



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING		At: St Crispin Community Centre
On: Tuesday 4 th November 2025		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	
167/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
168/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
169/25	<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.	
170/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 7 th October and the Chairman duly signing them.	
171/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	Items from Previous Minutes	
172/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To RESOLVE to approve planning and design fees for the reconfiguration of the car park as follows: a) Pre-construction review and feasibility, concept options and development of preferred option to full design stage in preparation for planning £1,250 b) Preparation and submission of Planning application £750 c) Topographical survey of the site £575 d) Ecology report £TBC	
173/25	<u>Strategic Parish Plan</u> To RESOLVE to approve the Strategic Parish Plan.	
174/25	<u>Events Working Group</u> To receive a report from the clerk.	

	To RESOLVE to approve: a) the hire of a pianist to perform Christmas songs at a cost of £200 b) an allocation from the events budget to contribute to Christmas events at St Luke's Primary School at a cost £TBC To agree to appoint Councillor Hull as a member of the Events Working Group.
175/25	<u>Remembrance 2025 – Tuesday 11th November</u> To receive a report from Councillor Hull.
176/25	<u>Major Housing Developments in Upton</u> To receive a report from Councillor Bottwood.
177/25	<u>B&D Magazines</u> To consider whether to continue with the two-page article in "In and Around St Crispin's, Upton and West Hunsbury" magazine for a further 6 months, starting with the Dec/Jan issue. To RESOLVE to commit to the next 6 months at a total cost of £460.
178/25	<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) Hidden Graves Project g) School parking and Camelot Way h) Parking in Upton on Match Days
Item No.	General Matters
179/25	<u>Buttercup Meadow reinstate timber post and rail fence</u> To RESOLVE to: a) install 3 sections of post and rail fence to reinstate fence adjacent to pumping station b) fill depressions around 4 manholes including concrete benching around one at a total cost of £991.10 excl VAT.
180/25	<u>Proposal for new Pedestrian Crossing Berrywood Road / Berrywood Drive</u> To RESOLVE to support a proposal from a member of the public for a pedestrian crossing on Berrywood Road, in the vicinity of Berrywood Drive and Weggs Farm Road, so that it can be taken forward for assessment by WNC Highways and submitted as a bid for Highway Improvement funding.
181/25	<u>Repair of fingerpost signs</u> To receive a report from Councillor Holt. To RESOLVE to approve the repair proposal from Signs Express at a total cost of £TBC.
182/25	<u>Budget 26/27</u> To discuss and agree items for the draft budget 26/27. To NOTE the review of the draft budget on Tuesday 25th November at 7pm.

183/25	<u>Standing Order 19 - Handling Staff Matters</u> To RESOLVE to amend Standing Order 19(c) from: “the Chairman [...] and two other members” to: “the Chairman [...] and one other member” conducting a review of the performance and annual appraisal of the work of the Clerk.
Item No.	Finance
184/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
185/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
186/25	<u>Purchases approved between meetings</u> To ratify the following purchases approved between meetings in accordance with FR6.9i: a) Amazon 5 x 750mm traffic cones, fencing pins and barrier tape £69.73 b) Amazon refund 5 x 750mm traffic cones -£44.99 c) Screwfix 5 x 750mm traffic cones £79.45
Item No.	Planning
187/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/4088/FULL</u> at 27 Latchet Lane Northampton NN5 4GF Change of use from dwellinghouse (Use Class C3) to House in Multiple Occupation for 7 occupants (Sui generis) b) <u>2025/4092/FULL</u> 11 St Lukes Close Northampton NN5 6GH Erection of rear dormer loft conversion with new Velux style roof lights to front and windows to the rear of the property. c) <u>2025/4173/FULL</u> 19 Ashby Wood Drive Northampton NN5 4DQ Balcony over existing parking space.
188/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> To NOTE that no decision/(s) were received from the Local Planning Authority.
189/25	<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.
Item No.	Confidential Item
190/25	<u>Exclusion of Press and Public</u> To RESOLVE that members of the press and public be excluded from the following item under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.
191/25	<u>Clerk’s Appraisal</u>

	To NOTE that the Clerk's Appraisal was carried out on 24 th October 2025 by the Chairman and the Councillor Bottwood. To receive a report from the Chairman.
--	--

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Oct 25	Nat West	Interest Received	£53.98
Oct 25	Unity Trust Bank	Complaint Compensation	£270.00

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	One50	Removal of graffiti Bowls Club wall	£474.00
BACS	R&G Grounds	Buttercup Meadow Gang Mow 9/9, 23/9, Triple Mow 17/9, 29/9, Hedge trim 4/9	£1,858.80
BACS	R&G Grounds	Buttercup Meadow repair knee fail fence	£305.82
BACS	R&G Grounds	Buttercup Meadow repair footpath edging	£1,532.18
BACS	Employee/(s)	October Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme October 2025	£727.50
BACS	HMRC	PAYE and NIC October 2025	£707.51
BACS	Employee/(s)	October Expenses	£143.58

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
Dr Card	Amazon	10 pack non-galvanised temporary fencing pin	£17.75
Dr Card	Amazon	Signal non-adhesive barrier tape for marking off hazards	£6.99
Dr Card	Amazon	5 x 750mm traffic cones in orange	£44.99
Dr Card	Amazon	REFUND 5 x 750mm traffic cones in orange	-£44.99
Dr Card	Screwfix	5 qty Melba Swintex 75cm MPL cones	£79.45