# UPTON PARISH COUNCIL

| **NOTICE OF ORDINARY PARISH COUNCIL MEETING**<br>**On: Tuesday 6th October 2026** | **At: Berrywood Hospital**<br>**Start time: 19:15hrs** |
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| **Council Members** are hereby summoned to attend a meeting of Upton Parish Council.<br>Please inform the Clerk of your apologies if you are unable to attend. | **Clerk:** Emma Needham<br>**Email:** clerk@upton-pc.gov.uk<br>**Signed:** *on original* |

**Public Participation:** Members of the public and press are invited to address Council on any matter relating to the business to be transacted during the public session. Up to 15 minutes will be set aside for this purpose.

Members of the public are not permitted to speak after the 15-minute public session but if the chair believes that a WNC ward councillor has information which could be pertinent to an ongoing discussion, the chair can, at their discretion, allow the ward councillor to speak.

| Item No: | Agenda item: |
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| 113/26 | **Public Session**<br><br>Members of the public are invited to address the meeting on agenda items. |
| 114/26 | **Apologies for Absence**<br><br>To receive and approve apologies for absence |
| 115/26 | **Declarations of Interest**<br><br>To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI).<br>To consider any Dispensations or written requests for dispensation of DPI. |
| 116/26 | **Minutes of the previous meeting**<br><br>To RESOLVE to Council approving the minutes of the Extraordinary Parish Council Meetings on 23rd September 2026 and the Chairman duly signing them. |
| 117/26 | **Update from Police and WNC Ward Councillors**<br><br>To receive reports from Police and WNC representatives. |
| **Item No:** | **Items from previous meetings** |
| 118/26 | **Clerk's Report**<br><br>To receive a report from the clerk. |
| 119/26 | **Noticeboard Cleaning and handyman**<br><br>To consider a report from Councillor Bottwood to appoint a handyman on an annual retainer.<br>To consider the resolution below, deferred from the last meeting, in the light of an alternative proposal from Councillor Bottwood.<br><br>**Resolution Deferred from last meeting:**<br>To RESOLVE to carry out bi-monthly cleaning of 8 x Parish Council noticeboards at a total cost of £336 per annum. Contractor equipped with professional window cleaning equipment and can carry out ad hoc handyman jobs on an as required basis. |

| Item No. | General Matters |
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| 120/26 | **Bandstand at St Crispin & Harlestone Cricket Ground**<br><br>To agree to write a letter of intent to reassure St Crispin & Harlestone Cricket Club of Upton Parish Council's commitment to carry out a community project for the restoration of the bandstand (formerly part of St Crispin Hospital). |
| 121/26 | **St Crispin Bowls Club Lease**<br><br>To NOTE receipt of letter from the Chairman of St Crispin Bowls Club.<br>To RESOLVE to transact the lease of St Crispin Bowling Green with St Crispin Social Club, as St Crispin Bowls Club is not a standalone legal entity, noting that to resolve against this would require St Crispin Bowls Club to find an alternative route to acquire the tenancy, such as setting themselves up as an independent association or charity, consistent with the approach taken by St Crispin & Harlestone Cricket Club. |
| 122/26 | **St Crispin Cemetery Signage and Information Board**<br><br>To receive a proposal from the Friends of St Crispin Cemetery.<br>To RESOLVE to ask the clerk to obtain quotations and make an S106 application to fund the project. |
| 123/26 | **Pump House Information Board**<br><br>To receive a proposal from Councillor Holt.<br>To RESOLVE to purchase the information board and reclaim the cost from Taylor Wimpey. |
| 124/26 | **Buttercup Meadow – Bench and permanent football goals**<br><br>To consider a proposal to install a bench and permanent football goals on Buttercup Meadow. |
| 125/26 | **New Litter Bin outside St Crispin Retirement Village**<br><br>To consider a request from a member of the public to provide a new litter bin between the front gate and the back gate of the retirement village, between the horse track and the pavement.<br><br>To RESOLVE to install a new litter bin on the verge outside St Crispin Retirement Home, funded from an S106 application or CIL reserves. |
| 126/26 | **Northampton Magazines**<br><br>To RESOLVE to continue publishing a two-page update in the **In & Around St Crispin, Upton & Hunsbury** magazine for the next three issues (Dec/Jan, Feb/Mar, Apr/May) at a cost of £460. |
| 127/26 | **Restrictions on Voi Scooters**<br><br>To receive a report from Councillor Holt recommending restrictions on speed and prohibitions on access in certain specific zones of the parish.<br>To RESOLVE to implement the recommendations of the report by writing to Voi to request the restrictions. |
| 128/26 | **Events Programme 2026**<br><br>To receive an update from Councillor Hull. |

