

BOUGHTON PARISH COUNCIL

Minutes of the virtual Ordinary Meeting of Boughton Parish Council held by remote video-conferencing (Zoom) on Monday 15th June 2020 at 6.30 p.m.

Present		In Attendance	
Cllr S Potter (SP)	Chair	Mrs J Bunting	Clerk & RFO
Cllr T Wright (TW)	Vice-Chair		
Cllr A Dale (AD)			
Cllr K Greatorex (KG)			
Cllr D James (DJ)			
Cllr R Mrs McDonnell (RMcD)			
Cllr Mrs C Mackaness (CM)			
Cllr Mrs J Shephard (JMS)			
Cllr R Wilson			

20/2213 Apologies for Absence

There were no apologies for absence.

Apologies were received from District Councillor John Shephard.

20/2214 To record Members Declarations of Interest (on Agenda items only)

Councillors declarations of interest are recorded in their statutory declarations which are published on the parish website.

Councillor	Agenda Item	Nature of Interest
Cllr R Wilson	20/2223(j) Grant application for Boughton Primary School	Personal

20/2215 To sign the Minutes of the last full Council Meeting held on Monday 23rd March 2020

Council unanimously APPROVED the minutes of the last full Council meeting held on Monday 23rd March 2020 as a true and accurate record. The minutes were signed by the Chair with no other administrative amendments.

20/2216 Public Open Forum Session

There were no questions from members of the public.

20/2217 District Councillor's Report on matters arising since last meeting

It was noted that District Councillor John Shephard will be chairing the forthcoming inaugural meeting of Harlestone Manor Parish Council.

20/2218 County Councillor's Report on matters arising since last meeting

JMS reported that she had been dealing with enquiries involving the A43 through Moulton. NCC were re-introducing parking charges.

20/2219 Northamptonshire Police PCSO Update Report

A police report for May 2020 had been circulated and seven incidents were noted by Council. The PCSO was continuing to patrol all the villages in the ward and a request had been made for the use of a speed gun for June. The Chair reported that whilst responding to an emergency call at Buckton Fields a police vehicle had hit a raised drain cover rupturing the fuel tank. It was noted that this incident highlighted the urgency to top surface the roads on the development. Graffiti on highway signage at the end of Vyse Road had been partially removed by the police. The Clerk had also reported this to DDC.

20/2220 Approve Re-adoption of Standing Orders

Resolved: To re-adopt.

20/2221 Consider Review of Annual Plan

Resolved: TW, DJ and the Clerk would review. RW suggested that the plan should include a strategy for investing the CIL funds for the community to include a proposal for looking at a community facility for this year's plan. **Action: TW/DJ/Clerk**

20/2222 Planning

a) **DA/2019/0666 Land at Brampton Lane, Boughton (Buckton Fields East) Phase 1 Update**

TW reported that NCC had provided remedial items to Bloor Homes in March before lock-down. These items were discussed at a consortium meeting on the 10th June 2020 and there will be a site inspection with the Bloor Homes contractor to agree items next week. Subject to that site meeting works will be programmed with an anticipated completion in July. DJ stated that there was a lot of work to complete such as damaged kerbs, drains and loose slabs and it was important to get a firm date for the completion of the outstanding work. The Clerk was requested to write to the Joint Project Manager for confirmation of timings. **Action: Clerk**

MGH aim to be completed and gone from Phase 1 by the end of 2020. However, this is subject to all Government restrictions surrounding the Covid 19 pandemic.

In relation to an additional streetlight (footpath from Buckton Fields to Central Avenue) Bloor Homes have advised that they have discussed feasibility with MGH. The developers are currently reviewing and will provide a further update shortly.

b) **Land at Brampton Lane, Boughton (Buckton Fields West) Phase 2 Update**

MGH are also restarting work on the new phase 2 (Buckton Fields West) as it was shut down due to Covid 19. Their current plan is to carry on marketing BFW from the current BFE sales and marketing suite.

c) **Phase 3 Sale of land by NCC**

RW reported that he and the Chair had met with the Group Asset Manager at NCC at the beginning of March. The sale of the phase 3 land had now been advertised and the marketing brochure had been circulated to Councillors.

Resolved: The Clerk was requested to organise a meeting with the Chair, RW and Ian Vincent at DDC following the cancellation of their planned meeting at the end of March.

