

## BOUGHTON PARISH COUNCIL

### **Minutes of the Full Council Meeting of Boughton Parish Council held on Monday 13<sup>th</sup> March 2017 at 7.00 p.m. in Boughton Village Hall, Butchers Lane, Boughton**

**Present:** Councillors: J Clarke (Chairman), K Greatorex (Vice-Chairman)  
A Dale, Mrs R McDonnell, S Potter, Mrs J Shephard, S Trott T Wright

**In Attendance:** District Councillor J Shephard  
Mrs J Bunting – Parish Clerk

**Other Attendees:** One member of the Public

The Parish Council paid tribute to Jim Parker, a much valued, well liked, and long serving parish councillor who had recently passed away. Jim had stepped down as a councillor at the elections in May 2016 and had served the Parish Council for many years. Councillors agreed that he would be fondly remembered not only for his outstanding years of duty and devotion but for his unfailing humour, good advice and common sense view which had always been much appreciated and was particularly noted by the Chairman.

The Chairman confirmed that he had written a letter of condolence to Jim's wife, Val, on behalf of the Parish Council.

#### **17/1669 To Receive and Accept Apologies for Absence**

Apologies for absence were received from Cllr R Wilson (illness). These apologies were approved.

Apologies were received from District Cllr B Frenchman.

#### **17/1670 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 Mrs R McDonnell	Planning Agenda Item 11a. (ii) Orchard Cottage, Moulton Lane, Boughton	Adjacent Neighbour Personal

#### **17/1671 To sign the Minutes of the last Full Council Meeting held on Monday 9<sup>th</sup> January 2017**

The Minutes of the last Full Council Meeting held on Monday 9<sup>th</sup> January 2017 were approved and signed by the Chairman as a true and accurate record.

#### **17/1672 Matters arising from the Minutes of the Last Full Council Meeting (not covered by items on the Agenda)**

a) Removal of the W.I Noticeboard in Church Street

Cllr Potter reported that he had inspected the noticeboards in Church Street and there was what appeared to be an electrical cable at the side of one of the boards.

Permission had now been obtained from the house owners for their removal and the builder instructed would further inspect before their removal.

b) Completion of maintenance work to Stone Bus Shelter in Humfrey Lane

The work was now completed and it was reported that the adjacent neighbours were pleased with the work. Mr Palmer would be asked for his further opinion on any damage to the neighbour's wall.

c) Replacement of fingerpost sign in Church Street

The chairman reported that the installation of the new sign was now completed.

**17/1673 Public Open Forum Session**

The member of the public raised various concerns including mud on the road in Brampton Lane, the pot holes in Moulton Lane and the wall of soil that was now visible from Boughton Quarry opposite the entrance to Buckton Fields. The Chairman reported that the Parish Council are progressing all these matters. Cllr Mrs Shephard confirmed that the contour levels at Boughton Quarry are monitored rigorously by NCC. The Chairman suggested that the matter would be raised at the next meeting of Buckton Fields Liaison Forum. Mud on the road could be reported through NCC The Street Doctor and following a suggestion from Cllr Wright it was agreed to put details of The Street Doctor on the parish website. Cllr Trott suggested sending out an A5 flyer with an edition of BVM to promote the service to residents.

**17/1674 To Receive District Councillor's Report**

Cllr Shephard reported that discussions were advancing with the Police and Crime Commissioner who had agreed, in principle, the appointment of a PCSO on the understanding that the parishes entirely funded the position. The process is yet to be agreed and employment would be with Northamptonshire Police but the PCSO's day to day responsibility would lie with the parishes.

**17/1675 To Receive County Councillor's Report**

Cllr Mrs Shephard reported that the NCC budget had now been signed off and a zero-based budget agreed. Northants County Council elections would take place on the 4<sup>th</sup> May 2017 and Cllr Mrs Shephard would be standing again after 20 years as a County Councillor.

**17/1676 Village Design Statement Update**

Cllr Wright reported that the public consultation by DDC had finished on the 27<sup>th</sup> February 2017. There had been only two responses to the consultation from Gladman Developments and Pawson Planning on behalf of the Jackson Trust. Further work to respond to these consultation responses had been forwarded to the Planning Officer whose report would be submitted to the Senior Management Team at DDC and then the next Strategy Group meeting at DDC on the 13<sup>th</sup> April 2017. Some further amendments to the VDS document would then have to be undertaken following that meeting.

