



# UPTON

## PARISH COUNCIL

| MINUTES OF ANNUAL PARISH COUNCIL MEETING                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | At: Berrywood Hospital                                                                                                          |
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| On: Tuesday 5 <sup>th</sup> May 2026                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Start time: 19:15hrs                                                                                                            |
| <b>Attendees:</b><br>Councillor Holt (Chair)<br>Councillor Caddy (Vice Chair)<br>Councillor Bottwood<br>Councillor Goodley<br>Councillor Haylock<br>Councillor Hull<br>Councillor Ingram<br>Councillor Kinton<br>Councillor Warnes<br>Councillor Watson | <b>Apologies:</b><br>Councillor Earle                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Clerk:</b><br>Emma Needham<br><br><b>Also present:</b><br>2 members of the public<br>1 Officers from Northamptonshire Police |
| <b>Item No:</b>                                                                                                                                                                                                                                         | <b>Annual Parish Council Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                 |
| <b>001/26</b>                                                                                                                                                                                                                                           | Council RESOLVED to elect Cllr Andrew Holt as Chairman for the ensuing council year. Councillor Holt made and signed the Declaration of Acceptance of Office.                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| <b>002/26</b>                                                                                                                                                                                                                                           | Council received and approved apologies for absence from Councillor Earle.                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                 |
| <b>003/26</b>                                                                                                                                                                                                                                           | Council RESOLVED to elect Cllr Mike Caddy as Vice Chair for the ensuing council year. Councillor Caddy made and signed the Declaration of Acceptance of Office.                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                 |
| <b>004/26</b>                                                                                                                                                                                                                                           | Councillor Holt declared a non-pecuniary interest in Agenda items 008/26 and 011/26 as he is a director of NCALC.<br>Councillor Ingram declared a non-pecuniary interest in Agenda item 009/26 as he is a member of the Association of British Insurers and in Agenda item 018/26 as he is a member of St Crispin Social Club.<br>There were no other Disclosable Pecuniary or Other Interests (DPI) to declare.<br>There were no Dispensations or written requests for dispensation of DPI to consider.   |                                                                                                                                 |
| <b>005/26</b>                                                                                                                                                                                                                                           | Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 7 <sup>th</sup> April 2026 and to the Chairman duly signing them.                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                 |
| <b>Item No:</b>                                                                                                                                                                                                                                         | <b>Governance Procedures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |
| <b>006/26</b>                                                                                                                                                                                                                                           | <b><u>Standing Orders and Financial Regulations</u></b><br><br>a) Council RESOLVED to adopt the <a href="#">Standing Orders</a><br>b) Council RESOLVED to adopt the <a href="#">Financial Regulations</a><br>c) Council RESOLVED to adopt the Policies and Procedures <a href="#">Policies - Upton Parish Council</a>                                                                                                                                                                                      |                                                                                                                                 |
| <b>007/26</b>                                                                                                                                                                                                                                           | <b><u>Banking Arrangements</u></b><br><br>Council RESOLVED to confirm:<br>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<br>b) the continuation of the monthly Direct Debit for the Parish Council phone and the annual Direct Debit to Information Commissioner's Office<br>c) the authorised signatories for the Unity Bank Account as Councillors Caddy, Holt, Earle and Watson and the Clerk |                                                                                                                                 |
| <b>008/26</b>                                                                                                                                                                                                                                           | <b><u>Appointment of Internal Auditor</u></b><br><br>Council RESOLVED to confirm the appointment of an Internal Auditor through NCALC membership.                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |

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| <b>009/26</b> | <p><b><u>Insurance arrangements</u></b></p> <p>Council received a report from the Clerk reviewing the Council's insurance arrangements, which expire on 1<sup>st</sup> June 2026.</p> <p>Council RESOLVED to purchase insurance cover at a cost of £1,636.76 incl IPT and Admin Fee, for a period of 1 year, commencing 1<sup>st</sup> June 2026.</p> <p>Councillor Ingram abstained from the vote and requested that his abstention be recorded in the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>010/26</b> | <p><b><u>Meeting Dates 2026/27</u></b></p> <p>Council RESOLVED 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. Council agreed that there will be no meeting in September. It was also NOTED that the Budget Review meeting will take place on Tuesday 24<sup>th</sup> November 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>011/26</b> | <p><b><u>GDPR and DPA Compliance:</u></b></p> <p>a) Council confirmed NCALC as the Council's Data Protection Officer (DPO).<br/>b) Council confirmed its registration with the ICO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>012/26</b> | <p><b><u>Appointments</u></b></p> <p>Council confirmed the following appointments:</p> <ul style="list-style-type: none"> <li>a) Internal Controller – Councillor Alan Bottwood</li> <li>b) Police Liaison Representative – Councillor Bill Haylock</li> <li>c) Footpath Warden – Councillor Pauline Goodley</li> <li>d) Climate &amp; Nature Warden – Councillor Matthew Kinton</li> <li>e) Noticeboard Wardens – Councillors Alan Bottwood, Tony Earle, Michael Warnes and Mark Watson</li> <li>f) VAS Wardens - data download, battery recharge and relocations – Councillors Tony Earle and Bill Haylock</li> <li>g) Play Equipment Working Group – Councillors Alan Bottwood, Mike Caddy, Michael Warnes and Mark Watson</li> <li>h) Cllr with special interest in Major Housing Developments – Councillor Alan Bottwood</li> <li>i) Cllr with special interest in Events – Councillor Colin Hull</li> </ul> |
| <b>013/26</b> | <p><b><u>Year End Internal Audit</u></b></p> <p>Council received and NOTED:</p> <ul style="list-style-type: none"> <li>a) The Internal Audit report for year ended 31 March 2026, received from NALC IAS <a href="#">Internal-Audit-Report-2025-26.pdf</a></li> <li>b) The Annual Internal Audit Report, page 3 of 6 of the Annual Governance and Accountability Return <a href="#">AGAR-p3-Internal-Audit-Report-1.pdf</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>014/26</b> | <p><b><u>Annual Governance and Accountability Return 2025/26</u></b></p> <p>Council considered and approved the Annual Governance and Accountability Return (AGAR Section 1 and 2 Unapproved 2025-26) as circulated by the Clerk and:</p> <ul style="list-style-type: none"> <li>a) RESOLVED to the Chairman and RFO signing Section 01 Annual Governance Statement 2025/26</li> <li>b) RESOLVED to the Chairman signing Section 02 Accounting Statements 2025/26</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>015/26</b> | <p><b><u>Exercise of Public Rights</u></b></p> <p>Council NOTED that the dates for the Exercise of Public Rights will be announced and published at <a href="http://upton-pc.gov.uk">upton-pc.gov.uk</a>. The dates will be set for the period commencing Wednesday 3 June 2026 and ending on Tuesday 14 July 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Item No: | Ordinary Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 016/26   | <p><b><u>Public Session</u></b></p> <p>2 members of the public attended and addressed Council on the matter of congestion and inconsiderate parking on the highway and residential streets adjacent to The Duston School. They requested that Council vote on whether they considered the situation to constitute “exceptional circumstances” in the context of council tax reductions or exemptions.</p> <p>The Clerk explained that Upton Parish Council is not the precepting body and therefore not responsible for council tax reductions or exemptions. Furthermore, Councillors would be unable to vote on a matter that had not been tabled in advance via the Agenda. It was agreed that the request would be noted in the Minutes and that Council would consider adding it to the next meeting Agenda.</p> <p><b><u>POST MEETING NOTE:</u></b><br/>After seeking advice, the Clerk has concluded the item will <u>not</u> be added to the next Agenda for the following reasons:</p> <ul style="list-style-type: none"> <li>• <b>the matter is outside the Parish Council’s remit</b>, so no useful or lawful decision can be made</li> <li>• <b>the Parish Council cannot determine council tax entitlement by resolution</b></li> <li>• residents have been <b>signposted to the correct authority</b></li> <li>• it is for West Northamptonshire Council to determine whether residents’ application meets the criteria of the policy.</li> </ul> |
| 017/26   | <p><b><u>Update from Police and WNC Ward Councillors</u></b></p> <p>PCSO Georgia Pennington attended and gave a brief update regarding the forthcoming speeding operation and intel work by PCSO Scarsbrook.</p> <p>Councillor Watson asked whether the police could request CCTV footage from nearby properties, following an incident of criminal damage and ASB in the Lachet Lane/Knot Tiers Road area on Friday 1<sup>st</sup> May. PCSO Pennington took note of the crime reference number and agreed to look into it.</p> <p>Councillor Warnes reported that the corner shop on High Street is suffering repeated instances of shoplifting. He asked what could be done. PCSO Pennington urged the owners to report all incidents.</p> <p>WNC Ward Councillor Michael Stratton sent his apologies due to a prior engagement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Item No. | Items from previous meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 018/26   | <p><b><u>Kent Road and Upton Parish Council Memorial Car Park</u></b></p> <p>a) Council considered the quotations received for the resurfacing works to the access road and RESOLVED to award the contract to Raybell &amp; Sons Surfacing Ltd. (Min Ref 312/25) Councillor Ingram abstained and requested that his abstention be recorded in the minutes.<br/><i>Council RESOLVED to amend the wording of the motion 018b/26 from “To receive a costed estimate” to “To RESOLVE to approve a costed estimate”.</i></p> <p>b) Council RESOLVED to approve costed estimate of £2,255 for submitting a planning application (professional fees and local planning authority fees) for the refurbishment of the car park (Min Refs 253/25, 172b/25 and 172d/25)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 019/26   | <p><b><u>Play Equipment Working Group</u></b></p> <p>The Play Equipment Working Group met on 23<sup>rd</sup> April. It updated members and requested Parish Council support in principle to progress proposals for two priority sites: St Crispin’s Park (North) and Upton Country Park (South). At St Crispin’s, a MUGA (half-court if needed) is proposed behind the community centre, with 7–8 outdoor fitness stations around the perimeter path (which is being progressed separately), plus optional tables and seating.