

BOUGHTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5th March 2018 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, S Trott, R Wilson, T Wright

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

Other Attendees: District Sergeant Sam Dobbs – Neighbourhood Policing Team
Northamptonshire Police
Two members of the Public

18/1827 Apologies for Absence received from Councillors not in attendance

a) Apologies for absence were received from Cllr Mrs J Shephard (personal).

It was resolved: To accept the apologies received.

18/1828 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 S Trott	Planning Item 11(d) 27 Moulton Lane	Personal
Cllr S Trott	Items 5 and 12 (g) Funding of a PCSO	Personal
Cllr J Clarke	Planning Item 11 (b)	Personal

18/1829 To sign the Minutes of the last full Council Meeting held on Monday 15th January 2018

It was resolved: To approve the Minutes of the last full council meeting held on Monday 15th January 2018 which were signed by the chairman as a true and accurate record.

18/1830 Public Open Forum Session

- i. A member of the public raised general concerns about the increasing problem with litter on Brampton Lane and Harborough Road North and the areas around the Buckton Fields development, particularly on a path linking the site and Whitehills. The resident had recently collected three bags of rubbish which had included large items of plastic from the site. The Parish Council agreed to organise a further litter pick and a village litter pick for later in the year was suggested. The Chairman stated that the problem with litter would be raised further at the next meeting of the Buckton Fields Liaison Forum.

- ii. The resident suggested that the general sharing of information and increased communication with the new residents at Buckton Fields would be helpful. Cllr Shephard agreed to liaise with the resident to look at setting up a small informal Working Party where any concerns could be raised. He suggested that this may enhance dialogue between the new residents at Buckton Fields and the village.
- iii. The clerk would chase the developers following their commitment to fund a parish council noticeboard at Buckton Fields.

18/1831 Joint Funding of a PCSO with the Spratton Ward Parishes – Presentation from Area Sergeant Sam Dobbs Northamptonshire Police

Sergeant Sam Dobbs explained that a Police Community Support Officer (PCSO) is part of the Neighbourhood Policing Team who deliver police visibility, community engagement, policing solutions including matters such as village patrols, attendance at resident meetings, parish council meetings, school visits and community events and working with volunteers such as Neighbourhood Watch. The Neighbourhood Policing Team are not the Fast Response Team who respond to 999 or 101 calls. The Neighbourhood Policing Team identify and set local priorities such as speeding and anti-social behaviour. A PCSO is an integral part of the team. To supplement the work of the Police the Parish Council can sponsor a PCSO and up to 12 PCSO's are available for the parishes to sponsor each year. The salary and on-costs are £37,245. The District Sergeant would work with the Parish Council to identify local priorities and concerns. As Boughton were being asked to pay the majority share of the funding with the Spratton Ward parishes some concerns were expressed by Councillors about the return on funding.

Sergeant Dobbs explained that a PCSO would work on a rolling shift pattern and can work early or late shifts. Rest days would be included in those shifts. Notice is three months. There are currently sponsored PCSO's in Woodford Halse and shared sponsorship with Crick/Kilsby and DIRFT.

Sergeant Dobbs was thanked for his attendance.

18/1832 To receive District Councillor's Report on matters arising since last meeting

- i) Cllr Shephard agreed that he would facilitate a working party group with the parishioners at Buckton Fields.
- ii) Cllr Shephard reported that a village picnic was being proposed for the 24th June 2018 to celebrate the completion of the work at the old St John's Churchyard. The PCC would be asking the Parish Council to consider a donation towards costs.

18/1833 To receive County Councillor's Report on matters arising since last meeting

There was nothing to report.

18/1834 Agree annual adoption of Financial Regulations, Risk Assessment and Internal Financial Control Policies

It was resolved: To re-adopt the above policies, which had been reviewed by Cllr Wilson and the clerk. Copies had previously been circulated.

18/1835 Adoption of Privacy Notice under new EU General Data Protection Regulations

It was resolved: To agree the adoption and publication on the parish website of a Privacy Notice to comply with the GDPR coming into force in May 2018.

18/1836 Adoption of Data Retention Policy

It was resolved: To agree adoption of a new Data Retention Policy to comply with the GDPR. A copy had been previously circulated.

