

BOUGHTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 13th May 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 A Dale (AD)		PCSO Miller	Northamptonshire Police
Cllr K Greatorex (KG)			
Cllr D James (DJ)			
Cllr C Mackaness (CM)			
Cllr R McDonnell (RMCD)			
Cllr J Shephard (JMS)			
Cllr R Wilson (RW)			

19/2025 Election of Chair for the forthcoming year

Resolved: To elect Cllr S Potter as Chair. There were no other nominations. The Chair and the Clerk signed the Chair's Declaration of Office.

19/2026 Election of Vice Chair for the forthcoming year

Resolved: To elect Cllr T Wright as Vice-Chair. There were no other nominations.

19/2027 Apologies for absence

There were no apologies for absence.

19/2028 To record Members Declarations of Interest (on Agenda items only)

Councillors declarations of interest are recorded in their statutory declarations which are published on the parish website.

Councillor	Item	Nature of Interest
Cllr C Mackaness	Minute 20/1931b Land adjacent to Old St John's Church.	Part landowner

19/2029 To sign the Minutes of the last full Council Meeting held on Monday 8th April 2019

Council unanimously APPROVED the Minutes of the last Council meeting held on Monday 8th April 2019 as a true and accurate record. The Minutes were signed by the Chair with no administrative amendments.

19/2030 Public Open Forum Session

There were no members of the public present.

19/2031 PCSO Update

- a) PCSO Miller reported that there had been a burglary during the middle of the day at Buckton Fields on the 12th April 2019 when a brick had been thrown through a patio door.
- b) He confirmed that he had spoken to the landowners and the County Travellers Unit at NCC regarding a family who were trespassing on private land adjacent to the old St John's Church adjacent to Boughton Green.
- c) A Burglary Team recently setup by Northamptonshire Police had seen a 60% reduction in burglaries in the Daventry area.
- d) PCSO Miller reported that he will be undertaking a joint patrol with a colleague who covers the Kingsthorpe area on the 14th May 2019.
- e) The Chair stated that he had attended a SPOC meeting on the 29th April 2019 at Wootton Hall and, although the Parish Council were extremely satisfied with the work that PCSO was doing, the Chair voiced some concern about the availability of transport for him. It had been one of the Parish Council's priorities that the PCSO would have a visual presence in the parish and it was important that the PCSO had access to a vehicle. The Parish Council will continue to monitor the situation but there was an expectation that the PCSO would be provided with a vehicle.

Resolved: The Clerk was requested to write to the PCC's Office to raise the Parish Council's concerns.

Action: Clerk

19/2032 District Councillor's Report on matters arising since last meeting

It was noted that JS would join the meeting later.

19/2033 County Councillor's Report on matters arising since last meeting

There was nothing to report.

19/2034 Election of Representatives

Resolved: To elect the following representatives.

Finance	Cllr R Wilson
Planning	Cllr T Wright
Highways	Cllr C Mackaness
Village Hall	Vacant
Street Lighting	Cllr A Dale
Tree Warden & Environment	Cllr Mrs R McDonnell
Footpath Warden	Cllr Mrs R McDonnell
Buckton Fields Liaison Forum	Cllrs T Wright and D James
Buckton Fields Residents Group	Cllrs T Wright and Mrs R McDonnell. Cllr James would continue to Chair but as a resident and not as a representative of the Parish Council.
OMBBH Forum	Cllr Mrs J Shephard

19/2035 Agree re-adoption of Press and Media Policy

Following a proposal by TW, that the policy needed a more formal review, it was resolved that this would be brought forward to the June meeting.

Cllr Wilson joined the meeting at 7.30 p.m.

