



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: Tuesday 5 th November 2024		St Crispin Community Centre 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Goodley Councillor Haylock Councillor Hull Councillor Warnes Councillor Watson	Apologies: Councillor Ingram Councillor Kershaw	Clerk: Emma Needham Also Present: WNC Ward Councillor Matt Golby WNC Ward Councillor Imran Chowdhury 6 members of the public
Ref No:	Minutes:	
127/24	<u>Public Session</u> Members of the public addressed Council on the following matters: 1. Impact of dangerous and inconsiderate parking on residents of Camelot Way, Excalibur Close and Berrywood Road (3 members of the public concurred) 2. Lack of transparency from WNC regarding the future of The Elgar Centre and concern that local community groups would be left without a suitable venue to meet (3 members of the public concurred) 3. Inconsiderate Parking causing damage to pavements outside Upton Mini Market Council responded 1. WNC Ward Councillor Matt Golby agreed to look into the matter and request a halt on the proposal for additional double yellow lines. 2. The Chairman explained that this is a matter for WNC, but Upton Parish Council will share the available information during discussion of Agenda item 133/24. 3. Members of the public are encouraged to report highways matters using Fix My Street: https://fix.westnorthants.gov.uk/	
128/24	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Ingram (prior engagement and Councillor Kershaw (prior engagement).	
129/24	<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.	
130/24	<u>Minutes of the previous meeting</u> Council RESOLVED 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> WNC Ward Councillor Matt Golby updated Council on the following matters: • WNC Budget setting process underway • Residents encouraged to use FixMyStreet to report highways matters • LAP doing good work – ○ work to prevent recruitment of vulnerable children and young people into gangs ○ organising a Children and Young People Youth Summit on 14th November Councillor Colin Hull updated Council on outcomes from the October LAP meeting: • Councillor Haylock, Councillor Hull and the Clerk will represent Upton Parish Council at the Children and Young People Youth Summit on 14th November
Item No.	<u>Items from previous meetings:</u>
	<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda items 133/24 and 141/24 in response to interest from members of the public in attendance.</i>
132/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> The Clerk updated Council, confirming that the correction to Upton Parish Council's address has now been carried out by HM Land Registry. This removes the main obstacle and should allow matters to progress more swiftly henceforth.
133/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> The Chairman explained that WNC have added The Elgar Centre on its VCS available properties list. He provided information on what VCS & Faith Groups should do, if they are interested in leasing the centre. This information has been added to our website at: https://upton-pc.gov.uk/elgarcentre/ Responding to the public's concerns that there could be a hiatus between tenants, it was agreed that Council should write to WNC, asking them to provide contingency measures so that local community groups can continue to meet at The Elgar Centre post 31st December, if there is a delay in finding a new tenant.
134/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> The Clerk carried out a site visit to assess areas marked for transfer. Points arising have been shared with our solicitor. There was nothing further to report.
135/24	<u>Kent Road and Upton Parish Council Car Park</u> The Clerk reported that pothole repairs were carried out during half term, as planned. The contractor has been asked to return to seal the edges, as per the quotation. Councillor Bottwood reminded Council of the longer term plans for improvements to the car park, but noted that there was nothing further to report on this aspect at present.
136/24	<u>Hidden Graves Project</u> The Clerk reported that the invitations to quote have been issued. The next stage is a site meeting to address any questions from contractors.
137/24	<u>Play Equipment for U12s and Older Youth Provision</u> Councillor Warnes asked whether Min Ref 104/24 from the previous meeting gave the Working Group a wider scope and flexibility to look funding options and obtaining permissions. The Clerk confirmed that it did. Council had postponed a vote on the motion proposed by Councillor Ingram

