



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: Tuesday 4 th March 2025		St Crispin Community Centre 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Hull Councillor Ingram Councillor Kershaw Councillor Warnes Councillor Watson	Apologies: Councillor Goodley Councillor Haylock	Clerk: Emma Needham Also Present: 1 Neighbourhood Policing Team 4 members of the public Ward Councillor Brian Sargeant
Ref No:	Minutes:	
253/24	<u>Public Session</u> Members of the public addressed Council on the following 2 matters: 1. Implementation of a Free Little Library on Kent Road South. 2. School parking issues at The Duston School, further to the stakeholder meeting on 27th February. Council responded to each of the matters as follows: 1. Council congratulated the member of the public for implementing this worthwhile initiative and agreed to promote it via Council's website. 2. The Chairman confirmed that a stakeholder meeting had taken place on 27th February. Minutes from the meeting are being reviewed by attendees and will be issued by 6th March. The meeting was productive and generated circa 20 actions. The group will reconvene in two months' time.	
254/24	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Goodley (illness) and Councillor Haylock (prior engagement). .	
255/24	<u>Declarations of Interest</u> Councillor Ingram declared a non-pecuniary interest in Agenda item 258/24. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI to consider.	
256/24	<u>Minutes of the previous meeting</u> Council RESOLVED to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 4 th February 2025.	

257/24	<u>Update from Police, LAP and WNC representatives</u> PSCO James Scarsbrook gave a verbal report of police activity in the area. Councillors highlighted the following matters for the PSCO's attention: 1. Graffiti on Telford Way 2. ASB from youths gaining access to communal area of flats on Latchet Lane 3. Shooters on Upton Park south fields, alarming walkers on public right of way. Councillor Hull reported that there will be no further LAP meetings until after the elections. WNC Ward Councillor Sargeant gave a verbal report. He noted that the double yellow lines should be in force soon.
Item No.	<u>Items from previous meetings:</u>
258/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> The Chairman updated Council, explaining that the Cricket Club are considering whether to request some changes to the draft lease. The rationale for the changes is to ensure that the lease will make suitable provision for the proposal to build a replacement cricket pavilion and will meet the requirements of grant funding bodies. They will revert once they have taken legal advice. Council received and noted details of proposed footpath work.
259/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> Council RESOLVED to nominate: • St Crispin Community Centre and the surrounding land • The Elgar Centre and the surrounding land for listing by West Northamptonshire Council as "Assets of community value."
260/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> Council noted that the shrubs along the Kent Road have been cut back. Council asked the Clerk to draw Taylor Wimpey's attention to the poor condition of the wall. There was nothing further to update.
261/24	<u>Kent Road and Upton Parish Council Car Park</u> Further to reports from a member of the public that the route between the UPC Memorial Car Park and the Greek Church is difficult to negotiate with a buggy, due to the build up of mud, it was noted that work to sweep the route had been agreed two years ago but not carried out. Council RESOLVED 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	<u>Hidden Graves Project</u> The Chairman updated Council noting that a response to the S106 application had been chased up. There was nothing further to update.
263/24	<u>Play Equipment for U12s and Older Youth Provision</u> Councillor Caddy gave a brief update, noting that engagement with older youth is pending. The group is also researching the planning requirements.

