

BOUGHTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 9th September 2019 at 7.00 p.m. in Boughton Village Hall, Butchers Lane, Boughton

Present			
Cllr S Potter (SP)	Chair	In Attendance	
Cllr K Greateorex (KG)		Mrs J Bunting	Clerk & RFO
Cllr D James (DJ)			
Cllr C Mackaness (CM)			
Cllr R Wilson (RW)			

19/2086 Apologies for Absence

Apologies for absence were received from Cllrs: A Dale, R McDonnell, J Shephard and T Wright. These apologies were accepted. Apologies were received from District Councillor J Shephard.

19/2087 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.

19/2088 To sign the Minutes of the last full Council Meeting held on Monday 8th July 2019 and the Extra-Ordinary Meeting held on Monday 22nd July 2019

Council unanimously APPROVED the Minutes of the last full Council meeting held on Monday 8th July 2019 and the extra ordinary meeting held on Monday 22nd July 2019 as a true and accurate record. The Minutes were signed by the Chair with no administrative amendments.

19/2089 Public Open Forum Session

There were no members of the public in attendance.

19/2090 PCSO Update Report

The PCSO reported that there had been two recent incidents to note. One was burglary from a dwelling on the 28th August 2019 and the second was the break in of a vehicle and additional criminal damage to property where the householder had been disturbed. Following a question from RW a brief discussion took place regarding ANPR cameras. RW reported that the CIL Working Party were committed to recommending ANPR cameras for the village and Buckton Fields from the receipt of future CIL monies. The Chair thanked PCSO Miller for his attendance.

a) PSCO Quarterly Contact Meeting 13th August 2019

The Chair reported that he had attended the quarterly contact meeting and three SPOC's had been present. It had been agreed that informal notes would be taken at the meetings and these had been circulated. The next meeting will be held on the 17th December 2019. SP reported that it had been confirmed that there would be no inflationary increase in the PCSO's salary for the sponsoring parishes for the current financial year.

b) Review of Sponsors Agreement

The Chair reported that all the SPOC's were content with the agreement. Employment costs will be agreed by the Police before October 2019 and a 2% salary inflation rise for 2020/2021 had been suggested.

c) PCSO vehicle use – response from PFCC office

The Chair reported that the PFCC were aware that the use of a vehicle for the PCSO had been an issue with the Parish Council and they had tried to provide reassurance. If transport was unavailable for the Sponsored PCSO, the office of the PFCC would look to deploy a vehicle from another area or hire a vehicle. A marked car was preferable for visibility reasons and they would do their best to make sure that the PCSO had access to one. The office of the PFCC were not aware of any instances where the PCSO has not had access to transport. These issues had been raised with the Force who were currently reviewing the fleet. The office of the PFCC invited the Parish Council to bring to their attention any occasions where the PCSO had not had access to a vehicle.

19/2091 Agree adoption of Community Engagement and Communication Strategy

A draft prepared by DJ had been circulated at the September meeting and TW had requested some amendments.

Resolved: Unless there were any comments/amendments from TW before the October Council meeting the current draft prepared by DJ would be circulated and recommended for adoption at the October meeting. **Action: DJ/TW**

19/2092 Consider and agree objectives for the Annual Plan 2019-2020

Resolved: To bring forward to the October Council meeting and to have four or five key points. The points submitted to the Chair by DJ will be considered. **Action: Chair**

19/2093 Consider how the Parish Council communicates with the residents of Buckton Fields

DJ reported that this had been prompted by the recent NWRR leaflet drop which had been labour intensive. He felt that it was important to look at communication channels and how the Parish Council could better communicate with residents. A noticeboard at Buckton Fields was being utilised as was the parish website and BVM Facebook and Buckton Fields Facebook pages.

19/2094 Planning

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

There were no issues to report.

The Chair read out an update report from District Cllr Shephard. A 20-mph speed limit was first considered at the Buckton Fields Liaison Forum last year when NCC confirmed that the site was designed for 20mph driving but a 30-mph speed limit applied. Informal representations by Cllr Shephard and County Councillor Judy Shephard to have the actual limit reduced to 20mph had come to nothing and this was not something that the Liaison Forum could take any further. Signage without a reduction was not possible.

