



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 7th October 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	
139/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
140/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
141/25	<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.	
142/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Extraordinary Parish Council Meeting on 18 th September and the Chairman duly signing them.	
143/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
144/25	<u>Co-option to fill a casual vacancy</u> Each candidate is invited to address the meeting for no more than 5 minutes each. <i>Voting (The first candidate to receive an absolute majority of those present and voting is declared co-opted. Should no single candidate receive an absolute majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority).</i>	
Item No.	Items from Previous Minutes	
145/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease</u> To RESOLVE to approve the preparation of separate lease plan drawings for the cricket club and the bowls club at a cost of £TBC.	
146/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> To receive an update from the meeting with CSN on 9 th September.	

147/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To consider using Immediate Justice programme for leaf and litter clearance. To RESOLVE to give the clerk delegated authority commission drawings for the reconfiguration of the car park in preparation for the submission of a planning application.
148/25	<u>Strategic Parish Plan</u> To receive a report on the results from Upton Community Survey.
149/25	<u>Events Working Group</u> To NOTE Diwali and Walk of Light Event on Saturday 11th October at The Elgar Centre. To discuss a Christmas event in collaboration with The Land Trust. To RESOLVE to approve an allocation from the events budget to contribute to Christmas events at St Luke's Primary School and Upton Meadows Primary School (Upton Square event).
150/25	<u>School parking and Camelot Way</u> To receive an update from the 2nd October Stakeholder meeting with The Duston School.
151/25	<u>Parking in Upton on Match Days</u> To receive a report on football stadium signage from Councillor Holt and agree to submit to West Northamptonshire Council for their consideration.
152/25	<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) Vehicle Activated Signs - Speed Indicator Devices d) Hidden Graves Project
Item No.	General Matters
153/25	<u>Buttercup Meadow Signage</u> To RESOLVE to approve the purchase of recycled plastic combination noticeboard with bespoke artwork at a cost of £2,302.20 excl VAT, plus installation at a cost not exceeding £500.
154/25	<u>Buttercup Meadow Charlock Road Spinney maintenance</u> To RESOLVE to carry out maintenance works to the spinney as follows: a) to trim back northern boundary by machine, at a cost of £162 excl VAT b) to trim back serious encroachment onto adjacent properties by hand, at a cost of £87 excl VAT c) to thin out 450m2 of spinney at a cost of £679 excl VAT.
155/25	<u>Remembrance 2025 – Tuesday 11th November</u> To agree to appoint a Councillor to plan the event. To RESOLVE to arrange light refreshments after the event at an estimated cost of £50.
156/25	<u>Major Housing Developments in Upton</u> To receive a report from Councillor Bottwood.

157/25	<u>Review of Working Groups</u> To receive a review of Council's Working Groups and consider the recommendations therein.
158/25	<u>Street naming consultation</u> To NOTE receipt of street naming consultation SN/2025/0180 and agree a suitable response.
159/25	<u>Clerk's Appraisal 2025</u> Pursuant to SO19(c), to RESOLVE to the Chairman and two other members conducting a review of the performance and annual appraisal of the work of the Clerk. The review and appraisal shall be reported in writing to the next full council meeting.
Item No.	Finance
160/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A. To NOTE the receipt of £59,149.00 on 29th September in respect of the second and final instalment of the precept for financial year 25/26.
161/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
162/25	<u>Purchases approved between meetings</u> To ratify the following purchases approved between meetings in accordance with FR6.9ii: a) The Community Heartbeat Trust 20th April 2023 for £14.40 b) The Community Heartbeat Trust 9th December 2024 Min Ref 181(a)/24 for £93.54
163/25	<u>Finance Report 2nd Quarter</u> To NOTE the Finance Report for the 2nd Quarter 2025/26.
164/25	<u>Bank Reconciliations 2nd Quarter</u> To NOTE the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
Item No.	Planning
165/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/2456/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. REVISED PLANS.
166/25	<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>2025/1306/TPO 101 Berrywood Road Northampton NN5 6UZ</u> There are 3 chestnut trees with TPO overhanging low our drive & garden. I'd like to apply for the council to come &

	cut back the overhanging branches as too high for a lay man to carry out the work. Approval. b) <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). Approval. c) <u>2025/2666/FULL Cedar House West Street Upton Northampton NN5 4DP</u> Existing timber cladding to be removed and replaced with non-combustible fibre cement wall cladding boards. Approval.
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APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Sep 25	Nat West	Interest Received	£TBC
Sep 25	West Northamptonshire Council	Transfer \$106 Funds for Buttercup Meadow sustainable knee rail	£6,080.67
Sep 25	West Northamptonshire Council	Precept - second of two instalments	£59,149.00

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	R&G Grounds	Buttercup Meadow 12/8 Gang, 13/8 Triple 28/8 Verge trim	£453.60
BACS	West Northamptonshire Council	Install two new litter bins and empty Aug-25 to Apr-26	£1,321.80
BACS	SLCC	Annual Membership Fee to 31 st August 2026	£300.00
BACS	Parish & Shires Commercial Ltd	Labour & material concrete slab butterflies and bees bench	£1,080.00
BACS	David Ogilvie Engineering	Butterflies and bees bench	£2082.00
BACS	Employee/(s)	September Expenses	£122.43
BACS	Barbara Osborne Business Servs.	Payroll Jul-Sep-25	£90.00
Dr Card	Canva Pro	Annual Subscription to 19 th September 2026	£100.00

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
BACS	The Community Heartbeat Trust	1 qty Rescue Safety Kit - The Elgar Centre	£14.40
BACS	The Community Heartbeat Trust	1 qty main pads – The One Stop (Min Ref 181(a)/24)	£93.54