UPTON PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING On: Tuesday 6th October 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 Kinton	**Apologies:** Councillor Ingram Councillor Warnes Councillor Watson	**Clerk:** Emma Needham **Also present:** PCSO James Scarsbrook 0 members of the public

Item No:	Minutes:
113/26	**Public Session** There were no members of the public present.
114/26	**Apologies for Absence** Council received and approved apologies for absence from Councillor Ingram, Councillor Warnes and Councillor Watson for reasons of prior engagements.
115/26	**Declarations of Interest** There were no Declarations of Disclosable Pecuniary or Other Interests (DPI) to consider. There were no Dispensations or written requests for dispensation of DPI to consider.
116/26	**Minutes of the previous meeting** Council RESOLVED to approve the minutes of the Extraordinary Parish Council Meetings held on 23rd September 2026 and for the Chairman to sign them.
117/26	**Update from Police and WNC Ward Councillors** There were no WNC Ward Councillors present. PCSO James Scarsbrook circulated a CCTV Siting Assessment report for Upton to identify the most appropriate location for the deployment of a mobile CCTV camera over the autumn/winter period. The report analyses incident data over three consecutive periods and recommends CCTV siting to cover a recurring hotspot on Weedon Road, covering Upton High Street, Latchet Lane and the community facilities. He also gave a verbal update on the continuing efforts of Operation Aqua Wave to tackle vehicle ASB at Sixfields Odeon car park. He referred to the multi-agency meeting with WNC Ward Councillor Kathryn Shaw, WNC officers and Northamptonshire Police. The Clerk agreed to circulate Councillor Shaw's notes from this meeting, as not all Councillors had received them.
Item No:	**Items from previous meetings**
118/26	**Clerk's Report**

	Council received a report from the clerk.
119/26	**<u>Noticeboard Cleaning and handyman</u>** Council considered a report from Councillor Bottwood proposing the appointment of a handyman on an annual retainer. It was agreed that the Council's relatively small number of assets does not justify this level of fixed cost commitment at present. It was noted that the outcomes of the noticeboard cleaning resolution deferred from the previous meeting and the gardening resolution at agenda item 130/26 would help determine the future scope of any handyman duties. The Clerk was asked to define an appropriate level of support and a suitable maintenance regime once the outcomes of these resolutions were known. It was noted that the Clerk should determine and carry out the requisite procurement process, which may require a formal tender process, depending upon the estimated contract value. Council considered the resolution deferred from the last meeting and RESOLVED in favour of carrying out bi-monthly cleaning of 8 x Parish Council noticeboards at a total cost of £336 per annum. The contractor is equipped with professional window-cleaning equipment and can carry out ad hoc handyman jobs on an as-required basis.
Item No.	**General Matters**
120/26	**<u>Bandstand at St Crispin & Harlestone Cricket Ground</u>** Council agreed to write a letter of intent to reassure St Crispin & Harlestone Cricket Club of Upton Parish Council's commitment to carry out a project for the restoration of the bandstand (formerly part of St Crispin Hospital). It was noted that the project had been referred to as a "community project" in the agenda, but that due to the need for working at heights it was unlikely to be suitable as a volunteer project and the expectation would be to use a competent contractor for the work.
121/26	**<u>St Crispin Bowls Club Lease</u>** Council NOTED receipt of letter from the Chairman of St Crispin Social Club. Council <u>RESOLVED TO DEFER</u> a motion 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. It was noted that rejecting the motion would require St Crispin Bowls Club to find an alternative route to acquire the tenancy, such as establishing itself as an independent association or charity, consistent with the approach taken by St Crispin & Harlestone Cricket Club.
122/26	**<u>St Crispin Cemetery Signage and Information Board</u>** Council received a proposal from the Friends of St Crispin Cemetery. Council RESOLVED to ask the clerk to obtain quotations and make an S106 application to fund the project.
123/26	**<u>Pump House Information Board</u>** Council received a proposal from Councillor Holt. Council RESOLVED to purchase the information board and reclaim the cost from Taylor Wimpey. It was hoped that more historical interpretation boards could be added in due course.
124/26	**<u>Buttercup Meadow – Bench and permanent football goals</u>** Council considered a proposal to install a bench and permanent football goals on Buttercup Meadow. Council asked the clerk to seek cost estimates for the installation of two benches and

