



# UPTON

## PARISH COUNCIL

| MINUTES OF ORDINARY PARISH COUNCIL MEETING<br>On: Tuesday 7 <sup>th</sup> April 2026                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | At: St Crispin Community Centre<br>Start time: 19:15hrs                                                                                                                |
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| <b>Attendees:</b><br>Councillor Holt (Chair)<br>Councillor Caddy (Vice Chair)<br>Councillor Bottwood<br>Councillor Earle<br>Councillor Goodley<br>Councillor Haylock<br>Councillor Hull<br>Councillor Kinton<br>Councillor Warnes<br>Councillor Watson | <b>Apologies:</b><br>Councillor Ingram                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Clerk:</b><br>Emma Needham<br><br><b>Also present:</b><br>1 member of the public<br>WNC Ward Councillor Michael Stratton<br>4 Officers from Northamptonshire Police |
| Item No:                                                                                                                                                                                                                                               | MINUTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                        |
| 307/25                                                                                                                                                                                                                                                 | <b><u>Public Session</u></b><br><br><b>Agenda Item 315/25</b><br>A member of the public reported that residents support the proposal to transfer responsibility for the Stakeholder Meeting to WNC Ward Councillors. He requested additional representation from residents and two agenda items from residents be included at the next Stakeholder Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                        |
| 308/25                                                                                                                                                                                                                                                 | <b><u>Apologies for Absence</u></b><br><br>Council received and approved apologies for absence from Councillor Mike Ingram (illness).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                        |
| 309/25                                                                                                                                                                                                                                                 | <b><u>Declarations of Interest</u></b><br><br>There were no Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider.<br>There were no Dispensations or written requests for dispensation of DPI to consider.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                        |
| 310/25                                                                                                                                                                                                                                                 | <b><u>Minutes of the previous meeting</u></b><br><br>Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 3 <sup>rd</sup> March and to the Chairman duly signing them.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                        |
| 311/25                                                                                                                                                                                                                                                 | <b><u>Update from Police and WNC Ward Councillors</u></b><br><br>Council received a verbal update from WNC Ward Councillor Michael Stratton, on the following: <ul style="list-style-type: none"><li>• 5<sup>th</sup> Anniversary of WNC Unitary Council</li><li>• 1<sup>st</sup> Anniversary of the launch of the family hubs in five locations including Upton</li><li>• Response from Nick Henstock, WNC Assistant Director for Highways &amp; Transport re Upton Parish Council's request for knee rail barrier to protect verges on Roundwood Way (Agenda Item 316/25)</li><li>• The Duston School parking issues (Agenda Item 315/25)</li></ul><br>Council received a verbal update from PC Kitty Knowles, covering issues including: <ul style="list-style-type: none"><li>• Planned speeding op – date set for May, location TBC</li><li>• Shop lifting and threats to staff at One Stop shop</li><li>• Illegal motorcycles</li></ul> |                                                                                                                                                                        |

