



UPTON

PARISH COUNCIL

MINUTES - ORDINARY PARISH COUNCIL MEETING: Tuesday 1 st April 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: Councillor Ingram	Clerk: Emma Needham Also Present: 12 members of the public Ward Councillor Imran Chowdhury Ward Councillor Brian Sargeant
Ref No:	Minutes:	
284/24	<u>Public Session</u> Members of the public addressed Council on the following 4 matters: 1. Planning Application 2025/0738/FULL, 62 Kent Road South. Change of use from dwelling [Use Class C3] to Children's Home [Use Class C2]. 2. Anti-social behaviour and safety issues caused by members of the public accessing the cricket pitch for play and dog walking via a private, shared driveway and gaps in the fence. 3. Dangerous driving and speeding on Kent Road South. 4. Unnecessary cutting back of vegetation along pathway in Berry Wood. Council responded to each of the matters as follows: 1. The Chairman thanked the spokesperson and other residents for the verbal representation and printed handout outlining their objections to the proposal and stated that Council would give the matter due consideration at Agenda Item 311a/24. 2. Council suggested that it would be helpful to have sight of the deeds for the property/(ies) affected by the issue, to establish precisely where the boundaries lie. Once this information is available, Council can explore potential solutions. 3. Council explained that West Northamptonshire Council (WNC) is the highways authority and changes to infrastructure such as speed bumps would be a matter for their consideration. Upton Parish Council has been working hard to implement measures to tackle speeding, insofar as its powers allow. Councillor Caddy drew attention to the green advisory 20mph signage installed by Upton Parish Council and Councillor Haylock gave a brief insight into the data from Upton Parish Council's speed indicator devices. The Clerk noted that Upton Parish Council can provide 30mph bin stickers to residents, free of charge, as another way of reinforcing the speed limit messaging. 4. The Chairman explained that Berry Wood is owned and managed by West Northamptonshire Council and the cutting back work was carried out by their contractor in response to a complaint from a resident.	

285/24	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Ingram (personal reasons).
286/24	<u>Declarations of Interest</u> Councillor Earle declared a non-pecuniary interest in Agenda Item 311a/24 as he is a personal friend of the owner of the property. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. Council received and approved a written request for dispensation from Councillor Watson in relation to Agenda Item 302/24, due to has non-pecuniary association with Northamptonshire Litter Wombles. There were no other Dispensations or written requests for dispensation of DPI to consider.
287/24	<u>Minutes of the previous meeting</u> Council RESOLVED to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 4th March 2025.
288/24	<u>Update from Police, LAP and WNC representatives</u> There were no representatives from Northamptonshire Police present. There was no report to receive from the LAP, as meetings have been suspended until after the elections. There was nothing to report from the two WNC representatives present.
	<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda item 311/24 in response to interest from members of the public in attendance.</i>
Item No.	Items from previous meetings:
289/24	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> Council discussed a report received from WNC Highways relating to the broken knee rail at the Bowls Club car park. It was agreed that the only section to replace should be the section parallel to the footway and the car park, perpendicular to the wall. Council agreed to investigate whether WNC would carry out the work. The other option would be to incorporate this work into the proposal to install a plaswood knee rail at Buttercup Meadow. It was agreed that the Clerk should report back with a recommendation. The Chairman updated Council as regards the lease. The Cricket Club's new solicitor is reviewing it and will respond next week. Council discussed the matter of anti-social behaviour and trespass across private property to gain access to the cricket ground. Councillors noted that gaps in the boundary fence had been present for some time. Taylor Wimpey had committed to putting a tall fence along there, to prevent cricket balls damaging the properties, but this had not materialised. It was agreed that options should be discussed once the deeds of the property/(ies) affected had been received and reviewed.
290/24	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> Councillor Goodley reported on a visit to The Elgar Centre. It is encouraging to learn that West Northamptonshire Council have recently sent in their contractors and a list of long-outstanding maintenance issues, including the malfunctioning heating, have now been fixed. There was nothing further to report in relation to St Crispin Community Centre.

