



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 3 rd March 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 Kinton Councillor Warnes Councillor Watson	Apologies: Councillor Ingram	Clerk: Emma Needham Also present: 1 member of the public 1 Officer from Northamptonshire Police
Item No:	MINUTES	
278/25	<u>Public Session</u> A member of the public reported that a complaint lodged by residents against West Northamptonshire Council had not been upheld by the Ombudsman.	
279/25	<u>Apologies for Absence</u> Apologies from Councillor Ingram (illness) were received and approved.	
280/25	<u>Declarations of Interest</u> Council approved a written request from Councillor Watson for dispensation to speak and vote on Agenda Item 290/25, due to his Non-statutory Disclosable Interest as a committee member of Northants Litter Wombles. There were no other Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider.	
281/25	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 3 rd February and to the Chairman duly signing them.	
282/25	<u>Update from Police and WNC Ward Councillors</u> PSCO Kirsty Dow reported on the following: • Positive feedback from residents visiting recent Beat Bus events on Upton Square • Request not to post Beat Bus events on social media, due to issues in the comments • Speeding Operation to be launched soon – request to inform PSCO James Scarsbrook of speeding hotspots and streets to focus on There were no WNC representatives present, WNC Ward Councillor Michael Stratton sent his apologies.	
Item No.	General Matters	
283/25	<u>Storage Solutions</u> Council considered a proposal from Councillor Bottwood to rent storage for parish items.	

	Council RESOLVED to rent storage from Access Storage in Sixfields for 12 months at a total cost of £700 excl VAT.
284/25	<u>Berry Wood maintenance</u> Council agreed to write to West Northamptonshire Council to request sight of their tree survey and preventative maintenance strategy for Berry Wood, in 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> Council agreed 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> Council received 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. A request from St Crispin Retirement Village to include adult exercise equipment had been received by Councillor Ingram and it was agreed that Councillor Watson might have a useful input into this aspect of the project.
287/25	<u>Hearing Loop or PA system for St Crispin Community Centre</u> To Council RESOLVED to: a) Instruct the Clerk to seek necessary permission from WNC (freeholder) b) approve a total estimated cost not exceeding £1,500 c) submit a S106 application to fund the project.
288/25	<u>St Crispin and Harlestone Cricket Club (SC&HCC) Lease</u> The Clerk updated Council on the lease. Council discussed 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 UPC's consent. It was agreed that the application was merely an administrative regularisation following the club's separation from St Crispin Social Club and should not be cause for concern. It was agreed that this matter should not distract focus from the primary objective of finalising the lease agreement.
289/25	<u>Upton Valley North Layby blocked off access road</u> Council NOTED the information received from Morris Homes confirming WNC Highways adoption of the location. It was agreed that the site should be referred to as a "blocked off access road" as referring to it as a "layby" is misleading. The Council agreed to request that WNC Highways take appropriate measures to prevent vehicles from parking at this location. This may include repositioning the concrete blocks closer to the carriageway or implementing other solutions to prevent fly-tipping and nuisance activities.
290/25	<u>Litter Legends Campaign</u> Council received a proposal from Councillor Watson designed to raise awareness of the harms of littering via a poster competition. Alternative names for the campaign might be considered. It was agreed that Councillor Watson should contact St Luke's Primary School, Upton Meadows Primary School and Quinton House.
291/25	<u>Other Matters from Previous Meetings</u> Council NOTED other work-in-progress matters from previous meetings, for which there were no specific matters for discussion this month:

