

## BOUGHTON PARISH COUNCIL

### **Minutes of the Annual Parish Council Meeting held on Monday 8<sup>th</sup> May 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, Mrs J Shephard, R Wilson, S Potter

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

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

#### **17/1697 To Elect the Chairman of Boughton Parish Council**

Cllr Clarke invited nominations for Chairman. A nomination for Cllr Clarke was received from Cllr Potter. Cllr Greatorex seconded the nomination.

**It was resolved** to elect Cllr Clarke as Chairman.

#### **17/1698 Signing of Declaration of Acceptance of Office by the Chairman**

Cllr Clarke signed the Declaration of Acceptance of Office form.

#### **17/1699 Apologies for Absence received from Councillors not in attendance**

- a) Apologies for absence were received from Cllrs: S Trott (personal) and T Wright (personal).

**It was resolved** to accept the apologies received from those Councillors not present.

#### **17/1700 To elect the Vice-Chairman of Boughton Parish Council**

Cllr Clarke invited nominations for Vice-Chairman. A nomination for Cllr Greatorex was received from Cllr Mrs Shephard. Cllr Potter seconded the nomination.

**It was resolved** to elect Cllr Greatorex as Vice-Chairman.

#### **17/1701 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.

#### **17/1702 To sign the Minutes of the Meeting held on Monday 10<sup>th</sup> April 2017**

**It was resolved** to approve the Minutes of the last full council meeting held on Monday 10<sup>th</sup> April 2017 which were signed by the chairman as a true and accurate record.

**It was resolved** to consider a late planning application DA/2017/0395 Highclere, Moulton Lane, Boughton under Planning on the Agenda.

### **17/1703 Matters arising from previous Minutes**

a) **Memorial Seat for Harry Lovell**

As there had been an objection to the siting of a seat on land just outside the churchyard and, as approval for a seat just outside the church rooms would require the approval of the PCC at their next meeting on the 27<sup>th</sup> June 2017, councillors debated locating a seat on the village green at the top of Butchers Lane.

**It was resolved** that the clerk would, in the first instance, consult with the immediate parishioners in the adjacent cottages on the village green and the matter would be brought forward to the June council meeting.

b) **New entrance to Boughton Green Farm update from Cllr Shephard**

Councillors had debated their concerns at the meeting in April that their objections to the construction of a new vehicular access at Boughton Green Farm with a new double garage and driveway (DA/2017/0169) had been dealt with under delegated powers. The understanding of the parish council was that an objection to a planning application would go to a meeting of the planning committee at DDC for consideration and in this instance, this had not happened. Cllr Shephard noted in his report to the parish council that planning permission had already been granted for the detached garage and new access under planning permission DA/2015/0616. This application was for the demolition of existing commercial units and the construction of a detached dwelling with new access and double garage. The only change between the two applications was that a new dwelling was no longer being constructed. Consideration for the new access and garage was considered by the planning committee at DDC in March 2016 and nothing had altered since the previous planning approval. The planning officer had been satisfied that no policy considerations had altered since the previous approval. Councillors concern to approve a second access at this busy location were noted.

### **17/1704 Public Open Forum Session**

A member of the public raised issues with litter around Buckton Fields which he believed was coming from the development. Cllr Potter reported that the parish council had arranged a litter pick on Wednesday the 10<sup>th</sup> May and the locations he had highlighted could be included. It was agreed that the matter would be included on the Agenda for the meeting of the Buckton Fields Liaison Forum meeting on the 9<sup>th</sup> June 2017. Cllr Shephard invited the parishioner to attend that meeting.

### **17/1705 Election of Representatives**

**It was resolved** that the following councillors be elected: -

- a) Finance – Cllr R Wilson
- b) Planning – Cllr J Clarke
- c) Highways – Cllr S Potter
- d) Street Lighting – Cllr A Dale
- e) Village Design Statement – Cllr T Wright
- f) Environment - Vacant
- g) Parish Footpath & Tree Warden – Cllr Mrs R McDonnell

### **17/1706 To receive District Councillor's Report on matters arising since last meeting**

District Councillor Shephard confirmed that there was nothing further to report.

