

BOUGHTON PARISH COUNCIL

Minutes of the Full Council Meeting of Boughton Parish Council held on Monday 12th September 2016 at 7.00 p.m. in Boughton Village Hall, Butchers Lane, Boughton

Present: Councillors: J Clarke (Chairman), A Dale, S Trott, R Wilson, T Wright

In Attendance: Mrs J Bunting – Parish Clerk

Other Attendees: One member of the Public

16/1596 To Receive and Accept Apologies for Absence

Apologies for absence were received from Cllrs: Mrs R McDonnell (holiday) S Trott (Pitsford Parish Council Meeting) and Cllrs: Mrs J Shephard and K Greatorex (personal). These apologies were approved.

Apologies for absence were received from District Councillor Barry Frenchman.

16/1597 To Record Members Declarations of Interest (on Agenda Items Only)

Councillors Declarations of Interest are recorded in their statutory declarations which are held on the Daventry District Council website.

Councillor	Agenda Item	Nature of Interest
Cllr J Clarke	Item 10a(ii) Matters for Report Only Planning Application DA/2016/0731 Guyse House, Humfrey Lane, Boughton	Opposite Neighbour Personal
Cllr J Clarke	Item 13a. Stone Bus Shelter, Humfrey Lane, Boughton.	Adjacent Neighbour Personal

16/1598 To sign the Minutes of the last Full Council Meeting held on Monday 11th July 2016 and the Planning Meeting held on Monday 8th August 2016

The Minutes of the last Full Council Meeting held on Monday 11th July 2016 and the Planning Meeting held on Monday 8th August 2016 were approved and signed by the Chairman as a true and accurate record.

16/1599 Matters arising from the Minutes of the Last Full Council Meeting (not covered by items on the Agenda)

- a) Purchase of Queen's Framed Portrait for the Village Hall
The Chairman reported that the framed print was now in situ in the Village Hall. The Clerk reported that the Chairman of the Village Hall Committee had suggested an informal celebration and this was agreed by Councillors.
- b) Replacement of Finger Post Sign Vyse Road/Humfrey Lane Junction
Following the mysterious removal of the fingerpost sign on Vyse Road Councillors resolved to use the Councillors Empowerment Grant to replace the metal fingerpost sign on the corner of Humfrey Lane/Church Street with an oak finger post sign to its

original detail with black and white painted finish to match the existing detail with the Moulton College element removed. A quotation had been obtained from Sign of the Times at a cost of £1,530. Councillors agreed that the balance of £691 would be met from General Reserves. The Clerk would take advice from NCC Highways and the Conservation Officer at DDC.

c) **Noticeboard in Church Street**

The Clerk reported that the W.I. had confirmed that the noticeboard did belong to Boughton W.I. and could be removed. Cllr Potter agreed to have a look at the noticeboard as any work to remove it would require the permission of the householder.

16/1600 Public Open Forum Session

It was agreed to take questions for the member of the public under Item 13c.

16/1601 To Receive District Councillor's Report

There was nothing to report.

16/1602 To Receive County Councillor's Report

There was nothing to report.

16/1603 Village Design Statement Update

Cllr Wright reported that this was progressing well and a final draft had been sent to the Planning Officer at DDC and no major issues were anticipated. MGT Design had been instructed to proceed with the design of the front cover. The Chairman thanked Cllr Wright and the Clerk for all their hard work in moving the VDS forward.

16/1604 Review and Re-adoption of Communication, Equal Opportunities, Grievance & Disciplinary Procedure & Complaints Policies

The Clerk reported that she had carried out a review of these policies and they remained fit for purpose and could therefore be re-adopted unchanged. Councillors resolved to re-adopt the policies as recommended.