Resolved: The Parish Council to make a formal request to NCC Highways with the suggestion of a 20-mph speed limit reduction. **Action: Clerk**

b) DA/2019/0049 Land at Brampton Lane, Boughton (Buckton Fields West)

Sales Particulars – preliminary list of headings

The Chair reported that these had been submitted by the developers following a request by TW at the last Buckton Fields Liaison Forum and circulated. The developers had asked for the Parish Council's thoughts on local facilities that were Parish Council controlled or otherwise that their prospective purchasers might like to know. Councillors had no comments to make but requested sight of a final Proof in due course. **Action: Clerk**

c) Buckton Fields Primary School Update

The Chair reported that Department for Education (DFE) had agreed to take Buckton Fields Primary School off hold and Preston Hedges Academy Trust were working towards an opening date of 2021. The Clerk reported that DDC were investigating the untidy appearance of the school site and would address the matter accordingly. The Clerk had also written to Bloor Homes.

d) Consider adoption of Public Open Spaces Buckton Fields West (Phase 2)

The Clerk reported that this matter had been raised by TW and the question of adoption had been informally raised with DDC. Bloor Homes had reported that all open spaces falling outside of land to be conveyed to individual plots and land to be adopted by the highway authority will be managed and maintained by their preferred management company. However, DDC had advised that in the first instance the Parish Council could, if they wished, explore the possibility of adoption on an informal basis with the developers.

Resolved: Not to take the matter any further and the Clerk was requested to inform DDC.

Action: Clerk

e) Consider response to new planning application: -

DA/2019/0648 Obelisk Farm, Church Street, Boughton (For Report Only)

Fell tree within a conservation area

The Chair reported that the Parish Council had submitted a no objection response to DDC to fell a cherry tree in the rear garden. DDC had now approved the application and the work had been undertaken.

DA/2019/0673 9 Howard Lane, Boughton NN2 8RS

Demolition of existing side extension. Construction of new single storey extension

Resolved: No objection. However, one of the objections from neighbours in respect of recent application DA/2019/0084 was that construction traffic would need to access Spinney Close. If DDC were minded to approve the application the Parish Council requested that a condition be imposed that all the construction work be done at the same time so no access to Spinney Close would be needed for the new building. Additionally, as this was a significant level of building work the applicants would be requested to ensure that contractors vehicles and delivery vehicles did not block Howard Lane or Spinney Close and that all contractors' vehicles were parked on site, not on the surrounding roads or pavements.

DA/2019/0707 The Old House, Church Street, Boughton NN2 8SG

Removal of trees within a conservation area

Resolved: No objection and Councillors would be guided by the advice of the Landscape Officer at DDC.

Action: Clerk

f) NCC Application Number 19/00045/CCDFUL

Land off A5199 Northampton Road (North West Relief Road) (previously circulated)

The construction of new roads (Northampton North West Relief Road) on land South of the A5199 Northampton Road between the Brampton Health Golf Centre and the River Nene, including two new roundabouts and links bridging over the River Nene to Brampton Land and over the Northampton loop of the West Coast mainline to connect with the Dallington Grange development.

The Chair reported that following a site visit with the Transportation Consultant a report had now been received and had been circulated to Councillors. An addendum to the Travel Assessment from NCC Highways had been promised by the end of August. Once the addendum has been submitted there will be a further 30-day consultation period with stakeholders. The Clerk had chased this with NCC Highways but had had no response. The Transportation Consultant had been made aware of this addendum. Following a question from CM the Chair confirmed that both the Transportation Consultants and Lawyers had

been provided with a copy of the Traffic Survey produced for the Parish Council last year. DJ voiced concerns that, whilst the report summarised most of the issues, there was no reference to any mitigation measures or the development at Buckton Fields which had also been ignored in the planning application. The Chair gave assurances that the application was, as yet, incomplete and these concerns would form part of the Parish Council's final response to NCC.

RW stated that a copy of the response from Moulton Parish Council to NCC had been forwarded to the Clerk.

Action: Chair/CM/Clerk

g) West Northamptonshire Strategic Plan – Issues Consultation

The Chair reported that a series of exhibitions are taking place in September and a public consultation will run until the 11th October 2019. CM and DJ will attend one of the events and feedback any information.

