



UPTON

PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING On: Tuesday 13 th May 2025		At: St Crispin Community Centre Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Goodley Councillor Haylock Councillor Ingram Councillor Kershaw Councillor Kinton Councillor Warnes Councillor Watson	Apologies: None	Clerk: Emma Needham Also Present: 1 member of the public
Item No:	Annual Parish Council Meeting	
001/25	Council RESOLVED to elect Cllr Andrew Holt as Chairman for the ensuing municipal year. Cllr Holt made and signed the Declaration of Acceptance of Office.	
002/25	There were no apologies to receive.	
003/25	Councillors' declarations of acceptance of office were signed and received.	
004/25	Council RESOLVED to elect Cllr Mike Caddy as Vice Chair for the ensuing municipal year. Cllr Caddy made and signed the Declaration of Acceptance of Office.	
005/25	There were no Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI.	
006/25	Council RESOLVED to the Council approving the minutes of the Ordinary Parish Council Meeting on 1 st April 2025 and the Chairman duly signing them.	
Item No:	Governance Procedures	
X06/25	<u>Standing Orders and Financial Regulations</u> a) Council RESOLVED to adopt the Standing Orders b) Council RESOLVED to adopt the Financial Regulations c) Council RESOLVED to adopt and incorporate the minor amendments to the Standing Orders and the Financial Regulations as necessitated by the provisions of The Procurement Act 2023 and The Procurement Regulations 2024 and detailed in the Clerk's Report to Council. d) Council RESOLVED to adopt the Policies and Procedures Policies - Upton Parish Council	
007/25	<u>Banking Arrangements</u> Council RESOLVED to confirm: a) the use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method b) the continuation of the annual Direct Debit to the Information Commissioner's Office. It was noted that the charge from Bankline is a Bank Charge, not a direct debit c) the authorised signatories for the Nat West Accounts as Councillors Caddy, Holt and Earle and the Clerk	

	d) the authorised signatories for the Unity Bank Account as Councillors Caddy, Holt, Earle and Watson and the Clerk
008/25	<u>Appointment of Internal Auditor</u> Council RESOLVED to confirm the appointment of an Internal Auditor through NCALC membership.
009/25	<u>General Power of Competence</u> Council confirmed that Upton Parish Council meets the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Council RESOLVED to adopt the General Power of Competence. <i>This resolution will remain in effect until the next relevant annual meeting following ordinary council elections, at which time a new resolution will be required to continue exercising this power.</i>
010/25	<u>Insurance arrangements</u> Council reviewed the Council's insurance arrangements and confirmed renewal at a cost of £1,613.67 including Insurance Premium Tax and admin fee.
011/25	<u>Meeting Dates 2025/26</u> Council RESOLVED to hold Parish Council meetings on the first Tuesday of the month, at St Crispin Community Centre, commencing at 7:15pm, up to and including the next annual meeting of the Council.
X11/25	<u>GDPR and DPA Compliance:</u> a) Council confirmed NCALC as the Council's Data Protection Officer (DPO). b) Council confirmed the Council is registered with the ICO.
012/25	<u>Appointments</u> Council confirmed the following appointments: a) Internal Controller – Councillor Alan Bottwood b) Police Liaison Representative – Councillor Bill Haylock c) Footpath Warden – Councillor Pauline Goodley d) Noticeboard Wardens a. Councillor Peter Kershaw (Rhymetime, One Stop) b. Councillor Tony Earle (Kent Road South, Dover Close) c. Councillor Michael Warnes (Upton High Street) e) VAS Wardens - data download, battery recharge and relocations Councillor Tony Earle.
013/25	<u>Year End Internal Audit</u> Council received and NOTED: a) The Internal Audit report for year ended 31 March 2025, received from NALC IAS Internal-Audit-Report-2024-25.pdf b) The Annual Internal Audit Report, page 3 of 6 of the Annual Governance and Accountability Return AGAR-p3-Internal-Audit-Report.pdf
014/25	<u>Annual Governance and Accountability Return 2024/25</u>