264/24	<u>Business Plan</u> There was nothing further to update.
265/24	<u>School parking and Camelot Way Double Yellow Lines</u> As noted during the Public Session, the Chairman confirmed that a stakeholder meeting had taken place on 27th February. Minutes from the meeting are being reviewed by attendees and will be issued by 6th March. The meeting was productive and generated circa 20 actions. The group will reconvene in two months' time.
266/24	<u>Annual Parish Meeting</u> The Clerk updated Council. Valentine's Café at Foxfields has agreed to host the meeting and will provide refreshments (teas/coffee/biscuits) at a charge of £1 per item plus a £20 fixed fee.
267/24	<u>20mph Advisory Signs</u> Councillor Caddy updated Council regarding a meeting with Councillor Matt Golby, Councillor Brian Sargeant and Northamptonshire Highways Community Liaison Officer on 7th February. It was agreed that a gradual transition towards the larger 20mph advisory signs would be implemented, the small 20mph signs being removed once they become damaged or deteriorate. It was agreed that Councillors would carry out their preventative maintenance checks and report these to the Clerk for logging. It was also agreed to relaunch the 30mph bin stickers by advertising their availability to residents and making a stock available in key locations in the community.
268/24	<u>Swarco Vehicle Activated Signs - Speed Indicator Devices</u> It was agreed to DEFER the proposal "to take out an annual maintenance contract with Swarco" to the next meeting.
269/24	<u>Community Litter Pick</u> Council agreed to organise a Community Litter Pick on the following dates: • Saturday 5th April, in St Crispin, meeting on the green by Rhymetime Nursery. • Sunday 6th April, in south Upton, meeting at The Square. The Chairman and the Clerk will contact St Luke's Primary School and Upton Meadows Primary School to inform them of the dates. Councillor Caddy will publicise to the Scouts and Councillor Watson will inform the Wombles.
270/24	<u>Summer Event Working Group</u> Council received a paper from the Working Group listing the proposals for summer events.
271/24	<u>VE Day 80th Anniversary</u> Councillor Hull updated Council regarding a proposal to host a VE80 afternoon tea celebration at Foxfields. Council agreed that it would advertise the event and individual Councillors may wish to volunteer their help on the day. It was agreed to inform the group that they should not submit a grant application if they do not meet the eligibility criteria set out in the policy. Council RESOLVED to purchase 2 VE80 flags from RBLI a total cost of £39.98 incl VAT plus £3.99 delivery.
Item No.	<u>General Matters;</u>

272A/24	<u>Parking in Upton on Match Days</u> Council NOTED correspondence received from residents regarding dangerous and inconsiderate parking in Upton on match days. It was agreed that Council should write to Northampton Town FC and Northampton Saints RFC to highlight the parking issues in Upton and see what can be done to facilitate improvements.
272/24	<u>GDPR/Data Protection Act 2018 - Data protection fee renewal</u> Council NOTED that the Data Protection fee renewal of £52 falls due on 14th March. Council RESOLVED to pay the Renewal Fee by Direct Debit to qualify for a £5 annual reduction.
273/24	<u>Review of Effectiveness of Internal Control 2025</u> Council RESOLVED to adopt the Statement of Effectiveness of Internal Controls following the Internal Controller's review.
274/24	<u>Parish Path Warden</u> Council ratified the appointment of Councillor Goodley as Parish Path Warden.
275/24	<u>Review of Council Documents and Policies</u> Council RESOLVED to adopt the following policies and documents, as circulated prior to the meeting: a) Complaints Procedure b) Grievance Procedure c) Disciplinary Procedure d) Co-option Procedure e) Reserves Policy f) - g) Press and Media Relations Policy h) Expenses Policy
276/24	<u>Clerk's Phone and Office Supplies</u> Council considered a proposal for the Clerk's mobile phone and agree that costings should be brought to the next meeting for consideration. Council RESOLVED to purchase printer cartridges and stationery at a cost of £64.71 excl VAT.
<u>Item No.</u>	<u>Finance</u>
277/24	<u>Income</u> Council noted all income received in the month as set out in Appendix A.
278/24	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
279/24	<u>Unity Bank Debit Card</u> Council RESOLVED to apply for a Unity Trust Bank Corporate Multipay Card in the Clerk's name.
<u>Item No.</u>	<u>Planning</u>
280/24	<u>Notification of Planning Applications received for comment.</u>

	None received.
281/24	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> Council noted decisions received from the Local Planning Authority for the following: a) <u>2024/5703/TCA Keystone House South Meadow Road Northampton NN5 4RF</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
<u>Item No.</u>	<u>Confidential Item</u>
282/24	<u>Exclusion of Press and Public</u> Council RESOLVED 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.
283/24	<u>Clerk's Hours</u> Council RESOLVED to increase the Clerk's hours from 24 hours per week to 30 hours per week, with effect from 1st 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

In the absence of further business, the meeting was closed at 21:10hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 1st April 2025