



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: Tuesday 4 th February 2025		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 Kershaw Councillor Warnes Councillor Watson	Apologies: None received	Clerk: Emma Needham Also Present: 1 Neighbourhood Policing Team 3 members of the public
Ref No:	Minutes:	
225/24	<u>Public Session</u> Members of the public addressed Council on the following 2 matters: 1. Traffic congestion, dangerous and inconsiderate parking at The Duston School during school pick up and drop off times. 2. Reduced instances of youth ASB on streets in Upton during winter months may mean that youth are at increased risk online. Council responded to each of the matters as follows: 1. An update on school parking will be covered at Agenda item 237/24. It was noted that public consultation for double yellow lines on the north side of Berrywood Road has been launched by WNC's contractor Kier. The deadline for response is 20th February. 2. Youth Provision will be discussed at Agenda item 243/24.	
226/24	<u>Apologies for Absence</u> None received.	
227/24	<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.	
228/24	<u>Minutes of the previous meeting</u> Council RESOLVED to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 7 th January 2025.	
229/24	<u>Update from LAP, Police and WNC representatives</u> Councillor Colin Hull had attended the LAP meeting and raised two matters relating to Upton: • the excellent support from WNC when emergency tree felling was required	

	the ongoing problems of congestion and dangerous parking at The Duston School during school pick up and drop off. PC Hannah Walker gave a verbal report on crime in the area. WNC Ward Councillor Matt Golby sent his apologies. There were no other representatives from WNC present.
Item No.	Items from previous meetings:
	<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda items 237/24 in response to interest from members of the public in attendance.</i>
230/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> Council RESOLVED to engage a non-domestic EPC assessor to carry out EPC assessments on the Cricket Pavilion and Bowls Club at a total cost not exceeding £480.00.
231/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> Council NOTED that Duston Parish Council's Ordinary Parish Council meeting on 6th February will include an agenda item to discuss whether The Elgar Centre could be an income source for Duston Parish Council. It was agreed that representatives of Upton Parish Council should attend the meeting to hear the discussion. There was no further update regarding St Crispin Community Centre.
232/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> The Clerk updated Council, reporting that a site wide title search on the proposed land to transfer had revealed an old charge from NHS England. Taylor Wimpey need to get cleared before the transfer can progress. The anticipated timing of the transfer is now Summer 2025.
233/24	<u>Kent Road and Upton Parish Council Car Park</u> Council RESOLVED to engage a contractor for cutting back and clearance of vegetation at the Memorial Car Park at a cost of £467.00 excl VAT.
234/24	<u>Hidden Graves Project</u> The Clerk reported that WNC S106 Officers have acknowledged receipt of Council's application and apologised for not meeting the usual timescales for review. It was agreed that the Clerk should respond to questions arising, in accordance with the intentions of the original application.
235/24	<u>Play Equipment for U12s and Older Youth Provision</u> Councillor Caddy reported that community consultation had been carried out with two younger focus groups. The next step is to consult with older youth. It was agreed to invite the Youth Club to participate in a focus group session.
236/24	<u>Business Plan</u> There was nothing further to update.

237/24	<u>School parking and Camelot Way Double Yellow Lines</u> The Clerk reported that 27th February has been set as the date for a stakeholder meeting.
238/24	<u>Annual Parish Meeting</u> Council NOTED that St Crispin Community Centre is not available on 29th April. Foxfields is being considered as a suitable alternative, subject to approval by the Residents' Association.
239/24	<u>Noticeboard Maintenance</u> It was NOTED that Duston Parish Council are unable to offer a maintenance arrangement to Upton Parish Council at this time. It was agreed to continue with the current arrangements until further notice.
240/24	<u>20mph Advisory Signs</u> Councillor Caddy updated Council, explaining that a meeting to discuss the 20mph advisory speed signs has been convened with WNC Highways Community Liaison Officer, WNC Ward Councillor Matt Golby and Upton Parish Council. Council NOTED the following documents: a) Risk Assessment for Signage Removal b) Safe System of Work for Signage Removal
Item No.	<u>General Matters;</u>
241/24	<u>Swarco Vehicle Activated Signs - Speed Indicator Devices</u> Council RESOLVED to DEFER consideration of a proposal to take out an annual maintenance contract until the next meeting. It was agreed to: a) carry out a Risk Assessment b) recharge the batteries and reset the devices to 30mph.
242/24	<u>Community Litter Pick</u> Council considered the agenda item "to organise a Community Litter Pick in collaboration with St Luke's Primary School and Upton Meadows Primary School" and agreed to revisit the item at the next meeting once the school has responded with a suitable date/(s).
243/24	<u>Youth Provision</u> Council considered a proposal from a member of the public to provide a visit from the Youth Bus and agreed that Youth Provision should be considered as part of the events programme for summer 2025.
244/24	<u>Summer Event Working Group</u> Council agreed to set up a Working Group to report back to full Council with recommendations and costed proposals for a summer event. Councillors Bottwood, Haylock, Holt and Hull volunteered to form the Working Group. The Clerk agreed to prepare Terms of Reference (ToR) for the group.
245/24	<u>Councillor Surgery</u> Council received a proposal from Councillor Bottwood and Councillor Warnes to hold a Councillor Surgery at The Elgar Centre. A date for the surgery is to be agreed.

246/24	<u>VE Day 80th Anniversary</u> Council considered a proposal from Councillor Hull on how Upton Parish might commemorate the 80th anniversary of VE Day on 8th May 2025. It was noted that the VE80 logo would restrict the flags to one-off use. It was agreed to investigate whether any suitable alternative flags might be available, to allow the re-use of the flags on future commemorative occasions. Council RESOLVED to DEFER the decision to purchase 2 qty 90" x 54" VE80 flags at a total cost of £128.52 plus VAT and delivery until next meeting.
247/24	<u>Buttercup Meadow Mowing and Hedge Trimming</u> Council received a schedule of operations for grounds maintenance at Buttercup Meadow. Council RESOLVED to approve a total cost of £7,533 excl VAT for the year to March 2026 in respect of mowing, hedge trimming and shrub beds.
248/24	<u>Review of Council Documents and Policies</u> Council RESOLVED to adopt the following policies and documents, as circulated prior to the meeting: a) Grant Application Policy and Grant Application Form b) Disabled Access Policy c) Pension and Retirement Policy d) Risk Assessment Register e) Financial Risk Assessment f) Health and Safety Policy g) Health and Safety Risk Assessment h) Risk Management Policy
<u>Item No.</u>	<u>Finance</u>
249/24	<u>Income</u> Council NOTED all income received in the month as set out in Appendix A.
250/24	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
<u>Item No.</u>	<u>Planning</u>
251/24	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish and agreed to a no comments response: a) <u>2025/0263/TPO Quinton House School Upton Hall Upton Lane Northampton NN5 4UX</u> Works to various trees (preservation order)
252/24	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> None received.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
Jan 2025	Interest Received	£70.02

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	NCALC	1 New Councillor Training – Bill Haylock	Local Government Act 1972 s175	£57.60
BACS	Employee(s)	Jan Net pay	Local Govt Act 1972 s112	£1,931.81
BACS	Employee(s)	Expenses/Homeworking Allowance Jan 24	Local Government Act 1972 s111	£91.38
BACS	LGPS	Employee pension scheme Jan 2024	Local Government Act 1972 s112	£588.86
BACS	HMRC	PAYE and NIC Jan 2024	Local Government Act 1972 s112	£155.43

In the absence of further business, the meeting was closed at 21:02hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 4th March 2025