



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 3 rd June 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 Ingram Councillor Kershaw Councillor Kinton Councillor Warnes Councillor Watson	Apologies: Councillor Haylock	Clerk: Emma Needham Also present: 4 members of the public PSCO Georgia Pennington
Item No:	MINUTES	
037/25	<u>Public Session</u> A member of the public addressed Council regarding residents' ongoing concerns about inconsiderate parking on Berrywood Road and the surrounding residential streets during school drop off and pick up. He noted the following matters: • TRO 2065 to paint double yellow lines on north side of Berrywood Road had received over 40 objections • Residents have a complaint in progress with West Northamptonshire Council and have received confirmation that The Duston School had not submitted a travel plan until February 2025 • Residents are in contact with MP Mike Reader and have discussed the lobbying role he might take in the forthcoming consultation to remove Sport England as a statutory consultee in new Planning legislation.	
038/25	<u>Apologies for Absence</u> Council received and approved apologies for absence from Councillor Haylock.	
039/25	<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.	
040/25	<u>Minutes of the previous meeting</u> Council RESOLVED to the Chairman approving the minutes of the Annual Parish Council Meeting on 13 th May and the Chairman duly signing them.	
041/25	<u>Update from Police and WNC Ward Councillors</u> WNC Ward Councillors Kathryn Shaw and Michael Stratton had sent their apologies due to a diary clash with the WNC Cabinet meeting. PSCO Georgia Pennington reported ongoing problems with identification of off-road motorbikes and encouraged members of the public to report sightings.	

	Councillors raised concerns relating to the setting of fires in the wood behind Marina Park and ASB from group of youths in the Salcey Court area. Councillor Kineton requested suggestions on what steps the community could safely take to foster an environment where crime is reduced. PCSO Penington advised that personal safety must be prioritised and that the best course of action is to report. Reporting helps the police to gain intelligence and will assist with obtaining warrants. Reporting also signals areas that are becoming hotspots and this is taken into consideration in allocating resource.
Item No.	Items from previous meetings:
042/25	<u>Items from previous meetings:</u> Council received a brief update on items from previous meetings: - A meeting is to be arranged with St Crispin and Harlestone Cricket Club (SCHCC) to discuss progress on the lease. - There was nothing further to report regarding the Community Asset Transfers of St Crispin Community Centre and The Elgar Centre. - There was nothing further to report regarding the transfer of amenity areas at St Crispin's by Taylor Wimpey. - There was nothing further to report regarding Kent Road and Upton Parish Council Memorial Car Park. - The Working Group for the Play Equipment for U12s and Older Youth Provision has emailed Mark from Fitness4Sport to progress youth engagement on this topic. - Regarding School parking and Camelot Way Double Yellow Lines, the Clerk confirmed that the minutes from the Stakeholder Meeting on 8th May have been circulated. - There was nothing further to report on the topic of Vehicle Activated Signs - Speed Indicator Devices - There was nothing further to report on the topic of Parking in Upton on Match Days - Summer Event Working Group had not met. The Chairman confirmed he would discuss the event during the forthcoming meeting with the cricket club. - The Clerk confirmed that the application for a street licence for the two proposed Litter Bins (Upton Lane/West Street and Weedon Road/Brunel Drive) has been submitted to WNC and is pending approval.
043/25	<u>Hidden Graves Project</u> Council ratified the purchase of 2 x 10L water carriers at a total cost of £21.18. Council agreed to: - liaise with Spectrum to request assistance with watering - liaise with the Greek Church to provide a tap - mulch the top of the planters with Scottish pebbles to reduce moisture.
044/25	<u>Parish Plan</u> Council agreed to form a Working Group to formulate a Parish Plan. Councillors agreed to email their feedback on the former Draft Business Plan, plus any new ideas, to the Clerk by 20th June. The first meeting of the Working Group will take place on Tuesday 24th June.
045/25	<u>Noticeboard Policy</u> Council RESOLVED to adopt the draft version of the Noticeboard Policy which allows wider community use, subject to criteria outlined in the policy. The policy is available at: Noticeboard Policy.
046/25	<u>Annual Parish Meeting Follow up</u> Council received an update the following items raised at Annual Parish Meeting:

