



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 3rd February 2026		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. 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	
248/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
249/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
250/25	<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.	
251/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 6 th January and the Chairman duly signing them.	
252/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	General Matters	
253/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To review two design options for the refurbishment of UPC Memorial Car Park and agree next steps.	
254/25	<u>Vehicle Activated Speed Indicator Device for High Street</u> To receive an update and agree to apply to Northamptonshire Safer Roads Alliance for a grant to fund the cost of a new, bespoke pole for the Coeval solar VAS.	
255/25	<u>St Crispin Cemetery – Asset Transfer Proposal</u> To receive a report from the Clerk outlining the pros and cons to consider.	

256/25	<u>Hearing Loop or PA system for St Crispin Community Centre</u> To receive an update from Councillor Ingram.
257/25	<u>Defibrillators - Replacement Batteries</u> To appoint South Northants Community Responders as Guardians of UPC's three defibrillators and to RESOLVE to donate £500 to SNCR in recognition of this service.
258/25	<u>Events Planning 2026</u> To receive a report from Councillor Hull and to RESOLVE to proceed with the 2026 event programme proposal.
259/25	<u>Councillor Surgeries</u> To RESOLVE to discontinue UPC attendance at joint surgeries with WNC Ward Councillors and replace with a presence at specific locations and events throughout the year, as detailed in UPC Events Programme 2026.
260/25	<u>Annual Parish Meeting 2026</u> To RESOLVE to the following costs for hosting the Annual Parish Meeting at The Elgar Centre on Tuesday 21st April 2026, 7pm to 9pm. a) Venue hire £48 excl VAT b) Refreshments at £3.50/head excl VAT and subject to minimum 40 heads
261/25	<u>Play Equipment for U12s and Older Youth Provision</u> To receive a report from the Working Group.
262/25	<u>Transfer of amenity areas at St Crispin's by Taylor Wimpey</u> To receive an update on the following: a) Green on Berrywood Drive/ St Crispin Crescent b) Verge adjacent to north of Bowls Club car park, adjacent to Cricket Ground c) Taylor Wimpey purchase and installation of new dog poo bin near Dent Close. To RESOLVE to approve annual emptying cost of new dog poo bin at a cost of £TBC.
263/25	<u>St Crispin and Harlestone Cricket Club (SCHCC) Lease</u> To receive an update.
264/25	<u>Broken Knee rail on WNC green space by Greek Orthodox Church of St Neophytos</u> To agree to write a formal letter to WNC to request the repair and reinstatement of knee rail fence to protect green space outside Greek Orthodox Church from vehicle incursion.
265/25	<u>Major Housing Developments in Upton</u> To receive a report from Councillor Bottwood.
266/25	<u>Scheme of Delegation</u> To RESOLVE to approve the draft Scheme of Delegation circulated by the Clerk.

267/25	<u>Financial Regulations</u> To RESOLVE to adopt the revised Financial Regulations as circulated by the Clerk.
268/25	<u>Assertion 10</u> To RESOLVE to: a) adopt the IT Policy as circulated by the Clerk b) engage Narked Design to carry out WCAG 2.2 accessibility improvements and adjustments at an estimated cost not exceeding £135 excl VAT.
269/25	<u>Council Phone</u> To RESOLVE to purchase a mobile phone for £479.00 plus £22.00 per month on a 24-month contract.
270/25	<u>Installation of Noticeboard</u> To RESOLVE to approve a cost of £27.72 for the reimbursement of materials to Councillor Watson.
271/25	<u>Training</u> To RESOLVE to book the following training courses: a) 1 x place on NALC Course "Future Leaders: Attracting Young Talent to Parish and Town Councils" at a cost of £35 b) 2 x places on NCALC Course "Responding to Planning Applications" at a cost of £35 excl VAT To ratify booking the following training course: c) 1 x place on NCALC Course "A Clerk & Councillor's Introduction to Artificial Intelligence" at a cost of £46 excl VAT
272/25	<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) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre b) Parking in Upton on Match Days c) 20mph / Parish Entrance Signage
Item No.	Finance
273/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
274/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
Item No.	Planning
275/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2026/0065/S73 Land at Norwood Farm Sandy Lane Harpole Northampton</u> Removal of criterion c (ii) from condition 31 The criterion wording to be deleted states, "(ii) Upton Valley Way / Nectar Way junction as shown on drawing number 32486/1001/005 to

	2024/5662/S73 (Variation of Condition 31 to remove requirements (a) and c (iii) relating to highway improvement works on the M1 Junction 15A/A43/A5123, highway improvement works on Upton Valley Way/Nectar Way junction and highway improvement works to M1 Junction 16 respectively in relation to planning application S/2016/1324/EIA. b) <u>2026/0199/TPO Quinton House School Upton Hall Upton Lane Northampton NN5 4UX</u> G15 Yew/Holly/Laurel - Coppice all laurels. Reduce Yews and Holly closest to buildings. Broadcast arisings within belt of trees. T083/T084/T085/T090 Scots pine - Section fell all trees to ground level T81 Pedunculate Oak - Remove deadwood over 25mm in diameter T88 English Yew - Section fell to ground level. c) <u>2026/0094/FULL 25 Latchet Lane Northampton NN5 4GF</u> Change of use of single dwelling (use class C3) to house of multiple occupation for 7 people (use class Sui Generis). d) <u>2026/0248/FPATH Upton Park Development Upton Valley Way North Northampton NN5 4HE</u> Diversion of PRoW LB5 (part) in association with Outline application N/2011/0997 for the erection of 860 dwellings and 3 commercial units (Use Classes A1 (shop) and A3 (restaurant/cafe)) along with garages, roads, sewers, landscaping and ancillary works.
276/25	<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>2025/4288/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). Refusal. b) <u>2025/5198/TCA Scrub Area North Of Cricket Ground St Crispin Drive Northampton (St Crispin Bowls Club car park)</u> T1 & T2 No. Lime (Tags 02784 & 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. Council agreed to a no comments response. No Objections.
Item No.	Correspondence Received
277/25	To NOTE the following correspondence received: a) Resident regarding double charging by private Management Company in Upton b) The Lewis Foundation regarding disconnect in arrangements for sports field hire c) Resident regarding fly-tipping and public urination in layby on Upton Valley North

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Jan 26	Nat West	Interest Received	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	Landmark Surveys & Developments Ltd	Topographical survey of UPC Memorial Car Park	£690.00
BACS	South Northants Community Responders	3 x Mindray C2 batteries	£705.00
BACS	South Northants Community Responders	Donation for being Guardian of 3 UPC defibrillators	£500.00
BACS	Viking	2500 A4 Printer paper, HP 924 cartridges	£102.39
BACS	Raybell	Tarmac repairs to access road UPC Memorial car park	£3,822.00
BACS	The Lewis Foundation	APM refreshment catering 40 heads 21/04/2026	£168.00
BACS	Mark Watson	Reimburse expenses for fingerpost sign repair	£51.67
BACS	Mark Watson	Reimburse expenses for noticeboard installation	£27.72
BACS	Employee/(s)	January Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme January 2026	£727.50
BACS	HMRC	PAYE and NIC January 2026	£707.51
BACS	Employee/(s)	January Expenses	£130.98

