



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 3rd September 2024		At: St Crispin Community Centre Start time: 19:15hrs
Council Members are hereby summoned to attend a meeting of Upton Parish Council. Please inform the Clerk of your apologies if you are unable to attend.		Clerk: Emma Needham Email: clerk@upton-pc.gov.uk Signed: <i>on original</i>
Public Participation: Members of the public and press are invited to address Council on any matter relating to the business to be transacted during the public session. Up to 15 minutes will be set aside for this purpose.		
Ref No:	AGENDA:	
64/24	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
65/24	<u>Apologies for Absence</u> To receive and approve apologies for absence.	
66/24	<u>Declarations of Interest</u> To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI). To consider any Dispensations or written requests for dispensation of DPI.	
67/24	<u>Minutes of the previous meeting</u> To RESOLVE to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 6 th August 2024.	
68/24	<u>Update from LAP and WNC representatives</u> To receive reports from LAP and WNC representatives.	
69/24	<u>Co-option to fill a casual vacancy</u> Each candidate is invited to address the meeting for no more than 5 minutes each. <i>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).</i>	
Item No.	<u>Items from previous meetings:</u>	
70/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> To receive a report from the Chairman and the Clerk summarising actions from their meeting with SCRCC on 7 th August 2024.	

	To RESOLVE to the landlord, Upton Parish Council, carrying out a tree survey at a cost of £615.00 excl VAT, prior to the signing of the operational lease.
71/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To receive an update.
72/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> To receive an update.
73/24	<u>Kent Road and Upton Parish Council Car Park</u> To NOTE correspondence from St Crispin Social Club, confirming completion of safety works to the lighting in the car park (replacement of 1 lighting column and 3 lights) and attaching the electrician's certificate. To RESOLVE to the freeholder, Upton Parish Council, carrying out a tree survey at a cost of £275.00 excl VAT.
74/24	<u>Hidden Graves Project</u> To receive an update and agree to progress an application to WNC for S106 monies.
75/24	<u>Play Equipment for U12s and Older Youth Provision</u> To discuss provision of additional play equipment for the under 12 age group and for the older youth such as basket swings, basketball hoop, climbing wall, table tennis tables and outdoor gym equipment, to be funded from Community Infrastructure Levy (CIL) monies held by Upton Parish Council.
Item No.	<u>General Matters;</u>
76/24	<u>Remembrance 2024</u> To receive an update from Councillor Hull. To RESOLVE to purchase a wreath at an estimated cost of £19.99 excl VAT and delivery.
77/24	<u>Chairman's Allowance 2024</u> To RESOLVE to pay the Chairman's annual allowance of £300.
78/24	<u>Conclusion of External Audit 2023/24</u> To NOTE and record the conclusion of the external audit for year ending 31st March 2024.
79/24	<u>Split Cash Balances between more than one FSCS protected financial institution.</u> To RESOLVE to open a bank account with Unity Trust Bank and transfer up to £85k of funds.
80/24	<u>Standing Orders</u> To RESOLVE to remove standing order 8b, (the option to use secret ballot voting for appointments), as this contrary to best practice.

81/24	<u>Meeting Dates 2024/25</u> To receive and agree list of meeting dates and location, circulated by the Clerk.
82/24	<u>Appointment of Internal Auditor 2024/25</u> To RESOLVE to appoint NCALC's IAS as Internal Auditor for year ending 31st March 2025, at a total cost of £355 excluding VAT. This equates to £330 for the Internal Audit and £25 for a one-off onboarding fee which is applied when a council first joins the service.
83/24	<u>Budget Preparation 2025/26</u> To receive and discuss items that Councillors wish to put forward for consideration in the forthcoming Budget 2025/26 and agree a meeting date to review the first draft of the budget.
84/24	<u>Fasthosts gov.uk domain management</u> To RESOLVE to delegate authority to the Clerk/Councillor Caddy to take suitable action to transfer Upton Parish Council's .gov.uk domains to an officially approved registrar before the 30th September 2024, after which time Fasthosts will cease to offer this service.
85/24	<u>Asset Register</u> To RESOLVE to adopt the Asset Register as at 31st August 2024, as circulated by the Clerk.
86/24	<u>Upton Parish Council Stickers</u> To RESOLVE to purchase 100 qty of 150x100mm Upton Parish Council labels, printed 4/0 On Perm Vinyl at a total cost of £50.00 excl VAT.
87/24	<u>NCALC 77th Annual Conference</u> To note that NCALC will be holding their Annual Conference at Moulton Community Centre on Saturday 5th October, 10:00-13:00hrs. To agree who should attend.
88/24	<u>SLCC Membership</u> To RESOLVE to renew the Clerk's membership of SLCC at a cost of £284 for the full year (pro-rated for the remainder of the year).
<u>Item No.</u>	<u>Finance</u>
89/24	<u>Ratification of purchases made between meetings under Financial Regulation (FR) 4.1</u> To note that a payee reported that cheque no. 001073 for £1,391.71 was returned unpaid on two occasions. To note that given the amount was overdue, NCALC agreed to make the payment directly to the payee on behalf of Upton Parish Council. To RESOLVE to ratify this course of action and approve the reimbursement of NCALC at a total cost of £1,391.71.
90/24	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
91/24	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.

Item No.	Planning
92/24	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2024/3114/FULL 6 Galahad Court Northampton NN5 4BH</u> First floor front extension.
93/24	<u>Notification of Planning Application received from LPA for which the deadline for comment has passed.</u> To NOTE the following planning application received from the Local Planning Authority, for which the deadline for comment has passed: a) <u>2024/3710/FULL 91 Brunel Drive Northampton NN5 4AJ</u> Proposed first floor side extension and replacing existing gravels by block paving to propose single car park at the front of the house.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
Aug 2024	VAT Refund for Year ending 31 st March 2024	£2,305.72
Aug 2024	Nat West – goodwill gesture for complaint no: PHO-0390645424 re Debit Card	£150.00
Aug 2024	Interest Received	TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	PKF Littlejohn	External Audit Limited Assurance Review	Local Audit (Smaller Authorities) Regulations 2015, reg 23	£378.00
BACS	NCALC	July 2024 Salary Payment reimbursement	Local Government Act 1972 s112	£1,391.71
BACS	Employee(s)	August Net pay	Local Govt Act 1972 s112	£1,391.71
BACS	Employee(s)	Expenses/Homeworking Allowance Aug 2024	Local Government Act 1972 s112	£178.07
BACS	LGPS	Employee pension scheme	Local Government Act 1972 s112	£475.44
BACS	HMRC	PAYE and NIC	Local Government Act 1972 s112	£273.35