### **17/1707 To receive County Councillor's Report on matters arising since last meeting**

Councillors congratulated Cllr Mrs Shephard on her recent election success. She confirmed that she has received 68.6% of the votes.

### **17/1708 To consider RSS Feed to Parish Website**

**It was resolved** to consider this matter at the June council meeting as the clerk was researching further information.

### **17/1709 Planning**

- a) To consider response to Planning Application DA/2017/0395 Highclere, Moulton Lane, Boughton, NN2 8RF  
Single storey rear extension  
**It was resolved** no objection
- a) Update on Buckton Fields (East) and Buckton Fields (Overall)  
The Chairman reported that NCC had resolved to dispose of their land holding for the development of phase 2 of Buckton Fields. The present extant application would be re-submitted and would be subject to a full consultation exercise as if this was a fresh application. The masterplan would need to balance the requirements of the NCC site against those of Buckton Fields as a whole. It was understood that NCC were looking to revise the existing masterplan to provide an improved layout for the school and local centre. The developers would be asked for an indication of timings for phase 2 at the next Liaison Forum meeting.
- b) Date of the next Buckton Fields Liaison Forum Meeting  
Friday 9<sup>th</sup> June 2017 at 10.00 a.m. in Boughton Village Hall.
- c) General update on Boughton Quarry/Pitsford Quarry  
The Chairman reported that the wheel wash had now been installed at Boughton Quarry and the entrance generally tidied up. There was no update on the cladding of the gatehouse despite numerous requests to NCC.
- d) **It was resolved** to bring the matter of the provision of a school at Buckton Fields forward from agenda item 16 (a). Cllr Mrs Shephard confirmed that she had spoken to the officer at NCC dealing with the matter. NCC could not intervene, save for deciding how big the school should be, and from their calculations a 420 place school will generate places for 400 children from Buckton Fields. A recent article in the Chronicle & Echo had raised significant local concern.

Following an email from the Chair of Governors at Boughton Primary School the following information had been received from NCC following a request from the Parish Council. :-

*The new 420 place primary school that has been granted permission to open on the Buckton Fields housing development, has been done so via the Education Funding Agency's (EFA) 'Free School' programme.*

*Free Schools are not maintained by the Local Authority and are opened directly by the Department for Education (DfE)/EFA. Any organisation wishing to open a Free School can do so through submitting an application in one of the two annual application windows, directly to the EFA.*

The EFA then assess each application and grant approval for those they deem appropriate to open. This is the announcement that the EFA made recently in respect of the new school at Buckton Fields. The County Council is not involved in this process and is unable to consult on a process it does not administer.

NCC's 'School Organisation Plan 2016-21' was widely consulted upon and has been in the public domain since September 2016. The plan identifies the number of new schools required in the county to meet the demand for new school places. The need for a new school at Buckton Fields was clearly identified within the document, as was NCC's preferred method for meeting this demand i.e. the EFA Free School route.

e) Boughton Village Design Statement update

The clerk reported that further editorial changes had now been made following the recommendations of the Business Manager to the Strategy Group Meeting at DDC on the 13<sup>th</sup> April 2017. These changes had been made following representations from the public consultation which ended on the 27<sup>th</sup> February 2017. The revised VDS will be recommended for adoption at the next full council meeting of DDC on the 17<sup>th</sup> May 2017 and the VDS adopted in 2003 would be revoked. Councillors thanked Cllr Wright and the clerk for all their hard work.

f) The clerk was requested to contact Pitsford Parish Council following a report from Cllr McDonnell regarding a purpose-built scrambler track in Pitsford quarry next to Hassett Fencing.