16/1605 Planning

a) **Agree response to the following Planning Applications:-**

i. **DA/2016/0806 Mullions, Humfrey Lane, Boughton NN2 8RG**

Work to trees within a Conservation Area

Councillors resolved to take the advice of the Landscape Officer at DDC and there were no observations.

ii. **DA/2016/0731 Guyse House, Humfrey Lane, Boughton, NN2 8RQ**

Remove Tree within a Conservation Area (For Report Only)

The Clerk reported that there had been no objections and Councillors had resolved to be guided by the advice of the Landscape Officer at DDC.

b) **Planning Application Decisions Received**

DA/2015/1185 Gladman Developments Limited Land off Holly Lodge Drive, Boughton

Outline Application for up to 110 residential dwellings (including up to 35% affordable housing), convenience store with 200 sqm of retail space (Class A1)

associated uses and parking. Demolition of existing buildings, structural planting and landscaping, informal public open space and play area, surface water mitigation and attenuation and associated ancillary works (all matters reserved).

The Chairman confirmed that the proposal had been withdrawn and that DDC would not be proceeding further with a formal decision.

- c) DA/2008/0500 Buckton Fields (East) and DA/2011/0666 Buckton Fields (Overall)
- i. The Chairman reported that the developers had both requested cheques so that payment of the £5,000 could be made to the Parish Council. The Chairman requested that Councillors give some thought to how this money could be spent in time for the next meeting in October.
 - ii. The Clerk was requested to forward to Councillors an email from the Joint Project Manager detailing the affordable housing provision at Buckton Fields. It was agreed to bring this matter forward to the October meeting.
 - iii. The Chairman reported that NCC were actively pursuing bringing forward the rest of the site and reviving the present application DA/2011/0666. This application will have to be updated and further consultation will have to take place. However, this is still a live application with a resolution to grant. This matter will be on the Agenda for the next BFLF meeting on the 14th October 2016 as councillors requested more information on the provision of a primary school.
 - iv. Cllr Wilson suggested reconvening the Buckton Fields Committee who could give some thought to items for the parish from Phase 2 of Buckton Fields. CIL would apply for the second phase. Following a suggestion from Cllr Potter it was agreed that the Parish Council would need professional input from a planning consultant who the Parish Council had used previously. Councillors thought it would be critical to take professional advice in dealing with professional developers going forward. Cllr Wilson reported that there was £5,000 in the Legal Reserve for this purpose. The Chairman reported that he and the Clerk had an informal meeting with the Major Planning Projects Officer from DDC on Monday 3rd October 2016 to gather some initial advice.
 - v. Boughton Quarry (General)
Following discussion Councillors agreed that it has been some considerable time since a meeting of the Boughton Quarry Liaison Forum. The Clerk had written to NCC on several occasions as the Parish Council had been hoping to organise a meeting for September. The Clerk was requested to write to Cllr Mrs Judy Shephard to see if she could assist in obtaining a response from NCC for a meeting.
 - vi. Pitsford Quarry/Pond
There was nothing to report.
 - vii. DDC Planning Committee Site Visits
At the request of the Chairman, District Councillor Frenchman had provided the Parish Council with a copy of the protocol for planning site visits which was contained in Daventry District Council's Constitution Part 3C. All requests for site visits must come through a Member of the Planning Committee or a Ward Member to the Development Control Manager within the twenty-one day period for comments on the application. Such requests must be accompanied by a planning reason. The relevant extract of the

Constitution could be accessed at the following link:
<https://www.daventrydc.gov.uk/search/?q=Constitution>

16/1606 Finance

- a) The Financial Statements for the months ending 31st July 2016 and 30th August 2016 had previously been circulated to all Councillors and had been agreed by Cllr Wilson. Cllr Wilson proposed approval of the Financial Statements and this was seconded by the Chairman and unanimously agreed by Councillors. The Financial Statements were signed by the Chairman as a true and accurate record. Cllr Wilson reported that the second instalment of the precept was due at the end of September.
- b) A hard copy of the Receipts & Payments to the end of August had been circulated to all Councillors.
- c) It was resolved by Councillors that the following Cheques be approved for payment. A list had previously been circulated to all Councillors and agreed by Cllr Wilson.

