



UPTON

PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING On: Tuesday 13th May 2025		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.		
Item No:	Annual Parish Council Meeting	
001/25	To elect the Chairman of the Council.	
002/25	To receive and approve apologies for absence.	
003/25	To receive councillors' declarations of acceptance of office or, if not received, to decide when they shall be received.	
004/25	To elect the Vice Chairman of the Council.	
005/25	To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI). To consider any Dispensations or written requests for dispensation of DPI.	
006/25	To RESOLVE to the Council approving the minutes of the Ordinary Parish Council Meeting on 1 st April 2025 and the Chairman duly signing them.	
Item No:	Governance Procedures	
X06/25	<u>Standing Orders and Financial Regulations</u> a) To RESOLVE to adopt the Standing Orders b) To RESOLVE to adopt the Financial Regulations c) To RESOLVE to adopt and incorporate the minor amendments to the Standing Orders and the Financial Regulations as necessitated by the provisions of The Procurement Act 2023 and The Procurement Regulations 2024 and detailed in the Clerk's Report to Council. d) To RESOLVE to adopt the Policies and Procedures Policies - Upton Parish Council	
007/25	<u>Banking Arrangements</u> To RESOLVE to confirm: a) the use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method b) the continuation of the Direct Debit for the Parish Council access to Bankline (amount varies each month) and the annual Direct Debit to Information Commissioner's Office c) the authorised signatories for the Nat West Accounts as Councillors Caddy, Holt and Earle and the Clerk d) the authorised signatories for the Unity Bank Account as Councillors Caddy, Holt, Earle and Watson and the Clerk	
008/25	<u>Appointment of Internal Auditor</u> To RESOLVE to confirm the appointment of an Internal Auditor through NCALC membership.	

009/25	<u>General Power of Competence</u> To confirm that Upton Parish Council meets the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 To RESOLVE to adopt the General Power of Competence. <i>This resolution will remain in effect until the next relevant annual meeting following ordinary council elections, at which time a new resolution will be required to continue exercising this power.</i>
010/25	<u>Insurance arrangements</u> To review the Council's insurance arrangements and confirm renewal at a cost of £1,613,67 including Insurance Premium Tax and admin fee.
011/25	<u>Meeting Dates 2025/26</u> To RESOLVE to hold Parish Council meetings on the first Tuesday of the month, at St Crispin Community Centre, commencing at 7:15pm up to and including the next annual meeting of the Council.
X11/25	<u>GDPR and DPA Compliance:</u> a) To confirm NCALC as the Council's Data Protection Officer (DPO). b) To confirm the Council is registered with the ICO.
012/25	<u>Appointments</u> To confirm the following appointments: a) Internal Controller (1) b) Police Liaison Representative (1) c) Footpath Warden (1) d) Noticeboard Wardens (<5) e) VAS Wardens - data download, battery recharge and relocations (>1)
013/25	<u>Year End Internal Audit</u> To receive and NOTE: a) The Internal Audit report for year ended 31 March 2024, received from NALC IAS Internal-Audit-Report-2024-25.pdf b) The Annual Internal Audit Report, page 3 of 6 of the Annual Governance and Accountability Return AGAR-p3-Internal-Audit-Report.pdf
014/25	<u>Annual Governance and Accountability Return 2024/25</u> To consider and approve the Annual Governance and Accountability Return (AGAR Section 1 and 2 Unapproved 2024-25) as circulated by the Clerk and to: a) RESOLVE to the Chairman and RFO signing Section 01 Annual Governance Statement 2024/25 b) RESOLVE to the Chairman signing Section 02 Accounting Statements 2024/25
015/25	<u>Exercise of Public Rights 2024/25</u> To NOTE that the dates for the Exercise of Public Rights will be announced and published at upton-pc.gov.uk. The dates will be set for the period commencing Tuesday 3rd June 2025 and ending on Monday 14th July 2025.

Item No:	Ordinary Meeting
X13/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.
X14/25	<u>Update from Police, LAP and WNC representatives</u> To receive reports from Police, LAP and WNC representatives.
Item No.	Items from previous meetings:
X15/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> To receive a brief update.
016/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To receive a brief update.
017/25	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> To receive a brief update.
018/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To receive a brief update.
019/25	<u>Hidden Graves Project</u> To receive a brief update.
020/25	<u>Play Equipment for U12s and Older Youth Provision</u> To receive a brief update.
021/25	<u>Business Plan – Four Year Parish Plan</u> To formulate and regularly review a four-year parish plan. To receive a brief update.
022/25	<u>School parking and Camelot Way Double Yellow Lines</u> To receive a brief update.
023/25	<u>Vehicle Activated Signs - Speed Indicator Devices</u> To RESOLVE to reimburse Councillor Earle's expenses of £15.30 in relation to collecting the sign from Balfour Beatty's depot. To receive a brief update.
024/25	<u>Summer Event Working Group</u> To receive a brief update.
025/25	<u>Litter Bin Proposals</u> To receive a brief update.