**17/1710 Finance**

a) The Financial Statement/Bank Reconciliation for the month ending 30<sup>th</sup> April 2017 had previously been circulated and approved by Cllr Wilson.

**It was resolved** to approve the Financial Statement which was signed by the Chairman as a true and accurate record.

b) To consider insurance renewal from Came & Co 2017/2018

**It was resolved** to renew the annual insurance from the 1<sup>st</sup> June 2017 with Came & Company.

c) **It was resolved** that 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	1896/V24	Hall Hire BPC Meeting Full Council 8 <sup>th</sup> May 2017	£18.00	LGA 1972 s133
Mrs J Bunting	1897/V25	Clerk's April 2017 Salary (net of deductions)	£1,068.49	LGA 1972 s 111
MGT Design Ltd	1898/V26	Monthly website maintenance April 2017	£60.00	LGA 1972 s111
Mrs J Bunting	1899/V27	Monthly Parish Office Expenses April 2017 (Telephone, Broadband and Electricity)	£43.33	LGA 1972 s111
Mrs J Bunting	1900/V28	Reimbursement to Clerk for purchase of stamps and stationery	£13.07	LGA 1972 s111

MGT Design Ltd	1901/V29	Website annual domain renewal and annual hosting renewal	£342.00	LGA 1972 s111
Aylesbury Mains Ltd	1902/V30	Completion of street lighting inspection and survey	£646.80 (Paid from street lighting reserve)	Parish Councils Act 1957 s3
R S Palmer	1903/V31	Repairs to stone wall at the rear of the bus shelter in Humfrey Lane	£170.00	Open Spaces Act 1906
Came & Company	1904/V32	Annual Insurance Renewal 2017/2018	£616.90	LGA 1972 s111
Northants County Association of Local Councils (NCALC)	1905/V33	NCALC and NALC annual subscription 2017/2018 and internal audit service for the year ending 31 <sup>st</sup> March 2017	£626.93	LGA 1972 s111
Northants County Association of Local Councils (NCALC)	1906/V34	Clerk CiLCA Training Course	£495.00	LGA 1972 s111
E.ON	1907/V35	Street lighting electricity (1 <sup>st</sup> October 2016 to 31 <sup>st</sup> December 2016 and 1 <sup>st</sup> January 2017 to 31 <sup>st</sup> March 2017)	£784.44	Parish Councils Act 1957 s3
M & K Gardening	1908/V36	Village Greenworks	£354.40	Open Spaces Act 1906
<b>TOTAL:</b>			<b>£5,239.36</b> (£4,592.56 plus £646.80 payment from street lighting reserve)	

d) To consider allocation of year end surplus 2016/2017

**It was resolved** to transfer the year-end surplus of £2,115.94 to general reserves.

e) Cllr Wilson reported income for April 2017 as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Bank Interest	£0.21
HMRC	Vat Refund	£361.46
DDC	Half Year Precept	£19,631.50

f) To consider Annual Internal Audit Report 2016/2017

Cllr Wilson reported that the internal audit had been carried out on the 3<sup>rd</sup> May 2017 and a copy of the Internal Auditor's report had been circulated to councillors. The Auditor had drawn two issues to the Council's attention but he was satisfied that the Council was very well organised and he had completed and signed off the Annual

Return which would now be submitted to BDO. The chairman thanked Cllr Wilson and the clerk for all their work in the preparation of the year-end accounts.

g) Pension auto-enrolment – To consider product provider recommendations from The Pension House

Cllr Wilson set out the advice which had been received from The Pensions House on the selection of a Pension Scheme under the Pensions Auto-Enrolment initiative. Aviva had been recommended as the first choice and The People's Pension had been proposed as an alternative. The relative merits of the two schemes were discussed and councillors unanimously agreed to appoint Aviva. Cllr Wilson was authorised to advise The Pension's House of the decision to enable them to proceed with the appointment of Aviva.