19/2036 Planning

- a) DA/2011/0666 Land at Brampton Lane, Boughton (Buckton Fields) Update
TW reported that there were no major issues to report.
- b) DA/2019/0049 Land at Brampton Lane, Boughton (Buckton Fields West)
TW reported that at the Council meeting in March the Parish Council had discussed an application by Bloor Homes to revise all the house types in Phase 2. The Parish Council had objected. However, following further consultation with councillors and her discussions with Bloor Homes at the Buckton Fields Liaison Forum the Parish Council had now written to the Planning Officer at DDC to withdraw the original objection.
- c) Buckton Fields Residents Group update
TW reported that a meeting of the Buckton Fields Residents Group had been held on 10th April 2019. Matters arising from that meeting had been discussed at the meeting of the Buckton Fields Liaison Forum on the 17th April 2019. Matters had subsequently been actioned by the developers. Minutes from the meeting had previously been circulated.
- d) Buckton Fields Liaison Forum 17th April 2019
Minutes had previously been circulated and were available to view on the parish website. One of the main issues discussed had been the provision of a primary school.
- e) Buckton Fields Primary School – Response to Parish Council letter to the Department for Education
Resolved: The matter was deferred for an update from District Councillor Shephard later in the meeting.
- f) Consider amendments to N/2018/1696 Plot 1 Development Land, Harborough Road North Construction of 5 detached dwellings, double garage and new vehicular access
- g) Consider amendments to N/2018/1696 Plot 2 Development Land, Harborough Road North Construction of 5 detached dwellings, double garage and new vehicular access
The Parish Council noted that the scheme is very similar to the previous one but that some of the garages have been removed from close to the highway and are now integral garages. There have been some house type changes, however, the contemporary design, is not suited to the other properties in proximity both at Buckton Fields and the opposite side of the Harborough Road North.
Resolved: Objection as before to the development proposals as further detailed in a letter to the Planning Officer at NBC of the 19th March 2019. One Councillor abstained from the vote.
- h) Consider response to new planning application: -
DA/2019/0249 Windycroft, Moulton Lane, Boughton NN2 8RG
Resolved: No objection, in principle, to the change of use to an annexe, but concerns were expressed about the link to the main house and the extent of the infill required to change the garage to an annexe which may set a precedent for over development by other residents wishing to develop generous front gardens which is contrary to the building guidelines set out in Boughton Village Design Statement.

Action: Clerk

19/2037 Finance

- a) The Financial Statement/Bank Reconciliation for the month ending 30th April 2019 had previously been circulated and approved by Cllr Wilson.
Resolved: To approve the Financial Statement/Bank Reconciliation which was signed by the Chair as a true and accurate record.

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

To Whom Paid	Chq No	Details of Payment	Amount	VAT
Boughton Village Hall	C2127	Village Hall Hire 13 th May 2019	£18.00	
J Bunting	C2128	April 2019 Salary (net of deductions)	£1,062.21	
MGT Design Ltd	C2129	Monthly Website Maintenance March 2019	£90.00	£15.00
J Bunting	C2130	Parish Office Expenses May 2019	£65.00	
MGT Design	C2131	Annual Hosting & Domain Name Renewal 2019/2020	£342.00	£57.00
CKN Print Ltd	C2132	Annual Parish Meeting Leaflet Design & Print	£85.00	
NCALC	C2133	Annual Subscription, Internal Audit and DPO Service 2019/2020	£780.59	
M & K Gardening	C2134	Village Greenworks	£334.63	
Boughton PCC	C2135	Grant to Old St John's Church for annual maintenance of Church Yard	£1,375.00	
Boughton Village Hall	C2136	Village Hall Hire Buckton Fields Liaison Forum Meeting 17 th April 2019	£36.00	
J Bunting	C2137	Reimbursement to Clerk for purchase of wine for Annual Parish Meeting	£73.04	
TOTAL Cheque Payments			£4,261.47	

c) For information the following direct debit payment to Aviva Pensions was reported for the month ending 30th April 2019.

	Date		Total	Power
Monthly Administration Fee	25 th April 2019	Direct Debit	£45.00	LGA 1972 s112

- d) **Resolved:** Following the resignation of John Clarke it was agreed to remove him as a signatory on the Bank Accounts.