026/25	<u>Parking in Upton on Match Days</u> To receive a brief update.
Item No.	General Matters;
027/25	<u>B&D Magazines</u> To consider whether to continue with the two-page article in “In and Around St Crispin’s, Upton and West Hunsbury” magazine.
028/25	<u>Noticeboard Policy</u> To agree a suitable policy for the use of Parish Council noticeboards for materials other than those produced for the council’s own statutory and other purposes.
029/25	<u>WNC Annual Parish Conference</u> To agree two delegates to attend the WNC/NCALC Parishes Conference on 12 th June 2025.
030/25	<u>PA System</u> To consider the purchase of a PA system for use at Parish Council events.
031/25	<u>Container Purchase</u> To consider the purchase of a container for storage of parish council items.
032/25	<u>800th Anniversary of St Luke’s Church</u> To consider Upton Parish Council’s role in commemorating the 800 th Anniversary of St Luke’s Church in 2026. To agree whether to send a representative/(s) from Upton Parish Council to the planning meeting on 19 th May 2025 at 7pm.
033/25	<u>Training Courses</u> To RESOLVE to book places on the following training courses: a) Off to a Flying Start – 1 place (Councillor Kinton) at a total cost of £53 excl VAT. b) Transfer of Assets – 1 place (the Clerk) at a cost of £30 excl VAT.
Item No.	Finance
034/25	<u>Income</u> To NOTE the receipt of £59,149 on 29 th April, this being the first of two instalments in respect of the precept. To consider and note all income received in the month as set out in Appendix A.
035/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
Item No.	Planning
036/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/1613/TCA The White House 69 Berrywood Drive Northampton</u> Works to multiple trees within a conservation area.

	b) <u>2025/1604/LBC The Greek Orthodox Church of St Neophytos St Crispin Drive Northampton</u> Listed building consent for localised repairs to plaster and repaint sections of the walls due to water damage
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APPENDIX A - INCOME TABLE

Date	Current Account	Amount
11 April 2025	WNC S106 Funding for maintenance of historic St Crispin cemetery gardens	£25,000.00
29 April 2025	WNC Precept – first of two equal instalments	£59,149.00
Apr 2025	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	Valentines Bistro	Refreshments for APM 29 th April 2025	Local Government Act 1972 s111	£78.00
BACS	B&D Magazines	Full Page 3 issues	Local Govt Act 1972 s142	£460.00
BACS	Viking	Office supplies files, dividers and pads	Local Government Act 1972 s111	£28.78
BACS	WNC	Litter Bin Emptying April 2025-March 2026	Litter Act 1983, ss.5,6	£1,662.34
BACS	Anthony Earle	Mileage Expenses to Wellingborough	Local Government Act 1972 s111	£15.30
BACS	Employee(s)	Expenses/Homeworking Allowance Apr 24	Local Government Act 1972 s111	£196.90
BACS	R&G Grounds	Buttercup Meadow Gang mow, triple mow	Open Spaces Act 1906 s10	£483.60
BACS	NCALC	Annual Membership and Internal Audit	Local Government Act 1972 s111	£2,964.25
BACS	NCALC	Off to a Flying Start Training Courses (2)	Local Government Act 1972 s175	£115.20
BACS	Arthur J Gallagher Insurance Brokers	Annual Insurance Premium 1 st June 2025 – 31 st May 2026 includes IPT and Admin fee	Local Government Act 1972 s111	£1,613.67
DR Card	Microsoft Office 365 Subscription	Annual Subscription 1 st June 2025 – 31 st May 2026	Local Government Act 1972 s111	£84.99

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Power	Amount
BACS	Employee(s)	Apr Net pay	Local Govt Act 1972 s112	£2,014.14
BACS	LGPS	Employee pension scheme Apr 2024	Local Government Act 1972 s112	£702.85
BACS	HMRC	PAYE and NIC Apr 2024	Local Government Act 1972 s112	£671.43