



UPTON

PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 7 th July 2026		At: Berrywood Hospital Start time: 19:15hrs
Attendees: Councillor Holt (Chair) Councillor Caddy (Vice Chair) Councillor Bottwood Councillor Earle Councillor Goodley Councillor Haylock Councillor Hull Councillor Ingram Councillor Kinton Councillor Warnes	Apologies: Councillor Watson	Clerk: Emma Needham Also present: 1 member of the public
Item No:	MINUTES	
051/26	<u>Public Session</u> The member of the public wished to attend the meeting as an observer and did not have any specific matter to raise with Council.	
052/26	<u>Apologies for Absence</u> Council received and approved apologies for absence from Councillor Watson (work commitment).	
053/26	<u>Declarations of Interest</u> Councillor Bottwood and Councillor Earle declared an interest in Agenda Item 062/26 as they are former trustees of the charity William Blake House. There was one written request for dispensation from Councillor Holt, in relation to his non-pecuniary role as School Governor at St Luke's Primary School. The request was for permission to speak on Agenda Item 061/26. St Luke's have opened a discussion to with Homes England to allow safer access for the school for its Forest School. It was agreed that it was in the public interest for Councillor Holt to participate in the discussion.	
054/26	<u>Minutes of the previous meeting</u> Council RESOLVED to approve the minutes of the Ordinary Parish Council Meetings on 2 nd June 2026 and the Chairman duly signing them.	
055/26	<u>Update from Police and WNC Ward Councillors</u> Officers from Northamptonshire Police had sent their apologies due to shift patterns. WNC Ward Councillors Kathryn Shaw and Michael Stratton sent their apologies due to work commitments and a family bereavement respectively.	

Item No:	Items from previous meetings
056/26	<u>CCTV Marina Park and The Elgar Centre Car Park</u> Councillor Bottwood proposed an amendment to the motion, to make the purchase of the mobile CCTV camera contingent upon receiving grant funding. The amendment was carried and Council RESOLVED to “submit a bid for grant funding with a view to signing up to a one-year trial agreement with Crimewave for one mobile CCTV camera at a cost of £6,100 + VAT per annum, should the bid be successful.” The Clerk noted that relocation costs should be include in the bid.
057/26	<u>St Crispin and Harlestone Cricket Club (SC&HCC) Lease</u> Council received: a) the Asbestos Management Survey for the Cricket Club b) a copy of the Safe Certificate for remedial works carried out by an accredited contractor and commissioned and paid for by SC&HCC. Council RESOLVED to approve a cost of £450 excl VAT for the survey payable to BDA.
058/26	<u>Play Equipment Working Group</u> Council NOTED the recommendations from the working group’s report and AGREED to: a) Approve in principle the twin-site approach: St Crispin's (North) and Upton Country Park (South), as a coordinated parish-wide recreation and wellbeing offer. b) Endorse Phase 1 priorities: • St Crispin's: MUGA and perimeter outdoor fitness stations • Upton Country Park: Table tennis and double zip wire adjacent to the existing play area at the Elgar Centre c) Note the Working Group's position that any new play provision at Upton Country Park should augment the existing Elgar Centre cluster rather than be sited in the lower park. d) Note that Phase 2/3 items (MUGA at Upton CP, fenced SEND-friendly play area, adult fitness cluster, car park land design) require further exploration before a funding decision. e) Agree that WNC should be approached to request they lead the work to fund and install Phase 1 Upton Country Park equipment via S106, with the Parish leading on S106 bids for St Crispin's amenities.
059/26	<u>Upton Youth Club Grant Application (Deferred 042/26)</u> It was noted that the deferred item concerned a grant application from CIC Sport4Fitness, rather than Upton Youth Club directly. The Clerk explained that the item had remained open because Upton Youth Club had indicated it might resubmit the application in its own name. As no revised application had been received, Council agreed to close the item, noting that it would be pleased to reopen it if a new application were to be submitted.
060/26	<u>Kent Road and Upton Parish Council Memorial Car Park (Min Ref 018b/26)</u> Council reviewed the drawings and documentation prepared for the car park planning application. Councillor Bottwood explained the merits of his proposal which would amend the plans to a one-way flow with a single access point. Council debated option 1 or 3. Councillor Bottwood proposed that Council vote to approve option 3, which would have the benefit of no loss of spaces, less likelihood of damage to the Wooden Solider memorial and an opportunity to re-site it in a safer and more appropriate setting.

