

## BOUGHTON PARISH COUNCIL

### **Minutes of the Meeting held on Monday 14<sup>th</sup> April 2014 at 6.30 p.m. in Boughton Village Hall, Butchers Lane, Boughton**

**Present:** Councillors: J Clarke (Chairman), A Dale, R Greener, Mrs G Kingston, J Parker, S Potter, Mrs J Shephard, R Wilson

**In Attendance:** Mrs J Bunting – Parish Clerk

**Other Attendees:** Three Members of the Public

#### **14/1186 Apologies for Absence**

Apologies were received from Cllrs: K Greatorex (Vice Chairman) and District Councillors: B Frenchman and J Shephard.

The Chairman welcomed the members of the public to the meeting.

#### **14/1187 Members Declaration of Interest (on Agenda Items Only)**

None

#### **14/1188 To sign the Minutes of the Meeting held on Monday 10<sup>th</sup> March 2014**

The Minutes of the last Full Council Meeting held on Monday 10<sup>th</sup> March 2014 were approved and signed by the Chairman as a true and accurate record.

#### **14/1189 Public Open Forum Session**

There were no questions from members of the public.

#### **14/1190 Matters arising from the Minutes of the Last Full Council Meeting**

- a) The Chairman reported that a meeting of the Boughton Quarry Local Liaison Forum planned for the 26<sup>th</sup> March 2014 had been cancelled. A date is to be re-arranged and the Clerk was requested to progress.
- b) Following a request from the Parish Council, in addition to correspondence from the Parish Council and FOBA, DDC have received nine letters/emails from individuals in response to the recent planning application for Buckton Fields.

#### **14/1191 Village Greenworks**

The Chairman reported that the new mowing season had begun and M & K Gardening were commended on their excellent work.

#### **14/1192 Village Website**

MGT Design had now submitted their Terms and Conditions which had been considered and approved by the website sub-committee, Cllrs Greener and Potter. Following a proposal by Cllr Wilson, Councillors agreed that once the information (deliverables) required by the web developer from the Parish Council was received and agreed a 50% deposit of £925.00 plus VAT would be paid as requested. Councillors agreed that this deposit could be paid out of

meeting, if necessary, and the cheque would be sanctioned and signed by the Chairman and Cllr Wilson.

#### **14/1193 Planning**

- a. **New Planning Applications**
  - i. **DA/2014/0210 Cherry Croft, Vyse Road, Boughton**  
**Demolition of front garages and side conservatory. Construction of two storey and single storey extensions to front, side and rear and detached double garage.**  
The applicants précised their proposals and following discussion there was no objection by the Parish Council who supported the application.
  - ii. **DA/2014/0235 and DA/2014/0241 The Rectory, 41 Humfrey Lane, Boughton**  
**Work to trees within a Conservation Area**  
No objection by the Parish Council if this supported the advice of the Tree Officer at DDC.
- b. **Planning Application Decisions**
  - i. **DA/2013/0124 Rear of 86 Harborough Road North, Boughton**  
Planning permission granted by DDC with conditions 31<sup>st</sup> March 2014.
  - ii. **DA/2014/0127 35 Humfrey Lane, Boughton, NN2 8RL**  
Planning permission granted by DDC with conditions 2<sup>nd</sup> April 2014.
- c. **DA/2008/0500 Buckton Fields (East) and DA/2011/0666 Buckton Fields (Overall)**  
The Chairman reported that the developers were due to submit amended plans to DDC shortly and further consultation would take place.

#### **14/1194 Finance**

- a) The Financial Statement for the month ending 31<sup>st</sup> March 2014 and the Bank Reconciliation for the year ending 31<sup>st</sup> March 2014 had previously been circulated to Councillors. Cllr Wilson proposed their approval by the Council and this was seconded by the Chairman and unanimously agreed by Councillors. The Financial Statement and Bank Reconciliation were signed by the Chairman.
- b) It was agreed by Councillors that the following Cheques be approved for payment. A list had previously been circulated to all Councillors and approved by Cllr Wilson.

<b>To Whom Paid</b>	<b>Chq No</b>	<b>Details of Payment</b>	<b>Amount</b>	<b>Power to Pay</b>
Boughton Village Hall	1548/V675	Hall Hire BPC Meeting 1 <sup>st</sup> and 14 <sup>th</sup> April 2014	£36.00	LGA 1972 s133
Mrs J Bunting	1549/V676	Clerk's March 2014 Salary (net of deductions)	£711.56	LGA 1972 s 111
Mrs J Bunting	1550/V677	Clerk's Monthly Office Expenses March 2014 (Telephone, Broadband and Electricity)	£43.33	LGA 1972 s 111
HMRC	1551/V678	Employer and Employee N.I Contributions (January to March 2014)	£125.65	LGA 1972 s 111
M & K Gardening	1552/V679	Village Greenworks	£167.00	Open Spaces Act 1906

