



# UPTON

## PARISH COUNCIL

| NOTICE OF ORDINARY PARISH COUNCIL MEETING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                | At: St Crispin Community Centre                                                                        |
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| On: Tuesday 6 <sup>th</sup> January 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                | Start time: 19:15hrs                                                                                   |
| <b>Council Members</b> are hereby summoned to attend a meeting of Upton Parish Council.<br>Please inform the Clerk of your apologies if you are unable to attend.                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                | <b>Clerk:</b> Emma Needham<br><b>Email:</b> clerk@upton-pc.gov.uk<br><b>Signed:</b> <i>on original</i> |
| <b>Public Participation:</b> 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.<br><br>Members of the public are not permitted to speak after the 15-minute public session but if the chair believes that a unitary ward councillor has information which could be pertinent to an ongoing discussion, the chair can at their discretion allow the ward councillor to speak. |                                                                                                                                                                                                                                                                                |                                                                                                        |
| Item No:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AGENDA                                                                                                                                                                                                                                                                         |                                                                                                        |
| 221/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Public Session</u></b><br><br>Members of the public are invited to address the meeting on agenda items.                                                                                                                                                                  |                                                                                                        |
| 222/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Apologies for Absence</u></b><br><br>To receive and approve apologies for absence                                                                                                                                                                                        |                                                                                                        |
| 223/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Declarations of Interest</u></b><br><br>To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI).<br>To consider any Dispensations or written requests for dispensation of DPI.                                                                    |                                                                                                        |
| 224/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Minutes of the previous meeting</u></b><br><br>To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 2 <sup>nd</sup> December and the Chairman duly signing them.                                                                        |                                                                                                        |
| 225/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Update from Police and WNC Ward Councillors</u></b><br><br>To receive reports from Police and WNC representatives.                                                                                                                                                       |                                                                                                        |
| Item No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | General Matters                                                                                                                                                                                                                                                                |                                                                                                        |
| 226/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Kent Road and Upton Parish Council Memorial Car Park</u></b><br><br>To receive a report on interim remedial works required.<br>To RESOLVE to approve patch repairs to potholes at a cost of £3,185 excl VAT.                                                             |                                                                                                        |
| 227/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Vehicle Activated Speed Indicator Device for High Street</u></b><br><br>To consider installing a custom pole to redeploy the unused COEVAL Vehicle Activated Sign to the lower section of Upton High Street, on the straight stretch from Upton Way to The Elgar Centre. |                                                                                                        |
| 228/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>St Crispin Cemetery – Asset Transfer Proposal</u></b><br><br>To consider submitting a proposal to West Northamptonshire Council requesting the transfer of ownership of St Crispin Cemetery to the Parish Council.                                                       |                                                                                                        |

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| <b>229/25</b> | <p><b><u>Repair of fingerpost signs</u></b></p> <p>To receive a proposal from Councillor Watson for the repair of the rotten fingerpost sign.<br/>To RESOLVE to approve an estimated repair cost of £65.</p>                                                                                                                                                            |
| <b>230/25</b> | <p><b><u>Hearing Loop or PA system for St Crispin Community Centre</u></b></p> <p>To receive an update from Councillor Ingram.</p>                                                                                                                                                                                                                                      |
| <b>231/25</b> | <p><b><u>Defibrillators - Replacement Batteries</u></b></p> <p>To ratify the purchase of 3 x replacement batteries for the defibrillators at a cost of £TBC.</p>                                                                                                                                                                                                        |
| <b>232/25</b> | <p><b><u>Councillor Surgeries</u></b></p> <p>To consider a proposal to:</p> <ul style="list-style-type: none"> <li>a) alternate monthly surgeries between the north and the south of the parish</li> <li>b) hold surgeries with Parish Councillors only at the two locations as the Parish Council is a totally separate entity from West Northants Council.</li> </ul> |
| <b>233/25</b> | <p><b><u>Parish Council Gazebo</u></b></p> <p>To receive a proposal from Councillor Bottwood.<br/>To RESOLVE to approve the purchase of a gazebo for use a Parish Council events, at a total cost of £TBC.</p>                                                                                                                                                          |
| <b>234/25</b> | <p><b><u>Scheme of Delegation</u></b></p> <p>To RESOLVE to approve the draft Scheme of Delegation circulated by the Clerk.</p>                                                                                                                                                                                                                                          |
| <b>235/25</b> | <p><b><u>20mph / Parish Entrance Signage</u></b></p> <p>To receive a proposal from Councillor Holt.</p>                                                                                                                                                                                                                                                                 |
| <b>236/25</b> | <p><b><u>Annual Parish Meeting 2026</u></b></p> <p>To agree a date and a venue for the Annual Parish Meeting 2026.<br/>To consider Tuesday 21<sup>st</sup> April at Foxfields, subject to agreement with the venue.</p>                                                                                                                                                 |
| <b>237/25</b> | <p><b><u>2025 Pension Fund Valuation</u></b></p> <p>To receive the 2025 Pension Fund valuation, including proposed contribution rates for the next three years and to RESOLVE to accept the proposed contribution rates.</p>                                                                                                                                            |
| <b>238/25</b> | <p><b><u>Events Planning 2026</u></b></p> <p>To receive a report from Councillor Hull.</p>                                                                                                                                                                                                                                                                              |
| <b>239/25</b> | <p><b><u>Major Housing Developments in Upton</u></b></p> <p>To receive a report from Councillor Bottwood.</p>                                                                                                                                                                                                                                                           |
| <b>240/25</b> | <p><b><u>Other Matters from Previous Meetings</u></b></p> <p>To NOTE other work-in-progress matters from previous meetings, for which there are no specific matters for discussion this month:</p> <ul style="list-style-type: none"> <li>a) St Crispin and Harlestone Cricket Club (SCHCC) and St Crispin Bowls Club Lease</li> </ul>                                  |

