



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 1st July 2025		At: St Crispin Community Centre Start time: 19:15hrs
Council Members are hereby summoned to attend a meeting of Upton Parish Council. Please inform the Clerk of your apologies if you are unable to attend.		Clerk: Emma Needham Email: clerk@upton-pc.gov.uk Signed: <i>on original</i>
Public Participation: 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.		
Item No:	AGENDA	
062/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
063/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
064/25	<u>Declarations of Interest</u> To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI). To consider any Dispensations or written requests for dispensation of DPI.	
065/25	<u>Minutes of the previous meeting</u> To RESOLVE to the Chairman approving the minutes of the Ordinary Parish Council Meeting on 3 rd June and the Chairman duly signing them.	
066/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	General Matters;	
067/25	<u>VJ Day 80th Anniversary</u> To NOTE that members of Duston and District Branch of the RBL would like to lay a wreath on VJ Day, 15th August at 11:30am at the Wooden Soldier Memorial. To agree how Council might participate and support this event.	
068/25	<u>Replacement Union Jack Flags</u> To RESOLVE to purchase 2 qty Union Jack flags at a cost of £74.95 each excl VAT, plus £18.00 shipping, to replace the two existing ones.	
069/25	<u>Major Housing Developments in Upton</u> To receive a report from the Clerk. To agree to appoint a Councillor responsible for monitoring matters relating to Major Developments in Upton.	

070/25	<u>Buttercup Meadow Knee Rail</u> To receive an update from the Clerk. To RESOLVE to submit a S106 application for funding.
071/25	<u>Police Liaison Representative</u> To receive a report from Councillor Haylock.
072/25	<u>Bowls Club Event</u> To NOTE the team event with St Crispin Bowls Club on 8th July at 6:30pm. To RESOVLE to approve a cost not exceeding £62.50, as a contribution towards the catering costs.
Item No.	Finance
073/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
074/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
075/25	<u>Finance Report 1st Quarter</u> To NOTE the Finance Report for the 1st Quarter 2025/26 will be circulated after the meeting.
076/25	<u>Bank Reconciliations 1st Quarter</u> To NOTE the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
Item No.	Planning
077/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/2332/FULL 20 Brunel Drive Northampton NN5 4AF</u> Single storey extension above the garage. b) <u>2025/2236/MAR Land at Norwood Farm Sandy Lane Harpole</u> Approval of reserved matters (appearance, landscaping, layout, and scale) for 233 residential dwellings, associated infrastructure and landscaping at Phase 2A, Land at Norwood Farm, Sandy Lane, Harpole, pursuant to Hybrid Planning Permission S/2016/1324/EIA. c) <u>2025/2085/FULL and 2025/1335/LBC Upton Mill House And Mill Upton Lane Northampton NN5 4UY</u> Removal of external kitchen walls to form open seating area, demolition and rebuilding of garage walls, extension of bridge over mill race, internal insulation and alterations to mill space and house to form habitable accommodation, and fenestration changes.
078/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> To NOTE the following decision/(s) received from the Local Planning Authority: a) <u>2025/1989/LDP 18 Knot Tiers Drive Northampton NN5 4AY</u> Lawful development certificate (proposed) for use of dwelling as a children's home (C2).
Item No.	Items from previous meetings:
079/25	<u>Items from previous meetings:</u> Brief updates from Councillors on progress on carried forward actions and ongoing projects – by exception only.

	a) St Crispin and Harlestone Cricket Club (SCHCC) Lease b) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre c) Transfer of amenity areas at St Crispin's by Taylor Wimpey d) Kent Road and Upton Parish Council Memorial Car Park e) Play Equipment for U12s and Older Youth Provision f) School parking and Camelot Way Double Yellow Lines g) Vehicle Activated Signs - Speed Indicator Devices h) Parking in Upton on Match Days i) Summer Event Working Group j) Litter Bin Proposals k) Parish Plan Working Group – to ratify Terms of Reference l) Hidden Graves Project m) Bench on St Crispin Drive
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APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Jun 25	Nat West	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	R&G Grounds	Buttercup Meadow Gang mow 13/5, 28/5, triple mow 19/5	£483.60
BACS	NALC	Off to a Flying Start Training Course – Matthew Kinton	£63.60
BACS	Viking	Printer Cartridges - 3 qty PK4 Ink MC CMYK HP924 multipacks	£174.28
BACS	Parish & Shires Commercial Ltd	Supply, deliver and instal 5x 260L planters, plants, compost	£7,110.00
BACS	Parish & Shires Commercial Ltd	Clear and secure site , raise level of memorial stones, replace wide border, repair iron fence in situ, refurbish pathway	£22,890.00
BACS	Employee	June Net Pay (includes excess hours 24/25 Min Ref 061/25)	£3,521.47
BACS	LGPS	Employee Pension Scheme June 2025	£1,312.00
BACS	HMRC	PAYE and NIC June 2025	£1,545.88
BACS	BOBS	Payroll Services April – June 2025	£90.00

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
DR Card	Whilton Locks Garden Centre	3 x 5kg bags of Scottish Pebbles for mulching	£31.99
DR Card	One Stop	Mr Muscle Glass and Window Cleaner for noticeboards	£2.50