

BOUGHTON PARISH COUNCIL

Minutes of the Annual Meeting of Boughton Parish Council held on Monday 14th May 2018 at 7.00 p.m. in Boughton Village Hall, Butchers Lane, Boughton

Present: Councillors: S Potter (Chair), T Wright (Vice-Chair),
J Clarke, A Dale, K Greatorex, Mrs R McDonnell, R Wilson

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

Other Attendees: Three members of the public

18/1845 Election of Chair

- a) To elect the Chair for the forthcoming year
Cllr Dale proposed Cllr S Potter as Chair, seconded by Cllr Mrs McDonnell. There were no further nominations.
Resolved: To elect Cllr S Potter as Chair.
- b) The Chair to sign Declaration of Officer
Cllr Potter and the Clerk signed the Declaration of Office (Chair) Form.

18/1846 Election of Vice-Chair for the forthcoming year

Cllr Wilson proposed Cllr Wright as Vice-Chair, seconded by Cllr Greatorex. There were no further nominations.

Resolved: To elect Cllr Wright as Vice-Chair.

- a) The new Chair thanked the out-going Chair, Cllr Clarke and the outgoing Vice-Chair, Cllr Greatorex and confirmed that they would both be remaining on the Parish Council.

18/1847 Apologies for Absence received from Councillors not in attendance

Apologies for absence were received from Cllrs: S Trott (work commitment) and Mrs J Shephard (personal).

Resolved: To accept the apologies received.

18/1848 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 held on the Daventry District Council website.

18/1849 To sign the Minutes of the last full Council Meeting held on Monday 9th April 2018

Resolved: To approve the Minutes of the last full council meeting held on Monday 9th April 2018 which were signed by the Chair as a true and accurate record.

18/1850 Public Open Forum Session

- a) A resident raised concerns about the unacceptable condition of the roundabout at the end of Vyse Road/Harborough Road North. The Chair reported that the Council had

been endeavouring to get this tidied for some considerable time and read out an email from NCC Highways.

- b) The Chair reported that last year NCC Highways were forced to do some radical work on the bushes on the roundabout on safety grounds mainly due to the numbers of pedestrians from the new development at Buckton Fields crossing the A508 at the island crossing. This meant that quite an amount of scrap and lumps of concrete had been exposed. This has now been tidied up and most of the debris removed and the roundabout strimmed. It is NCC's intention, for this year, to monitor the regeneration of the shrubbery and NCC will maintain it as best as they can. The Parish Council will continue to monitor.
- c) It was agreed that questions from another resident would be discussed later on the agenda.

18/1851 Election of Representatives

Resolved: To appoint the following:

- | | |
|----------------------------------|--------------------|
| a) Finance | Cllr R Wilson |
| b) Planning/OMBBH | Cllr J Clarke |
| c) Highways | Cllr S Potter |
| d) Street Lighting | Cllr A Dale |
| e) Trees/Footpaths & Environment | Cllr Mrs McDonnell |
| f) Village Design Statement | Cllr T Wright |

18/1852 To receive District Councillor's Report on matters arising since last meeting

- a) Cllr Shephard reported that at the annual meeting of DDC on the 17th May 2018 the District Council would be discussing proposals for dissolution and the possibility of becoming a unitary authority with other partner authorities.
- b) Councillors will also be asked to agree a Community Governance Review to be undertaken from May 2018. This would last for twelve months.

18/1853 To receive County Councillor's Report on matters arising since last meeting

There was nothing to report.

18/1854 Planning

To consider responses to the following new planning applications: -

- a) DA/2011/0666 Land at Brampton Lane (Buckton Fields) Update
Mixed use development comprising of up to 1050 dwellings (C3), B1 employment, residential care home (C2) park and ride facility of up to 500 spaces, local centre (A1/A2/A3/A5), primary school, public open space and associated highways and drainage infrastructure. All matters reserved except access, internal spine road and development (layout, scale, appearance and landscaping) within the site area as defined on plan ref: P16-0295 17 (Revised scheme)

The Chair reported that there are on-going discussions with the applicants regarding highways matters and a meeting has been arranged on the 23rd May 2018 between the applicants and the highways authority. The Planning Officer from DDC will attend. The earliest date the matter could go to the planning committee at DDC would be the 27th June 2018 but that would require everything to be agreed within the next three weeks to meet the planning committee agenda deadline but that was not guaranteed.

