



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 6 th January 2026		At: St Crispin Community Centre Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Goodley Councillor Haylock Councillor Hull Councillor Ingram Councillor Kinton Councillor Warnes Councillor Watson	Apologies: None	Clerk: Emma Needham (virtually) Also present: 0 members of the public 4 Officers from Northamptonshire Police
Item No:	MINUTES	
221/25	<u>Public Session</u> The Chairman opened the meeting by recognising the loss of Terry Richards, who sadly passed away in December. Terry regularly attended Upton Parish Council meetings and volunteered for the Friends of St Crispin Cemetery group. Thoughts are with Terry's family at this difficult time. There were no members of the public present.	
222/25	<u>Apologies for Absence</u> There were no apologies for absence.	
223/25	<u>Declarations of Interest</u> There were no Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI to consider.	
224/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 2 nd December and to the Chairman duly signing them.	
225/25	<u>Update from Police and WNC Ward Councillors</u> Four members of the Neighbourhood Policing Team attended the meeting to introduce themselves following a change in personnel. Details of the team covering Upton Parish are available online at: Duston and Sixfields Northampton Suburban Northamptonshire Police Northamptonshire Police The officers outlined the problem of off-road bikes being used on the highway and in pedestrian areas. It was noted that Council has advertised the Police Beat Bus - Upton Parish Council which will be on Upton Square at 3:30pm on Monday 12 th January. Council highlighted the problem of anti-social behaviour by youths accessing bin sheds in the Salcey Court area.	

	There were no WNC representatives present. WNC Ward Councillor Michael Stratton sent his apologies.
Item No.	General Matters
226/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> Council received a report on interim remedial works required. Council RESOLVED to approve patch repairs to potholes at a cost of £3,185 excl VAT.
227/25	<u>Vehicle Activated Speed Indicator Device for High Street</u> Council agreed to investigate 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	<u>St Crispin Cemetery – Asset Transfer Proposal</u> Council considered submitting a proposal to West Northamptonshire Council requesting the transfer of ownership of St Crispin Cemetery to the Parish Council. It was agreed to ask the Clerk to prepare a document detailing the advantages and disadvantages of transferring the asset, to be reviewed at the next meeting.
229/25	<u>Repair of fingerpost signs</u> Council received a proposal from Councillor Watson for the repair of the rotten fingerpost sign. Council RESOLVED to approve an estimated repair cost of £65.
230/25	<u>Hearing Loop or PA system for St Crispin Community Centre</u> Councillor Ingram reported that a presentation from a potential supplier had been postponed until Thursday 8th January. He will report back to Council once he has more information.
231/25	<u>Defibrillators - Replacement Batteries</u> Council received a brief report from the Clerk regarding the defibrillators and ratified the purchase of 3 replacement batteries.
232/25	<u>Councillor Surgeries</u> Council discussed whether to continue holding joint monthly surgeries with WNC Ward Councillors at The Elgar Centre. Other options were also considered, such as alternating surgery locations between the North and South of the parish, or holding surgeries exclusively with Parish Councillors, since the Parish Council operates independently from West Northamptonshire Council. It was agreed that the current arrangement would continue for one more month, after which a more effective approach would be developed and discussed at the next meeting.
233/25	<u>Parish Council Gazebo</u> Council received a proposal from Councillor Bottwood. Council RESOLVED to approve the purchase of a gazebo for use at Parish Council events, at an estimated cost of £750-800, on condition that it is a good quality “pop-up” model with a ready-assembled frame and telescopic legs to allow quick and easy erection.

234/25	<u>Scheme of Delegation</u> Council RESOLVED to defer this item to the next meeting.
235/25	<u>20mph / Parish Entrance Signage</u> Council received a proposal from Councillor Holt, to use the new 20mph signage as an opportunity to include parish signage. This would overcome the problem of having insufficient space for parish entrance signs in the north of the parish. It was agreed that the Clerk should contact WNC Highways to request that the words “Upton Parish” along with the Council’s logo, be added to the new 20mph signs. It was agreed not to request any changes to signage in 30mph zones in the south of the parish as this part of the parish may have potential to accommodate parish entrance signs in the future.
236/25	<u>Annual Parish Meeting 2026</u> Council agreed to set a date of Tuesday 21st April and asked the Clerk to consider The Elgar Centre as a venue instead of Foxfields.
237/25	<u>2025 Pension Fund Valuation</u> Council received the 2025 Pension Fund valuation, including proposed contribution rates for the next three years and RESOLVED to accept the proposed contribution rates.
238/25	<u>Events Planning 2026</u> Council received a written report from Councillor Hull, which was taken as read.
239/25	<u>Major Housing Developments in Upton</u> Councillor Bottwood did not send a written report, as there had been no significant developments due to the Christmas holiday period.
240/25	<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: The Chairman commented that: - the Clerk had a meeting scheduled with solicitors to review latest version. - Council’s application for £2,695 of S106 funding for fencing to the cricket club boundary, has been approved by WNC. b) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre: There was nothing further to report. c) Transfer of amenity areas at St Crispin’s by Taylor Wimpey: There was nothing further to report. d) Play Equipment for U12s and Older Youth Provision: Councillor Goodley asked what progress had been made on this initiative. It was agreed that the Working Group should convene at its earliest convenience and report back to Council by the next meeting. e) School parking and Camelot Way: It was NOTED that Northamptonshire Police will be revisiting the site as a follow-up to their Environmental Audit. f) Parking in Upton on Match Days: There was nothing further to report.

Item No.	Finance
241/25	<u>Finance Report 3rd Quarter</u> Council NOTED the Finance Report for the 3rd Quarter 2025/26.
242/25	<u>Bank Reconciliations 3rd Quarter</u> Council NOTED the monthly bank reconciliations, approved by Councillor Bottwood, Internal Controller.
243/25	<u>Income</u> Council noted all income received in the month as set out in Appendix A.
244/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
245/25	<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
246/25	<u>Notification of Planning Applications received for comment.</u> Council considered current planning applications for the Parish: a) <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.
247/25	<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>2025/4173/FULL 19 Ashby Wood Drive Northampton NN5 4DQ</u> Balcony over existing parking space). Approval. 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.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Dec 25	Nat West	Interest Received	£53.89

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 Meadow 179/25	£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

In the absence of further business, the meeting was closed at 20:35hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 3rd February 2026