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| **129/26** | **CYPN (Clubs Young People Northampton) St Crispin Youth Club proposal**<br><br>To receive an outline proposal from Councillor Hull to fund and facilitate a Youth Club in St Crispin in collaboration with CYPN.<br>To RESOLVE to give Councillor Hull and the Clerk authority to further investigate this project and to make applications for grant funding. |
| **130/26** | **Gardening Contractor for St Crispin Cemetery**<br><br>To receive a proposal from Councillor Ingram.<br>To RESOLVE ask the clerk to appoint a gardener to weed, water and maintain the planters at St Crispin Cemetery. |
| **131/26** | **Renewal of SLCC Membership**<br><br>To note the renewal date for the Clerk's annual subscription to SLCC (Society of Local Council Clerks) was 1st September. To RESOLVE to pay the invoice for £316 (budget £311). |
| **132/26** | **Correspondence Received**<br>To agree a suitable response to the following correspondence received:<br><br>a) WNC Legal Services letter acknowledging St Crispin Path project.<br>b) Morris Homes email requesting a meeting to discuss community support/sponsorship.<br>c) Letter from Churches Conservation Trust (CCT) enquiring who is responsible for the maintenance of the churchyard at St Michael's Church, Upton.<br>d) Invitation to attend Cobblers Fair Play event on Tuesday 13 October 2026 at 4pm.<br>e) Letter from Chairman of St Crispin Social Club requesting information on St Crispin Bowls Club lease.<br>f) WNC Assets & Environment letter granting permission for UPC to install an induction hearing loop system within St Crispin Community centre. |
| **Item No.** | **Finance** |
| **133/26** | **Finance Report 2nd Quarter**<br><br>To NOTE the Finance Report for the 2nd Quarter 2026/27. |
| **134/26** | **Bank Reconciliations 2nd Quarter**<br><br>To NOTE the monthly bank reconciliation approved by Councillor Bottwood, Internal Controller. |
| **135/26** | **Income**<br><br>To NOTE the receipt of £63,291.50 on 29th September, this being the second of two instalments in respect of the precept.<br>To consider and note all income received in the month as set out in Appendix A. |
| **136/26** | **Accounts for Payment**<br><br>To consider and RESOLVE to all payments being made, as set out in Appendix B. |
| **137/26** | **Purchases approved between meetings**<br><br>To ratify purchases approved between meetings in accordance with FR6.9i, as set out in Appendix C, noting that, as per Min Ref **093/26** from the August meeting, Appendix C contains more payments than usual due to not having a Parish Council meeting on 2nd September. |
| **Item No.** | **Planning** |

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| **138/26** | **West Northamptonshire Local Plan**<br><br>To consider making a response to the WNC Reg 19 Local Plan consultation. |
| **139/26** | **LB5 Diversion Upton Park and Upton Valley Way**<br>To NOTE the commencement of the 28-day public consultation period for the diversion of footpath LB5 and agree Council's position.<br>Planning application: 2026/2403/FPATH - Planning register \| Planning register \| West Northamptonshire Council |
| **140/26** | **Planning Applications for comment.**<br><br>To NOTE the following planning applications received from the Local Planning Authority for comment.<br>a) 2026/3600/TCA Playing Field St Crispin Berrywood Road Northampton. Works to 15 x Lime and 1 x Lawson Cypress and to fell 1 x Horse Chestnut within a conservation area |
| **141/26** | **Planning Applications for which the deadline for comment has passed.**<br><br>To NOTE the following planning applications received from the Local Planning Authority for which the deadline for comment has already passed.<br>a) 2026/ /2994/MAR Norwood Farmhouse Sandy Lane Harpole NN7 4DG Reserved matters (appearance, landscaping, layout and scale) for 234 residential dwellings, associated infrastructure and landscaping at Phase 3A, B and C pursuant to hybrid planning permission S/2016/1324/EIA. |
| **142/26** | **Decisions reached by the Local Planning Authority.**<br><br>To NOTE the following decisions reached by the Local Planning Authority:<br>a) 2025/4304/ADV Unit 6 Connells Residential 45 Latchet Lane Northampton NN5 4GF. 1No. internally illuminated facia sign and 1No. internally illuminated projected hanging sign. Approval.<br>b) 2026/0946/FULL 8 Wild Deer Court Northampton NN5 4XY 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). Approval |