	a) Community Asset Transfers of St Crispin Community Centre and The Elgar Centre b) Parking in Upton on Match Days c) 20mph / Parish Entrance Signage d) Transfer of amenity areas at St Crispin's by Taylor Wimpey e) School parking and Camelot Way Double Yellow Lines f) Vehicle Activated Signs - Speed Indicator Devices g) Hidden Graves Project
Item No.	Consultation Responses
292/25	<u>Local Plan Consultation</u> Council agreed a response to WNC consultation on new Local Plan for West Northamptonshire 2043 based on the draft circulated by the Clerk and Councillor Goodley. Council agreed to make the following Local Green Space nominations: a) Buttercup Meadow b) Berry Wood c) Ashby Woods d) St Crispin Cemetery e) St Crispin Park f) Upton Country Park (may not meet criteria as too large). g) Green in front of Connelly Lodge h) Spinney to the west of Marina Park Play area i) Green to the north of Balmoral Close
293/25	<u>Local Nature Recovery Strategy Consultation</u> Council agreed to respond to WNC consultation on Local Nature Recovery Consultation with the comments proposed by Councillor Goodley.
294/25 <i>Previous Min Ref 203e/25</i>	<u>Proposed Prohibition of Motor vehicles P2108 – Badgers End, Upton</u> Council NOTED that West Northamptonshire Council is proposing to introduce a prohibition of motor vehicles on Badger's End layby. Council agreed to respond to the Public and Statutory consultations in support of the proposed closure. It was noted that there could be some unintended consequences of displacement parking by HGVs in residential areas, which would be undesirable and should be closely monitored.
295/25	<u>Election Costs</u> Council agreed to respond to WNC consultation on methodology for recharging uncontested election costs. Council agreed that Options B and C introduce charges linked to electorate size through a poll-card-based calculation, despite poll cards not being required for uncontested elections. Members considered this approach to be non-reflective of actual costs and to place a disproportionate burden on larger parishes, such as Upton, without a corresponding increase in administrative workload. Council RESOLVED to support Option A as the only model that aligns charges with the genuine cost drivers of uncontested parish elections and ensures a fair and transparent basis for recharging.
Item No.	Policy and procedures
296/25	<u>Review of Effectiveness of Internal Control 2025</u> Council RESOLVED to adopt the Statement of Effectiveness of Internal Controls following the Internal Controller's review.

297/25	<u>Code of Conduct</u> <i>Pursuant to Standing Order 3s, Councillor Earle requested that the vote be recorded.</i> For: Cllr Bottwood, Cllr Caddy, Cllr Haylock, Cllr Holt, Cllr Hull, Cllr Warnes, Cllr Watson Against: Cllr Earle, Cllr Goodley, Cllr Kinton Council RESOLVED to adopt the WNC model Code of Conduct in lieu of the LGA model.
298/25 <i>Previous Min Ref 268/25</i>	<u>Assertion 10 / IT Policy</u> <i>Pursuant to Standing Order 7a, Council RESOLVED to reverse resolution 268/25 to allow the above matter to be reconsidered by Council within six months.</i> <i>Pursuant to Standing Order 3s, Councillor Earle requested that the vote be recorded.</i> For: Cllr Bottwood, Cllr Caddy, Cllr Goodley, Cllr Haylock, Cllr Holt, Cllr Hull, Cllr Kinton, Cllr Warnes, Cllr Watson Against: Cllr Earle Council RESOLVED 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> Council received the Annual Review of policies and procedures as circulated by the Clerk. Council RESOLVED 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> Council RESOLVED to adopt the Asset Register as circulated by the Clerk. Councillor Bottwood agreed to complete his physical check of Council's benches and locations and report his findings to Council at the next meeting.
Item No.	Finance
301/25	<u>Income</u> Council NOTED income received in the month as set out in Appendix A.
302/25	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
303/25	<u>Nat West</u> Council RESOLVED 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> Council considered the following 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). Council agreed to comment on the application, citing a lack of detail on proposed Section 106 variations, administrative inconsistencies, and concern that any changes could dilute agreed mitigations and community benefits. 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. Council agreed to object to the application, citing no automatic right to light and harm to the residential amenity.
305/25	<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>2025/4092/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> Council NOTED the attendance of Councillor Watson to speak at WNC Strategic Planning Committee on 25th February to state that planning conditions should be implemented to mitigate the harms of match day parking on residential streets of Upton. The WNC Strategic Planning Committee voted to support the application but noted Councillor Watson's comments regarding improved signage to official car parks.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount
Jan 26	Nat West	Interest Received	£45.80

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	£55.20
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

In the absence of further business, the meeting was closed at 21:04hrs.

Signed:

Councillor Andrew Holt – Chairman to Upton Parish Council

Date: 7th April 2026