**17/1677 To re-adopt Freedom of Information Publication Scheme**

Councillors resolved to re-adopt the Freedom of Information Publication Scheme. A copy had previously been circulated to all councillors.

### **17/1678 To Review the Annual Business Plan**

Councillors agreed that the Chairman, Cllr Wright and the Clerk would progress any revisions to the Annual Business Plan for the May meeting.

### **17/1679 Planning**

a) Agree response to the following Planning Application:-

- i. DA/2017/0118 Tanners, Moulton Lane, Boughton NN2 8RF  
Single storey rear extension with balcony to bedroom to replace Juliette balcony, single storey front extension and light tunnel to serve study  
Resolved: No objection.
  - ii. DA/2017/0151 Orchard Cottage, Moulton Lane, Boughton NN2 8RG  
Lawful Development Certificate (Existing) to state that works commenced on planning permission DA/2013/0015 within three years of the decision being issued  
Resolved: No comment.
  - iii. DA/2017/0121 The Thatch, 12 Church Street, Boughton NN2 8SF  
Listed Building Consent for replacement of front door  
Resolved: No objection on the basis that the Clerk checks with the Planning Officer that the proposal does not include a new porch or porch roof as shown on the applicant's submitted drawings.
  - iv. The Chairman reported that he had attended a recent planning committee meeting at DDC to make representations on planning application DA/2016/1047 for change of use at Boughton Green Farm to a place of worship. The Parish Council had raised significant concerns regarding very early opening times and highways issues. The Planning Committee had been satisfied with representations from District Councillor John Shephard that the applicants had given him assurances that there would be no on road parking and the application had been approved.
  - v. Boughton Green Farm, Moulton Lane, Boughton NN2 8RF  
Construction of new vehicular access to Boughton Green Farm with new double garage and driveway  
Resolved: Strong objection to the proposals. Councillors were extremely concerned that Moulton Lane was a busy road, particularly at peak times and the construction of a new vehicular access at this point would be dangerous and unsafe. Moulton Lane dips at this point and, in particular, there is an area of high banked verge where visibility is extremely reduced. Additionally, the reintroduction of a second access point at this location would constitute further urbanisation into the countryside. The site is located at the very end of the village and is the last building before the open countryside begins and the impact of the double garage would affect the open land which is of particular significance to the form and character of the area.
- b) Planning Application Decisions Received
- DA/2016/1144 Gladman Developments Land off Holly Lodge Drive, Boughton  
Outline planning application for up to 75 residential dwellings (including up to 35% affordable housing), demolition of existing outbuildings, introduction of structural planting and landscaping, informal public open space and children's play area, surface water attenuation and associated ancillary

works. All matters reserved with the exception of vehicular access point to be provided from Holly Lodge Drive.

The Chairman reported that the application had been refused by DDC. A copy of the Decision Notice had previously been circulated to all councillors.

c) DA/2008/0500 Buckton Fields (East) and DA/2011/0666 Buckton Fields (Overall)

i. Cllr Shephard reported that the next meeting of the Buckton Fields Liaison Forum had been due to take place on 17<sup>th</sup> March 2017. However, the Joint Project Manager had now given his apologies and Cllr Shephard suggested cancelling the meeting and postponing it until 5<sup>th</sup> May 2017. In the meantime, Cllr Shephard would raise specific issues with the Joint Project Manager and his response would be circulated in due course. Cllr Clarke's dissatisfaction at the cancellation of the meeting was noted.

ii. The Chairman reported that he and the Clerk had recently met with the Major Planning Projects Officer at DDC for an initial update on Buckton Fields Phase 2.

The Chairman reported that NCC were progressing with the balance of the site for phase 2 of Buckton Fields. The NCC Cabinet had resolved to now dispose of the site.

