



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 2 nd December 2025		At: St Crispin Community Centre Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Bottwood Councillor Earle Councillor Goodley Councillor Haylock Councillor Hull Councillor Ingram Councillor Kinton Councillor Warnes Councillor Watson	Apologies: Councillor Caddy (Vice Chair)	Clerk: Emma Needham Also present: 5 members of the public WNC Ward Councillor Michael Stratton
Item No:	MINUTES	
192/25	<u>Public Session</u> Members of the public addressed Council on the following matters: 1. To provide an update on ongoing parking issues outside The Duston School. 2. To seek advice from the Parish Council on how to solve inconsiderate parking on Roundwood Way causing obstruction and damaging verges. 3. To report the concerning regularity of thefts at The One Stop shop on Kent Road. Council responded as follows: 1. WNC Ward Councillor Kathryn Shaw is aware of the issues and had met with the Principal of The Duston School to explore solutions to the parking problems. 2. Council will consider this matter at Agenda item 203a/25. 3. Police Liaison Representative Councillor Haylock stressed the importance of reporting all incidents to the police. This is vital to help build intelligence and allocate resources.	
193/25	<u>Apologies for Absence</u> Apologies were received and approved from Councillor Caddy (prior engagement).	
194/25	<u>Declarations of Interest</u> Councillor Holt declared a non-pecuniary interest in Agenda Item 203c/25 as he is Chair of the Board of Governors at St Luke's Primary School. Councillor Watson declared a non-pecuniary interest in Agenda Item 203e/25 and had sent a written request for dispensation, as he is Chair of Northants Litter Wombles. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no other Dispensations or written requests for dispensation of DPI to consider.	
195/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 4 th November and to the Chairman duly signing them.	
196/25	<u>Update from Police and WNC Ward Councillors</u>	

	WNC Ward Councillor Kathryn Shaw sent her apologies. WNC Ward Councillor Michael Stratton was in attendance and gave an update as follows: • The launch of the booking system for the Household Waste Recycling Centres had been well received and had led to a reduction in congestion. • An ice rink is to be installed on Market Square, Northampton over the Christmas period. • A meeting has been scheduled with WNC and their contractor idVerde to discuss overgrown vegetation, neglected verges and obstructed streetlights in Upton. Councillor Watson has been invited to attend on behalf of the Parish Council. There was no representative from the police in attendance.
	<i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda items 203/25 in response to interest from members of the public in attendance.</i>
Item No.	Items from Previous Minutes
197/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> Council RESOLVED to approve road sweeping at an estimated cost of £320 excl VAT.
198/25	<u>Strategic Parish Plan</u> Council RESOLVED to disband the Strategic Parish Plan Working Group, it having completed its work.
199/25	<u>Events Working Group</u> Council agreed to disband the Events Working Group and appoint Councillor Hull as Councillor responsible for Events Planning, coordinating with the Clerk, Councillors and volunteers as required. Council noted feedback via email on the following events: a) Remembrance Day 11th November b) Community Planting Day Ashby Wood Drive 30th November 1:00pm – 3:30pm Council noted forthcoming event: c) UMRA Christmas Fayre Thursday 4th December 3:30pm – 6:00pm
200/25	<u>Major Housing Developments in Upton</u> Council received a report from Councillor Bottwood which was taken as read. Council agreed that, should the Upton Park primary school site be deemed surplus to educational requirements, its preferred alternative uses would be as a medical centre and a community centre.
201/25	<u>Hidden Graves Project – St Crispin Cemetery</u> Council considered two proposals from the Friends of St Crispin Cemetery group and agreed the following: a) to seek quotes for a full-size notice board displaying a brief history of the cemetery site with an adjacent space for notices to promote Upton Parish Council. A costed proposal will be brought to the next meeting for approval. b) to contact WNC to request that the parish take on the maintenance of the cemetery site and recharge the cost back to WNC. Council RESOLVED to purchase 2m x 20m Plant Protection Fleece and Weed Membrane Pegs at a total cost of £26.93 incl VAT and excl delivery.

