



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 1st July 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 Kershaw Councillor Kinton Councillor Warnes Councillor Watson	Apologies: Councillor Ingram	Clerk: Emma Needham Also present: 1 member of the public WNC Ward Councillor Kathryn Shaw WNC Ward Councillor Michael Stratton PSCO Georgia Pennington
Item No:	AGENDA	
062/25	<u>Public Session</u> A member of the public addressed Council regarding concern for the future preservation of St Crispin Tower, which is an iconic landmark for local people. The building has been in the ownership of WN Developments for several years, but the developer has focused on house building at the site and the tower has been neglected. The member of the public also commented that the pond area, which was previously intended to be an underground car park, has become a haven for wildlife, including newts, fox families and deer. Council explained that past attempts to have the tower listed have been rejected by English Heritage. Council is currently preparing a Strategic Parish Plan and this will need to consider what can be done to preserve the heritage assets and protect the Conservation Area.	
063/25	<u>Apologies for Absence</u> Council received and approved apologies for absence from Councillor Ingram.	
064/25	<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.	
065/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 3 rd June and to the Chairman duly signing them.	
066/25	<u>Update from Police and WNC Ward Councillors</u> Council received reports from WNC Ward Councillors Kathryn Shaw and Michael Stratton. Summarising the first six week since their election, the points covered included: • admirable work in children's services • youth services moving in a positive direction • new family hub to open in Upton	

	• work to increase stock of affordable housing • training for new councillors on local authority protocols etc Councillors recalled responding to a consultation on suitable locations for the family hubs and welcomed the news that Upton has been selected. Councillor Shaw agreed to confirm the exact location of the new hub. Councillors asked questions including: • whether the Ward Councillors will be attending the Planning Committee on 3rd July to speak on Planning Application 2025/0738/FULL, 62 Kent Road South Change of use from dwelling [Use Class C3] to Children's Home [Use Class C2] • what position they take as regards HMO's • whether the WNC policy on HMOs could be reviewed as the current one is lacking in substance • how the lack of resource in WNC Planning department is being managed Council received a report from PSCO Georgia Pennington. Councillor Haylock gave feedback from the Police Liaison Conference, asking how we can address the problem of PCSO's not having the authority to act. PSCO Pennington explained that whilst PCSO's do not have the same powers as Police Officers, they still play a vital role in gathering intelligence and making connections with the community. She urged Councillors and members of the public to report any information that will assist in the identification of off-road bikers.
Item No.	General Matters;
067/25	<u>VJ Day 80th Anniversary</u> Council NOTED 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. Councillors agreed to attend the event, if possible and to advertise the event on our website and noticeboards.
068/25	<u>Replacement Union Jack Flags</u> Council RESOLVED 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> Council received a report from the Clerk. Council agreed to appoint Councillor Bottwood as councillor responsible for monitoring matters relating to Major Housing Developments in Upton. Councillor Haylock offered his support.
070/25	<u>Buttercup Meadow Knee Rail</u> Council received an update from the Clerk. Council RESOLVED to defer the resolution "to submit a S106 application for funding" pending receipt of three comparable quotes.
071/25	<u>Police Liaison Representative</u> Councillor Haylock gave a verbal report on the Police Liaison Conference. The conference was attended by 58 participants, including the Chief Constable and the Police, Fire and Crime Commissioner. Issues and questions raised included: • Reluctance and negativity towards volunteering to do a community speed watch • Reason for WNC Highways' unwavering opposition to traffic calming schemes • Purchase of proprietary speed cameras by parish councils in Warwickshire NCALC will be publishing a full report.