	Council RESOLVED to amend the layout to a one-way flow with a single access point as shown in option 3 at a cost of £95/hr for the redrawing of the design. Councillor Ingram asked that the vote be recorded: 8 in favour 2 against Motion carried.
Item No.	General Matters
061/26	<u>Bluebell Wood (Spinney to the west of Marina Park Play area)</u> Councillor Ingram presented a proposal for Council to seek to secure Bluebell Wood through an asset transfer from Homes England. Council discussed the merits of bringing the woodland into Upton Parish Council ownership, including the associated financial responsibilities. It was agreed that the Clerk should open a dialogue with Homes England to understand its plans for the site, without making any commitment or prejudicing Council's position.
062/26	<u>Formal Letter of Concern regarding the sale and closure of The Country Centre, Berrywood Drive</u> Council NOTED receipt of correspondence from a member of the public expressing concern about the proposed sale and potential closure of The Country Centre, Berrywood Drive, by the site owner, registered charity William Blake House. Councillor Goodley noted that the connection to farming the land as a form of therapy dates back to Victorian times. St Crispin Hospital pioneered this with its patients in a kindly and pleasant way. The closure of the Country Centre marks the end of an important period in Upton's history. It is regrettable that this facility has closed its doors to the many vulnerable service users who relied upon the productive and meaningful countryside activities offered by the centre. Councillor Holt had visited the facility on its last day. Staff asked him to convey their gratitude to all those in Upton Parish who have supported the facility over the years. Councillor Goodley noted that the Planning Application which accompanies the sale was somewhat lacklustre in its design. Council had supported the proposal on the understanding that the basic housing provision was a means of securing the future viability of the day care provision, but it seems that this may no longer be the case. It is small consolation that there is no suggestion that the field would be developed as this is thought to be protected by a covenant. Council agreed to respond to the member of the public, expressing its regret and sympathy while explaining that, unfortunately, the matter falls outside Council's powers to resolve.
063/26	<u>St Crispin Bowls Club</u> Council NOTED the temporary banner and car park signage options under consideration by the bowls club and agreed to: - the inclusion of "Upton Parish Council" on banner as a footer - the proposed letter-drop to residents (as circulated to Councillors by the Clerk). Council NOTED that the matter of the SORN'd vehicle has been resolved thanks to the timely intervention of PSCO James Scarsbrook. It was agreed to write to PSCO Scarsbrook to commend his proactive attitude. Council briefly discussed which legal entity it would be prepared to transact with in order to complete the Bowls Club lease. Councillor Ingram requested that the matter should be considered in a separate Agenda item at the next meeting.

	Council received the Asbestos Management Survey for the Bowls Club and RESOLVED to approve a cost of £150 excl VAT for the survey payable to BDA.
064/26	<u>Relocation of Coeval SID</u> Council RESOLVED to approve the relocation of Coeval SID to the new bespoke pole at a cost of £608 excl VAT.
065/26	<u>Damage to Wooden Soldier</u> Council NOTED the damage to brick work surrounding wooden soldier and agreed that the Clerk should obtain a quote for resetting the dislodged coping bricks.
066/26	<u>Events 2026</u> Council received a report from Councillor Hull. The next planned event is the Memory Walk on 11th July organised by The Lewis Foundation and NTFC. Councillor Bottwood and Councillor Goodley will attend to support. Councillors were asked to check their availability to attend the UMRA Family Fun Day event on Saturday 1st August at Upton Country Park.
067/26	<u>Communications Strategy</u> Council received a report from Councillor Caddy on progress to relaunch Council's presence on Facebook. The Moderation Policy will be brought to full Council for approval.
068/26	<u>Other Correspondence Received</u> Council NOTED the following correspondence received and action taken: a) St Crispin Park littering - signposted to WNC as landowner and PSPO for enforcement. b) Request to use UPC Memorial Car Park for Charity Bake Sale - signposted to CSN as space outside Community Centre deemed more suitable than the UPC car park. c) Dog fouling footpath to Buttercup Meadow, nr Teasel Close - signpost to WNC Environmental Crime. d) Noise disturbance from Berrywood Hospital (loud music) - agreed to write to Berrywood Hospital. Signpost resident to Noise pollution West Northamptonshire Council
Item No.	Finance
069/26	<u>Income</u> There was no income received in the month as set out in Appendix A.
070/26	<u>Accounts for Payment</u> Council RESOLVED to all payments being made, as set out in Appendix B.
071/26	<u>Purchases approved between meetings</u> Council ratified purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C.