Action: Chair/RW/Clerk

Resolved: A new planning application for Phase 3 was anticipated in August and it was agreed that the Chair would contact Barry Waine Planning for advice on the S106 agreement in advance of that application.

d) **Buckton Fields Primary School update**

A planning application has been received by DDC and it was anticipated that the Parish Council will be consulted by the end of week beginning 22nd June 2020.

Resolved: As this was a significant application it was agreed that an extra-ordinary Council meeting will be arranged.

Action: Clerk

- e) Cllr Wright confirmed that paper planning applications will no longer be requested from DDC and provided at Parish Council meetings.
- f) TW reported that an appeal against DDC’s decision to refuse planning permission for the development at Boughton Mill Farm, Welford Road had been received by the Planning Inspectorate. Comments from the Parish Council at the planning stage will be forwarded to the Planning Inspectorate.
- g) DA/2019NCC Application Number 19/00045/CCDFUL
Land off A5199 Northampton Road (North West Relief Road) (previously circulated)
TW confirmed that following consideration of comments and representations received during the consultation process the applicant was undertaking further work on aspects of the application including traffic modelling and associated noise and air quality assessments. RW stated that there was an additional £7,500 in this year’s budget for legal and professional fees.

20/2223 Finance/Legal

- a) The Financial Statement/Bank Reconciliation for the months ending 31st March, 30th April and 31st May 2020 had previously been circulated.
Resolved: To approve the Financial Statements/Bank Reconciliations which were signed by the Chair as a true and accurate record.
- b) **Resolved:** The following cheques be approved for payment. Council noted the April and May payments since the last meeting held on the 23rd March 2020 March which appeared on the circulated Financial Statements. The May invoice payments had been agreed by RW.

J Bunting	C2243	Parish Office Expenses May 2020	£65.00	
MGT Design Ltd	C2244	Monthly Website Maintenance	£90.00	£15.00
R & G Grounds Maintenance	C2245	Parish Mowing	£273.60	£45.60
Natalie Green & Co	C2246	Payroll Services	Awaiting Invoice	
Northants CALC	C2247	Annual Subscription Internal Audit Service DPO Fee	£845.97	
J Bunting	C2248, C2249 & C2250	For information to show cheque continuity these were part cheques paid for the Clerk’s April 2020 salary agreed at the extra-ordinary meeting of the Council on the 23 rd March 2020		

The PCC for Northamptonshire	C2251	Sponsored PCSO part costs 1 st April 2020 to 30 th September 2020	£7,125.04	
E.ON	C2252	Street Light Repairs PL39 and PL40 Moulton Lane	£35.64	£5.94
J Bunting		Reimbursement to Clerk for Annual Zoom Subscription and Stationery	167.74 £143.88 (Zoom Subscription) £23.86 Stationery & Stamps	£23.98
TOTAL Cheque Payments			£8,602.99	£90.52

For Report: Direct Debit Payments to Aviva Pensions for month ending 31st May 2020

	Date	Total
ER & ER Pension Contribution	5 th May 2020	£45.29
Monthly Administration Fee	21 st May 2020	£45.00

- c) Approve Asset Register as at the 31st March 2020
Resolved: Approved.
- d) Receive Internal Audit Report dated the 21st April 2020
Previously circulated. RW reported that there had been one audit issue identified in respect of the Chair's annual allowance.
- e) Approve Annual Governance & Accountability Return 2019/2020 Part 3
A copy of the accounts 2019/2020 (Bank Reconciliation, Explanation of Variances and Section 2 Accounting Statements) had previously been circulated and these were considered by Councillors.
Resolved: To approve the Annual Governance & Accountability Return (Section1) Annual Governance Statement. This was signed by the Chair as a true and accurate record. The Clerk/RFO had signed and dated Section 2 of the Annual Governance & Accountability Return – Accounting Statements for 2019/2020 to confirm that it properly presented the financial position of Boughton Parish Council for the year ended 31st March 2020.
Resolved: The accounts for 2019/2020 be approved and Section 2 of the Annual Governance & Accountability Return, Accounting Statements 2019/2020, were signed and dated by the Chair as confirmation of their approval as a true and accurate record.
Proposed: TW Seconded: JMS. Unanimous
Resolved: The Explanation of Variances for 2019/2020 were approved. Proposed: DJ Seconded: CM. Unanimous. **Action: Clerk**
- f) RW reported that the year-end surplus in the sum of £4,652.81 had been transferred to the General Reserve. This was ratified by Council.
- g) CIL Payments update
RW confirmed that the second instalment of CIL monies from Buckton Fields in the sum of £74,706 had been received in April. A working party had met last year and several projects had been considered and the intention had been to take those forward with Ian Vincent at the meeting in March. RW confirmed that the CIL monies had to be spent within 5 years of receipt by the Parish Council. General discussion took place and it was agreed that the provision of a community facility at Buckton Fields was key.