	Council considered and approved the Annual Governance and Accountability Return (AGAR Section 1 and 2 Unapproved 2024-25) as circulated by the Clerk and: a) RESOLVED to the Chairman and RFO signing Section 01 Annual Governance Statement 2024/25 b) RESOLVED to the Chairman signing Section 02 Accounting Statements 2024/25
015/25	<u>Exercise of Public Rights 2024/25</u> Council NOTED that the dates for the Exercise of Public Rights will be announced and published at upton-pc.gov.uk. The dates will be set for the period commencing Tuesday 3rd June 2025 and ending on Monday 14th July 2025.
Item No:	Ordinary Meeting
X13/25	<u>Public Session</u> A member of the public raised the following matters with Council: • At least 20 people had commented on social media that further clearance and cutting back of the footpath in Berrywood to reveal the kerb was unnecessary as it is no longer a road but a woodland footpath. • Parking on Camelot Way and Excalibur Close during school drop off and pick up is getting ridiculous, with people parking on both sides of the road, right by the junction. The PCSO's are unwilling to intervene. • A popular request from people who contact the Citizen's Advice Bureau is help with transport to the doctors. Moulton Parish Council have recently won grant funding to provide this for their community.
X14/25	<u>Update from Police, LAP and WNC representatives</u> There were no Police in attendance. The LAP has been dissolved. Newly elected WNC Ward Councillor Michael Stratton sent his apologies. It had not been possible to contact newly elected WNC Ward Councillor Kathryn Shaw as email addresses will not be operational until 15th May. It was agreed to send a list of Council's main issues and priorities to both new WNC Ward Councillors as soon as their emails go live.
Item No.	Items from previous meetings:
X15/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> It was noted that there are three abandoned vehicles in the Bowls Club car park. The clerk is taking advice as to how to proceed. There was nothing further to update.
016/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> There has been no further information from WNC regarding their progress in appointing tenants for the two centres. It was noted that NCALC are looking to test the process for asset transfers. Council agreed that it could be beneficial for Upton Parish Council to volunteer to be a pilot.
017/25	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> There was nothing further to update.
018/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> The Working Group reported that they had identified the potential to increase capacity and improve road safety by changing the layout of the access onto Berrywood Road. WNC Highways

	responded favourably to the proposal at an initial site meeting and have agreed to take it away for further consideration.
019/25	<u>Hidden Graves Project</u> It was confirmed that S106 funding for the project has been received and the contractor has commenced work. Completion is expected to be week commencing 19th May.
020/25	<u>Play Equipment for U12s and Older Youth Provision</u> There was nothing further to update.
021/25	<u>Business Plan – Four Year Parish Plan</u> As Council commences a new, four-year term, it was agreed that this is an appropriate time to formulate a plan and consult on it. It was agreed that it should be called a “Parish Plan” rather than a “Business Plan.” It was agreed that Council will consider the following items at the next meeting: • Creation of a committee for the formulation of the Parish Plan • Creation of a Neighbourhood Plan for Upton It was agreed that the Chairman would circulate the latest version of the previously drafted Business Plan for comment and feedback from Councillors.
022/25	<u>School parking and Camelot Way Double Yellow Lines</u> It was noted that the second Stakeholder Meeting took place at The Duston School on 8th May. The minutes of the meeting will be published in due course.
023/25	<u>Vehicle Activated Signs - Speed Indicator Devices</u> Council thanked Councillor Earle for collecting the confiscated VAS sign from Balfour Beatty’s depot and RESOLVED to reimburse his travel expenses of £15.30. The Clerk reported that Coeval are unable to exchange the sign in exchange for two smaller ones, as their products are bespoke and they do not deal in second-hand items. Alternative options for the solar VAS will be brought to the next meeting.
024/25	<u>Summer Event Working Group</u> It was agreed that Councillor Matthew Kinton and Councillor Michael Warnes would join the Working Group.
025/25	<u>Litter Bin Proposals</u> The clerk has written to WNC Regulations Team to request permission to locate two new litter bins adjacent to the public highway and is awaiting a response.
026/25	<u>Parking in Upton on Match Days</u> Council received a report from Councillor Mark Watson and Councillor Alan Bottwood regarding their meeting with Northampton Saints RFC. Councillors had also attended the Northampton Town FC Community Engagement Event to learn about plans to develop the Sixfields site to the East. It was noted that this could put additional strain on the parking situation in Upton. It was suggested that championing a “Match Day/Event Day Residents Parking only zone” would be an appropriate way to mitigate the impact of stadium traffic using Upton’s residential streets for parking.

