



# UPTON

## PARISH COUNCIL

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| <b>NOTICE OF ORDINARY PARISH COUNCIL MEETING</b><br><b>On: Tuesday 4<sup>th</sup> March 2025</b>                                                                                                                                    |                                                                                                                                                                                                                                                                     | <b>At: St Crispin Community Centre</b><br><b>Start time: 19:15hrs</b>                                  |
| <b>Council Members</b> are hereby summoned to attend a meeting of Upton Parish Council.<br>Please inform the Clerk of your apologies if you are unable to attend.                                                                   |                                                                                                                                                                                                                                                                     | <b>Clerk:</b> Emma Needham<br><b>Email:</b> clerk@upton-pc.gov.uk<br><b>Signed:</b> <i>on original</i> |
| <b>Public Participation:</b> 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. |                                                                                                                                                                                                                                                                     |                                                                                                        |
| <b>Ref No:</b>                                                                                                                                                                                                                      | <b>AGENDA:</b>                                                                                                                                                                                                                                                      |                                                                                                        |
| 253/24                                                                                                                                                                                                                              | <b><u>Public Session</u></b><br><br>Members of the public are invited to address the meeting on agenda items.                                                                                                                                                       |                                                                                                        |
| 254/24                                                                                                                                                                                                                              | <b><u>Apologies for Absence</u></b><br><br>To receive and approve apologies for absence.                                                                                                                                                                            |                                                                                                        |
| 255/24                                                                                                                                                                                                                              | <b><u>Declarations of Interest</u></b><br><br>To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI).<br>To consider any Dispensations or written requests for dispensation of DPI.                                                         |                                                                                                        |
| 256/24                                                                                                                                                                                                                              | <b><u>Minutes of the previous meeting</u></b><br><br>To RESOLVE to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 4 <sup>th</sup> February 2025.                                                                                      |                                                                                                        |
| 257/24                                                                                                                                                                                                                              | <b><u>Update from Police, LAP and WNC representatives</u></b><br><br>To receive reports from Police, LAP and WNC representatives.                                                                                                                                   |                                                                                                        |
| <b>Item No.</b>                                                                                                                                                                                                                     | <b><u>Items from previous meetings:</u></b>                                                                                                                                                                                                                         |                                                                                                        |
| 258/24                                                                                                                                                                                                                              | <b><u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u></b><br><br>To receive an update.<br>To receive a details of proposed footpath work.                                                                                                                  |                                                                                                        |
| 259/24                                                                                                                                                                                                                              | <b><u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u></b><br><br>To consider a proposal to nominate St Crispin Community Centre and The Elgar Centre for listing by West Northamptonshire Council as "Assets of community value." |                                                                                                        |

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| 260/24          | <b><u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u></b><br><br>To receive an update.                                                                                                                                                                                         |
| 261/24          | <b><u>Kent Road and Upton Parish Council Car Park</u></b><br><br>To receive an update.<br>To RESOLVE to hire a road sweeper with gully cleaner and operator, at an estimated cost of £600 excl VAT, to clean gulleys and sweep the section of old road from the car park to the Greek Church. |
| 262/24          | <b><u>Hidden Graves Project</u></b><br><br>To receive an update.                                                                                                                                                                                                                              |
| 263/24          | <b><u>Play Equipment for U12s and Older Youth Provision</u></b><br><br>To receive a report from the working group.                                                                                                                                                                            |
| 264/24          | <b><u>Business Plan</u></b><br><br>To receive an update.                                                                                                                                                                                                                                      |
| 265/24          | <b><u>School parking and Camelot Way Double Yellow Lines</u></b><br><br>To receive an update.                                                                                                                                                                                                 |
| 266/24          | <b><u>Annual Parish Meeting</u></b><br><br>To receive an update.                                                                                                                                                                                                                              |
| 267/24          | <b><u>20mph Advisory Signs</u></b><br><br>To receive an update.                                                                                                                                                                                                                               |
| 268/24          | <b><u>Swarco Vehicle Activated Signs - Speed Indicator Devices</u></b><br><br>To consider a proposal to take out an annual maintenance contract.                                                                                                                                              |
| 269/24          | <b><u>Community Litter Pick</u></b><br><br>To agree to organise a Community Litter Pick in collaboration with St Luke's Primary School and Upton Meadows Primary School, and to agree a suitable date/(s).                                                                                    |
| 270/24          | <b><u>Summer Event Working Group</u></b><br><br>To receive an update.                                                                                                                                                                                                                         |
| 271/24          | <b><u>VE Day 80<sup>th</sup> Anniversary</u></b><br><br>To receive an update.<br><br>To RESOLVE to purchase 2 qty 90" x 54" VE80 flags at a total cost of £128.52 plus VAT and delivery.                                                                                                      |
| <b>Item No.</b> | <b><u>General Matters;</u></b>                                                                                                                                                                                                                                                                |