291/24	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> Council NOTED correspondence with Taylor Wimpey regarding: a) the removal of accumulation of dog poo bags on the footpath to west of Dent Close b) the cutting back of vegetation adjacent to footpath, north of the One Stop shop. Councillor Goodley reported that a member of the public wished to formally thank the council for arranging the cutting back of this vegetation.
292/24	<u>Kent Road and Upton Parish Council Memorial Car Park</u> The Chairman reported that road sweeping and gully sucking had been carried out, with a view to making the route easier for families using prams and buggies. Unfortunately, the work uncovered some areas of loose tarmac, which will need to be addressed. A site meeting to discuss the long-term plans for the Memorial Car Park is due to take place on 2nd April. The objectives are to improve the surface, reduce the maintenance burden, enhance the aesthetic and optimise the layout. It was noted that a member of the public has been voluntarily carrying out tidying and gardening work on Kent Road by the Greek Church. Council wished to thank him for his generosity and public-spiritedness and would do so formally, were he willing to provide his contact details.
293/24	<u>Hidden Graves Project</u> The Chairman reported that the S106 application is progressing. West Northamptonshire Council S106 team have requested Council's bank details and it is expected that they will send the Spending Declaration to Council for signature within a few days.
294/24	<u>Play Equipment for U12s and Older Youth Provision</u> There was nothing further to report.
295/24	<u>Business Plan</u> Council received the draft Business Plan. It is still a work in progress and will be a baseline for the next Council to review and adopt or amend as desired.
296/24	<u>School parking and Camelot Way Double Yellow Lines</u> The date for a second Stakeholder meeting, to follow up on actions, has been set for 8th May.
297/24	<u>Annual Parish Meeting</u> The Annual Parish Meeting will take place on Tuesday 29th April at 7pm at Valentine's Bistro, Foxfields. Council RESOLVED to approve the cost of refreshments, to be provided by Valentine's Bistro at a cost of £20 plus £1 per person per item, to be invoiced after the event.
298/24	<u>Vehicle Activated Signs - Speed Indicator Devices</u> Council agreed not to pursue a proposal to take out an annual maintenance contract with Swarco. Council NOTED the removal of the Coeval Vehicle Activated Sign by Balfour Beatty and agreed to follow up once more by email, prior to making an in person visit to retrieve the device. Council discussed converting the device to a battery powered one to make it more compact and therefore more likely to be granted permission for mounting on streetlighting. This would need to be weighed against the benefits of a solar device which is self-sustaining and does not require regular recharging. Should the solar element of the device be retained, Council would need to

	apply for permission to erect their own bespoke posts to host the larger device in carefully chosen locations. The Clerk asked Councillors to email her with their ideas and preferred solutions. It was agreed to bring a proposal for consideration by the next Council.
299/24	<u>Community Litter Pick Saturday 5th and Sunday 6th April</u> Council received the Risk Assessment for the Community Litter Pick event. Council RESOLVED to purchase items to support the event as follows: a) First Aid Kit £23.99 incl VAT b) 6 x 480ml Hand Sanitiser Gel £18.99 incl VAT c) 20 x 330ml bottled water £9.99 incl VAT
300/24	<u>Summer Event Working Group</u> Council agreed to express an interest in the offer from the Rugby Football Union (RFU) to bring an interactive, fun rugby activity to a community event in the parish. The deadline for a response is Friday 4th April.
301/24	<u>VE Day 80th Anniversary</u> The flag raising will take place on Thursday 8th May at 9am at two locations: • Flagpole next to the Elgar Centre, Upton Country Park (South) • Flagpole outside St Crispin Community Centre (North). It was agreed to set a date for a rehearsal prior to the event. Councillor Hull will liaise with Councillor Ingram to obtain the keys. Councillors will need to agree who attends the south and who attends the north. The local branch of the Royal British Legion will assemble at the north flagpole and will proceed to the Wooden Soldier memorial to lay a wreath after the flag raising.
Item No.	<u>General Matters:</u>
302/24	<u>Litter Bin Proposals</u> Council considered a report from Councillor Holt and Councillor Watson regarding litter bin provision. It was agreed that the Clerk should bring a proposal to the next meeting to include the following: a) An understanding of Veolia's tariff structure and emptying frequency per bin b) Costings for two new bins located at junction of West Street and Upton Lane and at junction of Brunel Drive with Weedon Road by bus stop. To include purchase, installation and emptying costs. c) Costing for emptying of one new general waste bin situated by boundary footpath near Dent Close. Bin to be purchased and installed by Taylor Wimpey.
303/24	<u>Bus Shelters</u> Council agreed to write to West Northamptonshire Council to request improved maintenance of the bus shelters and removal of the redundant bus shelter opposite the Retirement Village.
304/24	<u>Office Stationery</u> Council RESOLVED to purchase items of office stationery at a total cost of £23.98 excl VAT.
305/24	<u>Clerk's Phone</u> To consider a proposal for the Clerk's mobile phone. Council RESOLVED to: a) purchase an e-SIM at an estimated cost of £8/month