072/25	<u>Bowls Club Event</u> Council NOTED the team event with St Crispin Bowls Club on 8th July at 6:30pm. Council RESOVLED to approve a cost not exceeding £62.50, as a contribution towards catering costs.
Item No.	Finance
073/25	<u>Income</u> Council considered and noted all income received in the month as set out in Appendix A.
074/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B, with the exception of £22,890 to Parish & Shires, which will be held in abeyance until the issue with the weed suppression membrane is resolved.
075/25	<u>Finance Report 1st Quarter</u> Council NOTED the Finance Report for the 1st Quarter 2025/26 circulated by the Clerk prior to the meeting. Councillor Earle asked why the election costs had not yet been reflected. The Clerk explained that WNC are still busy calculating the precise cost of the elections, so are unlikely to be recharging parish and town councils until the autumn.
076/25	<u>Bank Reconciliations 1st Quarter</u> Council NOTED the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
Item No.	Planning
077/25	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish: a) <u>2025/2332/FULL 20 Brunel Drive Northampton NN5 4AF</u> Single storey extension above the garage. Council resolved to a NO COMMENTS response. 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. Council resolved to COMMENT on the importance of providing a bus service to support this new development. 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. Council resolved to SUPPORT the application with a comment to highlight the importance of a robust construction management plan, given the narrow access lane and the high volume of pedestrians and vulnerable road users using the shared space. It was NOTED that Councillor Goodley will attend the WNC Planning Committee on 3rd July to speak on Planning Application 2025/0738/FULL, 62 Kent Road South Change of use from dwelling [Use Class C3] to Children's Home [Use Class C2].
078/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> Council NOTED that a decision on the below application has not yet been 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> Council received brief updates on progress on carried forward actions and ongoing projects: a) St Crispin and Harlestone Cricket Club (SCHCC) Lease – a meeting to move forward on the lease is still pending, however, SCHCC wish to make a grant application, which is contingent upon having a signed lease, so it is hoped that this will incentivise swifter progress going forwards. b) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre. There was nothing to report c) Transfer of amenity areas at St Crispin's by Taylor Wimpey. There was nothing to report d) Kent Road and Upton Parish Council Memorial Car Park. An unauthorised traveller encampment has been reported to the Northamptonshire Traveller Unit and Northamptonshire Police. e) Play Equipment for U12s and Older Youth Provision. Following advice from WNC Planning, the working group recommended applying for a Certificate of Lawful Proposed Use of Development CLPUD to seek permitted development rights for the trim trail. Council agreed to a cost of £74.50 for the application fee. The community consultation survey has been sent to the Youth Club representative and their response is pending. f) School parking and Camelot Way Double Yellow Lines. There was nothing to report. g) Vehicle Activated Signs - Speed Indicator Devices. It was agreed that Councillor Earle and Councillor Haylock would propose a format for reporting information from the Speed Indicator Devices. It was agreed that this should be done on a quarterly basis. h) Parking in Upton on Match Days. Councillor Watson reported that the planning application for development of land to the north and east of the Sixfields Stadium has been validated. It is disappointing that despite a request to WNC Planning to include Upton Parish Council as a consultee, this has not happened. At pre-app stage, the proposal resulted in a net loss of 325 parking spaces. It remains to be seen whether the Planning Application has addressed the concerns raised by Upton Parish Council at the Public Consultation event in April. i) Summer Event Working Group. It was agreed that the Cricket Club event in July should not proceed given that work on finalising the lease is a more pressing priority. It was suggested that Council consider hosting a surgery at other summer events, perhaps including Park Run. j) Litter Bin Proposals. Council's request for a street licence for the bins was made to WNC Regulations team ten weeks ago, on 22nd April. A response is expected soon. k) Strategic Parish Plan Working Group – Council ratified the Working Groups Terms of Reference and Working Group members as follows: Councillor Bottwood (Chair) Councillor Caddy, Councillor Goodley, Councillor Ingram, Councillor Kinton. There are two vacancies, should any other councillor or representative wish to join.

	l) Hidden Graves Project. The role of the Friends of St Crispin Cemetery was discussed. It was suggested that the FoSCC might take on projects such as the tap/water supply directly. Any requests requiring Council approval could be brought to full council during the Public Participation session. m) Bench on St Crispin Drive. It was agreed in principle that purchasing the bench from CIL funds would be simpler and more expeditious than involving The Hawthorns. It was agreed that Council should approve a fully costed proposal at the next meeting.
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APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Jun 25	Nat West	Interest Received	£52.32

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	NCALC	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
BACS	Employee	June Expenses	£89.13

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

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

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 5th August 2025