There is a very old 2011 outline application (DA/2001/0666) with a resolution to grant. That resolution will be refreshed and DDC will treat as a new application consultation. This work will take about 3 months (June/July). Cllr Mrs Shephard will investigate further Community Infrastructure Levy Payments (CIL) following a report that the Government are looking to abolish these.

iii. Cllr Mrs Shephard reported that a NCC councillor is taking a resolution to full council that the North-West Relief Road and the NNOR should be built at the same time. The Chairman reported that the Government had confirmed £7.9 million of funding for the North-West Relief Road.

d) Boughton Quarry (General)/Pitsford Quarry/Pond

The Chairman confirmed that the Minutes from the last Boughton Quarry Liaison Forum meeting held in October 2016 had now been received and circulated to all councillors. The wheel wash had still not been installed and the operators were in the process of hiring a wheel wash as the one at Harlestone was going to cost too much to move and repair. The situation was now being monitored by the principal development control officer at NCC following a complaint from the Parish Council.

### **17/1680 Finance**

a) The Financial Statements for the months ending 31<sup>st</sup> January 2017 and 28<sup>th</sup> February 2017 had previously been circulated to all councillors and had been agreed by Cllr Wilson. The Chairman proposed approval of the Financial Statements and this was unanimously agreed by councillors. The Financial Statements were signed by the Chairman as a true and accurate record.

b) 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
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Boughton Village Hall	1877/V5	Hall Hire BPC Meeting 13 <sup>th</sup> March 2017	£18.00	LGA 1972 s111
Mrs J Bunting	1878/V6	Clerk's February 2017 Salary (net of deductions)	£1,051.31	LGA 1972 s111
Mrs J Bunting	1879/V7	Parish Office Expenses February 2017 (Telephone, Broadband and Electricity)	£43.33	LGA 1972 s111
MGT Design Ltd	1880/V8	Monthly Website Maintenance February 2017	£60.00	LGA 1972 s111
E.ON	1881/V9	Trim back branches around PL39 Moulton Lane	£24.00	Parish Councils Act 1957 s3
Society of Local Council Clerks	1882/V10	Local Council Administration (10 <sup>th</sup> Edition)	£76.60	LGA 1972 s111
Roy Palmer	1883/V11	Maintenance work to stone bus shelter in Humfrey Lane	£650.00 (Paid from General Reserve)	OSA 1906
<b>TOTAL:</b>			<b>£1,923.24</b>	

c) It was resolved to pay the following late cheques which did not appear on the 28<sup>th</sup> February 2017 Financial Statement.

To Whom Paid	Chq No	Details of Payment	Amount	Power to Pay
Sign of The Times	1884/V12	Replacement of fingerpost sign on the corner of Humfrey Lane and Church Street	£1,835.71 (Paid from Empowerment Reserve and General Reserve)	OSA 1906
E.ON	1885/V13	Street Lighting Maintenance Contract to quarter ending 31 <sup>st</sup> March 2017	£189.08	Parish Councils Act 1957 s3
M & K Gardening	1886/V14	Village Greenworks	£230.63	OSA 1906
<b>Total</b>			<b>£2,255.42</b>	

d) Income was reported as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Bank Interest	£0.25
HMRC	VAT Refund	£497.60

e) To approve re-adoption of Internal Financial Control Policy

A copy had previously been circulated to all councillors. The Clerk reported that she had reviewed the Internal Financial Control Policy with Cllr Wilson and details of some small amendments had been made to reflect changes in pension automatic enrolment. The Chairman recommended adoption in the updated form and this was unanimously agreed by councillors.

- f) To approve re-adoption of Risk Assessment Policy
- g) A copy had previously been circulated to all councillors. The Clerk reported that she had reviewed the Risk Assessment Policy with Cllr Wilson and details of some small amendments were reported. The Chairman recommended adoption in the updated form and this was unanimously agreed by councillors.
- h) The Clerk reported that PKF Littlejohn will carry out the external audit for the year ending 31<sup>st</sup> March 2018. BDO are the current external auditors and they will complete the audit for the year ending 31<sup>st</sup> March 2017.
- i) The Clerk reported that following a decision of the Council in 2013 to add Cllr Wilson as a bank signatory to the bank accounts the paperwork, although received by Nat West, had never been actioned. Cllr Wilson had been signing cheques for the last three years and the bank confirmed that they only ever check signatories over a certain amount or as part of a spot check. The Clerk was requested to raise this as a formal complaint with Nat West.
- j) Pension Automatic Enrolment Update  
This would be reported at the next meeting in April.

