

BOUGHTON PARISH COUNCIL

Website: www.boughtonnorthants.co.uk

Clerk's Telephone number: 07918329763

Clerk's Email: clerk@boughtonnorthants.co.uk

Date of notice:	11/05/2021
Meeting Date:	17/05/2021

NOTICE OF PARISH COUNCIL MEETINGS

The Councillors of Boughton Parish Council ARE HEREBY SUMMONED to attend the Annual Meeting of the Parish Council followed by the Ordinary Meeting of the Parish Council to be held at **Boughton Village Hall, Butchers Lane, Boughton on Monday 17th May 2021 at 6.30 p.m.** for the purpose of transacting the business as set out in the Agenda of the Meeting.

Members of the Public and Press are invited to address the Council at its Open Forum session. The Parish Clerk politely requests that anyone wishing to attend the meeting, please indicate this intention to her in advance so appropriate measures can be undertaken to comply with COVID-19 restrictions.

Under national legislation visual recordings of meetings may also be made by the public and press when they are not lawfully excluded. Your attendance at the meeting signifies your acceptance that you may be recorded.

COVID-19 Procedures

Under regulations made under section 78 of the Coronavirus Act 2020, local authorities in England have been able to hold public meetings virtually by using video or telephone conferencing technology. These regulations do not apply to meetings on or after 7th May 2021.

From 7th May 2021, the Parish Council will return to conducting meetings in the Village Hall with rigorous COVID-19 procedures in place to keep all attendees safe. Any person attending the meeting must:-

- Provide contact details to the Parish Clerk upon arrival in accordance with Test and Trace requirements. Any details provided will be kept in accordance with strict data protection legislation. The Village Hall will also display a QR code.
- Maintain the one way system of entering and exiting the Village Hall – the fire exit door will be used for exit only.
- Sanitize your hands upon arrival and upon leaving the Village Hall.
- Adhere to social distancing rules:
 - Wear a face mask, unless exempt, keep 2m apart upon entering the Village Hall, during the course of the meeting and until you exit the building (the Village Hall is defined as a community facility if you wish to consult further guidance).
- Make all reasonable attempts to avoid transmission during the meeting, i.e. avoid sharing pens, documents and other objects and bring your own drinks to avoid use of the kitchen.
- Bear in the mind that all windows will be open in the Village Hall so please wear appropriate layers of clothing.

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AGENDA OF THE ANNUAL PARISH COUNCIL MEETING & THE ORDINARY MEETING OF THE PARISH COUNCIL – 17 MAY 2021

<u>No.</u>	<u>Item</u>	<u>Document</u>
1.	Welcome - Steve Potter, current chairman of the Council, will chair item and item 2. Councillors will be invited to introduce themselves.	
2.	To elect the Chairman	<u>A</u>
3.	Chairman to sign the Declaration of Acceptance of Office	<u>B</u>
4.	To elect the Vice-Chairman	
5.	All Councillors to sign the Declaration of Acceptance of Office; There will be opportunity for councillors to review the procedure for Declaration of Election Expenses. <i>(copies of both documents will be provided to Councillors at the meeting)</i>	<u>C</u> <u>D</u>
6.	Members Register of Interests	<u>E</u>
7.	Apologies for absence and acceptance of any apologies	
8.	Declarations of Interest on agenda items only <i>(Councillors are reminded that if they have either a Disclosable Pecuniary interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate).</i>	
9.	Public Open Forum Session <i>(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the Chair of the meeting, who may direct that a written or oral response be given).</i>	
10.	Planning Applications for comment Agree response to the following planning applications:- <ul style="list-style-type: none">• DA/2021/0277 63 Glebe Road, Boughton NN2 8ET. Partial conversion	

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- of garage to home office;
- WND/2021/0044; Removal of tree subject to a tree preservation order DA 159;
- DA/2021/0143; Demolition of conservatory. Construction of two storey side extension, single storey side extension, conversion of roof space to habitable space. Construction of detached double garage with storage above. (Amended plans.)
- WND/2021/0033; external re-cladding of dwelling raising existing garage roof and rear extension to existing garage (revised scheme).

Documents relating to the planning applications be found on:

<https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/wphappcriteria.display>

11. Planning Application updates

- Buckton Fields Phase 1 - DA/2011/0666 Land at Brampton Lane - Update on the purchase of an additional Street Light on the footway link from Buckton Fields to Central Avenue
- Report proposal for the development of an affordable housing scheme on the site of the former squash club at the end of Central Avenue. Request for a meeting with the Parish Council by the Planning Consultant

12. In accordance with the Standing Orders clause 5 j - set a timescale to review and adopt appropriate documents and policies i.e. standing orders, financial regulations, asset register etc. F

13. Appoint the Parish Clerk as the Responsible Financial Officer

14. Appoint a Councillor to carry out the monthly Internal Audit Reviews G

15. Banking Arrangements: H

- Review existing Bank Signatories, appoint new Bank Signatories and take any required action
- Council approval of regular payments under Financial Regulation 5.6

16. To consider the appointment the following representatives: -

- a) Environment
- b) Buckton Fields Liaison Forum
- c) Highways
- d) Parish Path/Tree Warden

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- e) Planning
- f) Street Lighting
- g) Police SPOC

- 17. Approve the Minutes of the last full Council meeting held on Tuesday 27th April 2021** **I**
- 18. Review and vote on the start time of Parish Council Meetings going forward**
- 19. Consider a proposition to adopt the Draft Annual Plan 2021-22** **J**
- 20. Consider a proposition to seek co-option of two Councillors** **K**
- 21. Consideration of the Parish Council's training preferences**
- 22. Parish Council Communication** **L**
- Consider the current website service
 - Consider the current website logo
- 23. Finance/Legal**
- a) Approve Financial Statements: - Bank Reconciliation, General Reserves and Statement of Reserves as at 30th April 2021 **M**
- b) Approve proposed cheque payments since last meeting to date and any additional invoices circulated at the meeting **N**
- 24. Environment**
- a) Burning of rubbish on land at the rear of Church Furlong Farm (update Cllr R McDonnell)
- b) Installation of flowering planters (update Cllr R McDonnell)
- c) Consider a proposal to extend the POS maintenance contract of the current contractors to include the St Johns Churchyard and expose the revised contract to competitive tender for the year 2022/23 (under power s.214 LGA 9172) **O**
- 25. West Northamptonshire Council - Councillor's Report on matters arising since last meeting**

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26. To consider the exclusion of the press and public

- Consider the exclusion of the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to meetings) Act 1960.

Press and Public will be requested to leave the meeting (subject to item 26)

27. Legal Matters

- Consider the current contract of employment with the Parish Clerk

Press and Public will be invited back into the meeting

28. To review items for discussion at future council meetings

- Date of next Parish Council Meeting - Monday 14th June 2021. Time to be confirmed in accordance with the vote on item 17

Ciara Wanstall

Clerk to the Parish Council