- h) **Resolved:** Councillors agreed the direct debit payment to Aviva for the Employer Pension Charge of £45.00 from the 21st July 2020 to the 21st June 2021.
- i) Grant to Boughton Pocket Park update
RW had spoken to the Chair of the Pocket Park Committee and had advised that there may be an opportunity available to apply to the Parish Council for a grant.
- j) Consider grant application from Boughton Primary School towards the purchase of specialist equipment as a result of the Covid-19 pandemic
Resolved: To pay a grant in the sum of £500. A cheque would be signed by the Chair and the Vice-Chair out of meeting. The Parish Council recognised the hard work and endeavours of staff at this difficult time during the Covid-19 crisis and agreed that the Council would be prepared to consider a further grant application from the School as the current lockdown unfolds.
- k) RW stated that he would speak to the Treasurer of the PCC regarding items on DDC's CIL Regulation 123 List which included cemeteries.
- l) Monthly income received was reported as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Gross Interest May 2020	£18.88
DDC	Second Instalment of CIL Money	£74,706.36
NCC	Parish Mowing Contribution 2019/2020	£353.00

- m) Consider Internet Banking
It was noted that the signing and provision of cheques to suppliers had become increasingly difficult during the pandemic.
Resolved: To proceed with internet banking with the Council's current bank and the Clerk would progress. The Clerk advised, however, that on-line banking must meet the Council's strict financial regulations and the two to sign rule on the account.

Action: Clerk

20/2224 Receive Clerk's Report (for information only)

- Parish mowing, litter and dog bins continue to be emptied and maintained.
- Dog fouling is a problem in some areas of the parish.
- VAS sign on Moulton Lane is being replaced by NCC Highways.
- The police have been in contact with the owner of a caravan on land on the edge of the parish.
- The Environmental Protection Officer and the Planning Enforcement Officer at DDC together with an Officer from the Environment Agency are investigating the burning of rubbish on land off Moulton Lane.
- Part of a fence in Glebe Road is to be replaced following a road traffic accident.
- The date for the public inspection of the accounts has been set from 22nd June 2020 to 31st July 2020.
- Policies and procedures continue to be reviewed.

20/2225 Highways

- a) Installation of speed indicator device Brampton Lane
CM reported that NCC had now installed the post for the device on Brampton Lane and the S50 Licence application was progressing. Once that is received from NCC the Clerk will

arrange delivery of the device which will be installed by NCC Highways.

Action: CM/Clerk

- b) The Chair reported that large HGV lorries had been accessing the village following the relaxation of the current restrictions. The Clerk will continue to report vehicles to the offending companies. It was suggested that some of the CIL money could be used for traffic calming along Vyse Road.

Resolved: The Clerk was requested to write to NCC Highways to request if some additional warning signage could be installed with the 7.5 tonne restriction signage. **Action: Clerk**

20/2226 Monthly Reports from the representatives of the Village Hall, Pocket Park and

a) Village Hall

RW reported that the Village Hall had received a recent business and leisure grant funded by the Government.

b) Boughton Pocket Park

New equipment had been installed in the Park and signage had been vandalised.

c) Boughton Primary School

The Chair praised the school for the excellent work that had been undertaken during lock down. The school had been looking after the children of key workers.

20/2227 Urgent Matters for Report Only (Notified to the Chair before the Meeting)

None.

20/2228 Date of Next Meeting

The next virtual meeting of the Parish Council will be held on Monday 13th July 2020 at 6.30 p.m. by video-conferencing.

The meeting closed at 8.05 p.m.

Cllr S Potter

Chair

Date: 13th July 2020

Appendix A

A list of decisions taken under delegated powers since the last full council meeting on the 23rd March 2020.

Date	Subject	Councillors Consulted	Decision
6 th April 2020	DA/2020/0169 Broadlands Moulton Lane	All	No objection by the Parish Council but request that the Planning Officer considers the views of adjacent neighbours (TW,RW,CM, JMS)
6 th April 2020	DA/2020/0196 7 Spring Close, Boughton	All	TW declared an interest. No objection by the Parish Council (SP, JMS, CM, RW).

