



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 5 th August 2025		At: St Crispin Community Centre Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Bottwood Councillor Goodley Councillor Ingram Councillor Kinton Councillor Warnes Councillor Watson	Apologies: Councillor Caddy (Vice Chair) Councillor Earle Councillor Haylock	Clerk: Emma Needham Also present: 1 member of the public WNC Ward Councillor Kathryn Shaw
Item No:	MINUTES	
080/25	<u>Public Session</u> A member of the public addressed council regarding the ongoing issue of inconsiderate parking at school drop off and pick up in Berrywood Road and neighbouring residential streets. He updated Council on the following: • TRO 2078 for 20mph speed restriction on Berrywood Road • Stage 2 of residents' complaint against WNC • Groundworks observed at The Duston School Council commented that they were not aware of the reason for groundworks at The Duston School but that if it is maintenance work or permitted development, it would not require planning permission. It was confirmed that the next Stakeholder Meeting will take place at The Duston School on Wednesday 24 th September. The Clerk agreed to ensure that the new WNC Ward Councillors for both Upton and Duston are invited.	
081/25	<u>Apologies for Absence</u> Council received and approved apologies for absence from Councillor Caddy, Councillor Earle and Councillor Haylock.	
082/25	<u>Declarations of Interest</u> Councillor Ingram declared a non-pecuniary interest in Agenda item 091/25 as he is a member of the Wellbeing Walks group. Councillor Watson submitted a written request for dispensation in relation to Agenda Item 088/25, as he is acting chair of Northants Litter Wombles. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no other Dispensations or written requests for dispensation of DPI to consider.	
083/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 1 st July and to the Chairman duly signing them.	
084/25	<u>Update from Police and WNC Ward Councillors</u>	

	WNC Ward Councillor Kathryn Shaw provided an update on the following: • Upton Community/Ward Surgery to be held every last Thursday of the month from 5pm to 7pm at The Elgar Centre • Opportunity for Young People (16-21) to take part in RISE Study in return for vouchers • Upton Ward eligibility for Government & National Lottery Funding – £30k–£100k Grants Councillor Ingram requested some information regarding plans for The Brambles, 1 Willow Close, as construction work is causing congestion on Kent Road due to contractor parking. WNC Ward Councillor Michael Stratton had sent his apologies. There were no representatives from Northamptonshire Police present.
Item No.	Items from Previous Minutes
085/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease</u> Council NOTED that the knee rail at Bowls Club car park has been installed. It was NOTED that Council had attended a successful event hosted by the Bowls Club. The Chairman and the Secretary of the Bowls Club resigned at the last committee meeting. The Chairman and the Clerk are seeking to arrange a meeting with the Cricket Club to progress the lease, but this has been delayed due to holidays. Councillor Ingram requested that a project to refurbish the bandstand be added to the agenda for discussion. Councillor Goodley asked when the new lighting would be operational.
086/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> Council NOTED WNC's formal approval of Council's nomination of both community centres as Assets of Community Value. The Chairman reported that he had attended a meeting with CSN, along with Councillor Bottwood and the Clerk. Both parties agreed: • to promote increased community use of the community centre • to map out potential acceptable scenarios for the ownership/operation model • to reconvene on 9th September to review what might be possible. It was agreed that Councillor Bottwood and Councillor Holt will present UPC's potential acceptable scenarios to full council for comment prior to meeting with CSN.
087/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> Council RESOLVED to purchase and install a height restrictor on the south entrance to Old Kent Road, by the Greek Church at a cost of £3,085 excl VAT, funded from CIL reserves. It was agreed that black a suitable colour, given the conservation area context, but that additional reflective strips may be required. The Clerk agreed to engage with WNC and The Greek Church to agree a formal process for access.
088/25	<u>Litter Bin Proposals</u> Council RESOLVED to ratify the cost of £793.34 for the purchase and installation of the two new litter bins on West Street/Upton Lane and Weedon Road/Brunel Drive junctions and £308.16 for the emptying of both bins from August to March 2026.
089/25	<u>Strategic Parish Plan</u> Council received a report from the Working Group.

