



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 7 th October 2025		At: St Crispin Community Centre Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Goodley Councillor Haylock Councillor Kinton Councillor Watson	Apologies: Councillor Earle Councillor Ingram Councillor Warnes	Clerk: Emma Needham Also present: WNC Ward Councillor Kathryn Shaw 3 members of the public
Item No:	MINUTES	
139/25	<u>Public Session</u> Members of the public addressed Council on the following matter: 1. A member of the public explained that she had done another litter pick in the St Crispin area. She asked what she should do with discarded gas canister and also whether there were any other specific areas council would like her to focus on. Councillor Watson responded to advise her to use the WNC App West Northants app West Northamptonshire Council to report the canisters as fly tipping. They cannot be taken to household waste recycling centres and should not be put in public litter bins. Councillor Holt asked if she could focus on the pathways and shrubbery leading to Buttercup Meadow for her next litter pick. Council thanked her for volunteering her time in helping to keep St Crispin litter free.	
140/25	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Earle (personal reasons), Councillor Ingram (prior engagement), Councillor Warnes (personal reasons).	
141/25	<u>Declarations of Interest</u> Councillor Holt declared a non-pecuniary interest in Agenda Item 149/25, as he is school governor at St Luke's Primary School. 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.	
142/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Extraordinary Parish Council Meeting on 18 th September 2025 and to the Chairman duly signing them.	
143/25	<u>Update from Police and WNC Ward Councillors</u> Councillor Kathryn Shaw gave an update on her work as Cabinet Member for Children's Services. The family hub is due to open in Upton in the second week of November.	

	There was no representative from the police in attendance. Police Liaison Representative Councillor Bill Haylock reported that he is meeting with PC Tom Cardell to discuss issues including dangerous driving by off-road motorcycles in residential and recreation areas.
144/25	<u>Co-option to fill a casual vacancy</u> Council considered one application for co-option and invited the candidate to give a short statement on their suitability and motivations for applying. It was RESOLVED that Mr Colin Hull be co-opted on to the Council.
Item No.	Items from Previous Minutes
145/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease</u> Council RESOLVED to approve the preparation of separate lease plan drawings for the cricket club and the bowls club at a cost of £147 excl VAT.
146/25	<u>Community Asset Transfers of St Crispin Community Centre and The Elgar Centre</u> The Chairman updated council. The meeting with CSN on 9th September agreed that CSN continue their discussions with WNC regarding a lease for the St Crispin Community Centre. They will inform WNC that Upton Parish Council is interested in taking on the freehold with the proviso that S106 funds for future maintenance of the centre accompany the transfer.
147/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> Council RESOLVED to give the clerk delegated authority not exceeding £1,000 in aggregate, to 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> Council received a report on the results from Upton Community Survey. It was agreed that the Working Group should meet via Teams on 14th October to incorporate feedback from survey and proposals for action plans into the Strategic Parish Plan.
149/25	<u>Events Working Group</u> Council NOTED Diwali and Walk of Light Event on Saturday 11th October at The Elgar Centre. Council discussed proposal for a Christmas event in collaboration with The Land Trust. Council RESOLVED to DEFER the following item until the next meeting: "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> The Chairman provided a brief update from the 2nd October Stakeholder meeting with The Duston School. Minutes from the meeting will be issued in due course.
151/25	<u>Parking in Upton on Match Days</u> Council received a report on football stadium signage from Councillor Holt and agree to submit to West Northamptonshire Council for their consideration, copy for Northampton Town FC and Northampton Saints RFC, for information.
152/25	<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) Vehicle Activated Signs - Speed Indicator Devices d) Hidden Graves Project
Item No.	General Matters
153/25	<u>Buttercup Meadow Signage</u> Council RESOLVED 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> Council RESOLVED 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> Council noted that Colin Hull had volunteered to plan the event. Council RESOLVED to arrange light refreshments after the event at an estimated cost of £50.
156/25	<u>Major Housing Developments in Upton</u> Council received a report from Councillor Bottwood.
157/25	<u>Review of Working Groups</u> Council received a review of Council's Working Groups. It was agreed to: a) disband the Old Kent Road and UPC Car Park Working Group and continue its work as part of the mainstream activities of the Council b) continue the Play Equipment for U12s and Older Youth Provision Working Group c) continue the Events Working Group d) continue the Strategic Parish Plan Working Group until it has completed its work e) update council's website to show members and Terms of Reference for all remaining Working Groups.
158/25	<u>Street naming consultation</u> Council received street naming consultation SN/2025/0180 and agreed to respond with the suggestion of "Silver Cross Way", in recognition of Anglo-Saxon artefacts found when excavating the area.
159/25	<u>Clerk's Appraisal 2025</u> Pursuant to SO19(c), Council RESOLVED to the Chairman, Councillor Caddy and Councillor Bottwood conducting a review of the performance and annual appraisal of the work of the Clerk on 24th October 2025. The review and appraisal will be reported in writing to the next full council meeting.

Item No.	Finance
160/25	<u>Income</u> Council noted all income received in the month as set out in Appendix A. Council NOTED 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> Council RESOLVED to all payments being made, as set out in Appendix B.
162/25	<u>Purchases approved between meetings</u> Council ratified 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> Council NOTED the Finance Report for the 2nd Quarter 2025/26.
164/25	<u>Bank Reconciliations 2nd Quarter</u> Council NOTED the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
Item No.	Planning
165/25	<u>Notification of Planning Applications received for comment.</u> Council considered 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. Council agreed to support with same comments as in previous application regarding construction traffic management plan.
166/25	<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>2025/1306/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.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Sep 25	Nat West	Interest Received	£57.61
Sep 25	West Northamptonshire Council	Transfer S106 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	£2,082.00
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

In the absence of further business, the meeting was closed at 20:40hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 7th October 2025