8 th April 2020	DA/2020/0174 Merewater, Church Street, Boughton (retrospective application)	All	<p>The Chair declared an interest.</p> <p>No objection by the Parish Council (TW, JMS, CM, RW). However, the Planning Officer was requested to take the following comments into consideration when determining the application: -</p> <ul style="list-style-type: none"> a) The Parish Council are concerned to note that this application is retrospective. Councillors believe that this is the second retrospective application for this property and would seek assurances that the Planning and Conservation Officers at DDC are continuing to monitor the building works that are being undertaken. b) The planning permission granted on the 6th September 2017 was for the construction of a triple garage and the Parish Council note that the original footprint of the garage has now been changed in both size and shape from what was approved. Consequently, the Parish Council are concerned that the garage will not now be able to be used as a triple garage due to its reduction in size. c) As the footprint of the garage is now closer to adjacent boundaries please consider the comments of neighbours. d) If you are minded to approve the application the Parish Council would request that you consider a planning condition that the garage is used as a garage and for no other purpose.
8 th April 2020	2019/2020 Financial Year-End Surplus	SP/TW/RW/ Clerk	To transfer the year-end 2019/2020 surplus of £4,652.81 to General Reserves. Approved SP/TW/RW/Clerk
8 th April 2020	Year-End Financial Statement to 31/03/2020	SP/TW/RW	Approved by RW and circulated to all councillors 8 th April 2020
27 th April 2020	CIL Monies Paid by DDC		DDC Letter circulated to all Councillors 27 th April 2020
27 th April 2020	Repairs to Noticeboard Buckton Fields	Clerk	Agreed that R & G will repair at a cost of £100 plus VAT

28 th April 2020	Zoom Meeting	SP/TW/Clerk	Agreed Test meeting for Parish Council 11 th May 2020 Agreed purchase of Zoom Subscription
			Agreed first virtual meeting of the Parish Council 15 th June 2020
	Annual Parish Meeting	SP/TW	Agreed Annual Reports received to be published on the parish website
28 th April 2020	Public Consultation Buckton Fields Primary School notified by Planning Consultants	Forwarded to all Councillors	Clerk advised that <i>"The Parish Council will of course be entitled to wait until the formal DDC consultation but if any of you have any comments at this stage please can you let me know as soon as possible. On behalf of the Parish Council Clerk to send a simple acknowledgment that the Parish Council need to reserve its position until such time as it has been consulted on the full application"</i> . (If the Parish Council then choose to raise a significant point at the formal stage in the absence of raising anything now it could not be held against the Parish Council). Response sent 18 th May 2020
4 th May 2020	DA/2020/0302 Adamfield, Butchers Lane, Boughton	Forwarded to SP & TW 30/04/2020 Forwarded to all councillors 04/05/2020 Responses from Cllrs SP/TW/JMS/DJ	RW declared an interest 13 th May 2020 response to Planning Officer at DDC. <i>The Parish Council have no objections to the proposals but assume that the materials will be in keeping with the character of the existing property. In making your decision perhaps you could consider the comments of adjacent neighbours.</i>
4 th May 2020	Purchase of Pro Zoom subscription as recommended by NCALC	SP/RW	Agreed
5 th May 2020	Clerk Paid Zoom Pro Subscription		£143.88
12 th May 2020	Submitted re-declaration of compliance forms to the Pensions Regulator to comply with legal duty as an employer	Emailed SP/TW/RW 12 th May 2020	Clerk chose the re-enrolment date as the 1 st April 2020 Confirmation Letter received from the Pensions Regulator 18 th May 2020.

	regarding the Pension Scheme		
18 th May 2020	Response to the Public Consultation for Buckton Fields Primary School to Tim Byrne Planning Consultant	Emailed to all Councillors 28 th April & 11 th May 2020	<i>“Due to the current Covid-19 crisis Boughton Parish Council has not met since March and have no formal comment to make at this stage. However, the Parish Council will reserve its position until such time as the Parish Council has been formally consulted on the full application for the School by Daventry District Council”</i>
28 th May 2020	Clerk requested a change to the date of receipt of the Business Reserve (CIL) monthly account bank statement	Emailed SP/TW/RW	It appeared that the link between the current account and the reserve account was not present on the Clerk’s personal profile and the authorisation for the Clerk is against the current account only. This has now been changed.