



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: Tuesday 7 th January 2025		St Crispin Community Centre 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Haylock Councillor Hull Councillor Kershaw Councillor Warnes Councillor Watson	Apologies: None received (Councillor Goodley e-mail received post-meeting)	Clerk: Emma Needham Also Present: 2 Neighbourhood Policing Team 10 members of the public
<u>Ref No:</u>	<u>Minutes:</u>	
194/24	<u>Public Session</u> Members of the public addressed Council on the following 3 matters: 1. Safety concerns for group of large trees in close proximity to homes on Kent Road South, further to significant damage caused by one of the trees, which fell onto a resident's car on New Year's Day. 2. Dangerous and inconsiderate parking at school pick up and drop off times, impacting residents of Camelot Way, Excalibur Close and Berrywood Road. 3. Request for information on which management companies operate in which areas of Upton and what infrastructure has/will be adopted by WNC. Council responded to each of the matters as follows: 1. Greenbelt Management Company is responsible for the management of the open space where the group of large trees is situated. Residents are urged to continue to tackle the issue with Greenbelt and hold them accountable. Residents might also have recourse to the Health & Safety Executive (HSE). 2. An update on school parking will be covered at Agenda item 206/24. 3. Council asked the Clerk to look into this request.	
195/24	<u>Apologies for Absence</u> None received.	
196/24	<u>Declarations of Interest</u> Council received a written request from Councillor Watson, who has a non-pecuniary interest in Northants Litter Wombles. Council RESOVLED to grant Councillor Watson dispensation to allow him to participate in any discussion and vote on Agenda Item 215/24. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI), Dispensations or written requests for dispensation of DPI to consider.	

197/24	<u>Minutes of the previous meeting</u> Council RESOLVED to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 3rd December 2024.
198/24	<u>Update from LAP and WNC representatives</u> PSCO James Scarsbrook and PC Hannah Walker gave a verbal report on crime in the area. A Beat Bus surgery will be held on The Square, Upton on 26th January between 1pm-2pm. LAP representative Councillor Hull reported that a new LAP model will be launched in April. The report from the Children and Young People's Summit will be issued soon. WNC Ward Councillor Matt Golby sent his apologies. There were no other representatives from WNC present.
<u>Item No.</u>	<u>Items from previous meetings:</u>
	<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda item 206/24 in response to interest from members of the public in attendance.</i>
199/24	<u>St Crispin and Harleston Cricket Club (SCHCC) Lease</u> The Clerk reported that a misunderstanding, relating to Council's separate freehold title for the old Kent Road and Car Park, has now been resolved and this should help matters to progress.
200/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> The Clerk reported that a local CIC had made contact and were considering bidding for The Elgar Centre tenancy. However, the CIC has since decided against bidding and will instead pursue a supporting role to another potential bidder. There was nothing further to report in relation to St Crispin Community Centre.
201/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> There was nothing further to report.
202/24	<u>Kent Road and Upton Parish Council Car Park</u> There was nothing further to report.
203/24	<u>Hidden Graves Project</u> There was nothing further to report.
204/24	<u>Play Equipment for U12s and Older Youth Provision</u> There was nothing further to report from the working group.
205/24	<u>Business Plan</u> There was nothing further to report.

206/24	<u>School parking and Camelot Way Double Yellow Lines</u> The Chairman reported that he had attended a meeting with the Principal and the Business Manager/CFO of The Duston School. Residents' concerns were relayed to the school. The Principal stated that the "American style drop-off" area is a safeguarding risk and will not be re-instated for the use of parents/carers at school drop off/pick up. Other potential options to ease the parking issues were explored. The Principal requested that a meeting be convened with WNC Ward Councillors, WNC Planning, WNC Highways, MP and others to further explore the viability of these options before meeting with residents.
207/24	<u>Fingerpost signage to St Crispin Park</u> It was agreed to bring this proposal back to Council at a later date, to allow Councillor Ingram to present it.
Item No.	<u>General Matters;</u>
208/24	<u>Annual Parish Council Meeting</u> Council RESOLVED 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> Council RESOLVED to hold the Annual Parish Meeting on 29th April 2025, at a venue TBC.
210/24	<u>Noticeboard Maintenance</u> Council considered a proposal to outsource the monthly updating and cleaning of noticeboards. Council RESOLVED to defer the resolution to appoint Duston Parish Council Maintenance Team until the request has been considered by Duston Parish Council at their Ordinary Parish Council meeting on 9th January.
211/24	<u>Data Protections Policies</u> Council confirmed NCALC AS DPO. Council RESOLVED to adopt the following policies, as circulated by the Clerk prior to the meeting: a) Data Protection Policy b) Data Breach Policy c) <i>-deleted due to repetition-</i> d) Subject Access Request Procedure
212/24	<u>Publication Scheme Policy</u> Council RESOLVED to adopt the Publication Scheme policy, as circulated by the Clerk prior to the meeting.
213/24	<u>Training Courses</u> Council RESOLVED 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> Council NOTED the Finance Report for the 3 rd Quarter 2024/25 as circulated prior to the meeting.
215/24	<u>Earmarked Reserves</u> Council RESOLVED 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> Council NOTED the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
217/24	<u>Income</u> Council NOTED all income received in the month as set out in Appendix A.
218/24	<u>Accounts for Payment</u> To RESOLVED to all payments being made, as set out in Appendix B.
219/24	<u>Ratification of purchases made between meetings</u> Council considered and ratified 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> 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>2024/5703/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> Council NOTED 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.
<u>Item No.</u>	<u>Correspondence Received</u>
222/24	Council NOTED 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 Berrywood Drive, opposite Eleanor Row junction Council agreed the following responses: a) To request documentation on the scheme from WNC Highways and a copy of the complaint received b) To note that responses to all enquiries have already been actioned c) To note that this matter has been passed to WNC Highways d) To note that WNC Parking Enquiries have confirmed that the double yellow lines should be painted by the end of February 2025. It was agreed that Council should write a formal letter of complaint if this deadline is not met.
Item No.	<u>Confidential Item</u>
223/24	<u>Exclusion of Press and Public</u> Council RESOLVED 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> Council NOTED that the Clerk's Appraisal was carried out on 29th November 2024 by the Chairman and the Vice Chairman. Council received a report from the Chairman.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
Dec 2024	Interest Received	£73.42

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

In the absence of further business, the meeting was closed at 21:15hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 4th February 2025