	to provide two options – metal and recycled plastic. Council agreed not to pursue the installation of permanent goal posts.
125/26	**New Litter Bin outside St Crispin Retirement Village** Council considered a request from a member of the public for a new litter bin to be installed between the front and rear gates of St Crispin Retirement Village, on the verge between the horse track and the pavement. Councillors noted that existing provision included dog-waste bins by the entrance to the woods and near the play area at St Crispin Park, together with a general-waste litter bin by the bus stop opposite St Crispin Retirement Home. They considered this provision adequate for the area. Council RESOLVED not to install a new litter bin on the verge outside St Crispin Retirement Home using funding from an S106 application or CIL reserves.
126/26	**Northampton Magazines** Council considered a motion 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. The vote was tied and the Chairman used his casting vote. The motion was not carried and Council RESOLVED not to continue to publish an update in the magazine at a cost of £460.
127/26	**Restrictions on Voi Scooters** Council received a report from Councillor Holt recommending speed restrictions and access prohibitions in specified areas of the parish. Councillors supported the report's aims but suggested that additional areas should be included. They also proposed changing the measures in some areas from access prohibitions to speed restrictions to avoid undue inconvenience to residents using the most direct routes. Councillor Holt agreed to revise the recommendations and present them to Council for consideration at a future meeting. Council RESOLVED TO DEFER a decision to implement the recommendations of the report by writing to Voi to request the restrictions.
128/26	**Events Programme 2026** Councillor Hull gave an update noting the following forthcoming events: • Community Bulb Planting Saturday 17th October 1pm-3pm • Diwali and Candle-lit Walk Saturday 24th October 3pm-6pm • Remembrance Day Wednesday 11th November 10.50am (time TBC)
129/26	**CYPN (Clubs Young People Northampton) St Crispin Youth Club proposal** Council received an outline proposal from Councillor Hull to fund and facilitate a Youth Club in St Crispin in collaboration with CYPN. Council RESOLVED 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** Council considered a motion to appoint a gardener to weed, water and maintain the planters at St Crispin Cemetery. It was noted that Spectrum was unable to take on additional responsibilities beyond maintaining the Wooden Soldier memorial. Councillors therefore asked the Clerk to explore whether other

	volunteer groups, such as the Greek Church or the gardening club at St Crispin Retirement Village, could undertake the work. If no suitable volunteer group could be identified, the Clerk was asked to obtain quotations from gardening contractors so that Council could consider a costed proposal. Council RESOLVED TO DEFER the appointment of a gardener to weed, water and maintain the planters at St Crispin Cemetery, pending the outcome of the Clerk's enquiries.
131/26	**Renewal of SLCC Membership** Council noted the renewal date for the Clerk's annual subscription to SLCC (Society of Local Council Clerks) was 1st September. Council RESOLVED to pay the invoice for £316.
132/26	**Correspondence Received** Council agreed a suitable response to the following correspondence received: a) WNC Legal Services letter acknowledging St Crispin Path project. Noted. b) Morris Homes email requesting a meeting to discuss community support/sponsorship. Noted. The Clerk will arrange a meeting. Councillor Bottwood has asked to attend. c) Letter from Churches Conservation Trust (CCT) enquiring who is responsible for the maintenance of the churchyard at St Michael's Church, Upton. Noted. d) Invitation to attend Cobblers Fair Play event on Tuesday 13 October 2026 at 4pm. Noted. Councillor Watson has asked to attend. e) Letter from Chairman of St Crispin Social Club requesting information on St Crispin Bowls Club lease. Noted. f) WNC Assets & Environment letter granting permission for UPC to install an induction hearing loop system within St Crispin Community centre. Noted.
Item No.	**Finance**
133/26	**Finance Report 2nd Quarter** Council NOTED the Finance Report for the 2nd Quarter 2026/27.
134/26	**Bank Reconciliations 2nd Quarter** Council NOTED the monthly bank reconciliation approved by Councillor Bottwood, Internal Controller.
135/26	**Income** Council NOTED the receipt of £63,291.50 on 29th September, this being the second of two instalments in respect of the precept. Council NOTED all income received in the month as set out in Appendix A.
136/26	**Accounts for Payment** Council RESOLVED to all payments being made, as set out in Appendix B.
137/26	**Purchases approved between meetings** Council ratified the 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
138/26	**West Northamptonshire Local Plan** Council considered an agenda item to respond to the WNC Reg 19 Local Plan consultation. Given that the consultation deadline is 16th November, it was agreed to bring this item to the next meeting to allow Councillors more time to read the materials and consider a suitable response.
139/26	**LB5 Public Right of Way Diversion Upton Park and Upton Valley Way** Councillor Caddy had circulated a briefing note summarising his discussions with the developer, Morris Homes. Council NOTED that the fuller discussions and explanations provided by Morris Homes had allayed its concerns. Most importantly, Morris Homes confirmed that there was no intention to remove any route through the estate or reduce the amenity available to residents. Councillor Caddy noted that a further positive outcome of the Parish Council's intervention was that it had drawn the developer's attention to the existing footpath stubs—the unconnected secondary gateways installed by Homes England. Morris Homes had therefore updated its plan to include footpath connections between the country park and the development where these fell within its red-line boundary. Homes England would be responsible for completing any work outside that boundary. Council NOTED that, although the 28-day public consultation on the proposed diversion of footpath LB5 was due to begin on 29th September, the made order appeared to have already been uploaded to the planning portal. Consequently, Council was unable to record its updated position on the portal and could do so only in its minutes, which would nevertheless remain available as part of the public record. Planning application: 2026/2403/FPATH - Planning register | Planning register | West Northamptonshire Council
Pursuant to Standing Order 10(a)xviii, Council RESOLVED to extend the length of the meeting by 10 minutes.	
140/26	**Planning Applications for comment.** Council NOTED the following planning applications received from the Local Planning Authority. 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 Council agreed to submit a "No comments" response.
141/26	**Planning Applications for which the deadline for comment has passed.** Council NOTED the following planning applications received from the Local Planning Authority for which the deadline for comment has already passed. 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.** Council NOTED the following decisions reached by the Local Planning Authority: 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. 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 & Harlestone 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
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

In the absence of further business, the meeting was closed at 21:15hrs.

Signed: …….

Councillor Andrew Holt. – Chairman to Upton Parish Council

Date: 3rd November 2026