### **17/1711 Highways**

a) To consider street lighting inspection report from Aylesbury Mains

Cllr Dale reported that Aylesbury Mains had now completed an inspection of the street lighting. All the units had been passed as satisfactory save for one light unit in Butchers Lane that required renumbering. A further inspection had been recommended in four to six years' time.

b) To consider provision of "Boughton" village sign on Brampton Lane – request from resident

**It was resolved** to take further advice from NCC Highways.

c) Northampton West Relief Road & Northampton North Orbital Route changes to consultation dates

NCC had confirmed that the consultation dates will be delayed following the Government's announcement of a General Election. Local authorities are not allowed to launch consultations during election periods and new exhibition dates would be advised once they have been arranged. The NCC website would be updated as soon as possible.

### **17/1712 Environment**

a) To consider general maintenance work to Chestnut Tree Green, Butchers Lane

The clerk reported that M & K Gardening had advised that the current planting could be removed and replaced with planting that would have to be drought tolerant. Due to its nature, the current planting could only be trimmed back very conservatively.

**It was resolved** to trim the planting back following the flowering season.

b) The Definitive Map and Rights of Way Improvement Plan – Letter from NCC Highways

Cllr Mrs McDonnell reported that NCC Highways were currently revising Northamptonshire's Rights of Way Improvement Plan and had asked the Parish Council for help in the completion of a questionnaire regarding the maintenance of the Rights of Way network.

**It was resolved** that Cllrs Mrs McDonnell and Shephard would liaise to provide the information requested.

c) Litter Pick 10<sup>th</sup> May 2017

Cllr Potter reported that a parish council litter pick had been organised for Wednesday 10<sup>th</sup> May 2017 at 4.00 p.m. Equipment would be loaned by DDC.

### **17/1713 Correspondence**

- a) New Primary School Proposals Buckton Fields – email from the Chair of Governors Boughton Primary School  
Discussed earlier on the Agenda under item 17/1709 (e).
- b) Parking by Eurofoods – Email from resident in Howard Lane  
**It was resolved** that the vice-chairman would request a meeting with Eurofoods, based in Humfrey Lane, on behalf of the parish council to discuss the on-going problems with off-site parking by their employees and visitors.

### **17/1714 Other Matters**

#### **To receive reports on attendances since last council meeting**

- a) OMBBH meeting 6<sup>th</sup> April 2017  
The minutes had previously been circulated to councillors and the Chairman precised the salient points.
- b) Neighbourhood Watch meeting 18<sup>th</sup> April 2017  
The chairman reported that the AGM had recently taken place and Michael Stead will continue as chairman. The hard work of Chrissy Boyce was noted by councillors.
- c) To receive monthly reports from the representatives of the Village Hall, Pocket Park, Boughton Primary School and Richard Humfrey Charities
  - i. Village Hall  
The Chairman reported that the AGM had now taken place and the same officers remain in place.
  - ii. Pocket Park  
Cllr Greatorex reported that there had been no further information to date regarding the recent vandalism in the park. The committee were looking at other sorts of products for the maze that could not be so easily damaged.  
**It was resolved** to send a letter of thanks to Charlotte Mackaness for her invaluable hard work and support.  
Boughton Primary School  
There was nothing further to report.
  - iii. Richard Humfrey Charities  
There was nothing to report.

### **17/1715 To agree any new “Welcome to Boughton Letters”**

The clerk reported that she had delivered a further supply of letters to the site offices at Buckton Fields for inclusion with the developer welcome packs.

### **17/1716 Urgent Matters for Report Only (notified to the Chairman before the Meeting)**

None

### **17/1717 Confirm Date of Next Meeting**

The next full council meeting will be held on Monday 12<sup>th</sup> June 2017 in Boughton Village Hall, Butchers Lane, Boughton at 7.00 p.m.

There being no further business the meeting closed at 8.55 p.m.

Signed as a true record of the above meeting.

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Cllr J Clarke (Chairman)  
12<sup>th</sup> June 2017