Action: DJ/CM

19/2095 Finance/Legal

a) The Financial Statement/Bank Reconciliation for the months ending 31st July 2019 and 31st August 2019 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) Agree shared payment of sponsored PCSO invoice 1st April 2019 to 30th September 2019

Resolved: The shared payment of the PCSO sponsorship for the six months to the 30th September 2019 in the sum of £6,281.37 was authorised. However, following concerns expressed by RW regarding information about adjustments during sickness absence and annual salary increases, which the Police had included in the Funding Agreement, the Clerk was requested to write to the PFCC requesting this information which was in compliance with the Agreement.

Action: Clerk

Resolved: To transfer £13,000 budgeted for the PCSO into a PCSO Reserve. **Action: Clerk**

c) Approve payment of grants to Boughton Village Hall, Boughton Pocket Park and Obelisk Spinney Pocket Park

Resolved: To approve a grant application to Obelisk Spinney Pocket Park in the sum of £450. A grant application from Boughton Village Hall would be considered at the October meeting. No application had been received from Boughton Pocket Park.

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

To Whom Paid	Chq No	Details of Payment	Total Amount (including VAT)	VAT
Boughton Village Hall	C2169	Village Hall Hire 9 th September 2019	£18.00	
J Bunting	C2170	August 2019 Salary including overtime (net of deductions)	£1,119.60	
MGT Design Ltd	C2171	Monthly Website Maintenance August 2019	£90.00	£15.00
J Bunting	C2172	Parish Office Expenses August 2019 (£65.00) Domain Name Subscription 2 Years (£21.28) Monthly Office 365 Subscription (£9.40)	£95.68	
M & K Gardening	C2173	Village Greenworks	£517.55	

Stirling Maynard Transportation	C2174	For production of Report on the NWRR planning consultation	£1,800.00	£300.00
Information Commissioner	C2175	Data Protection Fee Renewal	£40.00	
The Police & Crime Commissioner for Northamptonshire	C2176	Sponsored PCSO 1/4/2019 to 30/9/2019	£6,281.37	
TOTAL Cheque Payments			£9,962.20	

- e) For information the following direct debit payment to Aviva Pensions was reported for the months ending 31st July 2019 and 31st August 2019.

	Date	Total
Pension Contribution	1 st July 2019	£61.57
Pension Contribution	31 st July 2019	£45.85
Monthly Administration Fee	23 rd July 2019	£45.00
Monthly Administration Fee	21 st August 2019	£45.00

- f) Report completion of External Auditor Report for the year ended 31st March 2019
RW reported that PKF Littlejohn had now completed their review of Sections 1 and 2 of the AGAR 2018/2019 and had confirmed that “on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in Sections 1 and 2 is in accordance with proper practices and no other matters have come to our attention giving cause for concern that the relevant legislation and regulatory requirements have not been met”. There were no other matters to draw to the attention of the Parish Council.
- g) Agree adoption of amendments to model Financial Regulations
RW reported that there had been some minor changes to the 2016 version of the Financial Regulations relating to Regulations 11 and 12.
Resolved: To accept the changes which would be added to the recently adopted Financial Regulations as an addendum.
- h) Review budget against expenditure
RW reported that expenditure against budget was on track with exceptional items of spend on a grant to Boughton PCC for maintenance work to the old St Johns Churchyard, insurance excess on the replacement streetlight in Vyse Road and shelving to the telephone kiosk in Church Street.
- i) Monthly income received was reported as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Gross Interest August 2019	£8.19

- j) Approve correspondence to Boughton PCC to request update regarding the formal closure of St John’s Churchyard
RW reported that following the internal audit in May the Internal Auditor had raised the matter of the PCC’s intention to close one of the burial grounds. This had been notified to the Parish Council in July 2018. The Internal Auditor had advised that it would be prudent

for the Parish Council to enter into discussions with the PCC to ascertain the lifespan of the remaining burial ground as once closed the Council will become the burial authority.

Resolved: Not to contact the PCC further as Councillors agreed they were sufficiently close to the PCC representative that they would have prior knowledge of any future closure.

