



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 7th January 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.		
Ref No:	AGENDA:	
194/24	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
195/24	<u>Apologies for Absence</u> To receive and approve apologies for absence.	
196/24	<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.	
197/24	<u>Minutes of the previous meeting</u> To RESOLVE to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 3 rd December 2024.	
198/24	<u>Update from LAP and WNC representatives</u> To receive reports from LAP and WNC representatives.	
Item No.	<u>Items from previous meetings:</u>	
199/24	<u>St Crispin and Harleston Cricket Club (SCHCC) Lease</u> To receive an update.	
200/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To receive an update.	
201/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> To receive an update.	

202/24	<u>Kent Road and Upton Parish Council Car Park</u> To receive a report from the working group.
203/24	<u>Hidden Graves Project</u> To receive an update.
204/24	<u>Play Equipment for U12s and Older Youth Provision</u> To receive a report from the working group.
205/24	<u>Business Plan</u> To receive an update.
206/24	<u>School parking and Camelot Way Double Yellow Lines</u> To receive an update.
207/24	<u>Fingerpost signage to St Crispin Park</u> To discuss a proposal from Councillor Ingram to install fingerpost signpost at the Berry wood Road entrance to St Crispin Park, to better promote the route to pedestrians and cyclists.
Item No.	<u>General Matters;</u>
208/24	<u>Annual Parish Council Meeting</u> To RESOLVE to change the date of the Annual Parish Council Meeting from Tuesday 6th May to Tuesday 13th May, to allow adequate time of convene a meeting of the new council, the announcement of parish council election results being on or after Saturday 3rd May.
209/24	<u>Annual Parish Meeting</u> To RESOLVE to hold the Annual Parish Meeting on a separate date to the Annual Parish Council Meeting and to agree a suitable date and venue.
210/24	<u>Noticeboard Maintenance</u> To consider a proposal to outsource the monthly updating of noticeboards and combine this with a regular cleaning and maintenance. To RESOLVE to appoint Duston Parish Council Maintenance Team at an estimated cost TBC.
211/24	<u>Data Protections Policies</u> To confirm NCALC AS DPO. To RESOLVE to adopt the following policies, as circulated by the Clerk prior to the meeting: a) Data Protection Policy b) Data Breach Policy c) Publication Scheme Policy d) Subject Access Request Procedure
212/24	<u>Publication Scheme Policy</u> To RESOLVE to adopt the Publication Scheme policy, as circulated by the Clerk prior to the meeting.

213/24	<u>Training Courses</u> To RESOLVE to book places on the following training courses: a) Off to a Flying Start – 3 places (Councillor Goodley, Councillor Haylock and Councillor Kershaw) at a total cost of £144 excel VAT. b) Planning for Elections – 1 place (the Clerk) at a cost of £42.00 excel VAT.
<u>Item No.</u>	<u>Finance</u>
214/24	<u>Finance Report 3rd Quarter</u> To NOTE the Finance Report for the 3rd Quarter 2024/25 as circulated prior to the meeting.
215/24	<u>Earmarked Reserves</u> To RESOLVE to: a) the creation of an Earmarked Reserves for Election Costs and the addition of £750 from the 24/25 budget to this reserve b) the allocation of £1,745.86 spend against the CIL Reserve, in respect of the purchase and installation of two new litter bins in Upton.
216/24	<u>Bank Reconciliations 3rd Quarter</u> To NOTE the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
217/24	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
218/24	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
219/24	<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>
220/24	<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>2024/5703/TCA Keystone House South Meadow Road Northampton NN5 4RE</u> Crown lift to 1 x Lime Tilia x europaea, 3 x Ash leafed Maple Crown lift & Epicormic Growth removal to 9 x Lime Tilia x europaea Target prune to 1 x Lime Tilia x europaea.
221/24	<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) <u>2024/4724/FULL 18 Sessions Way Northampton NN5 4GT</u> Garage conversion and single storey rear extension. Approved. b) <u>2024/5351/TCA St Crispin & Harleston Cricket Club St Crispin Drive St Crispin Northampton NN5 4DT</u> Lift base and crown to approx. 4m to 9 x Lime Trees, 1 x Silver Birch Tree, 3 x Wild Cherry Trees, 3 x London Plane Trees, 1 Indian Bean Tree & 1 x Beech Tree. No objections.

Item No.	<u>Correspondence Received</u>
222/24	To NOTE the following Correspondence received: a) 20mph advisory signs b) Parish Council Budget and Council tax increase c) Unauthorised Clothes Bank on The Square, High Street Upton d) Parking on Berry wood Drive, opposite Eleanor Row junction
Item No.	<u>Confidential Item</u>
223/24	<u>Exclusion of Press and Public</u> To RESOLVE that members of the press and public be excluded from the following item under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.
224/24	<u>Clerk's Appraisal</u> To NOTE that the Clerk's Appraisal was carried out on 29 th November 2024 by the Chairman and the Vice Chairman. To receive a report from the Chairman.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
Dec 2024	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	Upton Meadows Primary School	Grant Application for funding to repair the school's trim trail	Local Government (Misc. Provisions) Act 1976 s19	£1,135.00
BACS	Narked Ltd	Parish Website Hosting ink unlimited email	Local Government Act 1972 s111	£225.00
BACS	NCALC	1 New Councillor & 1 Procurement Training	Local Government Act 1972 s175	£99.60
BACS	SLCC	Practitioners' Conference 2 Day package	Local Government Act 1972 s175	£384.00
BACS	Viking	Printer cartridges and magnets	Local Government Act 1972 s111	£102.77
BACS	BOBS	Payroll Services Oct-Dec 2024	Local Government Act 1972 s111	£112.00
BACS	Employee(s)	Dec Net pay (+ 1 emp backdated increase)	Local Govt Act 1972 s112	£1742.72
BACS	Employee(s)	Expenses/Homeworking Allowance Dec 24	Local Government Act 1972 s111	£75.18
BACS	LGPS	Employee pension scheme Dec 2024	Local Government Act 1972 s112	£648.39
BACS	HMRC	PAYE and NIC Dec 2024	Local Government Act 1972 s112	£539.23

APPENDIX C – PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Power	Amount
Dr Card	ICON	12 Qty Hi-Viz Waistcoat with Upton PC logo (Min Ref 143b/24)	Local Government Act 1972 s111	£125.22
Dr Card	J&A International Name Badges	11 Qty reusable magnetic name badges with Upton PC logo (Min Ref 143a/24)	Local Government Act 1972 s137	£102.29