Cllr Clarke stated that the Buckton Fields Liaison Forum was losing impetus. Cllr Shephard agreed to arrange a further meeting and would aim for a date towards the end of June.

b) Buckton Fields Residents Meeting update

Cllr Wright reported that a meeting had been held on the 22nd March 2018 and notes from that meeting had been circulated to all Councillors. She felt that it may be inappropriate to set up a further forum but that a sensible approach may be to appoint a representative on the Parish Council to act as a point of contact between the Council and the residents at Buckton Fields. Cllr Shephard suggested organising a further meeting with residents a week before the next Buckton Fields Liaison Forum. Cllrs Wright and Mrs McDonnell would attend. It was agreed that this would be a standing item on the Parish Council agenda.

c) Consider appointment of Parish Council Buckton Fields Community Representative

There was no representative agreed at this time.

d) DA/2016/1144 Land off Holly Lodge Drive, Boughton, Gladman Developments

The Chair reported that a court date had been fixed for 12th June 2018 for the court to decide if the applicant could proceed further with an appeal.

e) Boughton Conservation Area Review

Cllr Greateorex reported that a public consultation exhibition had been held in the Village Hall on the 14th May 2018 and the consultation would end on the 4th June 2018.

18/1855 Finance

- a) The Financial Statements/Bank Reconciliations for the months ending 31st March 2018 and 30th April 2018 had previously been circulated and approved by Cllr Wilson.

Resolved: To approve the Financial Statements/Bank Reconciliations which were signed by the Chair as a true and accurate record.

- b) **Resolved:** The current bank signatories would continue for the forthcoming year.

- c) Cllr Wilson reported that the Clerk's salary had been increased by one increment, from the 1st April 2018, following her successful completion of the Certificate in Local Council Administration (CiLCA). This had been previously agreed by Council in the budget for 2018/2019. In addition, Clerk's new pay scales had now been published and were to be implemented from the 1st April 2018.

- d) **Resolved:** The following cheques be approved for payment. A list had previously been circulated and approved by Cllr Wilson.

To Whom Paid	Chq No	Details of Payment	Amount	Power to Pay
Boughton Village Hall	C2016	Hall Hire BPC Meeting Full Council 14 th May 2018	£18.00	LGA 1972 s112
Mrs J Bunting	C2017	Clerk's April 2018 Salary (net of deductions) including increment rise from 1 st April 2018 on completion of CiLCA training	£1,099.65	LGA 1972 s 112
MGT Design Ltd	C2018	Monthly website maintenance April 2018	£90.00	LGA 1972 s112

MGT Design Ltd	C2019	Annual domain name renewal (£35.00) and annual hosting renewal (£250.00)	£342.00	LGA 1972 s112
Mrs J Bunting	C2020	Monthly Parish Office Expenses April 2018 (Telephone, Broadband and Electricity)	£43.33	LGA 1972 s112
E.ON	C2021	Replace Ballast PL40 Moulton Lane	£28.08	Parish Councils Act 1957 s3 Highways Act 1980 ss 97,98
M & K Gardening	C2022	Village Green Works	£361.46	OSA 1906 s6
Northants CALC	C2023	Internal Audit Service and NCALC and NALC subscriptions	£702.42	LGA 1972 s112
Came & Company	C2024	Annual Insurance Premium 2018/2019	£654.51	LGA 1972 s112
Mrs J Bunting	C2025	Reimbursement to Clerk for purchase of refreshments for Annual meeting and copier paper	£15.90	LGA 1972 s112
Total Cheque Payments			£3,355.35	

e) Income for April 2018 was reported as follows: -

Payee	Details of Payment	Amount
DDC	Half Year Precept	£22,892.50
Nat West Bank	Gross Interest for April 2018	£1.46

f) For information the following direct debit payments to Aviva Pensions were reported for the month ending 30th April 2018.

	Date		Total	Power
ER & EE Pension Contributions Aviva	03/04/2018	Direct Debit	£50.28	LGA 1972 s112
ER Monthly Administration Fee	23/04/2018	Direct Debit	£45.00	LGA 1972 s112

g) Agree amendment to Asset Register

The Clerk reported that the noticeboard at the end of Vyse Road/Harborough Road had been removed from the Asset Register and the total asset value had been amended to £50,476.76.

Resolved: To agree the amendment and the Asset Register was signed by the Chair.

h) Approve Annual Governance and Accountability Return 2017/2018 Part 3

A copy of the Annual Governance and Accountability Return (Part 3) had been circulated to all Councillors.

Resolved: To approve the Annual Governance and Accountability Return (Section 1), Annual Governance Statement. This was signed by the Chair and the Clerk/RFO as a true and accurate record.