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                 | At Upton Country Park, proposals include table tennis near the Elgar Centre, a double zip wire, and an adult fitness area, and possibly a climbing wall. Section 106 funding may apply, with North/South allocation constraints. Longer-term ideas include trails, informal play, bandstand and cycling.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Item No.</b> | <b>General Matters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>020/26</b>   | <p><b><u>Strategic Parish Plan – Action Plan Update</u></b></p> <p>Council received a dashboard and action tracker showing progress against the 51 Actions in the Strategic Parish Plan action plan. It was agreed that there should be a focus on completion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>021/26</b>   | <p><b><u>B&amp;D Magazines</u></b></p> <p>In the absence of a suitable alternative, Council agreed 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). It was noted that Council’s Communications Strategy will be included on the Agenda for the next meeting.</p>                                                                                                                                                                                                                                                                                                                                              |
| <b>022/26</b>   | <p><b><u>CCTV Marina Park and The Elgar Centre Car Park</u></b></p> <p>Council NOTED requests:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) from members of the public for CCTV cameras to be installed in The Elgar Centre car park</li> </ul> <p>Council considered a report from the Clerk outlining how the Council could address this issue. It was agreed to invite Crimewave to attend the next Parish Council meeting to answer Councillors’ questions.</p>                                                                                              |
| <b>023/26</b>   | <p><b><u>WNC TRO Ref P2087 Off-Street Parking (Car parks)</u></b></p> <p>Council considered the draft Off-Street Parking Places Order 2026, noting that it relates to only one WNC-managed car park in the parish: St Crispin Community Centre car park. It was noted that some level of restriction on overnight parking could be an appropriate deterrent to abuse of the facility (eg: long term parking, SORN’d vehicles) but that these restrictions should not be to the detriment of legitimate users of the Community Centre and the park.</p> <p>Council agreed to respond to the consultation, requesting that the times in Schedule 5 of the TRO be aligned to CSN’s licencing hours, to allow hirer’s events to continue past 10pm.</p> |
| <b>024/26</b>   | <p><b><u>Public Right of Way LB1 near Teasel Close</u></b></p> <p>Council considered a request from a member of the public for permission to:</p> <ul style="list-style-type: none"> <li>a) install a dog poo bin</li> <li>b) install raised flower beds</li> </ul> <p>on the section of Public Right of Way LB1 close to Teasel Close.</p> <p>Council requested that the applicant supply information to support the need for a dog poo bin at the location.</p> <p>It was agreed to decline the request for raised flower beds in any type of permanent or semi-permanent, frangible structure: the broadcasting of wildflower seed alongside the hedgerow would be acceptable.</p>                                                               |
| <b>025/26</b>   | <p><b><u>Councillor Surgery at St Crispin Retirement Village</u></b></p> <p>Council agreed to hold the second quarter councillor surgery at St Crispin Retirement Village Café on Thursday 28<sup>th</sup> May at 10:30am.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>026/26</b>   | <p><b><u>Former Homes England Car Park</u></b></p> <p>Council NOTED that the Upton Country Park car park on High Street, Upton formerly owned by Homes England, has been transferred to WNC.</p> <p>Council agreed 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Item No.</b> | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>027/26</b>   | <p><b><u>Income</u></b></p> <p>Council NOTED all income received in the month as set out in Appendix A.</p> <p>Council NOTED the receipt of £63,291.50 on 29<sup>th</sup> April, this being the first of two instalments in respect of the precept.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>028/26</b>   | <p><b><u>Accounts for Payment</u></b></p> <p>Council RESOLVED to all payments being made, as set out in Appendix B. It was NOTED that the insurance premium, approved at Agenda item 009/26 would need to be paid on or before 1<sup>st</sup> June.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>029/26</b>   | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Item No.</b> | <b>Planning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>030/26</b>   | <p><b><u>Notification of Planning Applications received for comment.</u></b></p> <p>Council considered current planning applications for the Parish and agreed to responses as follows:</p> <ul style="list-style-type: none"> <li>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. SUPPORT.</li> <li>b) <u>2026/1416/FULL 219 &amp; 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. OBJECT on the grounds of insufficient parking, adverse impact on the highway directly adjacent to the local primary school and apparent lack of internal reconfiguration to create any access to connect the two houses.</li> <li>c) <u>2026/1498/FULL 102 Ashby Wood Drive Northampton NN5 4DX</u> Installation of 1 roof light to rear roof slope (retrospective). NO COMMENTS.</li> <li>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). NO COMMENTS.</li> </ul> |
| <b>031/26</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> <ul style="list-style-type: none"> <li>a) <u>2026/0948/TCA Land at The Drive Duston Northampton</u> Removal of Ash, Maple and Elder Trees to ground level. No objections.</li> <li>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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## APPENDIX A - INCOME TABLE

| Date   | Account     | Description                        | Amount     |
|--------|-------------|------------------------------------|------------|
| Apr 26 | WNC Finance | 1 <sup>st</sup> Instalment Precept | £63,291.50 |

## 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 <sup>rd</sup> Apr to 22 <sup>nd</sup> May 2026 Inv no 59047 Min Ref 283/25 | £95.00 |

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

Signed: .....

Councillor Andrew Holt. – Chairman to Upton Parish Council

Date: 2<sup>nd</sup> June 2026