	Councillor Mark Watson and Councillor Alan Bottwood will arrange another meeting with NTFC to continue discussions.
Item No.	General Matters;
027/25	<u>B&D Magazines</u> Council discussed the pros and cons of using this method of communication. It was agreed: • to develop a simple communications strategy • to continue with B&D Magazines in the short term and review in 6 months. Councillor Mike Ingram abstained from the vote and asked for this to be recorded in the minutes.
<i>Pursuant to Standing Order 10a xviii, Councillor Tony Earle proposed a motion to extend the length of the meeting beyond 2 hours. The motion was carried.</i>	
028/25	<u>Noticeboard Policy</u> Council discussed the pros and cons of agreeing to the use of Parish Council noticeboards for materials other than those produced for the council's own statutory and other purposes. It was agreed that the Clerk should draft two alternative policies: a) restricting use of Parish Council noticeboards to council's own use exclusively b) allowing use of Parish Council noticeboards for other community groups and not-for-profit organisations at the Clerk's discretion and subject to council materials taking precedence. Council will vote for its preferred policy at the next meeting.
029/25	<u>WNC Annual Parish Conference</u> It was agreed that Councillor Andrew Holt and the Clerk should attend the WNC/NCALC Parishes Conference on 12th June 2025.
030/25	<u>PA System</u> It was agreed that Council should not purchase its own PA system for use at Parish Council events, as it would be preferable to borrow a PA system for such occasions.
031/25	<u>Container Purchase</u> Council discussed experiences of using shipping containers for storage. In view of potential problems such as vandalism and condensation, it was agreed that a shipping container would not be suitable for Council's requirements. It was agreed that potential storage solutions at St Crispin's Community Centre should be further explored.
032/25	<u>800th Anniversary of St Luke's Church</u> It was noted that the ecclesiastic parish of Duston & Upton is different from the civic parish of Upton. Council agreed to Councillor Mike Ingram representing Upton Parish Council at a meeting on 19th May 2025 at 7pm to discuss plans for commemorating the 800th Anniversary of St Luke's Church in 2026.
033/25	<u>Training Courses</u> Council RESOLVED to book places on the following training courses: a) Off to a Flying Start – 1 place (Councillor Kinton) at a total cost of £53 excl VAT. b) Transfer of Assets – 1 place (the Clerk) at a cost of £30 excl VAT.

Item No.	Finance
034/25	<u>Income</u> Council NOTED the receipt of £59,149 on 29th April, this being the first of two instalments in respect of the precept. Council considered and noted all income received in the month as set out in Appendix A.
035/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
Item No.	Planning
036/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/1613/TCA The White House 69 Berrywood Drive Northampton</u> Works to multiple trees within a conservation area. Council agreed to COMMENT on this application to ensure that wildlife habitat is protected and the loss of trees felled is offset by planting new ones. b) <u>2025/1604/LBC The Greek Orthodox Church of St Neophytos St Crispin Drive Northampton</u> Listed building consent for localised repairs to plaster and repaint sections of the walls due to water damage. Council agreed to SUPPORT this application.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
11 April 2025	WNC S106 Funding for maintenance of historic St Crispin cemetery gardens	£25,000.00
29 April 2025	WNC Precept – first of two equal instalments	£59,149.00
Apr 2025	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Power	Amount
BACS	Valentines Bistro	Refreshments for APM 29 th April 2025	Local Government Act 1972 s111	£78.00
BACS	B&D Magazines	Full Page 3 issues	Local Govt Act 1972 s142	£460.00
BACS	Viking	Office supplies files, dividers and pads	Local Government Act 1972 s111	£28.78
BACS	WNC	Litter Bin Emptying April 2025-March 2026	Litter Act 1983, ss.5,6	£1,662.34
BACS	Anthony Earle	Mileage Expenses to Wellingborough	Local Government Act 1972 s111	£15.30
BACS	Employee(s)	Expenses/Homeworking Allowance Apr 24	Local Government Act 1972 s111	£196.90
BACS	R&G Grounds	Buttercup Meadow Gang mow, triple mow	Open Spaces Act 1906 s10	£483.60
BACS	NCALC	Annual Membership and Internal Audit	Local Government Act 1972 s111	£2,964.25
BACS	NCALC	Off to a Flying Start Training Courses (2)	Local Government Act 1972 s175	£115.20
BACS	Arthur J Gallagher Insurance Brokers	Annual Insurance Premium 1 st June 2025 – 31 st May 2026 includes IPT and Admin fee	Local Government Act 1972 s111	£1,613.67
DR Card	Microsoft Office 365 Subscription	Annual Subscription 1 st June 2025 – 31 st May 2026	Local Government Act 1972 s111	£84.99

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Power	Amount
BACS	Employee(s)	Apr Net pay	Local Govt Act 1972 s112	£2,014.14
BACS	LGPS	Employee pension scheme Apr 2024	Local Government Act 1972 s112	£702.85
BACS	HMRC	PAYE and NIC Apr 2024	Local Government Act 1972 s112	£671.43

In the absence of further business, the meeting was closed at 21:20hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 3rd June 2025