



UPTON

PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING On: Tuesday 5th May 2026		At: Berrywood Hospital 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 WNC 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:	Annual Parish Council Meeting	
001/26	To elect the Chairman of the Council. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.	
002/26	To receive and approve apologies for absence.	
003/26	To elect the Vice Chairman of the Council. To receive the Vice Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.	
004/26	To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI). To consider any Dispensations or written requests for dispensation of DPI.	
005/26	To RESOLVE to the Council approving the minutes of the Ordinary Parish Council Meeting on 7 th April 2026 and to the Chairman duly signing them.	
Item No:	Governance Procedures	
006/26	<u>Standing Orders and Financial Regulations</u> a) To RESOLVE to adopt the Standing Orders b) To RESOLVE to adopt the Financial Regulations c) To RESOLVE to adopt the Policies and Procedures Policies - Upton Parish Council	
007/26	<u>Banking Arrangements</u> To RESOLVE to confirm: a) the use of online banking transactions and BACS transfers for receipts and payments for goods and services, where this is the most appropriate method b) the continuation of the monthly Direct Debit for the Parish Council phone and the annual Direct Debit to Information Commissioner's Office c) the authorised signatories for the Unity Bank Account as Councillors Caddy, Holt, Earle and Watson and the Clerk	
008/26	<u>Appointment of Internal Auditor</u> To RESOLVE to confirm the appointment of an Internal Auditor through NCALC membership.	

009/26	<u>Insurance arrangements</u> To receive a report from the Clerk reviewing the Council's insurance arrangements, which expire on 1st June 2026. To RESOLVE to purchase insurance cover at a cost of £TBC.
010/26	<u>Meeting Dates 2026/27</u> To RESOLVE to hold Parish Council meetings on the first Tuesday of the month, at Berrywood Hospital, reverting to St Crispin Community Centre once accessibility modifications have been made. Meetings to commence at 7:15pm. To agree that there will be no meeting in September.
011/26	<u>GDPR and DPA Compliance:</u> a) To confirm NCALC as the Council's Data Protection Officer (DPO). b) To confirm the Council is registered with the ICO.
012/26	<u>Appointments</u> To confirm the following appointments: a) Internal Controller (1) b) Police Liaison Representative (1) c) Footpath Warden (1) d) Climate & Nature Warden (1) e) Noticeboard Wardens (<6) f) VAS Wardens - data download, battery recharge and relocations (>1) g) Play Equipment Working Group (3) h) Cllr with special interest in Major Housing Developments (1) i) Cllr with special interest in Events (1)
013/26	<u>Year End Internal Audit</u> To receive and NOTE: a) The Internal Audit report for year ended 31 March 2026, received from NALC IAS Internal-Audit-Report-2025-26.pdf b) The Annual Internal Audit Report, page 3 of 6 of the Annual Governance and Accountability Return AGAR-p3-Internal-Audit-Report-1.pdf
014/26	<u>Annual Governance and Accountability Return 2025/26</u> To consider and approve the Annual Governance and Accountability Return (AGAR Section 1 and 2 Unapproved 2025-26) as circulated by the Clerk and to: a) RESOLVE to the Chairman and RFO signing Section 01 Annual Governance Statement 2025/26 b) RESOLVE to the Chairman signing Section 02 Accounting Statements 2025/26
015/26	<u>Exercise of Public Rights</u> To NOTE that the dates for the Exercise of Public Rights will be announced and published at upton-pc.gov.uk. The dates will be set for the period commencing Wednesday 3 June 2026 and ending on Tuesday 14 July 2026.
Item No:	Ordinary Meeting
016/26	<u>Public Session</u> Members of the public are invited to address the meeting on agenda items.