The Clerk/RFO signed and dated Section 2 of the Annual Governance & Accountability Return – Accounting Statements for 2017/2018 to confirm that it properly presented the financial position of Boughton Parish Council for the year ended 31st March 2018. A copy of the accounts 2017/2018 (Bank Reconciliation, Explanation of Variances and Section 2 Accounting Statements) had previously been circulated and these were considered by Councillors.

Resolved: The accounts for 2017/2018 be approved and Section 2 of the Annual Governance & Accountability Return, Accounting Statements 2017/2018, were signed and dated by the Chair as confirmation of their approval as a true and accurate record.

i) Receive Annual Internal Audit Report

Previously circulated to Councillors. There were no adverse matters noted in the report.

j) General Data Protection Regulations (GDPR) 2018 compliance

i. **Resolved:** To appoint the Northants CALC DPO Service as the Council's Data Protection Officer (DPO). This would be a free service until 2019.

ii. **Resolved:** To agree adoption of Data Protection Policy, Subject Access Request Procedure and Data Breach Policy

iii. Receive completed Security Compliance Checklists from all Councillors.

iv. Councillors noted that the Council was already registered as a Data Controller with the Information Commissioner's Office (ICO) and had been since 2014.

k) The Chair reported that he would investigate the possibility of Councillors having a designated Parish Council email address.

l) Consider joint funding of a dedicated PCSO post with Spratton Ward parishes

Cllr Wilson reported that the working party of the parish council had now summarised the advice from LGSS Law together with the legal documents and a further meeting with Cllr Shephard had taken place. The Parish Council were satisfied that they were undertaking due diligence. At a recent Neighbourhood Watch (NHW) meeting those attending had unanimously voted to proceed with the PCSO initiative and parishioners at the recent annual meeting of the parish had also been supportive. Advice from the lawyers was that there was no undue risk associated with the contract, however, absenteeism in the contract was an area of some concern for Councillors. There had been no discussions with the other sponsoring parishes and Councillors felt that it was vital to ascertain their requirements before entering into an agreement. Cllr Wilson confirmed that Boughton's contribution towards the PCSO employment costs would be paid for from reserves in the first year and thereafter it would be funded out of the annual parish precept. The remainder of the 376 houses to be built under Buckton Fields phase one would broadly contribute £8,000 towards this. Any new projects proposed by the Council would require an increase in the precept per household or be deferred until funding was generated by Buckton Fields phase two, including the Neighbourhood Plan for which an initial spend was included in the 2018/2019 budget. If the Parish Council committed to the initiative it would commit 25% of the current

financial year's precept. There was still some general concern with the funding calculation.

Resolved:

- i. Agreement in principle.
- ii. If the paragraph in the PCSO contract, regarding absenteeism, could be re-negotiated the Parish Council could sign the agreement.
- iii. A meeting will be arranged with the Chairs from the other sponsoring parishes (Harlestone, Spratton, Pitsford, Church with Chapel Brampton) to establish some clear contract conditions. The Chair would report back to Council at the June meeting.
- iv. Finalise the Sponsor's Agreement.
- v. Cllr Shepard will liaise with the PCC's office on the drafting points in the contract.
- vi. If the contract could not be re-negotiated the Parish Council could proceed on the basis put forward and trial for a year initially.
- vii. A final decision would be made at the June full council meeting.

Cllr Wilson was thanked for all his hard work.

- m) Consider request from PCC for funding of up to £2,000 towards a village day to be held at the old St John's Church on the 24th June 2018.

The Chair reported that a grant application had been received from the Parochial Church Council (PCC) towards the cost of a celebration at the old St John's Church on the 24th June 2018. The application had been circulated to Councillors. Cllr Shepard stated that the invitation to the GUS Band had now been withdrawn as there was some concern that the number of visitors who may be attracted to the event could be unmanageable. However, the event as proposed in the application would remain the same.

Resolved: The Parish Council would support the event and agreed a donation of £640 towards the hire of a marquee (£500) and toilet facilities (£140) on the production of invoices made payable to the Parish Council. It was noted that the event was being organised by the PCC and was not a Parish Council event. Following a question from the Chair, Councillors noted that public liability insurance for the event would be covered by the Parochial Church Council and that a Risk Assessment had been undertaken.

- n) Consider request for parish council funding towards the cost of Neighbourhood Watch signage for Boughton Rise and Buckton Fields

The Clerk reported that costings and numbers of signs were still awaited, and the matter would be brought forward to the June Council meeting.

- o) Consider funding assistance to Boughton Cricket Club

The Chair reported that a request had been made to the Parish Council for financial assistance towards maintaining the cricket outfield in Boughton Park. The mower was no longer fit for purpose. The Clerk was requested to ask for further information and the matter would be considered further at the June Council meeting.