	b) pay a contribution of £10/month towards the upgrade of the Clerk's phone to a dual SIM compatible model, limited to the duration of the contract. This equates to 50% of the cost of the upgrade.
<u>Item No.</u>	<u>Finance</u>
306/24	<u>Income</u> Council considered and noted all income received in the month as set out in Appendix A.
307/24	<u>Accounts for Payment</u> The Clerk explained that the amount payable to LGPS had been amended from £588.86 to £220.09, to correct the year-to-date position for two errors that had emerged in the year end reconciliation. Council RESOLVED to all payments being made, as set out in Appendix B.
308/24	<u>Finance Report 4th Quarter</u> Council NOTED that the Finance Report for the 4 th Quarter 2024/25 had been circulated earlier in the day, but that it had not been possible to circulate it any sooner, due to limited time between month end cut off (31 st March) and the meeting date (1 st April).
309/24	<u>Bank Reconciliations 4th Quarter</u> Council NOTED the monthly bank reconciliations approved by Councillor Bottwood, Internal Controller.
310/24	<u>Clerk's April Employment Costs</u> Council RESOLVED to pay the Clerk's April Salary, PAYE, NI and Pension costs on 1 st May as the May Council meeting does not take place until 13 th May, due to elections.
<u>Item No.</u>	<u>Planning</u>
311/24	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish: a) <u>2025/0738/FULL 62 Kent Road South, Northampton, NN5 4WD</u> Change of use from dwelling [Use Class C3] to Children's Home [Use Class C2]. Upton Parish Council concurred with the points raised by members of the public in relation to traffic, parking, noise/disturbance and incompatible/unacceptable use for the property for reasons of the shared driveway and close proximity to neighbouring residential properties. It was also noted that the application failed to demonstrate a clear, local need, given the under-utilisation of two other nearby facilities for taking care of looked after children. Council agreed to OBJECT to the application and to include a list of conditions in relation to the management, safeguarding and security of the facility, in the event that the Local Planning Authority were minded to approve the application. It was noted that this application has been "called-in," so will be heard before the Planning Committee. b) <u>2024/5662/S73 Land at Norwood Farm Sandy Lane Harpole Northampton</u> Variation of Condition 31 to remove requirements C(ii) and C(iii) relating to highway works Upton Valley Way/Nectar Way junction and M1 Junction 16 respectively - S/2016/1324/EIA Council agreed to SUPPORT to removal of these conditions as the works have been superseded by other changes to the highway network.
312/24	<u>Notification of Planning Applications received for comment, for which the deadline for comment has already passed.</u>

	Council NOTED the following planning applications for the Parish, for which the deadline for comment has already passed: a) <u>2025/0707/FULL 2 Eden Way Northampton NN5 4FN</u> Proposed ground floor extension to the rear of the existing dwelling
313/24	<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>2025/0263/TPO Quinton House School Upton Hall Upton Lane Northampton NN5 4UX</u> Works to various trees (preservation order). Approved.

APPENDIX A – INCOME TABLE

Date	Current Account	Amount
Mar 2025	Interest Received	£66.07

APPENDIX B – PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	R&G Grounds	Cutting back work at Memorial Car Park	Road Traffic Regulation Act 1984 s60	£571.20
BACS	R&G Grounds	Flailing headline Buttercup Meadow south	Open Spaces Act 1906 s10	£480.00
BACS	Viking	Office supplies incl printer cartridges	Local Government Act 1972 s111	£77.65
BACS	Squirrel Plant Hire	Road sweeper and gully jetting Kent Road	Open Spaces Act 1906 s10	£624.00 £374.40
BACS	BOBS	Payroll Services Jan-Mar 2025	Local Government Act 1972 s111	£87.00
BACS	Employee(s)	Mar Net pay	Local Govt Act 1972 s112	£1,679.41
BACS	LGPS	Employee pension scheme Mar 2024	Local Government Act 1972 s112	£588.86 £220.09
BACS	HMRC	PAYE and NIC Mar 2024	Local Government Act 1972 s112	£407.83
BACS	Employee(s)	Expenses/Homeworking Allowance Mar 24	Local Government Act 1972 s111	£91.38
BACS	Unity Trust Bank	Corporate Multipay Debit Card set up fee	Local Government Act 1972 s111	£50.00

In the absence of further business, the meeting was closed at 20:52hrs.

Signed:

Councillor

– Chairman to Upton Parish Council

Date: 13th May 2025