



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 1st October 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:	
94/24	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
95/24	<u>Apologies for Absence</u> To receive and approve apologies for absence.	
96/24	<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.	
97/24	<u>Minutes of the previous meeting</u> To RESOLVE to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 3 rd September 2024.	
98/24	<u>Update from LAP and WNC representatives</u> To receive reports from LAP and WNC representatives.	
Item No.	<u>Items from previous meetings:</u>	
99/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> To receive an update.	
100/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To receive an update.	
101/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> To receive an update.	

102/24	<u>Kent Road and Upton Parish Council Car Park</u> To receive a report from the working group.
103/24	<u>Hidden Graves Project</u> To receive an update.
104/24	<u>Play Equipment for U12s and Older Youth Provision</u> To receive a proposal from Councillor Ingram for additional play equipment for the older youth. To RESOLVE to proceed with the proposal at a budget cost of £28,000 to be funded from CIL reserves.
105/24	<u>Remembrance 2024 (Min Ref 76/24)</u> To receive an update.
106/24	<u>Unity Trust Bank Application (Min Ref 79/24)</u> To receive an update. To RESOLVE to approve the preliminary draft Business Plan, as circulated by the Clerk.
107/24	<u>Appointment of Internal Auditor 2024/25 (Min Ref 82/24)</u> To NOTE that NCALC made an error in the quotation of their one-off onboarding fee. To RESOLVE to approve the additional cost of £75 which increases the total cost excl VAT to £430, rather than £355 previously approved.
108/24	<u>Highways Matters</u> To receive an update: a) Application for double yellow lines b) Residents' request for pedestrian crossing on Berrywood Drive c) Overgrown vegetation encroaching on pavements on St Crispin Drive To RESOLVE to approve cost of relocating the Coeval VAS at a cost of £535 excl VAT and installing advisory 20mph signs on lampposts, at a cost TBC.
Item No.	General Matters;
109/24	<u>Tree Planting Event</u> To NOTE that the free Woodland Trust tree packs, ordered by Cllr Caddy, are due to arrive by 15th November. To agree a suitable plan for planting the new saplings.
110/24	<u>Bulb Planting</u> To RESOLVE to purchase: a) 2 x 25kg sacks of daffodils at an estimated cost of £100 excl VAT and delivery. b) Labour to plant bulbs in 3-4 areas of the parish, to include Buttercup Meadow at a cost TBC.
111/24	<u>Wooden Soldier Maintenance</u> To RESOLVE to purchase: a) 5 Litres of wood preserver at an estimated cost of £25 excl VAT and delivery. b) Labour to apply the wood preserver at an estimated cost TBC.

112/24	<u>Parishes Collaboration Forum</u> To receive a proposal from Councillor Bottwood to establish a Parishes Collaboration Forum with eight neighbouring parishes.
113/24	<u>Clerk's Hours</u> To consider a proposal to increase the Clerk's hours. from 24 hours per week to 24 hours per week core, with flexibility to increase up to 30 hours per week, on an "as required" basis.
114/24	<u>Procurement Training Course</u> To RESOLVE to the Clerk attending the NCALC Procurement Training Course, at a cost of £48.00 each excl VAT. The new Procurement Act 2023 comes into force on 28 October 2024.
<u>Item No.</u>	<u>Finance</u>
115/24	<u>Finance Report 2nd Quarter</u> To NOTE the Finance Report for the 2nd Quarter 2024/25 as circulated prior to the meeting.
116/24	<u>Bank Reconciliations 2nd Quarter</u> To NOTE the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
117/24	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
118/24	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
119/24	<u>Ratification of purchases made between meetings</u> To consider and ratify 5 payments made between meetings, as set out in Appendix C.
<u>Item No.</u>	<u>Planning</u>
120/24	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2024/4273/FULL Park Barns, Upton Lane, Northampton, NN5 4UX</u> Mains drainage connection to Anglian Water Authority sewer. b) <u>2024/4428/TCA Connolly Lodge Berrywood Close Northampton NN5 4BW</u> Works to Trees (Conservation Area) - High Pollard to 1 x Ash Tree.
121/24	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> To NOTE the following decision/(s) received from the Local Planning Authority: 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. Approval.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
Sep 2024	WNC – Precept 2 nd Instalment (TBC by 1 st October meeting date)	£31,489.00
Sep 2024	Interest Received	TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	NCALC	Internal Audit Service 2024/25	Local Audit (Smaller Authorities) Regulations 2015, reg 23	£516.00
BACS	NCALC	New Councillor Training Course Cllr Watson	Local Government Act 1972 s175	£57.60
BACS	R&G	Grounds Maintenance August	Open Spaces Act 1906 s10	£2,554.08
BACS	Viking	Stationery - Printer ink	Local Government Act 1972 s111	£95.38
BACS	Viking	Stationery – Magnets, A4 paper, post-its	Local Government Act 1972 s111	£90.85
BACS	SLCC	Annual Membership Fee	Local Government Act 1972 s111	£188.00
BACS	Employee(s)	Sep Net pay	Local Govt Act 1972 s112	£1,391.71
BACS	Employee(s)	Expenses/Homeworking Allowance Sep 2024	Local Government Act 1972 s111	£90.71
BACS	LGPS	Employee pension scheme	Local Government Act 1972 s112	£475.44
BACS	HMRC	PAYE and NIC	Local Government Act 1972 s112	£273.35

APPENDIX C – PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Power	Amount
Dr Card	Post Office Stores	Blu Tack	Local Government Act 1972 s111	£1.99
Dr Card	RBL Poppy Shop	Wreath for Remembrance Day – Min Ref 76/24	Local Government Act 1972 s137	£24.49
Dr Card	20i	Transfer .gov.uk domain name – Min Ref 84/24	Local Government Act 1972 s111	£30.00
Dr Card	The Safe Shop Ltd	Mail box – Min Ref 21/24(b)	Local Government Act 1972 s111	£64.99
BACS	Riverside Printers	UPC stickers – Min Ref 86/24	Local Government Act 1972 s111	£60.00