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|                 | b) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre<br>c) Transfer of amenity areas at St Crispin's by Taylor Wimpey<br>d) Play Equipment for U12s and Older Youth Provision<br>e) School parking and Camelot Way<br>f) Parking in Upton on Match Days                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Item No.</b> | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>241/25</b>   | <b><u>Finance Report 3rd Quarter</u></b><br><br>To NOTE the Finance Report for the 3rd Quarter 2025/26.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>242/25</b>   | <b><u>Bank Reconciliations 3rd Quarter</u></b><br><br>To NOTE the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>243/25</b>   | <b><u>Income</u></b><br><br>To consider and note all income received in the month as set out in Appendix A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>244/25</b>   | <b><u>Accounts for Payment</u></b><br><br>To consider and RESOLVE to all payments being made, as set out in Appendix B.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>245/25</b>   | <b><u>Purchases approved between meetings</u></b><br><br>To ratify purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Item No.</b> | <b>Planning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>246/25</b>   | <b><u>Notification of Planning Applications received for comment.</u></b><br><br>To consider current planning applications for the Parish: <ul style="list-style-type: none"> <li>a) <u>2025/5198/TCA Scrub Area North Of Cricket Ground St Crispin Drive Northampton (St Crispin Bowls Club car park)</u> T1 &amp; T2 No. Lime (Tags 02784 &amp; 02785); remove basal epicormic growth and crown lift to 2.5m. T3 Beech Hedge; cut back overhanging lateral growth to kerb line, from all car parking spaces within bowling car park.</li> </ul>                                                                                                                                                                                                  |
| <b>247/25</b>   | <b><u>Notification of Planning Application Decisions received from the Planning Authority.</u></b><br><br>To NOTE the following decisions received from the Local Planning Authority: <ul style="list-style-type: none"> <li>a) <u>2025/4173/FULL 19 Ashby Wood Drive Northampton NN5 4DQ</u> Balcony over existing parking space). Approval.</li> <li>b) <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. Approval.</li> </ul> |

## APPENDIX A - INCOME TABLE

| Date   | Account  | Description       | Amount |
|--------|----------|-------------------|--------|
| Dec 25 | Nat West | Interest Received | £TBC   |

## APPENDIX B - PAYMENTS TABLE

| By   | Payee                      | Description                                                                                | Amount    |
|------|----------------------------|--------------------------------------------------------------------------------------------|-----------|
| BACS | Narked Design              | Parish web hosting, unlimited email accounts, support and training package utpon-pc.gov.uk | £225.00   |
| BACS | R&G Grounds                | Spinney maintenance and overhanging growth North Meadow View 154/25                        | £1,009.92 |
| BACS | R&G Grounds                | Fencing and soiling works Buttercup Meadow179/25                                           | £1,189.21 |
| BACS | R&G Grounds                | Buttercup Meadow Triple Mow 7/11, Shrub beds 7/11 247/24                                   | £1,213.20 |
| BACS | R&G Grounds                | Memorial Car park Triple Mow 7/11, Weed control 7/11 137/25                                | £104.40   |
| BACS | Spectrum Northants Limited | Refreshments following Remembrance Service 145/25 and 214a/25                              | £62.00    |
| BACS | Greenbarnes Ltd            | AF30MC/D6A4 Contemporary Aluminium Noticeboard                                             | £1,653.64 |
| BACS | BOBS                       | Oct – Dec 2025 payroll and re-enrol Pension Regulator                                      | £115.00   |
| BACS | Squirrel Plant Hire        | Roadsweeper hire on 11/12                                                                  | £374.40   |
| BACS | Employee/(s)               | December Net Pay                                                                           | £2,074.41 |
| BACS | LGPS                       | Employee Pension Scheme December 2025                                                      | £727.50   |
| BACS | HMRC                       | PAYE and NIC December 2025                                                                 | £707.51   |
| BACS | Employee/(s)               | December Expenses                                                                          | £117.03   |

## APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

| By      | Payee            | Description                                                 | Amount |
|---------|------------------|-------------------------------------------------------------|--------|
| Dr Card | UK Safety Store  | 2 x No Pedestrian Access 1 x Caution Car Park Slippery sign | £83.88 |
| Dr Card | HM Land Registry | Title Deeds check for parcel of land by Bowls Club car park | £7.00  |