



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 2 nd September 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 Kinton Councillor Warnes	Apologies: Councillor Ingram Councillor Watson	Clerk: Emma Needham Also present: 7 members of the public
Item No:	MINUTES	
107/25	<u>Public Session</u> Members of the public addressed Council on the following matters: Agenda item 117/25 The founder of The Lewis Foundation and two members of Upton Community addressed Council to seek support for their grant application to purchase reusable lighting for a Diwali and Walk of Light Event on Saturday 11th October at The Elgar Centre. They explained that this will be an inclusive, free to attend event. Agenda item 121/25 A member of the public addressed Council, seeking Council's support to take a request for a 20mph zone in Kent Road South to the WNC Highways Speed Limit Review Panel. - A member of the public addressed Council regarding an overhanging tree adjacent to their property. Agenda item 118c/25 A member of the public updated Council stating that residents' complaint against WNC has been referred to the ombudsman and a decision is due by 10th September. There was no further update on TRO 2078 (20mph speed limit on Berrywood Road). Agenda item 114/25 A member of the public stated that they were sorry to see the damage to the Wooden Soldier. Agenda item 112a/25 A member of the public volunteered to litter pick the verge on St Crispin Drive, where the overhanging hedge has been cut back and requested more purple bags from Councillor Watson. The Chairman thanked members of the public for their representations and stated that the matters would receive Council's careful consideration under the appropriate Agenda Items. In respect of the overhanging tree, which was not an agenda item, it was clarified that: - the tree is not on publicly owned land - the tree is within the Conservation Area, so any work carried out to the tree cannot take place without a Planning Application - Permission to do work to a tree in a Conservation Area (TCA) The resident was directed to the guidance she had received in person from Councillor Bottwood and via email from the Clerk, which included links to the relevant information.	

108/25	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Ingram (personal reasons) and Councillor Watson (prior engagement).
109/25	<u>Declarations of Interest</u> Councillor Warnes declared a non-pecuniary interest in Agenda Item 117/25 as his daughter works for The Lewis Foundation. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI to consider.
110/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 5th August and to the Chairman duly signing them.
111/25	<u>Update from Police and WNC Ward Councillors</u> There were no representatives from Police or WNC present.
	<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda items 117/25, 121/25 and 118c/25 in response to interest from members of the public in attendance.</i>
Item No.	Items from Previous Minutes
112/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease</u> a) Council ratified the cutting back of vegetation adjacent to St Crispin Drive at a cost of £50 excl VAT b) Council RESOLVED to approve the removal of graffiti from Bowls Club wall at a cost of £395. c) Council received a written report on boundary matters, as circulated by the Clerk prior to the meeting. The Chairman and Clerk also provided a verbal update from their 1st September meeting with SCHCC which covered the lease, the bandstand, lighting, insurance and S106 funds. A written summary will be circulated to full council soon.
113/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> Council APPROVED operating model/(s) acceptable to Council, as outlined in a report from Councillor Bottwood and Holt, in preparation for meeting with CSN on 9th September.
114/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> Council NOTED that criminal damage to the Wooden Soldier War Memorial has been reported to the police. Council RESOLVED to repair the Wooden Soldier War Memorial at a cost of £430. Council DEFERRED the resolution “to add vegetation clearance, weed suppression and cutting back to general, regular maintenance schedule” until next month, to allow sufficient time to receive cost estimates.
115/25	<u>Strategic Parish Plan</u> Council received an interim report on the Upton Community Survey, which is due to close in two weeks. The Chairman urged all Councillors to forward the link to the survey to at least five people that they know in the community. It was agreed to send the link to Upton Meadows Primary School. Council RESOLVED to purchase a pop-over message for Council’s website for between £50 to £100 as, once installed, the feature can be re-used in future instances.

116/25	<u>Parking in Upton on Match Days</u> There was nothing further to report on football parking. It was NOTED that parking for Park Run had improved significantly thanks to the use of parking marshals.
117/25	<u>Events Working Group</u> Council NOTED a proposal by The Lewis Foundation to host a Diwali and Walk of Light event at The Elgar Centre on Saturday 11th October. Council RESOLVED to approve a grant application for the purchase of reusable lighting (strings of outdoor lighting, LED candles and lanterns) at a total cost of £912.13.
118/25	<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 – there was nothing to report b) Play Equipment for U12s and Older Youth Provision - there was nothing to report c) <u>School parking and Camelot Way Double Yellow Lines</u> The Clerk confirmed that the date for the next Stakeholder meeting is 24th September. Upton and Duston WNC Ward Councillors have been invited. The request to communicate outcomes from the meeting with residents was noted. d) Vehicle Activated Signs - Speed Indicator Devices – there was nothing to report e) <u>Hidden Graves Project</u> Councillor Haylock reported that Friends of St Crispin Cemetery had visited the County Records Office and found two books of burial records for a total of 2,265 burials at St Crispin Hospital cemetery. The group are planning a second visit to discover more information. Councillor Caddy suggested that they check the reproduction rights for the materials found, as they could potentially be shown on a site interpretation board to acknowledge the history of the site.
Item No.	General Matters
119/25	<u>Buttercup Meadow Signage</u> Council received a costed proposal for signage at Buttercup Meadow, as circulated by the Clerk. It was agreed to explore options for a bespoke graphic design, specifically a map with local features, rather than use an “off the shelf” wildlife information board, which may lack relevance.
120/25	<u>Upton Square Noticeboard</u> Council RESOLVED to purchase a new noticeboard at a total cost £1,326.20 excl VAT and delivery for installation on Upton Square, subject to obtaining permission from The Land Trust.
121/25	<u>20mph Mandatory Speed Limit</u> Council NOTED the letter from WNC Assistant Director for Highways and Transport to MP Mike Reader, in response to concerns raised by a member of the public. Council RESOLVED to support a request to the Speed Limit Review Panel for mandatory 20mph speed limits across all roads in Upton parish. POST MEETING NOTE: For clarification, the 20mph zone would not apply to: • A4500 Weedon Road • A5076 Upton Way • Berrywood Road (parish boundary).

122/25	<u>Conclusion of External Audit 2024/25</u> Council NOTED the conclusion of the external audit for year ending 31st March 2025.
123/25	<u>Remembrance 2025 – Tuesday 11th November</u> Council agreed to defer the appointment of a Councillor to plan the event. Council RESOLVED to purchase a poppy wreath at an estimated cost of £24.99 plus delivery.
124/25	<u>Chairman's Allowance 2025</u> The Chairman declared that it was his intention not to take the Chairman's annual allowance of £300.
125/25	<u>Business Cards for Councillors</u> Council RESOLVED to purchase generic Upton Parish Council business cards showing the website address, QR code, clerk's email address and postal address, at a cost not exceeding £300 excl VAT.
126/25	<u>Canva Pro online graphic design creation</u> Council RESOLVED to purchase a subscription to Canva Pro at a cost of £100pa, subject to the Clerk confirming that rights to use canva-designed graphics do not expire if the subscription lapses.
Item No.	Finance
127/25	<u>Income</u> Council NOTED all income received in the month as set out in Appendix A.
128/25	<u>Accounts for Payment</u> Council considered and RESOLVED to all payments being made, as set out in Appendix B.
129/25	<u>Purchases approved between meetings</u> Council ratified the following purchase 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> Council NOTED 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. Council NOTED 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	£57.09

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

In the absence of further business, the meeting was closed at 20:56hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 18th September 2025