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| <b>272A/24</b>         | <b><u>Parking in Upton on Match Days</u></b><br><br>To NOTE correspondence received from residents regarding dangerous and inconsiderate parking in Upton on match days. To discuss what Council can do to facilitate improvements.                                                                                                                                                                                                                                           |
| <b>272/24</b>          | <b><u>GDPR/Data Protection Act 2018 - Data protection fee renewal</u></b><br><br>To NOTE that the Data Protection fee renewal of £52 falls due on 14 <sup>th</sup> March.<br>To RESOLVE to pay the Renewal Fee by Direct Debit to qualify for a £5 annual reduction.                                                                                                                                                                                                          |
| <b>273/24</b>          | <b><u>Review of Effectiveness of Internal Control 2025</u></b><br><br>To RESOLVE to adopt the Statement of Effectiveness of Internal Controls following the Internal Controller's review.                                                                                                                                                                                                                                                                                     |
| <b>274/24</b>          | <b><u>Parish Path Warden</u></b><br><br>To ratify the appointment of Councillor Goodley as Parish Path Warden.                                                                                                                                                                                                                                                                                                                                                                |
| <b>275/24</b>          | <b><u>Review of Council Documents and Policies</u></b><br><br>To RESOLVE to adopt the following policies and documents, as circulated prior to the meeting: <ul style="list-style-type: none"> <li>a) Complaints Procedure</li> <li>b) Grievance Procedure</li> <li>c) Disciplinary Procedure</li> <li>d) Co-option Procedure</li> <li>e) Reserves Policy</li> <li>f) Social Media Policy</li> <li>g) Press and Media Relations Policy</li> <li>h) Expenses Policy</li> </ul> |
| <b>276/24</b>          | <b><u>Clerk's Phone and Office Supplies</u></b><br><br>To consider a proposal for the Clerk's mobile phone.<br>To RESOLVE to purchase printer cartridges and stationery at a cost of £64.71 excl VAT.                                                                                                                                                                                                                                                                         |
| <b><u>Item No.</u></b> | <b><u>Finance</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>277/24</b>          | <b><u>Income</u></b><br><br>To consider and note all income received in the month as set out in Appendix A.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>278/24</b>          | <b><u>Accounts for Payment</u></b><br><br>To consider and RESOLVE to all payments being made, as set out in Appendix B.                                                                                                                                                                                                                                                                                                                                                       |
| <b>279/24</b>          | <b><u>Unity Bank Debit Card</u></b><br><br>To RESOLVE apply for a Unity Trust Bank Corporate Multipay Card in the Clerk's name.                                                                                                                                                                                                                                                                                                                                               |
| <b><u>Item No.</u></b> | <b><u>Planning</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>280/24</b>          | <b><u>Notification of Planning Applications received for comment.</u></b><br><br>None received.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>281/24</b>          | <b><u>Notification of Planning Application Decisions received from the Planning Authority.</u></b><br><br>To note decisions received from the Local Planning Authority for the following:                                                                                                                                                                                                                                                                                     |

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|                 | 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. No objections  |
| <b>Item No.</b> | <b>Confidential Item</b>                                                                                                                                                                                                                                                |
| <b>282/24</b>   | <b><u>Exclusion of Press and Public</u></b><br><br>To RESOLVE to exclude members of the press and public under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) due to consideration of the following item which is of a confidential nature. |
| <b>283/24</b>   | <b><u>Clerk's Hours</u></b><br><br>To RESOLVE to increase the Clerk's hours. from 24 hours per week to 30 hours per week, with effect from 1 <sup>st</sup> April, the new budget year.                                                                                  |

## APPENDIX A - INCOME TABLE

| Date     | Current Account   | Amount |
|----------|-------------------|--------|
| Mar 2025 | Interest Received | £TBC   |

## APPENDIX B - PAYMENTS TABLE

| By   | Payee                      | Description                                            | Power                                                                  | Amount    |
|------|----------------------------|--------------------------------------------------------|------------------------------------------------------------------------|-----------|
| BACS | NCALC                      | Planning for Elections Training – The Clerk            | Local Government Act 1972 s175                                         | £50.40    |
| BACS | Oakwood Property Solutions | EPC Certificates Cricket Club and Bowls Club pavilions | The Energy Performance of Buildings (England & Wales) Regulations 2012 | £412.25   |
| BACS | Employee(s)                | Feb Net pay                                            | Local Govt Act 1972 s112                                               | £1,679.41 |
| BACS | LGPS                       | Employee pension scheme Feb 2024                       | Local Government Act 1972 s112                                         | £588.86   |
| BACS | HMRC                       | PAYE and NIC Feb 2024                                  | Local Government Act 1972 s112                                         | £407.83   |
| BACS | Employee(s)                | Expenses/Homeworking Allowance Feb 24                  | Local Government Act 1972 s111                                         | £130.17   |
| DD   | ICO                        | Data Protection annual fee renewal                     | Data Protection Act 2018                                               | £47.00    |