Action: Clerk

- e) Receive Internal Audit Report 1st May 2019

Previously circulated. RW reported that there were no significant issues to note but the Internal Auditor had drawn the Council's attention to the fact that it was best practice to budget net of VAT. RW stated that the Council budget gross rather than net of VAT. General discussion took place and it was resolved to continue to budget gross.

- f) Approve Annual Governance Statement and Accountability Return 2018/2019 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 had signed and dated Section 2 of the Annual Governance & Accountability Return – Accounting Statements for 2018/2019 to confirm that it properly presented the financial position of Boughton Parish Council for the year ended 31st March 2019.

A copy of the accounts 2018/2019 (Bank Reconciliation, Explanation of Variances and Section 2 Accounting Statements) had previously been circulated and these were considered by Councillors.

Resolved: The accounts for 2018/2019 be approved and Section 2 of the Annual Governance & Accountability Return, Accounting Statements 2018/2019, were signed and dated by the Chair as confirmation of their approval as a true and accurate record.

Action: Clerk

- g) RW reported that the Parish Council's electricity provider for street lighting was currently E.ON. The Clerk had recommended that it was good practice to review the electricity costs. The Clerk had been in touch with a company who had agreed to obtain cost comparisons for the electricity account which would include E.ON. RW advised that he was not keen to proceed with that company and would prefer to review through an alternative provider. The Clerk was requested to find out from other Parish Councils who they use.

Action: RW

- h) Future CIL payments - Working Party update

RW reported that an initial meeting had been held on the 7th May 2019. There were three councillors and two members of the public who had agreed to join the Working Party. A further meeting would be held on the 7th June 2019. The first meeting had been a "brainstorming" session and the working party will come back to the next meeting of the Parish Council with a list of projects with a view to having firm proposals in place by December 2019.

Action: RW

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

Payee	Details of Payment	Amount
DDC	Half Year Precept	25,646.50
Nat West Bank	Gross Interest April 2019	£7.51

- j) The Clerk reported that the Parish Council had been contacted by a company owning a property in Ash Rise. The title of the property contained a rent charge of £10 payable to

the poor of the parish of Boughton. The Parish Council had been invited to release the charge which was required before the property sale. A fee for the execution of the Deed to the Parish Council had been agreed at £250.

Resolved: To release the Charge and the Deed was signed by the Clerk as the Proper Officer of the Council and the Chair.

Action: Clerk

- k) **Resolved:** The Clerk would make an application for a grant towards the cost of a speed camera from the Northamptonshire Safer Roads Alliance.

Action: Clerk

19/2038 Highways

- a) The Chair reported that following a meeting with a representative from Morelock on 10th April 2019 a quotation in the sum of £2,713 plus VAT for a mobile speed indicator device in Brampton Lane had been received. The Chair expressed some concern that a mobile device had a short battery device and suggested a permanent camera run from an electricity supply as an alternative.

Resolved: Councillors agreed that a mains operated camera was a better option and following a proposal by RW it was agreed to locate two devices in Brampton Lane.

Action: CM/Clerk

- b) The Chair reported that he and CM had met on site with NCC Highways about a "Priority to Oncoming Vehicles" sign in Vyse Road indicating a 90-degree bend with Church Street. The Highways representative had noted that there was no existing warning sign although he had indicated that the cost of new poles for any signs would be a major expense. It had been agreed that a "Narrow Road" sign would be installed and white lines painted to illustrate that the road narrows. In Church Street an existing "Slow" sign would be moved further up to where the road is wider.

Action: CM/Chair

19/2039 Other Matters

- a) Good Neighbour Scheme Update

RMCD reported that a questionnaire had been delivered to residents at Buckton Fields and Boughton Rise and would be delivered to the rest of the parish with Boughton Village Matters in June. Some volunteers from Buckton Fields had already come forward.