### **17/1681 Highways**

- a) Traffic Calming
  - i. Traffic Calming – Final Costings  
The final cost of the traffic calming would be reported at the meeting in April.
  - ii. Review of Priority Build- Out on Moulton Lane and recommendations from NCC Highways Safety Audit Report  
The Clerk reported that a copy of the report had previously been circulated to all councillors. Cllr Potter stated that one of the issues raised in the report was that *“there is an existing uncontrolled crossing situated immediately to the west of the new uncontrolled crossing area. This could lead to confusion for motorists as pedestrians cross away from the new provision and may result in conflicts”*. NCC had recommended removing the existing dropped kerbing and replacing with full height kerbing to match the adjacent kerbs. This recommendation had now been implemented. General discussion took place and councillors agreed that this works well as a crossing point and the narrowing area lends itself to pedestrian use. The Clerk was requested to write again to NCC Highways requesting that the dropped kerb be reinstated as it gives the impression of a pedestrian crossing.
- b) Councillors agreed that the poor condition and pot holes in the lane adjacent to the school, which was preventing use of the staff car park at the rear of the school, was the responsibility of the School to take up with the land owners.
- c) Update on Northampton Northern Orbital Route Consultation  
The Chairman reported that NCC have run out of time to hold the next public exhibitions before the elections in May 2017. The next consultation will now start on the 15<sup>th</sup> May and will run to the 30<sup>th</sup> June 2017. The dates, however, will be notified

before the start of purdah. One of the criticisms last time was that the last exhibition was only held at Moulton College and NCC are now going to hold the next exhibition in more venues. Boughton Village Hall has been booked for the 7<sup>th</sup> June 2017 but as yet they do not have a time. Boughton, Pitsford and Moulton Village Halls are booked and they are also hoping to book Harlestone and Kingsthorpe. The consultation will be for both the NNOR and the North-West Relief Road. NCC are still looking at some refinement of the routes and an alternative for the link into Moulton Park. There was no further information on the 5<sup>th</sup> option put forward by DDC.

d) Parking issues in Jaccorin Close Update

Cllr Potter reported that he and the Clerk had attended a recent meeting with the Head Teacher of All Saints Primary School following complaints from residents in Jaccorin Close about inconsiderate parking from parents at the school. The meeting had also been attended by a School Governor, the local PCSO and the Senior Traffic Engineer from NCC Highways. NCC Highways have reported concerns about the times enforcement officers are attending the area and the enforcement contractor from their parking services team has also been requested to concentrate visits to the start/end of the school day. NCC Highways had also agreed to reinstate some parking signs in Jaccorin Close.

e) NCC Street Lights at the end of Vyse Road

Cllr Dale reported that the two NCC owned street lights at the end of Vyse Road had been missed during the street lighting upgrade by Balfour Beatty on the main A508. The Clerk had been in contact with Balfour Beatty and they had confirmed that the lights will be reviewed by the senior designer and there will be a light going back in this location. A copy of the plan will be sent to the Parish Council in due course.

f) To consider inspection of street lighting

Councillors agreed to organise a visual inspection and report of all the street lighting owned by the Parish Council. Some of the lights were now six years old and despite a maintenance contract with E.ON councillors expressed some concern when the Clerk reported that no maintenance records are kept by E.ON. The Clerk was requested to speak to a company called Aylesbury Mains based in Wolverton to undertake the inspection. The cost for a visual inspection and report would be £11 per light. The cost would be funded from the street lighting reserve.

g) Metal Fingerpost sign on the corner of Howard Lane/Humfrey Lane

Councillors agreed to the removal of the metal finger post sign on the corner of Howard Lane and Humfrey Lane. The finger post signposting Northampton was pointing in the wrong direction and it was felt that there was little use for the sign. The Clerk to contact NCC Highways.

h) Following discussion, initiated by Cllr Greatorex, councillors agreed that they were under the impression that the recently upgraded VAS on Moulton Lane would show the actual speed of vehicles not just a 30mph speed. As the sign was not as expected by councillors the Clerk was requested to raise this with NCC Highways.