To Whom Paid	Chq No	Details of Payment	Amount	Power to Pay
Boughton Village Hall	1816/V943	Hall Hire BPC Meeting 12 th September 2016	£18.00	LGA 1972 s111
Mrs J Bunting	1817/V944	Clerk's August 2016 Salary (net of deductions)	£1,051.31	LGA 1972 s111
Mrs J Bunting	1818/V945	Parish Office Expenses August 2016 (Telephone, Broadband and Electricity)	£43.33	LGA 1972 s 111
MGT Design Ltd	1819/V946	August 2016 Monthly website maintenance	£60.00	LGA 1972 s111
Boughton Village Hall	1820/V947	Annual Donation 2016/2017	£500.00	LGA 1972 s137
Boughton Playing Field (Pocket Park)	1821/V948	Annual Donation 2016/2017	£500.00	LGA 1972 s137
Royal Images	1822/V949	Purchase of Framed Print of H.M. The Queen	£262.20	LGA 1972 s137
Mrs J Bunting	1823/V950	Reimbursement to Clerk for purchase of stationery and stamps	£8.28	LGA 1972 s111
Daventry District Council	1824/V951	Uncontested Election Fee including RO Fee and administration	£83.00	LGA 1972 S111
BDO LLP	1825/V952	Review of Annual Return for the year ended 31 st March 2016	£240.00	LGA 1972 s111
Information Commissioner	1826/V953	Data Protection Registration Renewal	£35.00	LGA 1972 s111
J Bunting	1827/V954	Reimbursement to Clerk for purchase of plaque for framed print of H.M. The Queen	£38.99	LGA 1972 s137
M & K Gardening	1828/V955	Village Green-works	£525.50	OSA 1906

TOTAL:			£3,365.61	
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- d) It was agreed to pay a late cheque to M & K Gardening (C1829/V956) in the sum of £25.00 for relocating a wall clock and wall plaques and for hanging a framed print of H.M. The Queen at the Village Hall. This payment did not appear on the Financial Statement for the month ending 31st August 2016.
- e) Cllr Wilson reported income as follows:-

Payee	Details of Payment	Amount
Nat West Bank	Bank Interest	£1.44
NCC	Councillor Empowerment Grant	£839.00
HMRC	VAT Refund	£148.78

- f) Completion of Audit 2015/2016 Letter from BDO
 Cllr Wilson reported that BDO had now completed the Parish Council audit for the year ended 31st March 2016 and that there were no matters which required the issuing of a separate additional issues arising report. Following a proposal from the Chairman which was seconded by Cllr Wright the Annual Return including BDO's certificate was unanimously approved and accepted by Councillors. The Annual Return had to be published on the parish website no later than the 30th September 2016.
- g) To receive quotes for the supply of electricity for footway lighting
 Councillors agreed to bring this matter forward to the October meeting.
- h) Pension Automatic Enrolment – Letter from The Pensions Regulator & Recommendation from NCALC/The Pension House
 Cllr Wilson reported that Northants CALC had teamed up with The Pension House to offer guidance and support on pensions and automatic enrolment. The Pension House had developed two options for Parish Councils. Option 1 was a fully managed solution where the Parish Council would engage The Pension House to assist it through the entire process of automatic enrolment. Option 2 was a self-managed solution where the Parish Council would select the advice and guidance services that it would need but would handle the majority of auto enrolment tasks itself. Northants CALC had commissioned The Pension House to provide a Recommendation Report which would detail the providers of qualifying auto enrolment schemes and their terms of engagement. This report, for a small charge of £75, would assist the Parish Council to determine which pension provider would offer the most suitable scheme. Following a proposal from Cllr Wilson, which was seconded by Cllr Potter, Councillors resolved to choose, in the first instance, the Recommendation Report at a cost of £75. This could be followed up with a telephone appointment with The Pension House lasting approximately 45 minutes at a cost of £75 plus VAT. Councillors also agreed that The Pension House Client Agreement could be signed on behalf of the Parish Council by the Chairman and Cllr Wilson outside the meeting.

