



UPTON

PARISH COUNCIL

UPTON PARISH COUNCIL
CLERK: Emma Needham
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Dear Councillor,

You are hereby summoned to attend a Meeting of Upton Parish Council which will be held at St Crispin's Community Centre on Tuesday 9th July 2024 at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Emma Needham
Parish Clerk
1st July 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 4th June 2024 and authorise the Chairman to sign the same - **ATTACHED**.

5. UPDATE FROM WNC REPRESENTATIVES AND LOCAL AREA PARTNERSHIP

a) To receive an update from WNC representatives (if present)

b) To receive an update from Cllrs Haylock and Hull on the Local Area Partnership (if applicable)

6. CO-OPTION TO FILL TWO CASUAL VACANCIES

a) Each candidate invited to address the meeting for no more than 5 minutes each.

b) Voting (*The first candidate to receive an absolute majority of those present and voting is declared co-opted. Should no single candidate receive an absolute majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority*).

7. 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.

8. TERMINATION OF CONTRACT - EXISTING PARISH CLERK

To receive an update from the Chairman on the termination of the existing Clerk and to note that payments due under the previously agreed MOU will now be actioned.

9. RE-ADMISSION OF PRESS AND PUBLIC

To resolve to re-admit the Press and Public for the following item.

10. FINANCE / PAYMENTS DUE

- a) To approve bank reconciliations for June 2024 - **ATTACHED**
- b) To receive and approve the 1st Quarter accounts for 2024/25 - **ATTACHED**
- c) To approve the following changes to the bank mandate: removal of former Clerk & RFO.
- d) To note the receipt of £31,489.00 from WNC in respect of the first instalment of the 2024/25 precept.
- e) To ratify the attendance of Councillor Holt on NCALC Chairmanship training course at a cost of £48.00 excl VAT.
- f) To ratify the reimbursement of Councillor Caddy for the purchase of new laptop, monitor, keyboard, mouse and printer for the new Clerk & RFO at a total cost of £709.94 incl VAT, as per the estimated cost approved at Min Ref 121/23(b).
- g) To approve the purchase of stationery items at a cost of £76.53 excl VAT.
- h) To approve/note the following payments:

Legal Power	Payee / Reason	Amount
Local Government Act 1972 s111	NCALC Membership 2024/25	£2,278.83
Local Government (Miscellaneous Provisions) Act 1976 s19	Rollasons Solicitors Cricket Club Lease	£1,800.00
Local Government Act 1972 s175	NCALC Chairperson and Leadership Course	£57.60
Local Govt Act 1972 s112	Employee salaries and compensation	£11,968.93
Local Govt Act 1972 s112	LGPS	£1,964.86
Local Govt Act 1972 s112	HMRC	£3,324.55
Local Govt Act 1972 s111	Employee Expenses	£164.01 + £169.78
Local Govt Act 1972 s111	Barbara Osbourne (payroll)	£122.00

11. PLANNING MATTERS

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

12. ASSET TRANSERS

- a) To approve the granting of a lease to St Crispin and Ryelands Cricket Club (SCRCC) and to authorise the Chairman and one other Councillor to sign the same. **ATTACHED.**

- b) To authorise the Chairman and Clerk to meet with WNC and CSN to discuss Community Asset Transfers of St Crispin's Community Centre and The Elgar Centre.
- c) To receive a report further transfer of amenity areas at St Crispin's by Taylor Wimpey. **ATTACHED**. To resolve to pursue the proposal and appoint a solicitor.
- d) To instruct the Clerk to seek a contractor to carry out a one-off grass cut for various areas of the Parish previously transferred by Taylor Wimpey and to invite quotes for regular schedule of maintenance from suitable contractors.

13.

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

- a) To consider the changes proposed in Draft Standing Orders **ATTACHED**.
- b) To consider adopting gender inclusive language (he/she/they; chairperson), in line with the NALC Model Standing Orders.
- c) To note that new Model Financial Regulations were issued by NALC in April 2024. To agree to adopt the changes appropriate to Upton Parish Council as proposed in Draft Financial Regulations **ATTACHED**.

14.

WORKING GROUP/PROJECTS

To consider a proposal from Councillor Caddy to apply to the Woodland Trust for a free community tree pack and to agree to plant them on Buttercup Meadow.