Action: RMCD/TW

- b) Consider changes to frequency of council meetings

Resolved: To include the months of December and February as additional full council meeting dates.

- c) JS joined the meeting. He reported that he was proposing a motion, which was to be seconded by District Councillor Sarah Peck, to full Council at DDC on the 15th May 2019
"..... *The Council invites the DfE to confirm that it will take the necessary steps to ensure the opening of the school (note: the primary school at Buckton Fields) in September 2021.* The Deputy Leader of DDC had reported that a letter from DDC to the DfE had been sent and the Parish Council would receive a copy.

- d) JS had met with the CEO of Preston Hedges Academy Trust earlier in the day and was meeting with NCC on the 14th May 2019. He was satisfied that there was sufficient pressure on the DfE and advised that there was nothing further that the Parish Council could do at the moment.

- e) JS reported that a decision was anticipated imminently on the government's decision for two unitary councils for Northamptonshire. A Shadow Cabinet will operate from May 2020 for eleven months to April 2021 when the new unitary councils would start.

19/2040 Meetings Attended (For Report)

JMS reported that she had attended an OMBBH Meeting at Moulton on the 11th April 2019 and Minutes from that meeting had been circulated. Members of the group were lessening as the major housing developments in those areas of the district were progressing. There were no other salient points to report.

19/2041 Monthly Reports from the representatives of the Village Hall, Pocket Park and Boughton Primary School

Village Hall

RW reported that the Hall bookings are continuing to do well. He will be meeting with the Chair of the Village Hall shortly to discuss potential projects using future CIL money. The Village Hall Management Committee were looking for a representative on the Parish Council to replace John Clarke following his resignation. As this post was still vacant RW would continue to report at Council meetings.

Pocket Park

There was nothing to report.

Primary School

The Chair reported that there were now three new Governors and confirmed that he had recently stepped down.

19/2042 Urgent Matters for Report Only (Notified to the Chair before the Meeting)

JMS reported that a resident had contacted her about overgrown vegetation on the footpath between Humfrey Lane and Howard Lane.

Resolved: The Clerk was requested to contact the village green works contractor to inspect and quote for removal. A note to residents in Boughton Village Matters was suggested to remind parishioners to trim trees and hedges in their ownership overgrowing public areas.

Action: Clerk

19/2043 Date of Next Meeting

- a) The Chair confirmed that the next meeting of the Parish Council will be held on Monday 10th June 2019 at 7.00 p.m.
- 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 8.55 p.m.

Cllr S Potter
Chair

Date: 10th June 2019

Annex 1 - Summary of Actions

Action	Who	Min No.
Write to Office of the PCC regarding provision of a vehicle for the PCSO	Clerk	19/2031e
Review Press & Media Policy	TW	19/2035
To complete planning application responses to DDC and NBC	Clerk	19/2036f, g & h
Payment of Monthly Invoices	Clerk	19/2037b
Complete changes to Bank Mandate for removal of bank signatory	Clerk	19/2037d
Completion of Annual Return and documents for External Audit Review and publication to parishioners	Clerk	19/2037f
Investigate price comparisons for street lighting electricity	RW	19/2037g
Progress Working Party to consider future CIL projects	RW	19/2037h
Finalise Release Deed to property in Ash Road	Clerk	19/2037j
Make application for grant to Northamptonshire Safer Roads Alliance for SID	Clerk	19/2038a
Investigate two static speed indicator devices for Brampton Lane and liaise with NCC Highways and Morelock.	Chair/Clerk	19/2037k
Progress signage and white lining in Vyse Road and Church Street with NCC Highways	Chair/CM	19/2038b
Progress "Good Neighbour Scheme"	RMc/TW	19/2039a
Liaise with village green works contactor regarding overgrown vegetation on footpath between Howard Lane and Humfrey Lane	Clerk	19/2042
Finalise arrangements for Annual Parish Meeting	Chair/TW/ Clerk	19/2043b