

BOUGHTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 8th April 2019 at 7.00 p.m. in Boughton Village Hall, Butchers Lane, Boughton

Present		In Attendance	
Cllr S Potter (SP)	Chair	Mrs J Bunting	Clerk & RFO
Cllr T Wright (TW)	Vice-Chair	Cllr J Shephard (JS)	District Councillor
Cllr D James (DJ)			
Cllr C Mackaness (CM)			
Cllr R McDonnell (RMCD)		Eight Members of the Public	
Cllr J Shephard (JMS)			
Cllr R Wilson (RW)			

19/2010 Apologies for absence

Apologies for absence were received from Cllrs Alan Dale and Kevin Greatorex. These apologies were accepted.

Apologies were received from PCSO Paul Miller.

19/2011 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.

19/2012 To sign the Minutes of the last full Council Meeting held on Monday 11th March 2019

Council unanimously APPROVED the Minutes of the last Council meeting held on Monday 11th March 2019 as a true and accurate record. The Minutes were signed by the Chair with no administrative amendments.

19/2013 Public Open Forum Session

The Chair welcomed members of the public and the Clerk and two new members of Pitsford Parish Council. Members of the public addressed the Parish Council summarised as follows:-

- a) An applicant updated Councillors on his plans for the installation of a window at his property which was listed.
- b) A resident updated Councillors on plans to adapt the telephone kiosk in Church Street into a Book Exchange. The newsagent in Whitehills will unlock the kiosk in a morning and volunteers will lock the kiosk in the evening. A similar scheme was working well in Pitsford.

19/2014 Ratify co-option appointments of Cllrs James and Mackaness

The Chair welcomed the recently co-opted Councillors to the meeting. The Clerk confirmed that necessary paperwork had been completed and signed.

19/2015 PCSO Update

The Chair, as the special point of contact (SPOC), reported that he speaks regularly to the parish PCSO who was regularly attending the primary school to monitor parking problems and traffic. Additionally, he was monitoring parking in Humfrey Lane and would be issuing tickets to offending motorists. There had been no further burglaries at Buckton Fields to report.

19/2016 District Councillor's Report on matters arising since last meeting

JS reported that he had spoken to the Chief Executive of Preston Hedges Academy Trust, who had been awarded the contract to open a primary school at Buckton Fields. As the development was progressing slower than anticipated The Department for Education (DfE) had decided that it will not fund a new school for opening in September 2020. JS had met with Chris Heaton-Harris M.P. to ascertain the reasons and to see if this decision could be altered. There was a timescale of a month. The primary school would be funded by developer contributions and not the DfE. JS agreed to report back to the Parish Council and will provide a contact at the DfE for the Clerk.

Resolved: The Parish Council will write to the DfE to request justification for the delay.

Action: Clerk

19/2017 County Councillor's Report on matters arising since last meeting

JMS reported that there was a shortage of secondary school places in the County. Since her last report to Council in March NCC were now £100,000 in profit and it appears that NCC will balance their books.

19/2018 Approve re-adoption of Document Retention Policy and Street Lighting Policy

Resolved: To re-adopt the Document Retention Policy and Street Lighting Policy as previously circulated.

Action: Clerk

19/2019 Planning

a) DA/2011/0666 Land at Brampton Lane, Boughton (Buckton Fields) Update

TW reported that there were no major issues to report. At the last meeting the Parish Council had discussed an application by Bloor Homes to revise all the house types in Phase 2. The Parish Council had objected and Bloor Homes had responded. That response had been circulated. TW requested that Councillors respond to the Clerk with any comments but her advice to object to the revisions was as before.

b) Buckton Fields Residents Group update

TW reported that the next meeting of the Buckton Fields Residents Group would be held on 10th April 2019. Any matters arising from that meeting would be discussed at the next meeting of the Buckton Fields Liaison Forum on the 17th April 2019.

c) Consider response to new planning applications

DA/20190084 Hilltop House, 9 Howard Lane, Boughton NN2 8RS

Construction of an outbuilding ancillary to main residential dwelling

Resolved: Objection. The proposed building's proportions will dominate the street scene from Spring Close. The proposals were contrary to the building and design guidelines in the Village Design Statement. Support the objections from adjacent neighbours.

