



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 5th November 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:	
127/24	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
128/24	<u>Apologies for Absence</u> To receive and approve apologies for absence.	
129/24	<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.	
130/24	<u>Minutes of the previous meeting</u> To RESOLVE to the Chairman approving the minutes of the Extraordinary Parish Council Meeting on 22 nd October 2024.	
131/24	<u>Update from LAP and WNC representatives</u> To receive reports from LAP and WNC representatives.	
Item No.	<u>Items from previous meetings:</u>	
132/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> To receive an update.	
133/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To receive an update.	
134/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> To receive an update.	

135/24	<u>Kent Road and Upton Parish Council Car Park</u> To receive a report from the working group.
136/24	<u>Hidden Graves Project</u> To receive an update. To NOTE the project specification and invitation to quote documents, as circulated by the Clerk prior to the meeting.
137/24	<u>Play Equipment for U12s and Older Youth Provision</u> To receive a report from the working group.
138/24	<u>Remembrance Service 11th November 2024</u> To receive an update. To RESOLVE to approve the provision of refreshments by Spectrum Northants at a cost of £50.00.
139/24	<u>Tree Planting Event 24th November 2024</u> To receive an update.
140/24	<u>Business Plan</u> To receive an update.
Item No.	<u>General Matters;</u>
141/24	<u>School parking and Camelot Way Double Yellow Lines</u> To NOTE concerns raised by residents local to The Duston School. To agree to set up a meeting of all key parties involved (The Duston School, West Northamptonshire Council Ward Councillors, Local Highways Authority Traffic Manager, Neighbourhood Policing Team and Duston Parish Council), to investigate options to alleviate the worsening situation at school run times.
142/24	<u>Meet the Councillors Event</u> To discuss a proposal from Councillor Bottwood to hold Councillor surgeries.
143/24	<u>Name Badges and Hi-Vis Vests</u> To RESOLVE to purchase: a) 11qty reusable name badges with magnetic strip at a cost of £81.29 excl VAT and delivery b) 12 qty h-vis vests with Upton Parish Council logo at an estimated cost of £84 excl VAT and delivery
144/24	<u>Fingerpost signage to St Crispin Park</u> To discuss a proposal from Councillor Ingram to install fingerpost signpost at the Berrywood Road entrance to St Crispin Park, to better promote the route to pedestrians and cyclists.

145/24	<u>Grant Application – Upton Meadows Primary School</u> To RESOLVE to approve an application from Upton Meadows Primary School for £1,135.00 to make repairs to their trim trail.
146/24	<u>Northampton Magazines</u> To RESOLVE to approve a cost of £460 to secure a two-page spread for Upton Parish Council in the next 3 issues of Northampton Magazines St Crispin, Upton & West Hunsbury.
147/24	<u>Defibrillators Replacement Pads</u> To NOTE that 5 out of 6 sets of pads reach their expiry date on 29th October 2024. The 2 x sets in the St Crispin Community Centre cabinet are covered by our annual support agreement, so are supplied FOC. The 2 x sets for The Elgar Centre and 1 x set for the One Stop Shop are chargeable. To RESOLVE to approve a cost of £222 excl delivery and VAT for 3 sets of replacement pads (1 x main and 1 x spare at The Elgar Centre; 1 x spare at One Stop Shop).
148/24	<u>Employment Matters</u> a) To NOTE that the Clerk's Probationary Period is due to conclude on 1st December. To agree a suitable date to carry out the Clerk's performance review. b) To agree to amend the Clerk's employment contract to reflect increase in hours from 20 to 24 hours per week (Min Ref 113/24). c) To NOTE that the national local government employer bodies and the local government unions have agreed the pay award for 2024/25. The award equates to a 3.2% increase and is back dated to 1st April 2024. To RESOLVE to the payment of the back dated 3.2% increase, which equates to £341.87 after pro rata for part time hours and 1st June start date.
<u>Item No.</u>	<u>Finance</u>
149/24	<u>Income</u> To NOTE the receipt of £31,489.00 on 27th September, in respect of the second and final instalment of the 2024/25 Precept. The was disclosed in Appendix A of the previous full Council meeting on 1st October 2024. To consider and note all income received in the month as set out in Appendix A.
150/24	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
151/24	<u>Transfers between Accounts</u> In accordance with Financial Regulation 6.9iii, to NOTE the transfer of £10,000 to the new Unity Trust Bank account. To RESOLVE to approve a further transfer of £75,000.
152/24	<u>Ratification of purchases made between meetings</u> To consider and ratify payments made between meetings, as set out in Appendix C.
<u>Item No.</u>	<u>Planning</u>
153/24	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish:

	a) <u>2024/4567/S73 9 Acorn Road Northampton NN5 4BE</u> Variation Condition 3 Use. Removal Condition 4. Occupier 2024/0082/FULL - Garage conversion to bedroom with ensuite (retrospective) to allow other use of room & occupier. b) <u>2024/4943/TPO 17 Camelot Way Northampton NN5 4BG</u> Works to Trees (Conservation Area) - Removal of 1 x False Cypress Tree TPO: 064-G7.
154/24	<u>Notification of Planning Applications received for comment, for which the deadline for comment has passed.</u> To NOTE the following Planning Applications received for comment from the Local Planning Authority, for which the deadline for comment has already passed: a) <u>2024/4563/TPO 19 Excalibur Close Northampton NN5 4BJ</u> Crown lift to 1 x Thuja Tree Reduction to overextended limb to 1 x Thuja Tree TPO 064 - G7 b) <u>2024/4724/FULL 18 Sessions Way Northampton NN5 4GT</u> Garage conversion and single storey rear extension
155/24	<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) None received.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
Oct 2024	Interest Received	TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	Community Heartbeat Trust	3 x BeneHeart C2 Pad 125-000060-00 for defibrillators at Elgar Centre and One Stop	Local Government (Misc. Provisions) Act 1976 s19	£273.54
BACS	RGS Arboricultural	Tree Survey	Open Spaces Act 1906 s10	£1,068.00
BACS	R&G	Grounds Maintenance September	Open Spaces Act 1906 s10	£1,051.20
BACS	BOBS	Payroll Services Jul-Sep 2024	Local Government Act 1972 s111	£92.00
BACS	Mark Watson	Reimbursement for post and postcrete	Open Spaces Act 1906 s10	£29.00
BACS	Employee(s)	Oct Net pay	Local Govt Act 1972 s112	£1,615.83
BACS	Employee(s)	Expenses/Homeworking Allowance Oct 2024	Local Government Act 1972 s111	£144.93
BACS	LGPS	Employee pension scheme Oct 2024	Local Government Act 1972 s112	£570.59
BACS	HMRC	PAYE and NIC Oct 2024	Local Government Act 1972 s112	£403.40

APPENDIX C – PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Power	Amount
Dr Card	Royal Mail	Postage Unity Bank Application (Min Ref 79/24)	Local Government Act 1972 s111	£5.00
Dr Card	Amazon	Safety Signage for Memorial Car Park (FR6.9i)	Open Spaces Act 1906 s10	£49.73
Dr Card	Amazon	Wood preserver (Min Ref 111/24)	Local Government Act 1972 s111	£26.75