



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING 9 th JULY 2024		St Crispin Community Centre 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Earle Councillor Haylock Councillor Hull Councillor Ingram Councillor Kershaw	Apologies: Councillor Goodley Councillor Watson	Clerk: Emma Needham Also Present: 4 members of the public
Item No.		
25/24	<u>PUBLIC SESSION</u> Members of the public made representations to Council requesting: a) support in setting up a "Little Free Library" book swap scheme. b) repair of broken items in the play area at St Crispin Community Centre and provision of better facilities for older children and young adults, such as a climbing wall, basketball hoop and outdoor gym equipment.	
26/24	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor Goodley and Councillor Watson.	
27/24	<u>DECLARATIONS OF INTEREST</u> Councillor Ingram declared a non-pecuniary interest in Agenda items 34(h)/24 and 36(a)/24, pertaining to the St Crispin and Ryelands Cricket Club lease, as he is a member of St Crispin Social Club.	
28/24	<u>MINUTES OF THE PREVIOUS MEETING</u> It was <u>RESOLVED</u> that: a) The minutes of the meeting held on 4 th June 2024 were approved and the Chairman was authorised to sign the same.	
29/24	<u>UPDATE FROM WNC REPRESENTATIVES AND LOCAL AREA PARTNERSHIP</u> a) There were no WNC Councillors present to provide an update. Council asked the Clerk to contact WNC Councillors for Upton ward to request that they send a report if they are unable to attend. b) Councillor Haylock provided an update on the Local Area Partnership: The Chairman agreed to circulate a map, showing the location of benches within the parish.	

	• Some good work has been carried out by linking the LAP with the St Luke's Patients' Participation Group. • Councillor Ingram noted a report obtained by Duston Parish Council, which identifies future health provision plans. He agreed to obtain the same report for Upton parish.
30/24	<u>CO-OPTION TO FILL TWO CASUAL VACANCIES</u> Council considered one application for co-option and invited the candidate to give a short statement on their suitability and motivations for applying. It was <u>RESOLVED</u> that: a) Mr Alan Bottwood be co-opted on to the Council.
31/24	<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.
32/24	<u>TERMINATION OF CONTRACT - EXISTING PARISH CLERK</u> The Chairman updated Council on the termination of the existing Clerk and noted that payments due under the previously agreed MOU will now be actioned.
33/24	<u>RE-ADMISSION OF PRESS AND PUBLIC</u> It was <u>RESOLVED</u> that: a) members of the press and public be re-admitted.
34/24	<u>FINANCE/PAYMENTS DUE</u> a) Council approved bank reconciliation for May 2024 and noted that June 2024 bank reconciliation was delayed due to the new Clerk not yet having access to online banking. b) Council received and approved the 1st Quarter accounts for 2024/25. c) Council approved the removal of the former Clerk & RFO from the bank mandate. d) Council noted the receipt of £31,489.00 from WNC in respect of the first instalment of the 2024/25 precept. e) Council ratified the attendance of Councillor Holt on NCALC Chairmanship training course at a cost of £48.00 excl VAT. f) Council ratified the reimbursement of Councillor Caddy for the purchase of a new laptop, monitor, keyboard, mouse and printer for the new Clerk & RFO at a total cost of £709.94 incl VAT plus £59.99 incl VAT for MS Office annual subscription, as per the estimated cost approved at Min Ref 121/23(b). g) Council <u>RESOLVED</u> to approve the purchase of stationery items at a cost of £76.53 excl VAT.

h) Council **RESOLVED** to approve 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

Councillor Ingram abstained from the vote as he had declared a non-pecuniary interest in agenda items pertaining to the Cricket Club lease. All other councillors voted in favour.

35/24

PLANNING MATTERS

a) There were no current planning applications to consider.

36/24

ASSET TRANSFERS

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.**

Council noted points raised relating to Insurance Rent, Schedule of Condition, Boundary Schedule, Conservation Area, Listed Building (Drying Stand) and use of the building by other community groups.

It was **RESOLVED** to defer the agenda item to the next meeting to allow time for the Chairman and the Clerk to meet with the Chairman of SCRCC.

Councillor Ingram abstained from the vote, as he had declared a non-pecuniary interest and Councillor Earle voted against the motion. All other councillors voted in favour.

b) Council authorised the Chairman, Councillor Caddy, Councillor Ingram and the Clerk to meet with WNC and CSN to discuss Community Asset Transfers of St Crispin Community Centre and The Elgar Centre.

c) Council received a report on the transfer of amenity areas at St Crispin's by Taylor Wimpey and **RESOLVED** to pursue the proposal and appoint a solicitor. It was noted that Taylor Wimpey will pay Council's reasonable legal costs.

Councillor Earle voted against the motion and Councillor Kershaw abstained. All other councillors voted in favour.

d) Council instructed the Clerk to seek a contractor to carry out a one-off grass cut for Buttercup Meadow, to include mowing and cutting back shrubs along the central pathway and mowing a 4-metre margin around the perimeter. It was agreed to include landscaping/grass cutting arrangements for other areas of the parish as an Agenda item for the next meeting.

37/24

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

	It was <u>RESOLVED</u> to: a) Adopt the changes proposed in the draft Standing Orders circulated by the Clerk. b) Adopt gender inclusive language (he/she/they; chairperson), in line with the NALC Model Standing Orders. c) Adopt the changes proposed in the draft Financial Regulations circulated by the Clerk.
38/24	<u>WORKING GROUP/PROJECTS</u> It was agreed that Councillor Caddy should apply for free tree packs to provide 420 trees for planting within the parish.

In the absence of further business, the meeting was closed at 20:58hrs.

Signed:*on original*.....

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 6th August 2024