DA/2019/0121 & 0122 (Listed Building Consent) Bunkers Hill House, Moulton Road, Pitsford (Boughton Parish)

Installation of window to south elevation

Resolved: No objection.

DA/2019/0214 2 Jaccorin Close, Boughton NN2 8XG

Extension to existing porch

Resolved: No objection.

DA/2019/0272 Ulverscroft, Vyse Road, Boughton NN2 8RP

Two storey extension over existing garage and new gates to existing piers (revised) scheme

Resolved: No objection.

- d) The Clerk was requested to send planning guidelines information to Councillors.

Action: Clerk

19/2020 Finance

- a) The Financial Statement/Bank Reconciliation for the months ending 31st March 2019 had previously been circulated and approved by Cllr Wilson.

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

- b) Cllr Wilson reported that there was a balance on the precept of £4,372.10 at the 2018/2019 year-end.

Resolved: To transfer the balance to General Reserves.

- c) **Resolved:** The following cheques be approved for payment.

To Whom Paid	Chq No	Details of Payment	Amount	Power to Pay
Boughton Village Hall	C2117	Village Hall Hire 8 th April 2019	£18.00	General Power of Competence (GPC) (LGA 1972 s112)
J Bunting	C2118	March 2019 Salary (net of deductions)	£1,186.67	GPC (LGA 1972 s112)
MGT Design Ltd	C2119	Monthly Website Maintenance March 2019	£90.00	GPC (LGA 1972 s112)
J Bunting	C2120	Parish Office Expenses March 2019	£43.33	GPC (LGA 1972 s112)
SADS UK	C2121	Purchase of paediatric pads for defibrillator	£76.00	GPC
Northamptonshire ACRE	C2122	Annual Donation 2019/2020	£35.00	GPC LGA 1972 s143
E.ON	C2123	Street Lighting Maintenance for Qtr. ending 31 st March 2019	£189.08	GPC (PCA 1957 s3)
M & K Gardening	C2124	Village Greenworks	£372.08	GPC OSA 1906 s6

HMRC	C2125	EE & ER Tax & NI Contributions	£635.88	GPC (LGA 1972 s112)
TOTAL Cheque Payments			£2,646.04	

Resolved: To agree a late cheque in the sum of £570.19 payable to E.ON for street lighting electricity from 1st January 2019 to 31st January 2019.

For information the following direct debit payment to Aviva Pensions was reported for the month ending 31st March 2019.

	Date		Total	Power
ER & EE Monthly Pension Contribution		Direct Debit	£54.67	LGA 1972 s112
Monthly Administration Fee		Direct Debit	£45.00	LGA 1972 s112

d) Approve Asset Register as at 31st March 2019

Resolved: To approve.

e) Consider alterations, including the addition of shelving, to the Telephone Kiosk in Church Street to a Book Exchange at a cost of £300

f) Consider request by a resident to change part of the existing signage from "Telephone" to "Book Exchange"

Resolved: To approve a quote in the sum of £395 to install shelving and a lock to the telephone kiosk in Church Street for use as a book exchange. The Clerk confirmed that the Conservation Officer at DDC did not consider that the work would require listed building consent. However, if further works were proposed such as the installation of signage these may require listed building consent. A removeable "book exchange" sign was agreed to be fitted to one of the window panes and Councillors would consider a permanent change of signage once the book exchange was up and running.

Resolved: That the cost would be paid from general reserves.

g) Consider application from the Parochial Church Council for a grant in the sum of £1,375 for grounds maintenance at Old St John's Church, Boughton Green

A request from the PCC for a grant from the Parish Council in the sum £1,375.00 for annual maintenance work at the old St John's Churchyard, Boughton Green was considered. A grant application form had been completed.

Resolved: To pay a grant of £1,375 for grounds maintenance for a one-year contract to Boughton PCC, however, the Parish Council stressed that this was a one-off payment only and the Parish Council were not accepting any responsibility for any future on-going maintenance. As there was no grants budget for 2019/2020 the Parish Council agreed that the grant would be paid from general reserves.

h) Agree budget for Annual Parish Meeting 21st May 2019

Resolved: To agree a budget of £250.

i) Future CIL payments - Working Party update

RW reported that a recent meeting had been cancelled and a further date will be arranged. There were three councillors and two members of the public who had agreed to join the Working Party.

