



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 4 th November 2025		At: St Crispin Community Centre Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Goodley Councillor Earle Councillor Haylock Councillor Hull Councillor Ingram Councillor Kinton Councillor Warnes	Apologies: Councillor Watson	Clerk: Emma Needham Also present: 1 member of the public
Item No:	AGENDA	
167/25	<u>Public Session</u> Members of the public addressed Council on the following matters: 1. Overflowing dog waste bin on St Crispin Drive, by footpath through woods 2. Fly tipping of mattress 3. Agreement from management company to contribute to tree surgery costs 4. Information from a resident regarding double charging issue by management company Council responded as follows: 1. The overflowing bin has been reported to Homes England 2. The fly tipping has been reported to WNC 3. Councillor Bottwood was pleased to have assisted and glad that the matter is resolved 4. The Clerk will investigate the possibility of drafting a public information notice to display on the website to alert residents to the possibility of double charging and explain how to check if they are affected.	
168/25	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Watson (prior engagement).	
169/25	<u>Declarations of Interest</u> Councillor Ingram declared a non-pecuniary interest in Agenda Item 172/25, as he is a member of St Crispin Social Club. 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.	
170/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 7 th October and to the Chairman duly signing them.	
171/25	<u>Update from Police and WNC Ward Councillors</u> WNC Ward Councillors Michael Stratton and Kathryn Shaw sent their apologies.	

	WNC Ward Councillor Kathryn Shaw sent a verbal update, explaining that she has scheduled a meeting with the head of The Duston School to address parking congestion and other issues. There was no representative from the police in attendance. Police Liaison Representative Councillor Bill Haylock gave a verbal summary of his report.
Item No.	Items from Previous Minutes
172/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> Council RESOLVED to approve some elements of the 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 - Approved b) Preparation and submission of Planning application £750 - Deferred c) Topographical survey of the site £575 – Approved only if necessary to complete (a) d) Ecology report £TBC - Deferred
173/25	<u>Strategic Parish Plan</u> Council received a suggestion that pages 1-7 of the draft were removed, to avoid a long preamble. Council RESOLVED to approve the Strategic Parish Plan, on the basis that it would commence from page 8 of the draft.
174/25	<u>Events Working Group</u> The Clerk gave an update on plans to collaborate with UMRA, The Land Trust and Upton Meadows Primary School on the UMRA Christmas Fayre. The event will take place on Upton Square on Thursday 4th December, 3:30pm to 6:00pm. It was agreed that Council should be well-represented at the event. Council RESOLVED to approve: a) the hire of a pianist to perform Christmas songs at a cost of £200 Council was unable to approve the following, as no suitable proposal had been put forward: b) an allocation from the events budget to contribute to Christmas events at St Luke's Primary School at a cost £TBC Council agreed to appoint Councillor Hull as a member of the Events Working Group.
175/25	<u>Remembrance 2025 – Tuesday 11th November</u> Councillor Hull reported that a short Service of Remembrance will take place on Tuesday 11th November at 10:50am at The Wooden Soldier Memorial. He outlined the arrangements and specifically noted that the car park will be closed for parking from the evening of Monday 10th November, with event parking available for blue badge holders only. Councillor Bottwood offered to assume responsibility of car park attendant at the event.
176/25	<u>Major Housing Developments in Upton</u> Council received a report from Councillor Bottwood, which was taken as read.
177/25	<u>B&D Magazines</u> Council agree 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 until alternative communication channels are established. Council RESOLVED to commit to the next 6 months at a total cost of £460.

178/25	<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) 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> Council RESOLVED 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> Council considered a request from a member of the public seeking Council's support 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. Council agreed that more information was required. It was agreed that the Clerk should respond to the member of the public as follows: a) offer of a meeting on site to understand the proposed location b) inform of recent decision to reduced speed limit to 20mph on Berrywood Road c) inform of future planning conditions requiring reconfiguration of Berrywood Road/Berrywood Drive junction from mini roundabout to traffic signal.
181/25	<u>Repair of fingerpost signs</u> Councillor Holt reported that a response from the supplier is still awaited. Council agreed to DEFER a resolution to approve the repair proposal from Signs Express at a total cost of £TBC.
182/25	<u>Budget 26/27</u> The Clerk explained that the draft budget would be prepared in the coming weeks and asked Councillors to consider and propose budget items that had not already been captured in the Strategic Parish Plan. Councillor Earle proposed Speed Indicator Devices. Councillor Bottwood proposed a Handyman resource. It was agreed that both of these items were aligned with the Strategic Parish Plan and should be included in the draft budget. Council NOTED the review of the draft budget on Tuesday 25th November at 7pm.
183/25	<u>Standing Order 19 - Handling Staff Matters</u> Council RESOLVED 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> Council noted all income received in the month as set out in Appendix A.
185/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
186/25	<u>Purchases approved between meetings</u> Council ratified 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> Council considered current planning applications for the Parish: 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). Council agreed to OBJECT due to lack of capacity for current parking and unsuitability of development for any further parking provision. b) <u>2025/4092/FULL 11 St Lukes Close Northampton NN5 6GH</u> Erection of rear dormer loft conversion with new Velux style roof lights to front and windows to the rear of the property. Council agreed to a NO COMMENTS response. c) <u>2025/4173/FULL 19 Ashby Wood Drive Northampton NN5 4DQ</u> Balcony over existing parking space. Council agreed to a NO COMMENTS response.
188/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> Council NOTED 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> Council agreed to DEFER consideration of a suitable response to WNC's public consultation on proposed changes affecting developer contributions (Section 106 and CIL) and infrastructure provision in our area, as the launch of the consultation has been postponed.
Item No.	Confidential Item
190/25	<u>Exclusion of Press and Public</u> Council RESOLVED 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> Council NOTED that the Clerk's Appraisal was carried out on 24th October 2025 by the Chairman and the Councillor Bottwood. Council received 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

In the absence of further business, the meeting was closed at 21:07hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 2nd December 2025