## APPENDIX A - INCOME TABLE

| Date | Source | Description | Amount |
|---|---|---|---|
| Aug-26 | WNC Finance | S106 Application – Access road re-surfacing | £14,975 |
| Aug-26 | St Crispin & Harleston Cricket Club | Reimbursement of property insurance costs | £585.27 |
| Aug-26 | St Crispin Bowls Club | Reimbursement of property insurance costs | £351.16 |
| Sep-26 | WNC Finance | 2nd Instalment Precept | £63,291.50 |

## APPENDIX B - PAYMENTS TABLE

| By | Payee | Description | Amount |
|---|---|---|---|
| BACS | Access Storage | 8th Oct to 7th Nov 2026 Inv no 63368 Min Ref 283/25 | £95.00 |
| BACS | Pilkington Communications | Social Media Support (2nd of 2) | £480.00 |

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| BACS | R&G Grounds | Buttercup Meadow Gang mow 17/8, Triple mow 18/8, Hedge Trim 25/8, Cricket club verge 26/8, Memorial Car Park Triple mow 18/8 | £1,581.60 |
| BACS | SLCC | Membership 1st Sept 2026 to 31st Aug 2027 | £316.00 |
| BACS | PKF Littlejohn LLP | Limited Assurance review of AGAR (External Audit fee) | £504.00 |
| BACS | BOBS | Payroll services Jul-Sept 2026 | £84.00 |
| BACS | Employee/(s) | Sep Net Pay (incl. 3.3% increase backdated to Apr 2026) | £2,426.94 |
| BACS | LGPS | Employee Pension Scheme Sep 2026 | £900.05 |
| BACS | HMRC | PAYE and NIC Sep 2026 | £918.13 |
| BACS | Employee/(s) | Aug and Sep Expenses | £182.68 |

## APPENDIX C - PAYMENTS MADE BETWEEN MEETINGS

| By | Payee | Description | Amount |
|---|---|---|---|
| BACS (Sept) | Access Storage | 8th Sep to 7th Oct 2026 Inv no 62509 Min Ref 283/25 | £95.00 |
| BACS (Sept) | Raybell & Sons Surfacing Limited | Tarmac planning and relaying of Kent Rd/The Drive access | £17,970.00 |
| BACS (Sept) | Coeval | Move YSI Happy/Sad face (back to yard for refurb) | £729.60 |
| BACS (Sept) | Viking | Envelopes, stamps, printer cartridges | £155.88 |
| BACS (Sept) | R&G Grounds | Memorial Car Park Triple mow 7/7, 20/7 | £112.80 |
| BACS (Sept) | R&G Grounds | Buttercup Meadow Triple mow 7/7, 20/7 | £607.20 |
| BACS (Sept) | NALC | Building Leadership Course – AH Inv no 02132 | £42.00 |
| BACS (Sept) | Narked Design | Additional 10gb storage for Clerk | £28.00 |
| BACS (Sept) | Employee/(s) | Aug Net Pay | £2,074.41 |
| BACS (Sept) | LGPS | Employee Pension Scheme Aug 2026 | £751.31 |
| BACS (Sept) | HMRC | PAYE and NIC Aug 2026 | £707.51 |
| DD (Sept) | Microshade (Flotek) Group | Mobile phone Aug Min Ref 269/25 260800503800 | £26.40 |
| DD | Microshade (Flotek) Group | Mobile phone Sep Min Ref 269/25 260900513774 | £27.43 |
| Dr Card | Royal mail | Postage | £3.30 |
| Dr Card | Canva | Annual Subscription Pro Solo | £100.00 |