Item No.	Planning
072/26	<u>Upton Lodge N/2017/0091 – Developer confirmed as Vistry</u> Council NOTED that the Upton Lodge Sustainable Urban Extension (SUE) site has been sold to the developer Vistry. Council received a report from initial engagement meeting with developer, as circulated by the Clerk.
073/26	<u>Planning Applications received from the Local Planning Authority for comment</u> Council NOTED the following planning applications, received from the Local Planning Authority for Upton Parish Council's comment: a) <u>2026/2403/FPATH Upton Park Development Upton Valley Way North Northampton</u> Diversion of PRoW LB5 in association with Reserved Matters application N/2018/0426 for the erection of 860 dwellings and 3 commercial units (Use Classes A1 (shop) and A3 (restaurant/cafe)) along with garages, roads, sewers, landscaping and ancillary works. Council agreed to OBJECT to the diversion on the basis that it would result in a net reduction in PRoWs. Council would like to see both routes remain accessible once the development is completed. b) <u>2026/2330/HH 2 Clickers Mews Northampton NN5 4EE</u> Loft conversion with Velux windows Council agreed to a No Comments response.
074/26	<u>Planning Applications received from the Local Planning Authority for which the deadline for comment has already passed</u> Council NOTED the following planning applications, received from the Local Planning Authority for which the deadline for comment has already passed: a) <u>2026/2002/FULL 9 Clover Street Northampton NN5 4BA</u>. New ground floor side window.
075/26	<u>Notification of Planning Application Decisions reached by the Local Planning Authority.</u> Council NOTED the following decisions reached by the Local Planning Authority: a) <u>2025/1604/LBC The Greek Orthodox Church of St Neophytos St Crispin Drive Northampton NN5 4UN</u> Listed building consent for localised repairs to plaster and repaint sections of the walls due to water damage. Approval. b) <u>2026/1724/TCA Open Space Berrywood Close Northampton</u> Large number of trees with a range of remedial and general maintenance works. No Objections. c) <u>2026/1498/FULL 102 Ashby Wood Drive Northampton NN5 4DX</u> Installation of 1 roof light to rear roof slope (retrospective). Approval.

APPENDIX A - INCOME TABLE

Date	Account	Description	Amount

APPENDIX B - PAYMENTS TABLE

By	Payee	Description	Amount
BACS	Access Storage	8 th Jul to 7 th Aug 2026 Inv no 60731 Min Ref 283/25	£95.00
BACS	DJOGS Ltd	Biodiversity Impact Assessment Min Ref 018b/26	£1,620.00
BACS	Chapman Designs	Planning Application Professional Fees Min Ref 018b/26	£900.00
BACS	Gazeboshop	6ft folding table and open back branded cover 043a/26	£148.00
BACS	Narked Design	Alt image AI Plug-in 1 year subscription	£49.00
BACS	B R Own	Supply and fit tap at back of St Crispin Community Centre	£718.32
BACS	R&G Grounds	Buttercup Meadow Gang mow 5/5 18/5, Triple 12/5 26/5	£787.20
BACS	R&G Grounds	Memorial Car Park Triple mow 12/5, 26/5 Weed control 26/5	£160.80
BACS	Barbara Osborne Business Services	Payroll Services Apr – Jun 2026	£96.00
BACS	Employee/(s)	Jun Net Pay	£2,074.41
BACS	LGPS	Employee Pension Scheme Jun 2026	£751.31
BACS	HMRC	PAYE and NIC Jun 2026	£707.51
BACS	Employee/(s)	Jun Expenses	£151.77
Dr Card	McAfee	McAfee Premium Antivirus and Spam Detect Subscription	£114.99

APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

By	Payee	Description	Amount
Dr Card	Microsoft	Microsoft 365 Premium Pro-rata to 6 th July	£8.99
DD	Microshade (Flotek) Group	Mobile phone Jun Min Ref 269/25 260600476588	£26.40
Dr Card	Amazon	Loud Hailer (Min Ref 043/26) and First Aid sign	£48.24

In the absence of further business, the meeting was closed at 21:06hrs.

Signed:

Councillor Andrew Holt. – Chairman to Upton Parish Council

Date: 4th August 2026