	Council thanked the group for their work on the draft public participation survey and agreed that the group should proceed with the launch.
090/25	<u>Hidden Graves Project</u> Council received a proposal to install a tap at the Greek Church and RESOLVED to approve a budget spend not exceeding £1,000 to progress the project.
091/25	<u>Wellbeing Bench St Crispin Drive</u> Council received a fully costed proposal to site a bench on St Crispin Drive and RESOLVED to approve a total spend of £2,902 excl VAT for purchase and installation, funded from CIL reserves.
092/25	<u>Parking in Upton on Match Days</u> Council received a report from Councillor Watson. Council approved a joint statement to be issued in conjunction with Northampton Town FC to encourage fans to be considerate when parking and use designated car parks.
093/25	<u>Buttercup Meadow Knee Rail</u> Council RESOLVED to proceed with the option to install a knee rail in recycled plastic at a cost of £6,081 and to make a S106 application to fund the project.
094/25	<u>Other Matters from Previous Meetings</u> Council NOTED 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) (Summer) Events Working Group
Item No.	General Matters
095/25	<u>Climate & Nature Champion</u> Council agreed to appoint Councillor Kinton as Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment. The Clerk agreed to register details before 3 October 2025 as NCALC is hosting an online welcome event for all CAN Champions at 1900 - 2100 on 19 November 2025.
096/25	<u>NCALC 78th Annual Conference</u> Council NOTED that the NCALC Annual Conference will be held on Saturday 4th October, starting at 10:00am and ending at 1:00pm and agreed to book 2 places for the Chairman and the Clerk to attend.
097/25	<u>SLCC Clerk's Annual Membership</u> Council RESOLVED to approve renewal of the Clerk's annual membership of SLCC at a cost of £300 excl VAT.
098/25	<u>Buttercup Meadow Damaged Knee Rail</u> Council RESOLVED to: a) repair three sections of broken knee rail at a cost of £254.85 excl VAT b) repair and reinstate loosened/removed path edging at a cost of £1,276.82 excl VAT

	on the footpath to Buttercup Meadow from Charlock Road.
099/25	<u>VJ Day 80th Anniversary</u> Council NOTED that there will be a wreath laying with members of Duston and District Branch of the RBL at 11:30am at the Wooden Soldier Memorial followed by a two-minute silence at 12 noon on 15th August 2025 to mark VJ Day 80. Councillors and members of the public are welcome to attend.
100/25	<u>WNC Consultation on Draft Statement of Community Involvement</u> Council NOTED WNC have opened a consultation on their Draft Statement of Community Involvement at https://westnorthants.citizenspace.com/place/statement-of-community-involvement/ Council agreed to submit a response noting that paragraph 5.4.30 states that Parish Councils will be sent Decision Notices by email, and questioning whether this practice is to be reinstated, given that it was stopped several years ago. There were no other comments.
Item No.	Finance
101/25	<u>Income</u> Council noted all income received in the month as set out in Appendix A.
102/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
103/25	<u>Purchases approved between meetings</u> Council ratified the purchase of an additional 10GB for the Clerk's mailbox at an annual cost of £28 per annum excl VAT.
104/25	<u>Employment Costs</u> Council NOTED that the national local government employer bodies and the local government unions have agreed the pay award for 2025/26. The award equates to a 3.2% increase on pay scales and is back dated to 1st April 2025. Council RESOLVED to pay the back dated 3.2% increase, which equates to £393.12 Gross Salary plus Employers NI and Pension thereon, in the September payroll.
Item No.	Planning
105/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <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. Council RESOLVED to a no comments response. b) <u>2025/2265/MAF Land to the Northwest and East of Sixfields Stadium Edgar Mobbs Way Northampton</u> Speculative commercial development comprising flexible uses within Use Classes B2 (General Industrial), B8 (Storage and Distribution), E(g)(ii) (Research and Development), and E(g)(iii) (Light Industrial), with ancillary offices (E(g)(i)), together with associated service roads, yard areas, car parking, and landscape planting. Council RESOLVED to comment on the application highlighting the loss of parking spaces and requesting that planning conditions be utilised to ensure mitigation measures are in place to protect Upton from inconsiderate parking. c) <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. Council RESOLVED to a no comments response. <u>2025/2862/COND 1 Willow Close Northampton NN5 4GL Discharge of Condition 6 [CEMP] on Planning Permission 2023/7343/FULL [Extension and alteration of existing building to provide a new office/ staff room with relocation of bin store at 1 Willow Close Northampton NN5 4GL] Council RESOLVED to comment on the problems caused by workers vehicles parking on the verges, footpath and on the bend on the highway in an already over-subscribed location.</u>
106/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> Council NOTED the following decision/(s) received from the Local Planning Authority: a) <u>2025/0738/FULL 62 Kent Road South, Northampton, NN5 4WD</u> Change of use from dwelling [Use Class C3] to Children's Home [Use Class C2. Approved. 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. Approved. c) <u>2025/2332/FULL 20 Brunel Drive Northampton NN5 4AF</u> Single storey extension above the garage. Approved. Council NOTED the following decision is still pending: d) <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
Jul 25	Nat West	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	R&G Grounds	Buttercup Meadow Gang mow 9/6,23/6 Triple mow 9/6,27/6	£787.20
BACS	Narked Ltd	Additional 10gb email storage for clerk	£28.00
BACS	Employee	July Expenses	£61.23
BACS	Employee	July Net Pay	£2,014.14
BACS	LGPS	Employee Pension Scheme July 2025	£702.85
BACS	HMRC	PAYE and NIC July 2025	£671.43

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
DR Card	Pickle & Pie	Sandwich Platters for Bowls Club night	£63.20

In the absence of further business, the meeting was closed at 20:55hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 2nd September 2025