



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: 1 st October 2024		St Crispin Community Centre 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Hull Councillor Ingram Councillor Kershaw Councillor Warnes	Apologies: Councillor Goodley Councillor Haylock Councillor Watson	Clerk: Emma Needham Also Present: WNC Ward Councillor Matt Golby 1 member of the public
Ref No:	Minutes:	
94/24	<u>Public Session</u> A member of the public addressed Council on two matters: 1. Youths on unregistered bikes 2. Lack of street signage for Strobel Close 1. The Chairman advised the member of the public that dangerous and anti-social behaviour on the highway is a police matter. 2. It was agreed that the Clerk should ascertain whether Strobel Close is adopted highway and if so, find out why there is no street name signage. WNC Ward Councillor Matt Golby also agreed to follow up on this matter.	
95/24	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Goodley (prior engagement), Councillor Haylock (prior engagement) and Councillor Watson (prior engagement).	
96/24	<u>Declarations of Interest</u> There were no Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI to consider.	
97/24	<u>Minutes of the previous meeting</u> Council RESOLVED 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> WNC Ward Councillor Matt Golby updated Council on the following matters: • Meeting with Upton Parish Council Chairman and Clerk last week • WNC emergency response to flooding in South Northampton • WNC use of contingency to cover £3m budget overspend • LAP 18 months in and time for a review and refocus	

	Councillor Colin Hull updated Council on outcomes from the September LAP meeting: • Survey of activities for older people • An audit of activities for children and young people is scheduled to take place in November
Item No.	Items from previous meetings:
99/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> The Clerk gave a brief update, explaining that an incorrect address for Upton Parish Council has caused a delay. Council's legal representatives are rectifying the error. There was nothing further to report.
100/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> Council received a report from the Clerk. Regarding St Crispin Community Centre, it was noted that there have been reports of nuisance behaviour from hirers of the community centre. Council agreed to write to CSN to draw their attention to the matter. It was also noted that residents might wish to report noise pollution to WNC Environmental Services at: Report a noise or pollution problem - Introduction - Online form (achieveservice.com)
101/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> The Clerk reported that a more detailed map of the areas to be transferred will be circulated. There was nothing further to report.
102/24	<u>Kent Road and Upton Parish Council Car Park</u> Council received a report from the Working Group. It was noted that the position of the barrier would need to be reconsidered, to allow deliveries to properties on Old Kent Road. The Chairman explained that the layout was purely indicative and much of the detail remains to be explored. It was agreed that the Working Group should obtain quotes, to allow Council to appraise the various options.
103/24	<u>Hidden Graves Project</u> The Chairman reported that a meeting with WNC Parks and idverde had taken place to brief them on the next phase of the project and seek their input on material specifications. Subject to their input, the Chairman will complete the specification and method of works. The next stage will be to obtain quotes and prepare the S106 application. WNC Ward Councillor Matt Golby has agreed to support the application.
104/24	<u>Play Equipment for U12s and Older Youth Provision</u> Council received a proposal from Councillor Ingram for additional play equipment for the older youth as follows: "To RESOLVE to proceed with the proposal at a budget cost of £28,000 to be funded from CIL reserves". Council agreed to form a Working Group comprising Councillor Bottwood, Councillor Caddy, Councillor Ingram and Councillor Warnes, to consider: • specific locations

	• requirements for hardstanding • licences and permissions • how/whether the equipment might co-exist with the trim trail proposal. It was agreed to defer the resolution until the Working Group reports back to Council.
105/24	<u>Remembrance 2024 (Min Ref 76/24)</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. Councillor Hull reported that most of the arrangements are now in place, with the following outstanding: • Councillor Hull and the Clerk to prepare the Risk Assessment. • Councillor Earle to check if bugler available. • Councillor Holt to invite local schools, confirm arrangements for refreshments and prepare notices to keep the area clear. • Councillor Ingram to source and lay out cones.
106/24	<u>Unity Trust Bank Application (Min Ref 79/24)</u> The Clerk updated Council on the application to open an account with Unity Trust Bank. Council RESOLVED 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> Council NOTED that NCALC made an error in the quotation of their one-off onboarding fee. Council RESOLVED 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> Council received an update regarding: a) Application for double yellow lines The Chairman noted that the TRO has been made for double yellow lines outside Berrywood Hospital, on St Crispin Drive and outside The Willows but the work has not been carried out. Upton Parish Council wrote to WNC Parking Enquiries in February 2024 to find out why there had been no progress. The Chairman asked WNC Ward Councillor Matt Golby find out why the work still hasn't been carried out. b) Residents' request for pedestrian crossing on Berrywood Drive The Clerk reported that WNC Highways have been asked to carry out a count at the location. Council RESOLVED to approve cost of relocating the Coeval VAS at a cost of £535 excl VAT. It was agreed that Councillor Caddy and Councillor Holt would install the advisory 20mph signs, subject to carrying out a Risk Assessment. c) Overgrown vegetation encroaching on pavements on St Crispin Drive Council RESOLVED to approve the cutting back of the vegetation at a cost of £422.62. <u>POST MEETING NOTE:</u> The contractor informed the Clerk that he has already been engaged by Kier to carry out this work.
Item No.	<u>General Matters;</u>
109/24	<u>Tree Planting Event</u> Council NOTED that the free Woodland Trust tree packs, ordered by Cllr Caddy, are due to arrive by 15th November.

	It was agreed that a Community Tree Planting Event should be organised for Sunday 24th November at a location TBC. Councillor Caddy agreed to prepare a suitable plan for planting the new saplings.
110/24	<u>Bulb Planting</u> Council RESOLVED against the purchase of: 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. with a view to revisit the proposal next bulb-planting season.
111/24	<u>Wooden Soldier Maintenance</u> Council RESOLVED to purchase: a) 5 Litres of wood preserver at an estimated cost of £25 excl VAT and delivery. b) And to Councillor Kershaw applying the wood preserver, subject to carrying out a Risk Assessment.
112/24	<u>Parishes Collaboration Forum</u> Council agreed to Councillor Bottwood's proposal to establish a Parishes Collaboration Forum with eight neighbouring parishes.
<i>In accordance with Standing Order 10a xviii, Councillor Earle proposed that the meeting be extended beyond 2 hours. Council RESOLVED in favour of extending the meeting to 21:30hrs.</i> <i>The Clerk left the meeting whilst the following Agenda item was discussed:</i>	
113/24	<u>Clerk's Hours</u> All Councillors acknowledged the additional time that was required due to the change in the Clerking arrangements for UPC and the positive impact this was already having. Council RESOLVED to increase the Clerk's hours from 20 hours per week to 24 hours per week. It was agreed that Council should manage the Clerk's workload and set clearer prioritisation of projects. It was acknowledged that this could be reviewed further if necessary.
<i>The Clerk rejoined the meeting.</i>	
114/24	<u>Procurement Training Course</u> Council RESOLVED to the Clerk attending the NCALC Procurement Training Course, at a cost of £48.00 each excl VAT.
<u>Item No.</u>	<u>Finance</u>
115/24	<u>Finance Report 2nd Quarter</u> Council NOTED the Finance Report for the 2nd Quarter 2024/25 as circulated prior to the meeting.
116/24	<u>Bank Reconciliations 2nd Quarter</u> Council NOTED the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.

117/24	<u>Income</u> Council noted all income received in the month as set out in Appendix A.
118/24	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
119/24	<u>Ratification of purchases made between meetings</u> Council ratified 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> Council considered the current planning applications for the Parish and RESOLVED to a no comments response: 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> Council NOTED 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

In the absence of further business, the meeting was closed at 21:30hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 5th November 2024