



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 3rd March 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	
278/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
279/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
280/25	<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.	
281/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 3 rd February and the Chairman duly signing them.	
282/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	General Matters	
283/25	<u>Storage Solutions</u> To consider a proposal from Councillor Bottwood to rent storage for Parish items.	
284/25	<u>Berry Wood maintenance</u> To agree write to West Northamptonshire Council to request sight of their tree survey and preventative maintenance strategy for Berry Wood, in the light of high incidence of near misses from fallen trees and lack of attention to maintenance issues such as ivy and dead wooding.	
285/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To agree to set up a meeting with WNC S106 team to ascertain remaining balance in St Crispin S106 agreement.	

286/25	<u>Play Equipment for U12s and Older Youth Provision</u> To receive a proposal from the working group to ask the Clerk to progress the trim trail project for St Crispin Park, allowing the working group to focus on the provision of play equipment as a second phase.
287/25	<u>Hearing Loop or PA system for St Crispin Community Centre</u> To receive an update from Councillor Ingram. To RESOLVE to: - Instruct the Clerk to seek necessary permission from WNC (freeholder) - approve a total cost of £TBC - submit a S106 application to fund the project.
288/25	<u>St Crispin and Harlestone Cricket Club (SC&HCC) Lease</u> To receive an update on the lease. To discuss an application by SC&HCC to West Northamptonshire Council for a licence for the supply of alcohol on the premises, which has been lodged without the landlord's consent.
289/25	<u>Upton Valley North Layby</u> To NOTE the information received from Morris Homes confirming WNC Highways ownership of the layby. To agree to write to WNC Highways to request the stopping up of the layby.
290/25	<u>Litter Legends Campaign</u> To receive a proposal from Councillor Watson.
291/25	<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: - Community Asset Transfers of St Crispin Community Centre and The Elgar Centre - Parking in Upton on Match Days 20mph / Parish Entrance Signage - Transfer of amenity areas at St Crispin's by Taylor Wimpey - School parking and Camelot Way Double Yellow Lines - Vehicle Activated Signs - Speed Indicator Devices - Hidden Graves Project
Item No.	Consultation Responses
292/25	<u>Local Plan Consultation</u> To agree a response to WNC consultation on new Local Plan for West Northamptonshire 2043. To agree to make the following Local Green Space nominations: - Buttercup Meadow - Berry Wood - Ashby Woods - St Crispin Cemetery - St Crispin Park - Upton Country Park (may not meet criteria as too large).
293/25	<u>Local Nature Recovery Strategy Consultation</u> To agree a response to WNC consultation on Local Nature Recovery Consultation.

294/25 <i>Previous Min Ref 203e/25</i>	<u>Proposed Prohibition of Motor vehicles P2108 – Badgers End, Upton</u> To NOTE that West Northamptonshire Council is proposing to introduce a prohibition of motor vehicles on Badger's End layby. To agree Council's response to the Public and Statutory consultations, which are running simultaneously, until the deadline of 12 th March.
295/25	<u>Election Costs</u> To agree a response to WNC consultation on methodology for recharging election costs.
Item No.	Policy and procedures
296/25	<u>Review of Effectiveness of Internal Control 2025</u> To RESOLVE to adopt the Statement of Effectiveness of Internal Controls following the Internal Controller's review.
297/25	<u>Code of Conduct</u> To consider a move from the LGA to WNC model Code of Conduct and, if the latter is preferred, to RESOLVE to adopt.
298/25 <i>Previous Min Ref 268/25</i>	<u>Assertion 10 / IT Policy</u> <i>Pursuant to Standing Order 7a, to RESOLVE to reverse resolution 268/25 to allow the above matter to be reconsidered by Council within six months.</i> To RESOLVE to adopt the revised IT Policy as circulated by the Clerk, which provides more appropriate guidelines for a council of Upton's size and makes more reasonable provisions for Bring your own Devices (BYOD) arrangements.
299/25	<u>Review of Council Documents and Policies</u> To NOTE the Annual Review of policies and procedures as circulated by the Clerk. To RESOLVE to adopt the changes to the following policies and documents: a) Data Breach Policy b) Equal Opportunity Policy c) Sickness Absence Policy d) Risk Assessment Register e) Financial Risk Assessment f) Health and Safety Risk Assessment
300/25	<u>Asset Register</u> To RESOLVE to adopt the Asset Register as circulated by the Clerk.
Item No.	Finance
301/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
302/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
303/25	<u>Nat West</u> To RESOLVE to close the Nat West bank accounts and transfer the funds to Council's other bank and building society accounts.

Item No.	Planning
304/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2025/4724/106V Upton Park Development, Upton Valley Way</u> Review of developer contributions contained within s106 legal agreement dated 26 March 2019 (planning ref: N/2011/0997). b) <u>2026/0654/TCA 201 St Crispin Drive</u> 2 x Cherry tree to be removed on customers request for more light and T1 causing significant damage to surrounding footpath and its close proximity to the road.
305/25	<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>2025/4092/FULL 11 St Lukes Close Northampton NN5 6GH</u> Erection of rear dormer loft conversion with new Velux style roof lights to front roof slope. Approval.
306/25	<u>Notification of Planning Applications considered by Planning Committee</u> a) <u>2025/2265/MAF Land to the Northwest and East of Sixfields Stadium Edgar Mobbs Way</u> To NOTE the attendance of Councillor Watson to speak at WNC Strategic Planning Committee on 25th February to present Upton Parish Council's concerns that should the committee be minded to approve this application, planning conditions to mitigate the impact of match day parking on residential streets of Upton should be implemented.

APPENDIX A - INCOME TABLE

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

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
Dr Card	20i	Domain renewal	£30.00
BACS	R&G Grounds	26/01 Memorial Car park shrub beds, weed control	£184.80
DD	Information Commissioner's Office	Data Protection Fee	£47.00
BACS	NCALC	A Clerk & Councillor's introduction to AI	£56.20
BACS	Wellers	Professional Charges – Cricket & Bowls Lease	£1,440.00
BACS	The Lewis Foundation	Oak Room Hire - The Elgar Centre 21/04/2026	£72.00
BACS	Employee/(s)	February Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme February 2026	£727.50
BACS	HMRC	PAYE and NIC February 2026	£707.51
BACS	Employee/(s)	February Expenses	£103.08