

BOUGHTON PARISH COUNCIL

Minutes of the virtual Ordinary Meeting of Boughton Parish Council held by remote video-conferencing (Zoom) on Monday 12th October 2020 at 6.30 p.m.

Present		In Attendance	
Cllr T Wright (TW)	Vice-Chairman	Mrs J Bunting	Clerk & RFO
Cllr K Greatorex (KG)			
Cllr D James (DJ)		District Cllr John Shepard	Ward Councillor
Cllr R McDonnell (RMCD)		One member of the public	
Cllr Mrs C Mackaness (CM)			
Cllr Mrs J Shephard (JMS)			
Cllr R Wilson (RW)			

20/2289 Apologies for Absence

Apologies for absence were received from Cllrs S Potter (conflicting meeting) and A Dale. These apologies were accepted.

20/2290 To record Members Declarations of Interest (on Agenda items only)

There were no declarations of interest. Councillors declarations of interest are recorded in their statutory declarations which are published on the parish website.

20/2291 To sign the Minutes of the last full Council Meeting held on Monday 14th September 2020 and the Extra-Ordinary Meetings held on Wednesday 30th September 2020

Council unanimously APPROVED the minutes of the last full Council meeting held on Monday 14th September 2020 and the Extra-Ordinary Meeting held on Wednesday 30th September 2020 as a true and accurate record. The minutes were signed by the Vice-Chairman with no administrative amendments.

20/2292 Public Open Forum Session

- a) **Resolved:** Following a request from the Treasurer of Boughton Parochial Church Council it was agreed to include the on-going grounds maintenance of the churchyard at the old St John's Church as an agenda item for discussion by the Parish Council at the next meeting on the 9th November 2020.
- b) Following a proposal by the Vice-Chairman councillors agreed to bring item 8f under Finance on the agenda forward for discussion during the public open forum session.
Resolved: To pay a grant in the sum of £500 to Boughton Pocket Park. **Action: Clerk**

Resolution proposed by Cllr Wilson and seconded by Cllr McDonnell. On being put to the meeting, the proposition was declared carried.

20/2293 Northamptonshire Police PCSO Update Report

TW reported that the Chair had attended a SPOC meeting on the 8th October 2020 and the notes from that meeting had been circulated.

20/2294 Agree re-adoption of Data Breach Policy, Document Retention Policy, Data Protection Policy, Subject Access Request Procedure and Data Map

Resolved: To re-adopt as circulated.

RW stated, as a matter of record, that there were no data breaches to note.

20/2295 Planning

Agree response to the following new planning applications: -

- a) DA/2020/0704 4 Briscoe Close, Boughton NN2 8XH
Demolition of existing conservatory. Construction of single storey rear extension. Conversion of garage to habitable rooms and construction of attached single garage.
Resolved: The Clerk was requested to contact the Planning Officer at DDC as the plans the application were not on the DDC website. Pursuant to the Council's Standing Orders the application would be dealt with by email once the plans were available for Councillors to view.
Action: Clerk
- b) DA/2020/0668 Bradgate, Vyse Road, Boughton NN2 8RP
Conversion of part of loft space to habitable accommodation including alterations to roof and insertion of rooflights on side and rear elevations (part retrospective)
Resolved: No objection.
- c) DA/2020/0465 Land off Home Farm Drive, Boughton (Buckton Fields Primary School)
Construction of non-residential institution (Use Class D1) including play space, access, car/cycle parking areas and landscaping
There was nothing to report.
- d) DA/2019/0666 Land at Brampton Lane, Boughton (Buckton Fields East) Phase 1 Update
Street Light request on footway link between Highwayman Close Buckton Fields and Central Avenue, Whitehills
i. **Resolved:** One low energy street light located half way along the footpath would be requested from the developers. The Parish Council would be prepared to make a one-off capital contribution to a light, dependant on the costings from the developer, on the basis that the on-going maintenance and electricity costs would be the responsibility of the management company and not the Parish Council.
Action: Clerk
ii. The Vice-Chair reported that the developers were required to replace any dead trees on phase 1. DJ confirmed that most of the dead trees had now been replaced but would notify the Clerk of any outstanding ones.
Action: DJ
- e) Land at Brampton Lane, Boughton (Buckton Fields West) Phase 2 Update
The Vice-Chairman reported that DDC has received a non-material amendment application for the change of house types on six plots. This was for information only and there would be no formal consultation with the Parish Council.
- f) Phase 3 Sale of land by NCC
The Vice-Chairman reported that the planning application is now valid as at the 6th October 2020 but the Parish Council have not yet been formally notified by DDC. The determination date will be early in January 2021.
- g) NCC Application Number 19/00045/CCDFUL
Land off A5199 Northampton Road (North West Relief Road) (previously circulated)
RW reported that at the last council meeting it had been agreed to send a letter to the South East Midlands Local Enterprise Partnership (SEMLEP) and that had now been sent.

h) Statement of Community Involvement for the West Northamptonshire Strategic Plan Consultation

CM reported that a draft statement of Community Involvement has been agreed as a consultation document by DDC, South Northamptonshire and Northampton Borough Councils. This is a new strategic plan for West Northamptonshire and the purpose is to set out how the Councils will engage with stakeholders and the public on the preparation of the Strategic Plan.

