		
01/24	<u>ELECTION OF CHAIRMAN</u> It was <u>RESOLVED</u> that: Cllr Andrew Holt be elected as Chairman for the ensuing municipal year Cllr Holt made and signed the Declaration of Acceptance of Office	
2/24	<u>ELECTION OF VICE CHAIRMAN</u> It was <u>RESOLVED</u> that: Cllr Mike Caddy be elected as Vice Chairman for the ensuing municipal year Cllr Caddy made and signed the Declaration of Acceptance of Office	
3/24	<u>PUBLIC SESSION</u> None	
4/24	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr P Goodley It was also noted that Cllr Nick Alex had tendered his resignation the evening before the meeting and Cllr Imran Chowdhury ceased to be a member of the Council due to non attendance for a period of six months.	
5/24	<u>DECLARATIONS OF INTEREST</u> None	

6/24	<u>MINUTES OF THE PREVIOUS MEETING</u> It was <u>RESOLVED</u> that: a) The minutes of the meeting held on 2nd April 2024 were approved and the Chairman was authorised to sign the same.																														
7/24	<u>ACTION SHEET</u> The action sheet was duly noted. There was some progress with the Cricket Club lease and it was agreed that the Chair/Vice Chair would meet with the Club to discuss the way forward with the Social Club. It was noted that the electrical wiring issues in the male toilets at St Crispins Community Centre that Cllr Caddy made the caretaker aware of last month was still unresolved and dangerous. Clerk will follow up with centre management.																														
8/24	<u>FINANCE/PAYMENTS DUE</u> a) The Council noted the report of the Internal Auditor b) The Council noted the Year End Bank Reconciliation c) The Council received and approved the year end accounts for 2023/24 and confirmed the earmarked reserves, including CiL funds, as listed d) The Council approved the Annual Governance Statement for the Year Ending 2023/24 e) The Council approved the Accounting Statements for the Year Ending 2023/24 f) The Council approved the continuation of the Direct Debit for the Parish Council access to Bankline (amount varies each month) g) The Council confirmed dates for the Exercise of Public Rights as Monday 3rd June 2024 to Friday 12th July 2024 h) The Council reviewed the Council’s insurance arrangements and cover and confirmed renewal i) The Council approved the following payments: <table><tr><td>Invoice Number</td><td>Payee / Reason</td><td>Amount</td></tr><tr><td></td><td>LGPS</td><td>£543.02</td></tr><tr><td></td><td>Clerk – salary for April</td><td>£1099.22</td></tr><tr><td></td><td>HMRC</td><td>£1017.97</td></tr><tr><td></td><td>Clerk Expenses</td><td>£61.20</td></tr><tr><td></td><td>Insurance (if approved above)</td><td>£1592.39</td></tr><tr><td></td><td>Sandra Bemrose - Hospital Books*</td><td>£180 (12 x £15)</td></tr><tr><td></td><td>Northants Magazines</td><td>£460</td></tr><tr><td></td><td>IAC Internal Audit</td><td>£354.00</td></tr><tr><td></td><td>WNC – Bin Emptying</td><td>£1061.76</td></tr></table> • Buy as many as she has left as we are unsure how many remain	Invoice Number	Payee / Reason	Amount		LGPS	£543.02		Clerk – salary for April	£1099.22		HMRC	£1017.97		Clerk Expenses	£61.20		Insurance (if approved above)	£1592.39		Sandra Bemrose - Hospital Books*	£180 (12 x £15)		Northants Magazines	£460		IAC Internal Audit	£354.00		WNC – Bin Emptying	£1061.76
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9/24	<u>PLANNING, TRAFFIC AND ENVIRONMENTAL MATTERS</u> There are no current planning applications for the Council to consider.																														

10/24	<u>WORKING GROUP PROJECTS</u> Cllr Holt thanked everyone for their help with the Hidden Graves event where a number of graves were uncovered and attendance at the recent LAP event. The ground penetrating survey results had been circulated and it was proposed that a further working group was arranged to discuss the way forward now that the results are known. Working Group meeting will take place on Tuesday 14th at 1915. The Council noted its thanks to Nick Alex for the video he has produced of the site and the working underway. It was noted that various efforts had been made to retrieve access to the Facebook page to no avail – it was agreed to start a new one.
11/24	<u>EXCLUSION OF PRESS AND PUBLIC</u> It was <u>RESOLVED</u> that: a) 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.
12/24	<u>APPOINTMENT OF NEW PARISH CLERK</u> It was <u>RESOLVED</u> that: a) The Council note the update from the Recruitment Panel on the recruitment process b) The Council approve the preferred candidate, Ms Emma Needham, as the new Parish Clerk and Responsible Financial Officer at SCP point 28 commencing on 1st June 2024 c) The Council authorise the Parish Clerk to add the newly appointed Clerk as a bank signatory with relevant administrator access to Bankline