- a) A letter of thanks had been received from Boughton Village Hall Management Committee in respect of a £1,66.67 payment made by the Parish Council from a joint donation received from the developers at Buckton Fields

### **17/1683 Environment**

- a) Harry Lovell Seat  
Cllr Mrs Shephard reported that the family of Harry Lovell wished to donate a bench seat to the village in his memory. Some discussion took place regarding the siting of a seat and it was suggested that the space behind the church yard wall would be most appropriate. Cllr Mrs Shephard would liaise with family members.
- b) To agree repair to damaged carved village sign on The Green, Butchers Lane  
A quote of £65 from M & K Gardening was agreed for repairs to the carved village sign on The Green at the top of Butchers Lane. Councillors agreed that the sign would be reinstated in the same location on The Green. M & K had suggested that the sign be reset on a concrete spur to avoid further deterioration of the wooden post.
- c) To consider litter picking services – email from DDC  
Councillors agreed not to pursue taking on litter picking duties in the village from DDC when the current contract with Amey/Enterprise ends in June 2018. The contribution for doing so for Boughton would be approximately £480 per year. It was felt that the health and safety obligations alone of delivering this service would far outweigh the level of the financial contribution.
- d) General discussion took place regarding the appalling state of litter on the main roads around Boughton particularly the approach to the village on the A508. Cllr Shephard reported that he had raised this matter with the Portfolio Holder for Environment at DDC. He stated that as the contract with Amey/Enterprise finishes in June 2018 and that this contract was not being renewed this made the enforcement of them doing much work before then very difficult for DDC.
- e) Great British Spring Clean 2017  
DDC were supporting groups and individuals to help clear up litter by loaning appropriate equipment and councillors agreed to organise a litter pick around the end of Vyse Road to improve the look of the entrance to the village. It was agreed that there were no particular problems within the village confines but the main problems were on the main road approaches to the village. Cllr Potter and the Clerk would liaise to organise a date and time.
- f) Cllr Dale reported the ongoing problems with the litter bin adjacent to the bus stop on Harborough Road North. Clerk to progress.
- g) Councillors agreed to approach NCC Highways and the developers at Buckton Fields to ask if they would consider turfing the roundabout at the top of Vyse Road on the A508. The Clerk suggested that the parish greenworks contractors could mow this as part of their maintenance schedule and a contribution could be sought from NCC Highways towards its maintenance. It was agreed that the island was looking very unsightly. As the BFLF meeting had been cancelled Cllr Shephard would raise the suggestion with the Joint Project Manager for the development directly.

### **17/1684 Other Matters**



- a) Progress/Receive reports on attendances since last BPC Meeting:-  
Meeting with Head Teacher Boughton Primary School  
 The Chairman reported that he had attended an introductory meeting recently with the new Head Teacher. The Clerk had accompanied him.
- b) Receive Reports from representatives of Village Hall, Pocket Park, Primary School, and Richard Humfrey Charity Committees
- i) Village Hall  
 The Chairman reported that a recent Quiz Evening had been successful.
- ii) Pocket Park  
 Cllr Greatorex reported that there had been recent further damage to the Maze by vandals who had demolished some of the posts. The vandals had been observed and the Police were pursuing a prosecution. The redressing and replacement of the perimeter path had been completed and some grant funding had been received from DDC and the Parish Council.
- iii) Boughton Primary School  
 There was nothing further to report.
- iv) Richard Humfrey Charities  
 Nothing to report.
- v) The Clerk reported that there was one new Welcome to Boughton letter. Letters to new residents at Buckton Fields were continuing to be distributed by the site offices.
- vi) Councillors agreed to nominate Boughton Pocket Park for The Queen's Award for Voluntary Service. Clerk to progress.

**17/1685 Urgent Matters for Report Only (notified to the Chairman before the Meeting)**

None.

**17/1686 Confirm Date of Next Meeting**

The next Full Council Meeting of Boughton Parish Council will be held on Monday 10<sup>th</sup> April 2017 in Boughton Village Hall at **6.30 p.m. followed by the Annual Parish Meeting at 7.30 p.m.**

Cllr Trott 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)  
 10<sup>th</sup> April 2017