18/1837 Planning

To consider responses to the following new planning applications: -

- a) DA/2011/0666 Land at Brampton Lane
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)
 - i) To consider response from Pegasus to Boughton Parish Council's consultation response of the 14th November 2017 to DDC.
It was resolved: That Mr Barry Waine, Planning Consultant, would be further instructed to advise the Parish Council on the response from Pegasus. The fee of £150 would be paid from the Legal and Consulting Reserve.
 - ii) The Chairman reported that the application would not be going to the Planning Committee at DDC on the 14th March 2017.
- b) DA/2018/0007 Guyse House, Humfrey Lane, Boughton NN2 8RQ
Demolition of existing dwelling and garage. Construction of two detached dwellings with garages (Revised scheme)
It was resolved: No objection to the proposals, however, Councillors requested that as a planning condition there was suitable tree screening provided between the plot and the adjacent neighbouring properties. A replacement Holm Oak was also requested following a suggestion made by the Landscape Officer at DDC in September 2016. This work had never been completed.
- c) DA/2016/1144 Land off Holly Lodge Drive, Boughton, Gladman Developments
The Clerk reported that Gladman Developments had launched a statutory challenge to the Secretary of State against the Planning Inspector's decision to dismiss their appeal in December 2017.
- d) Boughton Conservation Area Review
Cllr Greatorex reported that a draft appraisal was being taken to DDC's Strategy Group on the 12th April 2018, seeking permission to consult, with the public consultation starting approximately on the 16th April 2018.
- e) General Update on Phase 1 Buckton Fields (East) and Phase 2 Buckton Fields (West)
There was nothing further to report.
- f) Planning Application Decisions Received
 - i. DA/2017/1141 27 Moulton Lane, Boughton NN2 8RF
Proposed part removal of existing single storey rear lean-to and construction of two storey rear extension
Application approved by DDC 22nd February 2018 with conditions.

- ii. DA/2017/1218 Boughton Mill Cottage, Boughton Mill, Welford Road, Chapel Brampton (Boughton Parish)
Demolition of existing single storey rear extension. Construction of two storey rear extension.
Application approved by DDC 27th February 2018 with conditions.
- iii. DA/2017/1157 Kimbell Mews, Humfrey Lane, Boughton
Single storey extension to form staff room and office space
Application approved by DDC 27th February 2018 with conditions.

18/1838 Finance

- a) The Financial Statement/Bank Reconciliation for the month ending 31st January 2018 had previously been circulated and approved by Cllr Wilson. The Financial Statement/Bank Reconciliation for the 28th February 2018 had not been prepared as the clerk was still awaiting the bank statements.
It was resolved to approve the Financial Statement/Bank Reconciliation which was signed by the Vice-Chairman as a true and accurate record.
- b) **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	C1998	Hall Hire BPC Meeting Full Council 5 th March 2018	£18.00	LGA 1972 s112
Mrs J Bunting	C1999	Clerk's February 2018 Salary (net of deductions)	£1,066.29	LGA 1972 s 112
MGT Design Ltd	C2000	Monthly website maintenance February 2018	£60.00	LGA 1972 s112
Mrs J Bunting	C2001	Monthly Parish Office Expenses January 2018 (Telephone, Broadband and Electricity)	£43.33	LGA 1972 s112
M & K Gardening	C2002	Village Green Works	£100.00	OSA 1906 s6
E.ON	C2003	Replace Photocell Lamp No 24 Howard Lane	£28.16	Parish Councils Act 1957 s3 Highways Act 1980 ss 97,98
Mrs J Bunting	C2004	Reimbursement to Clerk for purchase of stamps and stationery	£39.48	LGA 1972 s112
Total Cheque Payments			£1,355.26	

- c) Income for January and February 2018 was as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Gross Bank Interest January 2018	£1.70

Nat West Bank	Gross Interest for February 2018	£1.34
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- d) For information the following direct debit payments to Aviva Pensions were reported for the month ending 28th February 2018.

	Date		Total	Power
ER & EE Pension Contributions Aviva	16/02/2018	Direct Debit	£54.32	Pension Auto-Enrolment Requirement
ER Monthly Administration Fee	21/02/2018	Direct Debit	£45.00	Pension Auto-Enrolment Requirement

- e) General Data Protection Regulations (GDPR) 2018 update
The clerk reported that further advice will shortly be forthcoming from NCALC.
- f) Agree amendments to the Clerk's Contract of Employment
Cllr Wilson reported that some minor amendments had been made to update the clerk's contract of employment to reflect pension auto-enrolment.
- g) Agree variable Direct Debit Payments for ER and EE Pension Contributions to Aviva
It was resolved: To agree the monthly variable direct debit payments to Aviva to reflect ER & EE pension contributions and the monthly administration fee of £45.00.
- h) Agree movement of designated budgeted funds to Village Projects Reserve (£4,800), Traffic Calming Reserve (£2,200), Footway Lighting (£1,000) and Village Design Statement Reserve (£373.40)
It was resolved: To allocate the budgeted funds as listed above to Reserves. Cllr Wilson reported that there was a debit of £373.40 in the village design statement reserve which needed to show a zero balance before the year-end.
- i) Joint Funding of a dedicated PCSO with Spratton Ward parishes
A copy of the Police agreement with the Spratton Ward parishes had previously been circulated to all Councillors. Cllr Wilson expressed apprehension that joint and several liabilities referenced to in the agreement was a fundamental concern and a key financial issue at this stage inferring both risk and cost. General discussion took place and the consensus of Councillors, despite some agreement that the concept of a PCSO was a good initiative, were concerns that Boughton Parish Council was being asked to fund the majority share of the costs and the possible risks associated with the agreement as currently drafted. Some concerns were also raised regarding the calculation of Boughton Parish Council's share of the costs using the council tax base. Although Cllr Shephard reported that the other four parishes had agreed to proceed the Chairman stated that Councillors had not had the chance to discuss the matter properly or in full as the agreement had only been made available at a meeting attended by the Chairman and the clerk at Force Headquarters on the 19th February 2018. It was noted that, despite several requests, draft heads of terms had been promised as long ago as September 2017. The Chairman further stated that the Parish Council also had to consider Best Value and to guarantee that everything had been done to ensure that this was a proper agreement and arrangement for the Parish. Both the Chairman and Cllr Wilson suggested that the Parish Council should take legal advice on the police and parish agreements. The clerk reminded Councillors that in