M & K Gardening	1553/V680	Village Greenworks	£102.00	Open Spaces Act 1906
E.ON	1554/V681	Street Lighting Maintenance Qtr. Ending 31 <sup>st</sup> March 2014	£163.04	HA 1980 s301 Parish Councils Act 1957
SLCC	1555/V682	Purchase of "Parish Councillors Guide"	£16.80	LGA 1972 s111
<b>TOTAL:</b>			<b>£1,365.38</b>	

c) Cllr Wilson reported income as follows:-

Payee	Details of Payment	Amount
Nat West Bank	Bank Interest	£4.54
HMRC	VAT Refund	£913.99
Spinney Lodge Vets	Sponsorship of Dog Bin	£144.95

- d) Cllr Wilson reported that there were surplus funds at the year-end 2013/14 of £4,171.94. Various savings had been made during the year on village greenworks which was £1,000 underspent and savings had been made on various items of miscellaneous expenditure. A 45% reduction had been made on the insurance premium. Cllr Wilson proposed that £1,000 should be earmarked in Legal Reserves, £600 earmarked for the Village Day, £1,500 to the Footway Lighting Reserve for on- going maintenance and the balance of £1,071.94 be earmarked in the General Reserve. This proposal was unanimously agreed by Councillors.
- e) Councillors unanimously resolved to accept Cllr Wilson's proposal that the current £25,000 limit in respect of Fidelity Guarantee remain the same for 2014/15.
- f) A Risk Assessment Checklist had recently been updated as at the end of 31<sup>st</sup> March 2014 and Cllr Wilson stated that this had not fundamentally changed from the previous year. Following a proposal by Cllr Wilson approval was unanimously agreed by Councillors and signed by the Chairman. The Risk Assessment Checklist had previously been circulated to all Councillors.
- g) Cllr Wilson reported that during the year land at the corner of Butchers Lane/Spring Close had been identified as belonging to the Parish Council and this had now been added to the Asset Register. Some discussion took place regarding the Village Green and Chestnut Tree Green at the top of Butchers Lane which was registered to the Parish Council but was Common Land. The Clerk reported that the Internal Auditor had advised that as Common Land it did not have to be included on the Parish Council's Asset Register. The Clerk was requested to seek advice from the Parish Council's insurers and Cllr Greener stated that if this land is an insurable risk it should be on the Asset Register. The total asset value on the register was £45,083.33 which had increased by £489 from the previous financial year due to the purchase of a number of new street lights. Cllr Wilson proposed that the updated Asset Register as at the end of 31<sup>st</sup> March 2014 be approved and this was unanimously agreed by Councillors and signed by the Chairman. The Asset Register 2013/14 had previously been circulated to all Councillors.
- h) Cllr Wilson reported that the Annual Return had now been prepared for the year end 31<sup>st</sup> March 2014 and proposed that the External Audit Annual Return for 2013/14

(including Explanation of Variances, Bank Reconciliation and Annual Governance Statements) be approved. The proposal was unanimously agreed by Councillors and the Annual Return was signed by the Chairman and the Clerk. The Chairman thanked Cllr Wilson for all his hard work in the preparation and approval of the final accounts.

- i) The Clerk reported that the Council's Governing Policies and Procedures were a continuing review throughout the year. The new model Financial Regulations had recently been received from NCALC and were currently being reviewed by the Clerk and Cllr Wilson.
- j) Cllr Wilson agreed to review the Equal Opportunities Policy with the Clerk.
- k) The Clerk reported that the new model Financial Regulations state that personal credit or debit cards of members of staff should not be used under any circumstances. The Clerk had used her personal credit card at times during the year to pay for land registry searches and to update the Norton Anti-Virus software for the parish council laptop. Cllr Wilson suggested that this is not a breach of the regulations as the Parish Council have to authorise any reimbursement to the Clerk for purchases made on behalf of the Council. However, the Clerk was requested to seek further advice from the Internal Auditor.

**14/1195 Urgent Matters for Report Only (notified to the Chairman before the Meeting)**

- a) The Chairman reported that an email had been received from Green Switch Solutions who were proposing to develop a Solar Park on land adjacent to the Brampton Valley Way off the A5199 Northampton Road/Welford Road which had been identified as having good potential for PV energy generation due to its location. As part of the planning application process they were undertaking a public consultation event at The Windhover Public House, Brampton Lane on Wednesday 16<sup>th</sup> April 2014 between 4.00 p.m. and 7.00 p.m.
- b) Cllr Mrs Shephard reported that the closed footpath at the end of Butchers Lane is drying out well and she will contact Rights of Way at NCC regarding resurfacing.
- c) The Clerk was requested to speak to a resident regarding some large pallets that had been left at the top of Spring Close.
- d) Cllr Kingston reported that a resident in Moulton Lane had erected some small posts on highway land outside their property. The Clerk was requested to report to NCC Highways.

**14/1196 Confirm Date of Next Meeting**

The Annual General Meeting of Boughton Parish Council will be held on Monday 12<sup>th</sup> May 2014 in Boughton Village Hall at 7.00 p.m.

There being no other business the meeting closed at 7.30 pm

Signed as a true record of the above meeting

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Cllr J Clarke (Chairman)

Dated this 12th day of May 2014