- i) To consider specific proposals for the Budget 2017/2018
 Cllr Wilson reported that the Budget/Precept for 2017/2018 must be approved at the January 2017 meeting. There would be additional receipt from the Precept next year from the new housing currently being built and occupied at Buckton Fields. Following a proposal from Cllr Wilson, Councillors agreed that additional time would be allocated at the November meeting to debate and consider significant items of expenditure and how this extra income could be spent. The Chairman suggested looking at the part funding, with adjacent parishes, of a PCSO which had been suggested by District Sergeant Sam Dobbs from Northamptonshire Police at the July Parish Council meeting.
- j) Changes to Bank Interest Rates – Letter from NatWest Bank
 Cllr Wilson reported that as from the 7th November 2016 the credit interest rate on the Business Reserve Account would be reduced to 0.01%.
- k) To report receipt of Councillors Empowerment Grant
 Reported earlier in the Minutes under Finance.

16/1607 Highways

- a) Traffic Calming Proposals – Final Costings from NCC Highways
 The Chairman reported that costings had now been forwarded from NCC Highways and as these were totally unsuitable to base any decisions on a full detailed breakdown had been requested by the Clerk. Again, Highways had been unable to provide these but had explained that as it is a target cost made up of plant/labour and materials if they were to give the Parish Council the prices, for example for signage in isolation, they would have to base this on these works being undertaken as a stand-alone scheme and, therefore, they would have to price the plant mobilisation, traffic management, welfare etc. just for these works, rather than spread across all the proposed works. This in turn would over inflate the cost of each item giving a false interpretation of price. As such to break down all the works would certainly further exceed the £42,987 estimate provided. This estimate far exceeded the £30,000 allocated from the S106 Agreement for Buckton Fields for traffic calming. General discussion took place and Councillors agreed they did not accept what NCC had put forward regarding the cost estimate provided which was totally ambiguous. Cllr Potter stated that the Parish Council had a duty to demonstrate due diligence to parishioners in spending this money and it was most important to apply a cost to each individual item identified in the final proposals. The Clerk was requested to forward the final traffic calming proposals to NCC Highways and to request the cost of each element of the work again as Councillors did not accept the reasons put forward. Councillors viewed the whole matter as totally unacceptable. It was agreed if NCC Highways knew the final proposals were outside the £30,000 budget they should not have recommended them. It was agreed to enlist the assistance of County Councillor Mrs Shephard in moving matters forward.
- b) Northampton Northern Orbital Route Consultation
 The Chairman stated that a report had been considered by Cabinet at NCC on the 6th September 2016 to note the results of the recent consultation on the Northampton Northern Orbital Route. The recommendation was to agree further work takes place to refine the route options before a further public consultation on both the

Northampton North West Relief Road and Northampton Northern Orbital Route with the expectation that a preferred route be brought to Cabinet for approval before summer 2017. A further consultation would take place after Christmas.

16/1608 Environment

a) **Stone Bus Shelter Humfrey Lane**

Following a request from adjacent neighbours the Clerk had obtained costings for its removal. The bus shelter was causing damage to their adjacent stone wall which the resident assured would be reinstated if the bus shelter was removed. The Clerk stated that the work would have to be done by an NCC approved contractor to work on the highway. An initial costing of £1,500 had been obtained to remove the bus shelter and make good the path. In addition, there would be the cost of a Section 171 licence of £225. The resident offered to make a contribution towards the cost and the Clerk confirmed that she would have to check the power that the Parish Council would have to undertake the work. The Conservation Officer at DDC had advised that planning permission would not be required for any building within the Conservation Area with a total cubic content not exceeding 115 cubic metres (as ascertained by external measurement). Councillors agreed to bring the matter forward to the November meeting. In the meantime, it was agreed that a notification would be put in the October BVM and the Clerk would obtain further quotations for its removal. The Chairman suggested that the brick could be salvaged and sold. Cllr Potter suggested that there may be some services in the highway.

b) **Inspection of Chestnut Tree Butchers Lane/Church Street**

A quotation and specification for works to the Chestnut Tree at the top of Butchers Lane had been received in the sum of £1,188 (including VAT) from Wilby Tree Surgeons. Some work had previously been undertaken in October 2014. The Clerk was requested to contact Wilby Trees to request if the quote could be reduced if the work was done when the leaves had fallen from the tree. If not, following a proposal from Cllr Wilson, Councillors approved that the work could proceed.