017/26	<u>Update from Police and WNC Ward Councillors</u> To receive reports from Police and WNC representatives.
Item No.	Items from previous meetings
018/26	<u>Kent Road and Upton Parish Council Memorial Car Park</u> a) To consider the quotations received for the resurfacing works to the access road and RESOLVE to award the contract. (Min Ref 312/25) b) To receive a costed estimate for submitting a planning application (profession fees and local planning authority fees) for the refurbishment of the car park (Min Refs 253/25, 172b/25 and 172d/25) .
019/26	<u>Play Equipment Working Group</u> To receive a report from the working group.
Item No.	General Matters
020/26	<u>Strategic Parish Plan – Action Plan Update</u> To receive an update on progress against the Strategic Parish Plan action plan.
021/26	<u>B&D Magazines</u> To consider whether to continue with the two-page article in the bi-monthly magazine “In and Around St Crispin’s, Upton and West Hunsbury” at a cost of £460 for three issues (Jun/Jul; Aug/Sep; Oct/Nov).
022/26	<u>CCTV Marina Park and The Elgar Centre Car Park</u> To NOTE requests: a) from Police Community Support Officer (PCSO) James Scarsbrook for Upton Parish Council to fund the installation of CCTV cameras in the Marina Park area of St Crispin b) from members of the public for CCTV cameras to be installed in The Elgar Centre car park To receive a proposal on how the Council could address this issue.
023/26	<u>WNC TRO Ref P2087 Off-Street Parking (Car parks)</u> To consider the draft Off-Street Parking Places Order 2026, noting that it relates to some WNC-managed car parks in the parish, and to agree the Council’s response to the consultation.
024/26	<u>Public Right of Way LB1 near Teasel Close</u> To receive a request from a member of the public for permission to: a) install a dog poo bin b) install raised flower beds on the section of Public Right of Way LB1 close to Teasel Close.
025/26	<u>Councillor Surgery at St Crispin Retirement Village</u> To agree to hold the second quarter councillor surgery at St Crispin Retirement Village Café on a Thursday in May TBC.

026/26	<u>Former Homes England Car Park</u> To NOTE that the Upton Country Park car park on High Street, Upton formerly owned by Homes England, has been transferred to WNC. To agree to write to WNC to ensure that the newly transferred asset is added to WNC's maintenance schedules for grass cutting and other maintenance and to request the addition of two or three litter bins to bring it in line with the other country parks.
Item No.	Finance
027/26	<u>Income</u> To consider and note all income received in the month as set out in Appendix A. To NOTE the receipt of [£63,291.50 AMOUNT TBC] on [DATE TBC], this being the first of two instalments in respect of the precept.
028/26	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix B.
029/26	<u>Purchases approved between meetings</u> To ratify purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.
Item No.	Planning
030/26	<u>Notification of Planning Applications received for comment.</u> To consider current planning applications for the Parish: a) <u>2026/1052/TCA Land to the rear of Excalibur Close Northampton NN5 4BJ</u> Work to various trees in line with the Work Specification. b) <u>2026/1416/FULL 219 & 217 St Crispin Drive Northampton NN5 4UL</u> Change of use of two dwellinghouses (Use Class C3) to a children's residential care home (Use Class C2) with associated management arrangements. c) <u>2026/1498/FULL 102 Ashby Wood Drive Northampton NN5 4DX</u> Installation of 1 roof light to rear roof slope (retrospective). d) <u>2026/0946/FULL 8 Wild Deer Court Northampton NN5 4XY</u> Retention of re-graded ground level in rear garden, timber fence on rear and side boundary, timber pergola and proposed detached canopy structure to rear of dwelling (part retrospective)
031/26	<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>2026/0948/TCA Land at The Drive Duston Northampton</u> Removal of Ash, Maple and Elder Trees to ground level. No objections. b) <u>2026/1055/TCA St Crispin Social Club Berrywood Road Northampton NN5 4XD</u> Works to x13 lime trees within a conservation area. No Objections.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Apr 26	WNC Finance	1 st Instalment Precept	£TBC

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	NCALC	Northants CALC Annual Membership to 31 Mar 2027	£3,128.78
BACS	R&G Grounds	Buttercup Meadow Gang mow 9/3,23/3, Triple 9/3,27/3	£787.20
BACS	R&G Grounds	Memorial Car Park Triple mow 27/3	£56.40
BACS	Viking	Noticeboard magnets for Buttercup Meadow Noticeboard	£21.48
BACS	Viking	Files and dividers for new council year 26/27	£21.10
BACS	NCALC	Michael Warnes – Responding to Planning Applications	£42.00
BACS	Councillor Alan Bottwood	Expenses - key cutting for height barrier and storage unit	£18.75
BACS	Employee/(s)	April Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme April 2026	£751.31
BACS	HMRC	PAYE and NIC April 2026	£707.51
BACS	Employee/(s)	April Expenses	£89.13

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
DD	Microshade (Flotek) Group	Mobile phone March Min Ref 269/25	£26.40
DD	Microshade (Flotek) Group	Mobile phone April Min Ref 269/25	£26.40
BACS	Access Storage	Part-month protect charge Inv no 58826 Min Ref 283/25	£8.06
BACS	Access Storage	23 rd Apr to 22 nd May 2026 Inv no 59047 Min Ref 283/25	£95.00