



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 2nd September 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	
107/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
108/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
109/25	<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.	
110/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 5 th August and the Chairman duly signing them.	
111/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	Items from Previous Minutes	
112/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease</u> a) To ratify the cutting back of vegetation adjacent to St Crispin Drive at a cost of £TBC. b) To RESOLVE to approve the removal of graffiti from Bowls Club wall at a cost of £395. c) To receive an update on boundary matters, the lease and other matters.	
113/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To APPROVE operating model/(s) acceptable to Council, as outlined in a report from Councillor Bottwood and Holt, in preparation for meeting with CSN on 9 th September.	
114/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To NOTE criminal damage to the Wooden Soldier War Memorial has been reported to police. To RESOLVE to repair the Wooden Soldier War Memorial at a cost of £TBC. To RESOLVE to add vegetation clearance, weed suppression and cutting back to general, regular maintenance schedule at a cost £TBC.	

115/25	<u>Strategic Parish Plan</u> To receive an interim report on the Upton Community Survey. To RESOLVE to purchase a pop-over message for Council's website for between £50 to £100.
116/25	<u>Parking in Upton on Match Days</u> To receive an update.
117/25	<u>Events Working Group</u> To NOTE a proposal by The Lewis Foundation to host a Diwali and Walk of Light event at The Elgar Centre. To receive and consider a grant application for this event, if tabled.
118/25	<u>Other Matters from Previous Meetings</u> To NOTE other work-in-progress matters from previous meetings, for which there are no specific matters for discussion this month: a) Transfer of amenity areas at St Crispin's by Taylor Wimpey b) Play Equipment for U12s and Older Youth Provision c) School parking and Camelot Way Double Yellow Lines d) Vehicle Activated Signs - Speed Indicator Devices e) Hidden Graves Project
Item No.	General Matters
119/25	<u>Buttercup Meadow Signage</u> To receive a costed proposal for signage at Buttercup Meadow, as circulated by the Clerk.
120/25	<u>Upton Square Noticeboard</u> To receive a costed proposal for a new noticeboard on Upton Square, as circulated by the Clerk.
121/25	<u>20mph Mandatory Speed Limit</u> To NOTE the installation of mandatory 20mph signage across Grange Park Estate and consider making a request to WNC Highways for mandatory 20mph speed limits across Upton parish.
122/25	<u>Conclusion of External Audit 2024/25</u> To NOTE and record the conclusion of the external audit for year ending 31st March 2025.
123/25	<u>Remembrance 2025 – Tuesday 11th November</u> To agree to appoint a Councillor to plan the event. To RESOLVE to purchase a poppy wreath at an estimated cost of £24.99 plus delivery.
124/25	<u>Chairman's Allowance 2025</u> To RESOLVE to pay the Chairman's annual allowance of £300.
125/25	<u>Business Cards for Councillors</u> To RESOLVE to purchase business cards for councillors at a cost not exceeding £300 excl VAT.

126/25	<u>Canva Pro online graphic design creation</u> To RESOLVE to purchase a subscription to Canva Pro at a cost of £100pa.
Item No.	Finance
127/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
128/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
129/25	<u>Purchases approved between meetings</u> To ratify the following purchases approved between meetings: a) Plaque for new Wellbeing Bench at cost of £67 excl VAT (order placed, not paid)
Item No.	Planning
131/25	<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>2025/1700/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. Approved b) <u>2025/2224/FULL29 The Square Upton Northampton NN5 4EZ</u> Change of use from Class C3 (dwellinghouse) to Class C4 (house in multiple occupation) for 4 persons. Approved. To NOTE the following decision is still pending: 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). PENDING

APPENDIX A - INCOME TABLE

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

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	R&G Grounds	Buttercup Meadow 16/7, 29/7 Triple 16/7, 30/7, Shrubs 8/7	£1,696.80
BACS	PKF Littlejohn LLP	External Audit for year ended 31 st March 2025	£378.00
BACS	Employee/(s)	August Expenses	£117.93
BACS	Employee/(s)	August Net Pay	£2,014.14
BACS	LGPS	Employee Pension Scheme August 2025	£702.85
BACS	HMRC	PAYE and NIC August 2025	£671.43

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
Dr Card	Zephyr	2qty 180 x 90cm Union Flag Zephol IEP (Min Ref 068/25)	£197.88
BACS	Height Barriers Ltd	Height Restrictor barrier (Min Ref 087/25)	£3,673.20