c) **Landowner Deposit 295 Moulton College**

The Clerk reported receipt of notification from NCC of a Landowner Deposit for land in Moulton, Boughton and Pitsford owned by Moulton College. It was possible for members of the public to claim that a track has been dedicated as a public right of way and land owners can protect themselves from future claims that a public path has come into being by implied dedication. Public footpaths and rights of way can be created by the public walking or riding across otherwise private land for a long time, usually in excess of twenty years.

d) **Replacement Fencing Boughton Rise**

The Clerk reported that the original developers Bellway Homes had agreed to instruct fencing contractors to undertake repair works on Dixon Road and Jackson Close.

e) The Clerk was requested to contact the agents for the land owners of the land adjacent to the Primary School. The Parish Council had previously requested that this land was tidied and nothing had been done. Councillors agreed that the land was a complete eye sore. Following further discussion Councillors agreed that the Clerk could, in addition, contact the Planning Enforcement Officer at DDC who may have powers to issue a Community Protection Notice.

- f) The Chairman reported that he had recently met with the Managing Director of Eurofoods and they had discussed the problems caused by the number of cars parking on the surrounding streets from the business.

16/1609 Correspondence

- a) Letter from Boughton Coffee Morning Club – Parish Council Donation
A letter of thanks had been received from Boughton Coffee Morning Club for the recent annual donation of £150 from the Parish Council.
- b) Letter from Obelisk Spinney Pocket Park – Parish Council Donation
A letter of thanks had been received from Obelisk Spinney Pocket Park for the recent annual donation of £250 from the Parish Council.
- c) Letter from resident in Humfrey Lane – parking issues and superfast broadband
General discussion took place and the Clerk was requested to respond.

16/1610 Other Matters

- a) Progress/Receive reports on attendances since last BPC Meeting:-
The Chairman reported that he had attended a meeting of the OMBBH Forum on the 8th September 2016 with Cllr Mrs Shephard and the Clerk.
The Chairman reported that Balfour Beatty had been awarded the contract for the works on the A43 which will last approximately 14 months because of the diversion of the existing utilities. There will be further communication with all surrounding parishes. The North West Relief Road (Harlestone to The Windhover) will progress first and will be in place within the next few years and the NNOR will follow. Highways were asked to clarify if either section will be completed before the second phase of Buckton Fields is started. The WNJCS will be reviewed starting next year. DDC has obtained two-year funding for Conservation Area Appraisals and a new Heritage Policy Officer is starting on the 3rd October to look specifically at this. Priorities will be when the last Plan was completed (Boughton's last conservation area appraisal was in November 2002), appraisal quality and development pressures. Sam Dobbs, the Chairman of Harlestone Parish Council had spoken to the Chairman further about the possibility of joint funding for a PCSO between four villages. The cost would be approximately £10,000 for each parish and could be money earmarked in a community safety budget. Minutes of that meeting would be circulated to Councillors in due course.
- b) Receive Reports from representatives of Village Hall, Pocket Park, Primary School and Richard Humfrey Charity Committees
- i) Village Hall – The Chairman reported that the Village Hall Committee appreciated the framed print of H.M The Queen. Income remains steady and £500 had been raised from a recent Jumble Sale.
- ii) Pocket Park – The Chairman reported that recent problems with the three litter bins in the Park appear to have been resolved.
- iii) Boughton Primary School – Cllr Potter reported that a new Head Teacher had been appointed from the 1st January 2017. The Clerk was requested to write to the new Head Teacher, who lives in the Village, offering the Parish Council's congratulations.
- iv) Richard Humfrey Charities – There was nothing to report.

- c) The Clerk reported that she had hand delivered New Welcome to Boughton letters to the new residents of Buckton Fields and arrangements had now been made with the site office to distribute these letters with the developer's Welcome Packs.

16/1611 Urgent Matters for Report Only (notified to the Chairman before the Meeting)

There was nothing to report.

16/1612 Confirm Date of Next Meeting

The next Full Council Meeting of Boughton Parish Council will be held on Monday 10th October 2016 in Boughton Village Hall at 7.00 p.m. Cllr Wilson gave his apologies for that meeting.

The meeting closed at 9.25 p.m.

Signed as a true record of the above meeting.

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Cllr J Clarke (Chairman)

10th October 2016