	a) There was no update from WNC Highways regarding the Give way markings on Knot Tiers Drive b) Councillor Watson reported that he had contacted idverde regarding the lack of maintenance of Latchet Lane verges, trees and signage. A response and explanation from them are pending.
<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda item 059/25 in response to interest from members of the public in attendance.</i>	
Item No.	General Matters;
047/25	<u>Bench on St Crispin Drive</u> Council agreed that Councillor Kinton should contact residents at The Hawthorns and propose that Upton Parish Council will do the legals, admin and installation, if they would be prepared to contribute the cost of the bench. The specification of the bench would need to match the other benches in the parish. A plaque could be added in recognition of the donation.
048/25	<u>Bowls Club Car Park</u> Council NOTED the proposal circulated by the Clerk regarding unauthorised use of the car park. It was agreed that a notice will be placed on the unauthorised vehicle, SORN'd to the location without permission, if it is not removed by 7th June. It was agreed to include an Agenda item to discuss the use of parking management companies to enforce short stay parking restrictions at the next meeting.
049/25	<u>Flagpole</u> Council agreed to postpone consideration of installing a permanent flagpole at Upton Memorial Car Park, due to the plans to reconfigure area. It was agreed that a temporary flagpole could be used on Remembrance Day 2025, to allow flag flying to become part of the commemoration.
050/25	<u>Communications Strategy</u> Council agreed to formulate a Communications Strategy, to include consideration of Council's use of newsletters, social media and website and that this should be for consideration at a future meeting.
051/25	<u>Formulation of a Neighbourhood Plan</u> Council reviewed the pros and cons of creating a Neighbourhood Plan for Upton. Council decided it was not a good use of time and resources since Upton is already well-progressed in its development due to its Sustainable Urban Extension (SUE) status.
052/25	<u>Upton Square fountains</u> Council NOTED that the Land Trust estimates the cost of repairing the fountains to be £100,000 and is planning a public consultation to agree a way forward. It was suggested that residents did not feel that would be good value for money. It was agreed that Council should stay close to the consultation and work on establishing better two-way communications with the Land Trust.
053/25	<u>Management Companies</u> Council received a report from the Clerk summarising views from Councillors. There was general agreement that Council should be more ambitious in taking on Public Open Space and in engaging with developers early (before the first unit is sold) to ensure that where a Management Company is used, it is based on a sustainable, well-stewarded model. It is unfortunate that the Upton Lodge development is probably the last opportunity to pursue these ideals.

Item No.	Finance
054/25	<u>Income</u> Council noted all income received in the month as set out in Appendix A.
055/25	<u>Accounts for Payment</u> Council considered and RESOLVED to all payments being made, as set out in Appendix B, including the Clerk's May Expenses of £75.18, which had been omitted from the table in error.
056/25	<u>Hinkley & Rugby Building Society Account</u> Council RESOLVED to open an Easy Access Local Council Deposit Account with Hinkley & Rugby Building Society and agreed that Councillors Caddy, Earle and Holt should be signatories on the account, along with the Clerk & RFO. The opening deposit should be £1,000 and build up to the maximum threshold for cover under the FSCS compensation scheme.
Item No.	Planning
057/25	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish: a) <u>2025/1700/FULL Northamptonshire Country Centre Berrywood Drive Northampton</u> 9 x Residential units to provide Residential Care Supported Living accommodation (Class C2); Replacement of existing single storey timber structure building in use as a day care centre with a two storey permanent structure building, reconfiguration of the site layout to provide parking, bin storage areas, cycle parking, recreation facilities and access ways. Front boundary wall and gate. Council agreed to SUPPORT the application, with comments to draw attention to: • the appropriateness of the facility, given the history of St Crispin • the prioritisation of local residents, particularly those already living in Upton and Northampton • the need to give further consideration to the visibility splays at the junction with Berrywood Drive which are inadequate • concerns regarding inadequate parking provision and the desire to see placement of bollard to prevent parking on verges • concerns regarding the aesthetic of the residential units which are essentially a large rectangular block with little correlation to the surrounding street scene and adjacent conservation area. b) <u>2025/2085/FULL Plot 810 Mp7 5 Wildfell Walk Weedon Road Upton Northampton NN5 4FZ</u> Ground floor side extension under existing first floor. Council agreed to SUPPORT the application with comment to draw attention to the second front door, which may indicate the requirement for a future Change of Use application.
<i>Pursuant to Standing Order 10a xviii, Councillor Andrew Holt proposed a motion to extend the length of the meeting beyond 2 hours. The motion was carried.</i>	
058/25	<u>Lawful Development Certificate (Proposed).</u> Council NOTED that the Local Planning Authority has received an application for a Lawful Development Certificate for the following: 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.	Correspondence Received
059/25	Council NOTED the following correspondence received: a) Kier WNC Notice of Intention for 20mph speed limit on Berrywood Road

	b) Member of the public requesting update on pedestrian crossing for Berrywood Drive Council agreed that whilst it welcomed the attempt to take action to solve the issues on Berrywood Road via the introduction of a 20mph speed limit, it believes that residents would place a higher priority on other options, such as dedicated parking bays and a pedestrian crossing, ahead of a 20mph speed limit, as the problem is more one of congestion than speed.
Item No.	Closed Session
060/25	<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.
061/25	<u>Clerk's Accrued Holiday and Unpaid Hours 24/25</u> The Clerk left the chamber with members of the public. Council considered a report from the Clerk on accrued holiday and unpaid hours in 24/25. Councillor Bottwood proposed that the Clerk should be compensated for the full number of unpaid hours that she can decide on whether to take this as a mix of carried forward holiday and salary payment or take the full amount as salary payment. Council voted and agreed.

APPENDIX A - INCOME TABLE

Date	Current Account	Amount
13 May 2025	HMRC VAT Refund	£3,418.04
May 2025	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	R&G Grounds	Buttercup Meadow Gang mow, triple mow	£787.20
BACS	SLCC	Transfer of Assets 8 th July Event Fee	£36.00
BACS	Employee	May Net Pay	£2,014.14
BACS	LGPS	Employee Pension Scheme May 2025	£702.85
BACS	HMRC	PAYE and NIC May 2025	£671.43

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
DR Card	Amazon	2 x 10L water containers	£21.18

In the absence of further business, the meeting was closed at 21:28hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 1st July 2025