- p) Cllr Wilson stated that now the Clerk had completed CiLCA training the General Power of Competence would be considered for the June agenda.

18/1856 Highways

a) Update on Northampton West Relief Road and NNOR Consultation

The Chair reported that the Government had announced its intentions to appoint Commissioners to assist with governance at NCC, and until they have been appointed it would not be appropriate for NCC to take the necessary decisions on the next steps with regards to long-term commitments such as the North West Relief Road and Northern Orbital Route. Whilst it had been intended to take a Cabinet paper earlier in the year, which would have responded to the consultation, it was still a little uncertain when NCC will be able to do so.

b) To consider the purchase of a mobile activated speed camera

Resolved: That the Parish Council would join the VAS scheme, an initiative of NCC Highways, and could borrow a speed indication device for a period of three months. The device could be moved around the parish. The Chair reported that the Council would need to purchase a Section 50 licence at a cost of £275 which was a one-off payment. This was agreed, and the licence would be paid for from the Traffic Calming Reserve.

c) Traffic Survey Results

The Chair reported that the results had now been received and circulated. He would prepare a report to Council for the June meeting.

d) Purchase of additional street light in Butchers Lane – quotation from Aylesbury Mains

The Chair reported that a further quotation had been received from Aylesbury Mains in the sum of £3,848. However, Aylesbury Mains had advised that the costs could be higher for an electric service connection. A previous quote had been received from E.ON in the sum of £3,091.

Resolved: That as the costs were much higher than anticipated the Council would not proceed with an additional light.

e) Update on maintenance work to island on the A508 top of Vyse Road

Reported earlier on the Agenda.

f) Update on the changes to directional signs at the end of Vyse Road/Harborough Road North to indicate “Boughton Village Only”

The Chair reported that NCC Highways had indicated that this outstanding work would be undertaken as soon as their resources would allow.

g) Consideration of a request from a resident for the introduction of parking restrictions Email from Northamptonshire Highways

The Chair reported that NCC Highways had received a request from a resident for the introduction of parking restrictions at the junction of Humfrey Lane/Howard Lane to prevent parked vehicles obstructing visibility at the junction.

Resolved: Councillors objected to the proposals as the consensus was that yellow lining would urbanise the area and may only displace traffic elsewhere.

18/1857 Environment

a) Remedial works to the area around the Chestnut Tree in Church Street update

Cllr Wright reported that work to remove the hebe planting around the chestnut tree would take place within the next two weeks.

b) Registration of land with HM Land Registry at Chestnut Tree Green

The clerk reported that DDC had offered assistance with the registration of the land and papers had been forwarded.

18/1858 Other Matters

- a) Report on attendances since last Council Meeting: -
 - i. Neighbourhood Watch Meeting 19th April 2018
Cllrs Wilson, Wright and Dale had attended the meeting and Cllr Shephard had given an update to the meeting on the PCSO initiative.
 - ii. NHW/Community Crime Prevention Event Meeting 10th May 2018
The Clerk reported that NHW were organising a crime prevention event at the beginning of July. A date is yet to be agreed.
Resolved: The Parish Council would support the event with a budget of up to £200 towards the cost of hall hire, flyers and refreshments. It was anticipated that it would be an opportunity to encourage the new residents of Buckton Fields to attend.
- b) Monthly reports from the representatives of the Village Hall, Pocket Park, Boughton Primary School and Richard Humfrey Charities
 - i. Village Hall
Cllr Clarke reported that a very successful Tea Party had been held on Sunday 13th May 2018. He expressed some concern that the Committee was struggling to find new members.
 - ii. Boughton Pocket Park
Cllr Greateorex reported that he had now retired from the Committee.
 - iii. Boughton Primary School
The Chair reported that the school choir had attended the Tea Party at the Village Hall.
 - iv. Richard Humfrey Charities
There was nothing to report.
 - v. Cllr Clarke reported that he had attended an OMBBH meeting on the 12th April 2018. The Clerk would circulate the Minutes to Councillors.

18/1859 To agree any new “Welcome to Boughton Letters”

There were no new Welcome to Boughton letters.

18/1860 Urgent Matters for Report Only (notified to the Chair before the Meeting)

None to report.

18/1861 To Confirm Date of Next Meeting

The next full council meeting will be held on Monday 11th June 2018 at 7.00 p.m. in Boughton Village Hall.

The meeting closed at 9.50 p.m.

Signed as a true record of the above meeting.

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Cllr S Potter (Chair)

11th June 2018