Action: RW

- j) JS reported that he had recently visited “The Tuning Fork” with Cllrs RMcD and TW. This was part of the new Houlton development near Rugby and was a new development opportunity operated by Urban and Civic. There was a café, main function room and three other rooms were available to hire.
- k) Approve Annual Direct Debit payments for Employer Pension Charge to Aviva
Resolved: A direct debit payment to Aviva in the sum of £45 per month for an employer pension charge was agreed.
- l) Report intermediate review for the 2018/2019 financial year PKF Littlejohn
 RW reported that the Parish Council had been selected for an intermediate review for the 2018/2019 reporting year. Consequently, additional supporting documents will have to be submitted with the Annual Return.

Action: Clerk

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

Payee	Details of Payment	Amount
Nat West Bank	Gross Interest March 2019	£6.64

19/2021 Highways

- a) The Chair reported that a meeting had been arranged with a representative from Morelock on 10th April 2019 to progress the purchase of a mobile speed indicator device.
- Action: Chair/Clerk**
- b) The Chair reported that he had spoken to NCC Highways about a “Priority to Oncoming Vehicles” sign in Vyse Road. The Chair will report back at the May Council meeting.

Action: Chair

19/2022 Other Matters

- a) Good Neighbour Scheme Update
 RMcD reported that she and TW had drafted a questionnaire which would be delivered with Boughton Village Matters. If there was support for the scheme DDC had funding available.

Action: RMcD/TW

- b) Monthly Reports from the representatives of the Village Hall, Pocket Park, Boughton Primary School and Richard Humfrey Charities

Village Hall

RW reported that there were three new committee members and bookings continue to increase although this had led to some parking problems in Church Street and Butchers Lane.

Pocket Park

There was nothing to report.

Primary School

The Chair reported that over the Easter break contractors would be undertaking repairs to a leaking flat roof.

Richard Humfrey Charities

JMS reported that a meeting of both charities had taken place on the 12th March 2019. It was agreed to include a report from the Charities on the Agenda only twice a year following meetings in November and March.

19/2023 Urgent Matters for Report Only (Notified to the Chair before the Meeting)

The Chair reported that following a road traffic accident on the 2nd April 2019 a lamp column had been knocked down in Vyse Road. The driver had not stopped. Balfour Beatty had attended following a report from the Police and the column had been removed. Western Power had attended to disconnect the electricity supply. The Clerk had obtained a quote to install a column and lantern at a cost of £600 plus VAT. If the existing lantern could be refitted the cost would be £450 plus VAT. Transfer of the electricity supply into the replacement column would be £409. In addition, there will be costs from Balfour Beatty and Western Power.

Resolved: To submit an insurance claim through the Parish Council's insurers.

Action: Clerk

19/2024 Date of Next Meeting

- a) The Chair confirmed that the next meeting of the Parish Council will be the Annual Meeting which will be held on Monday 13th May 2019.
- b) The Chair reported that the Annual Parish Meeting will be held on Tuesday 21st May 2019 at 7.00 p.m. at Boughton Primary School.

The meeting closed at 8.20 p.m.

Cllr S Potter
Chair

Date: 13th May 2019

Annex 1 - Summary of Actions

Action	Who	Min No.
To write to the DfE to request justification for the delay in Buckton Fields Primary School	Clerk	19/2016
To complete planning application responses to DDC	Clerk	19/2019
Email planning guidelines information to Councillors.	Clerk	19/2019d
Arrange payment of grant to Boughton PCC	Clerk	19/2020g
Organise Annual Parish Meeting 2019	Chair/Clerk	19/2020h
Set up Working Party to consider future CIL projects	RW	19/2020i
Completion of Annual Return and documents for External Audit Review	Clerk	19/2020 l
Proceed with purchase of mobile speed indicator device and liaise with NCC Highways. Attend meeting with Morelock	Chair/Clerk	19/2021a
Contact NCC Highways regarding proposals for "Priority to Oncoming Vehicles" signage in Vyse Road	Chair	19/2021b
Progress a survey for "Good Neighbour Scheme"	RMc/TW	19/2022a
Progress insurance claim for replacement of damaged street light	Clerk	19/2023