Resolved: CM will draft a response on behalf of the Parish Council. The draft will be circulated to Councillors and comments have to be submitted by the 12th November 2020.

Action: CM

20/2296 Finance/Legal

- a) The Financial Statement/Bank Reconciliation for the month ending 30th September 2020 had previously been circulated.

Resolved: To approve the Financial Statement/Bank Reconciliation which was signed by the Vice- Chairman as a true and accurate record.

- b) **Resolved:** The following cheques be approved for payment. Councillors noted that the invoice payments had been approved by RW. The cheques to be signed by the Chair and Cllr Mackaness.

Resolutions proposed by Cllr Wilson and seconded by Cllr Shephard. On being put to the meeting, the proposition was declared carried.

To Whom Paid	Standing Order	Details of Payment	Total Amount (including VAT)	VAT
J Bunting	Standing Order	Clerk's September 2020 Salary	£1,071.29	
MGT Design Ltd	Standing Order	Monthly Website Maintenance September 2020	£90.00	£15.00
Total Standing Order Payments			£1,161.29	£15.00

To Whom Paid	Cheque No	Details of Payment	Total Amount (including VAT)	VAT
J Bunting	C2273	Clerk's additional backdated pay April to August 2020 and balance of pay September 2020	£536.89	
J Bunting	C2274	Parish Office Expenses September 2020	£65.00	
R & G Grounds Maintenance	C2275	Parish Mowing	£342.00	£57.00
Stirling Maynard	C2276	NWRR Preparation and attendance at the NCC Development Control Meeting	£300.00	£50.00
E.ON	C2277	Street Lighting Maintenance for quarter ending 30 th September 2020	£184.68	£30.78

J Bunting	C2278	Reimbursement to Clerk for purchase of Printer Toner Cartridge	£86.20	£14.37
Leigh Day	C2279	Legal costs in connection with advice and attendance at the NCC Development Control Meeting (NWRR)	£2,190.00	£365.00
Total Cheque Payments			£3,704.77	£517.15

Total Payments		£4,866.06	£532.15
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Late cheques for payment that did not appear on the September Financial Statement.

To Whom Paid	Cheque No	Details of Payment	Total Amount (including VAT)	VAT
E.ON	C2280	Street Lighting Electricity Charges 1 st July 2020 to 30 th September 2020	£608.56	£28.98
HMRC	C2281	ER & ER Tax & NI contributions	£869.92	

Total Payments		£1,478.48	£28.98
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For Report: Direct Debit Payments to Aviva pensions for month ending 30th September 2020

	Date	Total
EE & ER Pension Contribution	1 st September 2020	£45.29
Monthly Administration Fee	23 rd September 2020	£45.00

c) Review of expenditure against budget to 30th September 2020

RW reported that the Parish Council's expenditure against budget was on track for this time during the financial year. It was noted that there was an underspend on the green works budget and RW asked Councillors to consider any projects, such as hanging baskets or flower tubs, which could enhance the green areas of the parish.

d) CIL Payments update

See below.

e) Consider budget proposals for financial year 2021/2022

RW reported that a first meeting had been held to discuss the budget for 2021/2022. In addition, items for CIL expenditure had been considered and the provision of a bus shelter on Harborough Road had been suggested by a resident. A budget of £3,000 had currently been allocated for grants and JMS recommended increasing the grants budget further for the next financial year to further assist village organisations which have suffered financially during the Covid crisis.

Action: RW/TW/DJ/Clerk

f) Consider grant application from Boughton Pocket Park in the sum of £1,000

This matter had been covered earlier on the Agenda during the public open forum session.

- g) Consider grant application for £500 from Obelisk Spinney Pocket Park

Resolved: To pay a grant in the sum of £500 to the Obelisk Spinney Pocket Park.

Action: Clerk

Resolution proposed by Cllr Wilson and seconded by Cllr Shephard. On being put to the meeting, the proposition was declared carried.

- h) Monthly income received was reported as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Gross Interest September 2020	£1.40
Daventry District Council	Second Instalment of the Precept	£29,727.00

- i) Consider the creation of a new Parish Council for Buckton Fields

A proposal by CM to consider the creation of a Parish Council for Buckton Fields were noted and general discussion took place. The Clerk reported that a Community Governance Review had recently been completed by DDC and the number of Councillors had been increased from nine to eleven. When Northamptonshire goes to two Unitary Councils from May 2021 the Boundary Commission will be undertaking a boundary review in any event. JMS stated that the Unitary elections cannot be delayed further and an election will take place in May 2021. Consequently, Parish Council elections will go ahead and hopefully potential candidates will come forward from Buckton Fields. TW stated that it was important to actively encourage residents from Buckton Fields to join the Parish Council.