accordance with the Accounts and Audit Regulations 2015 and the Transparency Code 2014 the Parish Council had a duty to identify and access risk. The clerk suggested that the Parish Council should take their own independent legal advice on the agreement. The clerk confirmed that some initial advice had been taken from NCALC and that the agreement was unusual in that it transferred employment risk to the Council. The Chairman stated that he would like to give parishioners an opportunity to give their views at the Annual Meeting of the Parish in April as the costs associated with the sponsorship of a PCSO were a substantial element of the parish precept.

It was resolved: To seek legal advice on the Police agreement and the Parish agreement from LGSS Law. A cost of approximately £500 had been quoted but the clerk was requested to confirm a final costing. The costs would be met from the Legal and Consulting Reserve.

It was resolved: To consult with parishioners on the joint sponsorship of a PCSO at the Annual Parish Meeting in April. Councillors agreed to make a final decision at the full council meeting in May.

Cllr Greatorex requested that thanks be minuted to Cllr Shephard for all his work in initiating the project.

18/1839 Highways

a) Update on Northampton West Relief Road and NNOR Consultation

There was nothing further to report.

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

Cllr Potter would report further at the April full council meeting.

c) Traffic Survey – additional cost for permit/licence for installing equipment

It was resolved: To pay an additional £150 to cover the cost of a permit licence fee to NCC for installing equipment to conduct a traffic survey.

d) One-way traffic system – response from Northamptonshire Highways

Cllr Potter reported that NCC Highways would not support requests for one-way streets in rural areas except in exceptional circumstances. One-way systems were very expensive to implement and, even if funding was available, allowing a system in Boughton would set a precedent for similar requests throughout the county.

e) Purchase of additional street light in Butchers Lane – email from E.ON

A quotation had been received from E.ON to install and connect a new street light at the end of Butchers Lane, in the sum of £3,091. The clerk was requested to obtain two further quotations.

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

The clerk reported that NCC Highways had revised and amended signing drawings for the end of Vyse Road and the Harborough Road North to indicate “Boughton Village Only”. Councillors hoped that this would help to deter HGV vehicles from accessing the village.

g) Changes to energy prices for street lighting from 9th April 2018

The clerk reported that E.ON were increasing their energy prices for the parish street lighting. Current prices were 15.75p per kWh and the new price from the 9th April 2018 will be 17.90p per kWh.

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

The Chairman 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. As Cllr Shepard was in current talks with Eurofoods regarding the current parking situation Councillors resolved to defer the matter to the next full council meeting in April.

18/1840 Environment

- a) Remedial works to the area around the Chestnut Tree in Church Street update
Cllr Wright agreed to organise a further on-site meeting following a recent inspection of the stonework around the chestnut tree at the top of Butchers Lane. A quotation for the work in the sum of £240 had been received.
- b) Registration of land with HM Land Registry at Chestnut Tree Green
It was resolved: To register the land with HM Land Registry.
- c) Litter Pick Request – Email from resident at Buckton Fields
Reported earlier on the agenda under Public Open Forum Session.

18/1841 Other Matters

- a) Report on attendances since last Council Meeting: -
 - i. PCSO Sponsorship Meeting with Ward Parishes and representatives of the PCC's office 19th February 2018
The Chairman reported that he and the clerk had attended a meeting at Wootton Hall on the 19th February 2018 reported earlier on the Agenda.
- b) 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 a Quiz Evening had been held on the 10th February 2018 and a Vintage Tea Party will be held on the 13th May 2018.
 - ii. Boughton Pocket Park
Cllr Greatorex reported that he had notified the Pocket Park Committee of his intention to retire as a Trustee.
 - iii. Boughton Primary School
Cllr Potter reported that the School had been extremely disappointed by the response from Northamptonshire Police who were to take no further action following a recent serious burglary at the School.
 - iv. Richard Humfrey Charities
There was nothing to report.

18/1842 To agree any new "Welcome to Boughton Letters"

The clerk confirmed that "Welcome to Boughton" letters had been sent to new parishioners in Dixon Road and Vyse Road.

18/1843 Urgent Matters for Report Only (notified to the Chairman before the Meeting)

None to report.

18/1844 To Confirm Date of Next Meeting

The next full council meeting will be held on Monday 9th April 2018 at 6.30 p.m. followed by the Annual Parish Meeting at 7.30 p.m. in Boughton Village Hall, Butchers Lane, Boughton

The meeting closed at 10.15 p.m.

Signed as a true record of the above meeting.

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Cllr J Clarke (Chairman)

9th April 2018