



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: 3 rd September 2024		St Crispin Community Centre 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Bottwood Councillor Earle Councillor Goodley Councillor Haylock Councillor Hull Councillor Ingram Councillor Kershaw Councillor Watson	Apologies: Councillor Caddy (Vice Chair)	Clerk: Emma Needham Also Present: Michael Warnes, candidate for co-option
Ref No:	AGENDA:	
64/24	<u>Public Session</u> There were no members of the public in attendance.	
65/24	<u>Apologies for Absence</u> Apologies from Councillor Caddy were received and approved.	
66/24	<u>Declarations of Interest</u> Councillor Ingram declared a non-pecuniary interest in Agenda Item 70/24, as he is a member of St Crispin Social Club. Councillor Holt declared an interest in Agenda Item 77/24, as in his capacity as Chairman, he would be the beneficiary of the allowance. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI to consider.	
67/24	<u>Minutes of the previous meeting</u> Council RESOLVED 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> There was nothing to report from the LAP, as there had been no meeting in August. There were no WNC representatives present, although it was noted that WNC Ward Councillor Nick Sturges-Alex had sent his apologies.	
69/24	<u>Co-option to fill a casual vacancy</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 RESOLVED that Mr Michael Warnes be co-opted on to the Council.	

Item No.	Items from previous meetings:
70/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> Council received a report from the Chairman and the Clerk summarising actions from their meeting with SCHCC on 7th August 2024. Council RESOLVED 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> St Crispin Community Centre Council NOTED receipt of the draft operational lease between WNC and CSN for Council's review and comment. It was agreed that, given the importance and complexity of this matter, Councillors should hold a separate meeting on Tuesday 17th September at 19:15hrs, to allow time for a fuller discussion. The Elgar Centre Councillor Bottwood reported that a committee member from The Elgar Centre had approached him, requesting a meeting. It was agreed that Councillor Bottwood and the Clerk should arrange a meeting and report back to Council.
72/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> There was no further progress to report.
73/24	<u>Kent Road and Upton Parish Council Car Park</u> Council NOTED 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. The Chairman reported that the Working Group had met to discuss opportunities and liabilities and short, medium and long term plans. A meeting has been scheduled with a representative from Berrywood Hospital to discuss potential for mutually beneficial opportunities. The Working Group will present its recommendations to Council at the October Ordinary Parish Council meeting. Council RESOLVED 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> Council agreed to progress an application to WNC for S106 monies for work to install concrete plinths to prevent the newly revealed headstones from sinking into the undergrowth. It was agreed that the hard landscaping work is more suitably carried out by a contractor, but that volunteers will still have an important role to play in soft landscaping and garden maintenance tasks. Councillor Haylock requested that Council links in with the LAP for any forthcoming volunteering projects. Councillor Ingram requested that bulb planting be considered as an Agenda item at the next meeting.

75/24	<u>Play Equipment for U12s and Older Youth Provision</u> Councillor Ingram agreed to bring a costed proposal for basketball hoops, outdoor table tennis tables and a basket swing to the next meeting.
Item No.	General Matters;
76/24	<u>Remembrance 2024</u> Councillor Hull updated Council regarding the arrangements for the wreath laying and a minute's silence at 11:00hrs on Monday 11th November 2024, at the Wooden Soldier War Memorial. The Deputy Lord Lieutenant Mr Adrain Pryce will attend and will lay a wreath. It was agreed that Councillor Hull will arrange a minister and a bugler and will extend an invitation to St Luke's Primary School and to the Leader of WNC Council. Council RESOLVED to purchase a wreath at an estimated cost of £19.99 excl VAT and delivery.
77/24	<u>Chairman's Allowance 2024</u> The Chairman, Councillor Holt declared that it was his intention not to take the Chairman's annual allowance of £300.
78/24	<u>Conclusion of External Audit 2023/24</u> Council NOTED 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> Council RESOLVED to open a bank account with Unity Trust Bank and transfer up to £85k of funds.
80/24	<u>Standing Orders</u> Council RESOLVED 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> Council received and agreed the list of meeting dates and location, circulated by the Clerk.
82/24	<u>Appointment of Internal Auditor 2024/25</u> Council RESOLVED 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> Councillors agreed to email the Clerk with items they wish to put forward for consideration in the forthcoming Budget 2025/26 by the end of October. It was agreed that a meeting to review the first draft of the budget will be held on Tuesday 26th November at 19:15hrs.
84/24	<u>Fasthosts gov.uk domain management</u> Council RESOLVED 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> Council RESOLVED to adopt the Asset Register as at 31st August 2024, as circulated by the Clerk, subject to adding 6 qty Silent Soldiers. Councillors were asked to assist with confirming the locations of benches, some of which are not recorded.
86/24	<u>Upton Parish Council Stickers</u> Council RESOLVED 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> Council NOTED that NCALC will be holding their Annual Conference at Moulton Community Centre on Saturday 5th October, 10:00-13:00hrs. It was agreed that Councillor Holt or Councillor Ingram and the Clerk should attend.
88/24	<u>SLCC Membership</u> Council RESOLVED 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> Council NOTED that a payee reported that cheque no. 001073 for £1,391.71 was returned unpaid on two occasions. Council NOTED that given the amount was overdue, NCALC agreed to make the payment directly to the payee on behalf of Upton Parish Council. Council RESOLVED 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> Council NOTED all income received in the month as set out in Appendix A.
91/24	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
<u>Item No.</u>	<u>Planning</u>
92/24	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish: a) <u>2024/3114/FULL 6 Galahad Court Northampton NN5 4BH</u> First floor front extension. Council agreed to a "no comments" response.
93/24	<u>Notification of Planning Application received from LPA for which the deadline for comment has passed.</u> Council NOTED 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

In the absence of further business, the meeting was closed at 21:01hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 1st October 2024