- k) RW reported that work would soon begin on the budget for 2020/2021 and this will be driven by the council's key objectives.

Resolved: A budget working party was agreed as RW, TW, DJ and the Clerk.

Action: RW/TW/DJ/Clerk

- l) Cllr Wilson reported that DDC had agreed to support the proposal from the Parish Council to increase the number of Councillors for the parish from nine to eleven. Elections to alter the number of seats will take place on the 7th May 2020.

- m) The Clerk reported that she had carried out an annual inspection of the Council's assets in the parish and recommended the refurbishment/repainting of the carved village sign on the Green at the top of Butchers Lane. The Clerk would obtain quotes.

Action: Clerk

19/2096 Highways

- a) The Clerk reported that an order in the sum of £3,593 had been placed for a mobile speed indicator advice in Brampton Lane. However, the suppliers had subsequently requested full payment before delivery.

Resolved: Not to proceed on this basis as Councillors agreed there may be some risk and the Clerk was requested to obtain alternative quotes from other suppliers.

Action: CM/Clerk

- b) CM reported that Raybell & Sons were intending to install a new sewer connection outside Quietways in Humfrey Lane and to undertake the work safely will require the road to be closed for up to three days from the 18th September 2019.

- c) CM reported that MV Kelly have been working on the A5199 since July creating a new junction for a housing development at Buckton Fields. As part of this work it will be necessary to close the A5199 overnight (between 8pm and 6am) and it is proposed that this will take place from the 30th September until the 2nd October 2019.

19/2097 Other Matters

- a) Meeting attendances since last full council meeting: -

- PCC Meeting 16th July 2019. The Chair updated Councillors.
- NACRE Networking Event 22nd July 2019 – Following a suggestion from TW the PCSO will provide some dates for a Crime Prevention Event.

Action: TW/Clerk

19/2098 Monthly Reports from the representatives of the Village Hall, Pocket Park and

Boughton Primary School

Village Hall

There was nothing to report.

Boughton Pocket Park

KG reported that the maze has been removed and some new play equipment had been installed.

Boughton Primary School

There was nothing to report.

19/2099 Urgent Matters for Report Only (Notified to the Chair before the Meeting)

The Chair reported that Cllr Chris Millar the Leader of DDC is to step down from DDC in October after 20 years. The Clerk was requested to send a letter of thanks to Cllr Millar. **Action: Clerk**

19/2100 Correspondence

The Chair reported that Tony Boullemier had reported to the Parish Council that the book exchange in the phone box in Church Street had been up and running for two months and all seemed to be going well. He thanked the Parish Council for providing the funds.

19/2101 Date of Next Meeting

The next meeting of the Parish Council will be held on Monday 14th October 2019 at 7.00 p.m.

The meeting closed at 8.35 p.m.

CLlr S Potter

Chair

Date: 14th October 2019

Annex 1 - Summary of Actions

Action	Who	Min No.
Review draft Community Engagement and Communication Strategy	DJ/TW	19/2091
Draft Objectives for the Annual Plan	Chair	19/2091
Send a formal request to NCC Highways with the suggestion of a 20-mph speed limit reduction at Buckton Fields	Clerk	19/2094a
Request final proof of marketing literature for Buckton Fields West from developers	Clerk	19/2094b
Write to DDC regarding open spaces at Buckton Fields West	Clerk	19/2094d
To complete planning application responses to DDC	Clerk	19/2094e
Transfer £13,000 to PCSO Reserve	Clerk	19/2095b
Write to PFCC regarding terms in the Funding Agreement	Clerk	19/2095b
Payment of Grant to Obelisk Spinney Pocket Park	Clerk	19/2095c
Payment of Monthly Invoices	Clerk	19/2095d
Arrange meeting of Budget 2020/2021 Working Party	RW/DJ/CM /Clerk	19/2095k
Obtain quotes for refurbishment of village sign top of Butchers Lane	Clerk	19/2095m
Obtain further quotes for mobile SID Brampton Lane	Clerk	19/2096a
Progress a Crime Prevention Event	TW/Clerk	19/2097
Send letter of thanks to CLlr Chris Millar Leader DDC	Clerk	19/2099