



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 2nd December 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	
192/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
193/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
194/25	<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.	
195/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 4 th November and the Chairman duly signing them.	
196/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	Items from Previous Minutes	
197/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To RESOLVE to approve road sweeping at an estimated cost of £320 excl VAT.	
198/25	<u>Strategic Parish Plan</u> To RESOLVE to disband the Strategic Parish Plan Working Group, it having completed its work.	
199/25	<u>Events Working Group</u> To consider whether to disband the Events Working Group and appoint a Councillor responsible for Events Planning, coordinating with the Clerk, Councillors and volunteers as required. To receive feedback on the following events: a) Remembrance Day 11 th November b) Community Planting Day Ashby Wood Drive 30 th November 1:00pm – 3:30pm To receive an update on forthcoming event: c) UMRA Christmas Fayer Thursday 4 th December 3:30pm – 6:00pm	

200/25	<u>Major Housing Developments in Upton</u> To receive a report from Councillor Bottwood. To consider and agree preferred alternative uses for the Upton Park primary school site if it is determined that Education no longer requires the location.
201/25	<u>Hidden Graves Project – St Crispin Cemetery</u> To receive and consider the following proposals from the Friends of St Crispin Cemetery group: a) to install a full-size notice board adjacent to the site giving a brief history and notices to promote Upton Parish Council b) to include the maintenance for this site in Upton Parish Council's landscape contract so it avoids continuing monitoring by council and reflects the community commitment to ensuring it is properly maintained not just on an ad hoc basis. To RESOLVE to purchase 2m x 20m Plant Protection Fleece and Weed Membrane Pegs at a total cost of £26.93 incl VAT and excl delivery.
202/25	<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) St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease b) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre c) Transfer of amenity areas at St Crispin's by Taylor Wimpey d) Play Equipment for U12s and Older Youth Provision e) Vehicle Activated Signs - Speed Indicator Devices f) School parking and Camelot Way g) Parking in Upton on Match Days
Item No.	General Matters
203/25	<u>Parking and Highways Matters</u> To NOTE the following parking and highways matters and propose a suitable course of action: a) Inconsiderate parking on verges of Roundwood Way obstructing access to play area b) Inconsiderate parking at junction of Roundwood Way and Berrywood Drive, opposite St Crispin Crescent, impacting safe pedestrian routes to school c) Inadequate signage at St Luke's Primary to make the school keep clear markings enforceable d) Intensive on-street parking along Kent Road South including on the bend by The Brambles, Willow Close e) the ongoing problem of Weedon Road layby, which has become a public health hazard due to the type and quantity of litter persistently dumped there
204/25	<u>Repair of fingerpost signs</u> To receive an update from Councillor Holt. To RESOLVE to approve a repair cost at a total cost of £TBC.
205/25	<u>Hearing Loop or PA system for St Crispin Community Centre</u> To consider a request to install a hearing loop or similar solution to improve the acoustics at Parish Council meetings.
206/25	<u>Security Fence St Crispin & Harlestone Cricket Club</u> To consider a proposal to install 40m of security fencing at 1.5m high along the western boundary of the cricket ground at a cost of £2,695, funded via a S106 application.