202/25	<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) School parking and Camelot Way g) Parking in Upton on Match Days
Item No.	General Matters
203/25	<u>Parking and Highways Matters</u> Council NOTED the following parking and highways matters and proposed the following course of action: a) To write to WNC Highways to request the installation of knee rail fencing to prevent inconsiderate parking on the verges of Roundwood Way. b) To apply to WNC Highways for a TRO for double yellow lines at junction of Roundwood Way and Berrywood Drive, to improve safety for pedestrians crossing from St Crispin Crescent, as this is an important pedestrian route to school. c) To apply to WNC Highways for a TRO to add "no stopping at any time" signage outside St Luke's Primary School, so that the yellow zig zag markings can be enforced by WNC Enforcement team. d) To apply to WNC Highways for a TRO to add double yellow lines on Kent Road South by The Brambles, Willow Close, to prevent dangerous, intensive on-street parking on the bend. To write to the NHS Transport Manager to draw their attention to the parking problems in this location. e) To write to WNC to request the blocking up and permanent closure of the Badger's End layby on Weedon Road A4500, which has become a public health hazard due to the type and quantity of litter persistently dumped there. The letter should request an estimated timeframe for the closure to be implemented.
204/25	<u>Repair of fingerpost signs</u> Councillor Holt reported that further to a site meeting to assess the damaged fingerposts, the supplier's response had been disappointing. Council agreed to consider a repair proposal from Councillor Watson at the next meeting.
205/25	<u>Hearing Loop or PA system for St Crispin Community Centre</u> Council considered a request to install a hearing loop, PA system or similar solution to improve the acoustics at Parish Council meetings. It was agreed that the Clerk work with Councillor Ingram and Councillor Bottwood to assess potential solutions and bring a costed proposal to the next meeting.
206/25	<u>Security Fence St Crispin & Harlestone Cricket Club</u> Council agreed to make a S106 application to install 40m of security fencing at 1.5m high along the western boundary of the cricket ground at a cost of £2,695.
207/25	<u>Tockify Events Calendar</u> Council considered a proposal to use an online events calendar and scheduling functionality, such as Tockify Modern Attractive Website Calendars on Upton Parish Council website and provide an option for other organisations to add their own events to the calendar.

	It was agreed that this should be considered as part of Council's Communications Strategy and should be aligned with the use of social media to promote events in Upton.
208/25	<u>Upton Square Fountains</u> Council NOTED email correspondence from The Land Trust consulting on preliminary ideas for alternatives to replace the fountains on Upton Square. Council agreed that the proposed alternatives were inadequate substitutes for the fountains and urged The Land Trust to obtain realistic quotations to enable the provision of the public amenity, including fountains, as originally specified and previously enjoyed by residents. However, it was acknowledged that once a fair and viable proposal is available, The Land Trust should conduct a public consultation with residents if there is to be a cost impact on them.
209/25	<u>Defibrillators Annual Support Agreement</u> Council RESOLVED to approve a cost of £165 excl VAT for Annual Support agreement (Year 5 of 5).
210/25	<u>WNC Community Resilience Project</u> Council NOTED the launch of West Northamptonshire Council's Community Resilience Project 2025+ to prepare communities for emergencies, especially flooding. Participating parish councils will be expected to maintain at least two Flood Wardens and complete a Community Emergency Plan. Council agreed to correspond with WNC Councillor Pinder Chauhan, Chair of the WNC Floods Committee, to formally request that she act in the best interests of Upton. Additionally, Council agreed to contact the Community Resilience Project 2025+ team to communicate its concerns regarding the project's level of commitment from volunteers and to seek further clarification on the resources required for participation.
211/25	<u>New Local Area Partnerships (LAPs)</u> Council NOTED the invitation from West Northamptonshire Council to LAP Stakeholder Event on Friday 5th December, 9:30am at Guildhall, Northampton. It was agreed that Councillor Hull should attend, subject to more places being allocated, as the booking system had indicated that the event is at full capacity.
Item No.	Finance
212/25	<u>Budget 2026/2027</u> Council RESOLVED to approve the budget for expenditure of £189,504 for 2026/27.
213/25	<u>Precept 2026/2027</u> Council RESOLVED to approve a precept of £126,583 for 2026/27 and to the Clerk/RFO and the Chairman authorising the PR1 Form for submission to WNC.
214/25	<u>Amounts exceeding previously approved cost</u> Council RESOLVED to approve overspend on the following items: a) Remembrance Day Refreshments - Spectrum additional £12 (Min Ref 155/25: £50 approved) b) Buttercup Meadow knee rail - R&G Grounds additional 4m costing £300.28 excl VAT (Min Ref 093/25: £6,080.67 excl VAT approved)