20/2297 Environment

- a) RMcD reported that a report had been received from Wilby Trees following an inspection of the chestnut tree at the top of Butchers Lane. Some remedial works had been recommended at a cost of £380 plus VAT.

Resolved: That Wilby Tree Surgeons proceed with the works as advised at a cost of £380 plus VAT.

Action: Clerk

Resolution proposed by Cllr Wilson and seconded by Cllr Shephard. On being put to the meeting, the proposition was declared carried.

- b) Councillors noted that a parishioner had planted some flowers around the chestnut tree. The Clerk was requested to contact the village green works contractor to request that the area be cleared of weeds.

Action: Clerk

- c) Following a report from RMcD regarding the persistent burning of rubbish on land at the rear of Church Furlong Farm the Clerk was requested to send details to District Councillor Shephard for action. The Clerk confirmed that she had initially referred the matter to an Environmental Health Officer at DDC who had been most helpful but the activities being carried out on the site are controlled and enforced by the Environment Agency. A referral had been made to them by DDC and a local officer from the Environment Agency had been allocated and had recently visited the site.

Action: Clerk

20/2298 Highways

- a) Installation of speed indicator device Brampton Lane
The Clerk confirmed that the solar panel for the speed indicator device had now been installed. Some alternative brackets for the speed device had had to be ordered and had now been delivered. The Clerk was waiting for an installation date from NCC Highways.
Action: CM/Clerk
- b) Hedge adjacent to Quarry Brampton Lane
The Clerk confirmed that she had spoken with Bennies who had apologised to the Parish Council for the poor standard of work following recent hedge trimming.
- c) Consider provision of Sat Nav signs at Vyse Road and Moulton Lane and report revision of signing at the Vyse Road roundabout
- a) CM reported that NCC Highways had agreed to fund revisions to the signing at the Vyse Road roundabout which will include cover plating the existing "Moulton College/Moulton" wording and replacing the flag sign just to indicate "Boughton". This will also incorporate the 7.5 tonne weight limit roundel as an additional reminder to drivers.
- b) Following a request by the Parish Council regarding "Sat Nav" signs NCC Highways has reported that these were only valid in Wales, where approved by the Welsh Assembly, but not in England. General discussion took place and it was confirmed that the "Sat Nav" signage requested had been photographed in the Lake District.
Resolved: The Clerk to write further to NCC Highways to request that "Sat Nav" signage is considered further at the entrances to the village. Some of the existing highway signage could then be removed. The general consensus of Councillors was that the present weight limit signage was not working and that the size and frequency of large HGV vehicles accessing the village was increasing.
Action: Clerk

20/2299 Monthly reports from the Village Hall, Pocket Park and Boughton Primary School

There were no reports from the Pocket Park or the Primary School. RW reported that the Village Hall will remain closed until 31st January 2021. The Quiz and the Jumble Sale events will not go ahead and the management committee will need to generate additional income to cover expenditure.

20/2300 District Councillor's Report on matters arising since last meeting

- a) Following the earlier discussion about the creation of a new Parish Council for Buckton Fields Cllr Shephard reported that he had been involved with the creation of the new Parish Council at Harlestone Manor. He updated Councillors with his involvement. He stated that the Parish Council have the option of co-opting and he and DJ had already identified some potential candidates.
- b) As discussed earlier on the agenda Cllr Shephard reported that the Boundary Commission will undertake a review of the new Unitary Wards to reduce the number of Councillors in each Ward from three to two.
- c) Cllr Shephard reported that the NWRR traffic mitigation for Boughton is adequately covered by planning condition 25 in the planning permission. NCC will consult with Boughton Parish Council to agree details of a traffic mitigation scheme. A consultation will probably take place next year and he stated that this is something that the new Parish Council would want to be involved in. He envisaged that this will be undertaken by the next Parish Council and the new Unitary Authority. There will be a consultation with residents. RW expressed concern that there was no reference in the planning permission to confirm who will be paying for the mitigation scheme. Cllr Shephard confirmed that

there is a provision in the budget for the road and within that is provision for compliance with planning condition 25.

20/2301 County Councillor's Report on matters arising since last meeting

JMS reported that NCC have launched the Rose of Northamptonshire Awards which the Council were delivering in partnership with the Lord Lieutenant and High Sheriff of Northamptonshire. The awards will recognise the work that is taking place across the county in response to the COVID-19 pandemic, by people and groups who are working to support others.

20/2302 Urgent Matters for Report Only (Notified to the Chair before the Meeting)

JMS suggested that a meeting of the Boughton Quarry Liaison Forum should be organised and she would contact NCC.

Action: JMS

20/2303 Date of Next Meeting

The next virtual meeting of the Parish Council will be held on Monday 9th November 2020 at 6.30 p.m. by video-conferencing.

The meeting closed at 8.10 p.m.

Cllr S Potter
Chair

Date: 9th November 2020