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|                 | <i>Pursuant to Standing Order 1(a), the Chair used his discretion to bring forward Agenda item 315/25 in response to interest from members of the public in attendance.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Item No.</b> | <b>Items from previous meetings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>312/25</b>   | <p><b><u>Kent Road and Upton Parish Council Memorial Car Park</u></b></p> <p>Council received a proposal from Councillor Holt for resurfacing works on approach road to Memorial Car park entrance. Councillor Holt answered questions on the rationale for selecting the area of works marked on the plan.</p> <p>It was agreed that the Clerk should seek quotes to bring a costed proposal to the next meeting with a view to making a S106 application to fund the work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>313/25</b>   | <p><b><u>St Crispin and Harlestone Cricket Club (SC&amp;HCC) Lease</u></b></p> <p>The Clerk updated Council explaining that restriction B3 on Council's title requires a signed certificate to be obtained from Taylor Wimpey (formerly Wilson Homes) to confirm that the provisions of clause 5 of a Transfer dated 18 December 2015 made between (1) Wilcon Homes Midlands Limited and (2) Northampton Borough Council have been complied with, before any disposition of the registered estate.</p> <p>Council's legal representatives have contacted Taylor Wimpey's legal representative to expedite this matter. The Clerk is following up directly with Taylor Wimpey's Strategic Project Director.</p>                                                                                                                                                                                                                                                                                                            |
| <b>314/25</b>   | <p><b><u>Vehicle Activated Signs – Speed Indicator Devices</u></b></p> <p>Council NOTED the successful grant application to Northamptonshire OFP&amp;CC Road Safety Community Fund for £1,577.66.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>315/25</b>   | <p><b><u>School Parking and Camelot Way Double Yellow Lines</u></b></p> <p>Council NOTED The Duston School have set Thursday 14<sup>th</sup> May at 13:30hrs as the date and time for the next Stakeholder Meeting.</p> <p>There was no objection to the proposal that Upton Parish Council should 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>316/25</b>   | <p><b><u>Inconsiderate parking on verges of Roundwood Way</u></b> (Min Ref 203a/25)</p> <p>Council NOTED the response from West Northamptonshire Council, which stated:</p> <p>“We have added the installation of some bollards near the access to the play area on Roundwood Way for consideration as part of our Minor Works Programme in the new financial year. Unfortunately, it's unlikely that funding would be agreed from that Programme for the installation of fencing.”</p> <p>Council RESOLVED, subject to relevant permissions from Local Highways Authority, 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.</p> <p>Councillor Caddy requested that the clerk obtain quotes for:</p> <p>Option 1: from junction with Berrywood Drive northwards to first bend, approx. 170 metres</p> <p>Option 2: from junction with Berrywood Drive northward to play area, approx. 80 metres</p> |
| <b>317/25</b>   | <p><b><u>Annual Parish Meeting</u></b> (Min Ref 260/25)</p> <p>Council NOTED arrangements for Annual Parish Meeting on Tuesday 21<sup>st</sup> April at 19:00hrs at The Elgar Centre.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Item No. | General Matters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 318/25   | <p><b><u>TRO Ref P2178 Upton Lane</u></b></p> <p>Council NOTED the receipt of Statutory Consultee Engagement for TRO P2178 for the Proposed Prohibition of Vehicles and Proposed One-Way Street – Upton Lane, Upton. Council supported the proposal subject to the following caveats:</p> <ul style="list-style-type: none"> <li>• Protecting the safety of cyclists (Council requested information on the design for cycle safety and any items picked up by the safety audit)</li> <li>• Exemption for cyclists and horse riders to preserve their right to use this section of the lane as a two-way carriageway</li> <li>• Provision of a formal 'STOP' control at the junction with Mill Street to ensure vehicles approach and enter Upton Lane with sufficient caution</li> </ul> |
| 319/25   | <p><b><u>Safeguarding Policy</u></b></p> <p>Council RESOLVED to adopt the safeguarding policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Item No. | Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 320/25   | <p><b><u>Income</u></b></p> <p>Council considered and noted all income received in the month as set out in Appendix A.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 321/25   | <p><b><u>Accounts for Payment</u></b></p> <p>Council RESOLVED to all payments being made, as set out in Appendix B.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 322/25   | <p><b><u>Purchases approved between meetings</u></b></p> <p>Council ratified purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 323/25   | <p><b><u>Finance Report 4<sup>th</sup> Quarter</u></b></p> <p>Council received the Finance Report for the 4<sup>th</sup> Quarter 2025/26 and NOTED:</p> <ul style="list-style-type: none"> <li>• the transfer of £10,000 to the earmarked reserve for Asset Transfers</li> <li>• the transfer of £22,338 to the earmarked reserve for Green Open Spaces</li> <li>• the closure of the Nat West Current Account and the Nat West Deposit Account. Council thanked Councillor Earle for his assistance in this matter.</li> </ul>                                                                                                                                                                                                                                                          |
| 324/25   | <p><b><u>Bank Reconciliations 4<sup>th</sup> Quarter</u></b></p> <p>Council NOTED the monthly bank reconciliation approved by Councillor Bottwood, Internal Controller.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Item No. | Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 325/25   | <p><b><u>Notification of Planning Applications received for comment.</u></b></p> <p>Council considered current planning applications for the Parish:</p> <p>a) <u>2026/1055/TCA St Crispin Social Club Berrywood Road Northampton NN5 4XD</u> Works to x13 lime trees within a conservation area. Council agreed to a No Comments response.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 326/25   | <p><b><u>Notification of Planning Applications received for comment for which the deadline for comment has already passed.</u></b></p> <p>To NOTE the following planning applications for the Parish for which the deadline for comment has already passed:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|               | a) <u>2026/0948/TCA Land at The Drive Duston Northampton</u> Removal of Ash, Maple and Elder Trees to ground level. Council agreed to a No Comments response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>327/25</b> | <p><b><u>Notification of Planning Application Decisions received from the Planning Authority.</u></b></p> <p>Council NOTED the following decisions received from the Local Planning Authority:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

## 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 <sup>nd</sup> 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     |

In the absence of further business, the meeting was closed at 20:32hrs.

Signed: .....

Councillor ..... – Chairman to Upton Parish Council

Date: 5<sup>th</sup> May 2026