215/25	<u>Income</u> Council NOTED all income received in the month as set out in Appendix A.
216/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
217/25	<u>Purchases approved between meetings</u> Council ratified purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.
Item No.	Planning
218/25	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish: 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). Council agreed to a “no comments” response. b) <u>2025/4303/FULL Unit 6 Connells Residential 45 Latchet Lane Northampton NN5 4GF</u> Conversion of unit to fast food restaurant (use class E(b)) opening hours 11:00am to 11:00pm including construction of mezzanine floor and extraction canopy to rear. Council agreed to OBJECT to this application for reasons of unacceptable harm to residential amenity. c) <u>2025/4304/ADV Unit 6 Connells Residential 45 Latchet Lane Northampton NN5 4GF</u> 1no. internally illuminated fascia sign and 1no. internally illuminated projected hanging sign. Council agreed to OBJECT to this application for reasons of unacceptable harm to residential amenity. d) <u>2025/4904/TCA 1 St Christophers Square Northampton NN5 4HR</u> Works to 1x Goat Willow in a conservation area. Council agreed to a “no comments” response.
219/25	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> Council NOTED the following decisions received from the Local Planning Authority: 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). Approval.
220/25	<u>West Northamptonshire Infrastructure and Developer Contributions Supplementary Planning Document (SPD)</u> Council agreed that individual Councillors should submit responses to WNC’s public consultation on proposed changes affecting developer contributions (Section 106 and CIL) and infrastructure provision, as this would increase the number of responses and therefore carry more weight. The consultation can be found at: Have your say on delivering infrastructure and services to help mitigate development - West Northamptonshire Council - Citizen Space The consultation closes on 21st December.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Nov 25	Nat West	Interest Received	£45.69
Nov 25	Hinkley & Rugby Building Society	Interest Received	£400.23
Nove 25	Rollasons Solicitors	Reimbursement	£454.10

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	WNC	Election Costs	£ 4,440.67
BACS	DAB Graphics	50% Deposit Invoice Buttercup Meadow Signage	£1,381.32
BACS	Royal British Legion Poppy Appeal Collection	Remembrance Day Wreath	£20.00
BACS	Peter Leadbeater Designs	Repair to Wooden Solider War Memorial	£516.00
BACS	B&D Magazines	Full double page – 3 issues	£460.00
BACS	R&G Grounds	Buttercup Meadow Gang Mow 7/10, 21/10, Triple Mow 13/10, 27/10, Spinney Maintenance 28/10 Car Park 27/10	£1,823.52
BACS	R&G Grounds	Buttercup Meadow recycled plastic knee fail fence	£7,296.80
BACS	R&G Grounds	Buttercup Meadow additional 4m recycled plastic knee rail	£360.34
BACS	The Community Heartbeat Trust	Annual Support C2 Year 5 - 01/11/25 to 01/11/26	£198.00
BACS	Employee/(s)	November Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme November 2025	£727.50
BACS	HMRC	PAYE and NIC November 2025	£707.51
BACS	Employee/(s)	November Expenses	£117.03

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
Dr Card	Amazon	6 pack self-adhesive reflector strips for height barrier	£6.59
Dr Card	Amazon	2 x Nitromors Anti-Rust smooth finish black spray paint	£19.74

In the absence of further business, the meeting was closed at 21:10hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 6th January 2026