207/25	<u>Tockify Events Calendar</u> To consider a proposal to use online events calendar and scheduling functionality, such as Tockify Modern Attractive Website Calendars on Upton Parish Council website and provide an option for other organisations to add their own events to the calendar.
208/25	<u>Upton Square Fountains</u> To NOTE email correspondence from The Land Trust consulting on preliminary ideas for alternatives to replace the fountains on Upton Square. To review the proposed options and agree a suitable response.
209/25	<u>Defibrillators Annual Support Agreement</u> To RESOLVE to approve a cost of £165 excl VAT for Annual Support agreement (Year 5 of 5).
210/25	<u>WNC Community Resilience Project</u> To NOTE the launch of West Northamptonshire Council's Community Resilience Project 2025+ to prepare communities for emergencies, especially flooding. Participating parish councils will be expected to maintain at least two Flood Wardens and complete a Community Emergency Plan. To consider and agree whether Upton Parish Council should participate.
211/25	<u>New Local Area Partnerships (LAPs)</u> To NOTE invitation from West Northamptonshire Council to LAP Stakeholder Event on Friday 5th December, 9:30am at Guildhall, Northampton and agree who should attend.
Item No.	Finance
212/25	<u>Budget 2026/2027</u> To RESOLVE to approve the budget for expenditure for 2026/27.
213/25	<u>Precept 2026/2027</u> To RESOLVE to approve the precept for 2026/27 and to the Clerk/RFO and the Chairman authorising the PR1 Form for submission to WNC.
214/25	<u>Amounts exceeding previously approved cost</u> To RESOLVE to approve overspend on the following items: a) Remembrance Day Refreshments - Spectrum additional £12 (Min Ref 155/25: £50 approved) b) Buttercup Meadow knee rail - R&G Grounds additional 4m costing £300.28 excl VAT (Min Ref 093/25: £6,080.67 excl VAT approved)
215/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
216/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.

217/25	<u>Purchases approved between meetings</u> To ratify purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.
Item No.	Planning
218/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/4288/FULL 4 High Street Upton Northampton NN5 4EH</u> Change of use from dwelling house (use class C3) to 5 bedroom house of multiple occupation (use class C4) b) <u>2025/4303/FULL Unit 6 Connells Residential 45 Latchet Lane Northampton NN5 4GF</u> Conversion of unit to fast food restaurant (use class E(b)) opening hours 11:00am to 11:00pm including construction of mezzanine floor and extraction canopy to rear. c) <u>2025/4304/ADV Unit 6 Connells Residential 45 Latchet Lane Northampton NN5 4GF</u> 1no. internally illuminated fascia sign and 1no. internally illuminated projected hanging sign d) <u>2025/4904/TCA 1 St Christophers Square Northampton NN5 4HR</u> Works to 1x Goat Willow in a conservation area
219/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> To NOTE the following decisions received from the Local Planning Authority: a) <u>2025/4088/FULL at 27 Latchet Lane Northampton NN5 4GF</u> Change of use from dwellinghouse (Use Class C3) to House in Multiple Occupation for 7 occupants (Sui generis). Approval.
220/25	<u>West Northamptonshire Infrastructure and Developer Contributions Supplementary Planning Document (SPD)</u> To agree a suitable response to WNC's public consultation on proposed changes affecting developer contributions (Section 106 and CIL) and infrastructure provision in our area Have your say on delivering infrastructure and services to help mitigate development - West Northamptonshire Council - Citizen Space The consultation closes on 21st December.

APPENDIX A - INCOME TABLE

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

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	WNC	Election Costs	£ 4,440.67
BACS	DAB Graphics	50% Deposit Invoice Buttercup Meadow Signage	£1,381.32
BACS	Royal British Legion Poppy Appeal Collection	Remembrance Day Wreath	£20.00
BACS	Peter Leadbeater Designs	Repair to Wooden Solider War Memorial	£516.00
BACS	B&D Magazines	Full double page – 3 issues	£460.00

BACS	R&G Grounds	Buttercup Meadow Gang Mow 7/10, 21/10, Triple Mow 13/10, 27/10, Spinney Maintenance 28/10 Car Park 27/10	£1,823.52
BACS	R&G Grounds	Buttercup Meadow recycled plastic knee fail fence	£7,296.80
BACS	R&G Grounds	Buttercup Meadow additional 4m recycled plastic knee rail	£360.34
BACS	The Community Heartbeat Trust	Annual Support C2 Year 5 - 01/11/25 to 01/11/26	£198.00
BACS	Employee/(s)	November Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme November 2025	£727.50
BACS	HMRC	PAYE and NIC November 2025	£707.51
BACS	Employee/(s)	November Expenses	£117.03

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
Dr Card	Amazon	6 pack self-adhesive reflector strips for height barrier	£6.59
Dr Card	Amazon	2 x Nitromors Anti-Rust smooth finish black spray paint	£19.74