	at the October meeting to allow a Working Group to dig into some of the questions arising such as: • specific locations • requirements for hardstanding • licences and permissions • how/whether the equipment might co-exist with the trim trail proposal. The Working Group is tasked with bringing its proposal back to full Council. It was agreed that the clarification of this point should allow the Working Group to progress at pace. Councillor Caddy noted that a priority would be to engage with a broad range of local youth groups. Careful prior planning would be required to avoid setting unrealistic expectations. Gamifying the consultation process would allow participants to rank preferences within agreed parameters.
138/24	<u>Remembrance Service 11th November 2024</u> Councillor Hull thanked Councillor Goodley for her help in arranging a Deacon to lead the service. Council RESOLVED 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> Councillor Caddy confirmed that the delivery of the tree packs from The Woodland Trust is imminent. The event is planned for 10:30 on Sunday 24th November at Buttercup Meadow. Councillor Caddy confirmed that, based on guidance from The Woodland Trust, the saplings do not require any particular aftercare. Council will publicise the event within the two weeks leading up to the event.
140/24	<u>Business Plan</u> The Chairman updated Council, explaining that work has commenced to enhance and build out the skeleton Business Plan prepared for Council's bank application. A draft will be brought to Council, for consideration at the next meeting.
Item No.	<u>General Matters;</u>
141/24	<u>School parking and Camelot Way Double Yellow Lines</u> Council NOTED level of concern from residents local to The Duston School. The consequential impacts of locking the school gates instead of using the designated drop off/pick up area was noted by Councillors (dangerous parking, churned up verges and mud on Berrywood Road, gridlock during school run times). It was agreed 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/or PFCC, Duston Parish Council, MP Mike Reader, the LAP and members of the public), to investigate options to alleviate the worsening situation at school run times. Council caveated this by reminding those present that Upton Parish Council has limited powers and the smallest resource of all stakeholders. Whilst it might play a role in establishing the forum, it might be more appropriate for another stakeholder to take the lead, once the group is established.
142/24	<u>Meet the Councillors Event</u> Councillor Bottwood explained his proposal to hold Councillor surgeries, where two councillors make themselves available to the public at suitable community locations such as the Extra Care Village, Foxfields, the Coffee Shop at St Crispin's Community Centre and St Luke's PPG.

	Councillors agreed to email Councillor Bottwood with a list of suggested locations so that a rota might be drawn up and the events publicised.
143/24	<u>Name Badges and Hi-Vis Vests</u> Council RESOLVED 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> Council received 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. It was agreed to defer the discussion to the next meeting.
145/24	<u>Grant Application – Upton Meadows Primary School</u> Council RESOLVED to defer the approval of an application from Upton Meadows Primary School for £1,135.00 to make repairs to their trim trail. Council asked the Clerk to revert to the applicants with questions arising.
146/24	<u>Northampton Magazines</u> Council RESOLVED 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. It was agreed that future issues should include bespoke QR codes to allow Council to quantify reach.
147/24	<u>Defibrillators Replacement Pads</u> Council NOTED 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. Council RESOLVED 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) Council NOTED that the Clerk's Probationary Period is due to conclude on 1st December. It was agreed to find a suitable date to carry out the Clerk's performance review. b) It was agreed to amend the Clerk's employment contract to reflect increase in hours from 20 to 24 hours per week (Min Ref 113/24). c) Council NOTED 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. Council RESOLVED to approve 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> Council NOTED 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. Council noted income received in the month as set out in Appendix A.

150/24	<u>Accounts for Payment</u> Council RESOLVED 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, Council NOTED the transfer of £10,000 to the new Unity Trust Bank account. Council RESOLVED to approve a further transfer of £75,000.
152/24	<u>Ratification of purchases made between meetings</u> Council ratified 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> Council considered 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. Council agreed to OBJECT to the application for reasons of fully supporting the original conditions, which remain appropriate. 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. Council agreed to OBJECT to the application for reasons of the visual amenity of the group of TPO'd trees, the precedent it would set and the historic importance of the trees. Severing the ivy at the base and saving the tree should be considered as a more appropriate course of action.
154/24	<u>Notification of Planning Applications received for comment, for which the deadline for comment has passed.</u> Council NOTED 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> Council NOTED 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	£103.40

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

In the absence of further business, the meeting was closed at 20:54hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 12th November 2024