



UPTON

PARISH COUNCIL

NOTICE OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 7th April 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	
307/25	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.	
308/25	<u>Apologies for Absence</u> To receive and approve apologies for absence	
309/25	<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.	
310/25	<u>Minutes of the previous meeting</u> To RESOLVE to Council approving the minutes of the Ordinary Parish Council Meeting on 3 rd March and the Chairman duly signing them.	
311/25	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.	
Item No.	Items from previous meetings	
312/25	<u>Kent Road and Upton Parish Council Memorial Car Park</u> To receive a proposal from Councillor Holt for resurfacing works on approach road to Memorial Car park entrance.	
313/25	<u>St Crispin and Harlestone Cricket Club (SC&HCC) Lease</u> To receive an update on the lease.	
314/25	<u>Vehicle Activated Signs – Speed Indicator Devices</u> To NOTE the successful grant application to Northamptonshire OFP&CC Road Safety Community Fund for £1,577.66.	

315/24	<u>School Parking and Camelot Way Double Yellow Lines</u> To NOTE The Duston School have set Thursday 14th May at 13:30hrs as the date and time for the next Stakeholder Meeting. To propose that Upton Parish Council step aside and allow Upton Ward WNC Councillors to take this matter forward, as they are better positioned to liaise with the relevant departments in West Northamptonshire Council.
316/24	<u>Inconsiderate parking on verges of Roundwood Way</u> (Min Ref 203a/25) To NOTE response from West Northamptonshire Council and agree next steps. Subject to relevant permissions from Local Highways Authority, to RESOLVE to make an S106 application to install recycled plastic knee rail on Roundwood Way and to include additional areas of timber knee rail repair works around the parish.
317/24	<u>Annual Parish Meeting</u> (Min Ref 260/25) To NOTE arrangements for Annual Parish Meeting on Tuesday 21st April at 19:00hrs at The Elgar Centre.
Item No.	General Matters
318/25	<u>TRO Ref P2178 Upton Lane</u> To NOTE the receipt of Statutory Consultee Engagement for TRO for the Proposed Prohibition of Vehicles and Proposed One-Way Street – Upton Lane, Upton. To agree Council's response.
319/25	<u>Safeguarding Policy</u> To RESOLVE to adopt safeguarding policy.
Item No.	Finance
320/25	<u>Income</u> To consider and note all income received in the month as set out in Appendix A.
321/25	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
322/25	<u>Purchases approved between meetings</u> To ratify purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.
323/25	<u>Finance Report 4th Quarter</u> To NOTE the Finance Report for the 4th Quarter 2025/26.
324/25	<u>Bank Reconciliations 4th Quarter</u> To NOTE the monthly bank reconciliation approved by Councillor Bottwood, Internal Controller.
Item No.	Planning
325/25	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish:

	a) <u>2026/1055/TCA St Crispin Social Club Berrywood Road Northampton NN5 4XD</u> Works to x13 lime trees within a conservation area.
326/25	<u>Notification of Planning Applications received for comment for which the deadline for comment has already passed.</u> To NOTE the following planning applications for the Parish for which the deadline for comment has already passed: a) <u>2026/0948/TCA Land at The Drive Duston Northampton</u> Removal of Ash, Maple and Elder Trees to ground level.
327/25	<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>N/2017/0091 Upton Lodge Farm Weedon Road Upton</u> Residential development of up to 1,400 no. units, a mixed use local centre including appropriate retail, healthcare and community facilities, a new primary school, areas of public open space, play provision and structured landscaping, internal roads and all associated infrastructure, and demolition of existing shed at Upton Lodge Farm (outline planning application with matters of layout, appearance, landscaping and scale being reserved for subsequent approval). Approval. b) <u>2026/0199/TPO Quinton House School Upton Hall Upton Lane Northampton NN5 4UX</u> G15 Yew/Holly - Reduce Yews and Holly closest to buildings. T083/T084/T085/T090 Scots pine - Section fell all trees to ground level. T88 English Yew - Section fell to ground level. Approval. c) <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. No objections. d) <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). Approval.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Mar 26	Nat West	Closing Balance	£23.17
Mar 26	St Crispin & Harlestone Cricket Club	Insurance reimbursement 25/26	£819.31
Mar 26	WNC Finance	S106 Application Cricket Club Fence	£2,695.00
Mar 26	OPF&CC Northants	Grant for Bespoke Pole for VAS	£1,577.66

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	nalc	Attracting Young talent to Parish Councils	£42.00
BACS	Viking	Printer Cartridges	£70.69
BACS	Chapman Design	Lease plans for Cricket and Bowls Club	£288.00
BACS	Chapman Design	Memorial Car Park – Stage 1 Initial Review & Feasibility	£1,500.00
BACS	Barbara Osborne Business Services	Payroll January – March 2026	£90.00
BACS	DAB Graphics	Final Inv Recycled Plastic Combination Noticeboard	£1,381.32

BACS	Gazebo Shop	3x3 Aluminium frame branded gazebo and weights	£950.86
BACS	Employee/(s)	March Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme March 2026	£727.50
BACS	HMRC	PAYE and NIC March 2026	£707.51
BACS	Employee/(s)	March Expenses	£106.29

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
DD	Microshade VSM (Flotek)	Council Phone Min Ref 269/25	£575.95
DD	Flotek Group	Mobile phone March Min Ref 269/25	£26.40
BACS	Green Glades Landscapes Ltd	Cricket Club Fence Min Ref 206/25	£3,234.00
BACS	Access Storage	Monthly Rent to 22 nd April 2026 Min Ref 283/25	£84.00
BACS	Narked Design	Assertion 10 Compliance website checks Min Ref 268b/25	£135.00
BACS	UMRA	Events: Contribution to Easter Egg Hunt Min Ref 227/25	£206.90
Multipay	Vistaprint	Upton Parish Council Business Cards Min Ref 125/25	£58.07
Multipay	Amazon	iPhone 14 case	£15.95
Multipay	Amazon	iPhone Screen protector	£3.99