

BOUGHTON PARISH COUNCIL

Minutes of the virtual Ordinary Meeting of Boughton Parish Council held by remote video-conferencing (Zoom) on Monday 27th April 2021 at 6.30 p.m.

Present		In Attendance	
Cllr S Potter	Chairman	Mrs J Bunting	Clerk & RFO
Cllr K Greatorex (KG)		Mrs C Wanstall	New Clerk
Cllr D James (DJ)			
Cllr Mrs R McDonnell (RMcD)			
Cllr Mrs C Mackaness (CM)			
Cllr Mrs J Shephard (JMS)			
Cllr R Wilson (RW)			

21/2396 Apologies for Absence

Apologies for absence were received from Cllr T Wright. These apologies were accepted.

21/2397 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.

21/2398 To sign the Minutes of the last full Council Meeting held on Monday 8th March 2021

Council unanimously APPROVED the minutes of the last full Council meeting held on Monday 8th March 2021 as a true and accurate record. The minutes were signed by the Chairman with no administrative amendments.

21/2399 Public Open Forum Session

There were no questions from members of the public.

21/2400 Report Appointment of new Parish Clerk

The Chairman welcomed the new Parish Clerk, Ciara Wanstall, to the meeting. She would take up her post on 1st May 2021. Councillors noted thanks from the Chairman to the interview panel of TW, RMcD and DJ.

21/2401 Northamptonshire Police PCSO Update Report

The Chairman reported that he had attended a recent inaugural meeting of the Police Liaison group. There had been 120 attendees. It was noted that there had been a substantial increase in the budget for rural policing which would result in more PCSO's and full time police officers.

21/2402 May 2021 Parish Council Election

- a) The Chairman reported that candidates for the Parish Council election on Thursday 6th May 2021 would be elected unopposed. Current councillors would step down on Monday 10th May 2021.
- b) The Clerk confirmed that she had provisionally booked the Village Hall for the Annual Parish Council meeting on 17th May 2021.

21/2403 Planning

- a) Planning Application Responses for Report Only
- DA/2021/0143 Tanglewood, Vyse Road, Boughton NN2 8RP
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
Objection. A draft letter had been circulated and comments received from Councillors.
 - DA/2021/0139 12 Bochetone, Boughton NN2 8EX
Relocation of garden wall
No objection.
 - DA/2021/0187 17 Hanging Barrows, Boughton NN2 8EZ
Construction of front porch and single storey rear extension
No objection.
 - DA/2021/0244 Keppels, Humfrey Lane, Boughton NN2 8RQ
Work to two trees and removal of a tree with a conservation area
Councillors would be guided by the advice to the proposals from the Landscape Officer at West Northamptonshire Council.
- b) Agree response to the following new planning applications: -
- DA/2021/0266 The Cottage, 15 Church Street, Boughton NN2 8SF
Listed Building Consent for installation of secondary windows
Resolved: No objection to the installation of secondary glazing as long as there was no change to the external appearance of the property. Unanimous.
 - DA/2021/0323 53 Dixon Road, Boughton NN2 8XE
Single storey side and rear extensions
Resolved: No objection and the Planning Officer would be requested to consider any comments from neighbours. Unanimous.
 - DA/2021/0254 Chirbury, Butchers Lane, Boughton NN2 8SL
Extension to existing garage to form triple garage
Resolved: No objection. Unanimous.
- c) DA/2020/0465 Land off Home Farm Drive, Boughton (Buckton Fields Primary School)
Construction of non-residential institution (Use Class D1) including play space, access, car/cycle parking areas and landscaping
Site preparation works were completed and the modular units had been delivered to site. Construction was progressing well.
- d) DA/2011/0666 Land at Brampton Lane, Boughton (Buckton Fields East) Phase 1
Update
- Street Light request on footway link between Highwayman Close Buckton Fields and Central Avenue, Whitehills
There was nothing to report.
 - Discuss proposal for night time lighting on the open green spaces
The Clerk had taken advice from officers at West Northamptonshire Council regarding a request for lighting on the open spaces. The Clerk reported that some concern had been expressed with the lighting of these spaces at night as this could lead to greater use which may cause a nuisance for adjacent residents. This was also the advice from the Police Crime Prevention Design Adviser. Additionally, Highways would not want to adopt street lights on open spaces which would mean that either the management company or residents would have to take on the additional cost. This would raise the issue of whether it was fair to introduce lighting on such a large scale so late into the build for residents to then take on the cost.

Resolved: The matter would be progressed by the new Parish Council.
Land at Brampton Lane, Boughton (Buckton Fields West) Phase 2 Update

There was nothing to report.

e) Phase 3 Buckton Fields

DA/2020/0840 Land at Welford Road, Boughton

Outline application for mixed use development comprising of up to 85 dwellings, one Ha of employment land (Use Class E), public open space and associated highways and drainage infrastructure.

The Parish Council's comments had been made available to the applicant.

f) NCC Application Number 19/00045/CCDFUL

The construction of new roads on land off A5199 Northampton Road (North West Relief Road)

A member of the NWRR Project team had contacted the Parish Council as an introduction regarding the traffic mitigation measures for Boughton. The team would be in touch with the Parish Council again later in the year.

21/2404 Finance/Legal

a) The Financial Statement/Bank Reconciliation for the month ending 31st March 2021 had previously been circulated.

Resolved: To approve the Financial Statement/Bank Reconciliation which was signed by the Chairman as a true and accurate record.

b) RW reported that the first instalment of the precept would be paid in the first week of May. A number of cheque payments were being paid in advance in April which included the annual insurance premium, subscriptions to NALC and the payroll provider.

c) Councillors noted that there was one final standing order payment for the Clerk's April salary and this would be paid on 12th May 2021 and would appear on the May bank statement.

d) **Resolved:** The following cheques be approved for payment. Councillors noted that the invoice payments had been approved by RW. The cheques to be signed by the Chairman and CM.

To Whom Paid	Standing Order	Details of Payment	Total Amount (including VAT)	VAT
J Bunting	Standing Order	Clerk's March 2021 Salary	£1,071.29	
MGT Design Ltd	Standing Order	Monthly Website Maintenance March 2021	£90.00	£15.00
Total Standing Order Payments			£1,161.29	£15.00

To Whom Paid	Cheque No	Details of Payment	Total Amount (including VAT)	VAT
J Bunting	C2312	Parish Office Expenses March & April 2021	£130.00	
Came & Company	C2313	Annual Insurance Premium	£925.07	
E.ON	C2314	Street Lighting Maintenance Contract	£153.90	£30.78

J Bunting	C2315	Reimbursement to Clerk for purchase of stamps and postage to SADS	£11.12	
R & G	C2316	Parish Mowing	£162.00	£27.00
Natalie Green & Co	C2317	Payroll Services to year ended 5 th April 2021 and Auto-enrolment Submissions	£480.00	£80.00
NCALC	C2318	NCALC & NALC Subscription, Internal Audit Fee and DPO Fee	£934.63	
J Bunting	C2319	Clerk's balance of Pay March 2021	£89.24	
HMRC	C2320	ER & ER Tax & NI Contributions (Quarter 4 ending 5 th April 2021)	£594.08	
Northamptonshire ACRE	C2321	Annual Subscription 2021/2022	£35.00	
E.ON	C2322	Street Lighting Electricity Account	£595.34	£28.35
	C2323	Cheque Cancelled		
J Bunting	C2334	Clerk's balance of pay April 2021	£381.96	
J Bunting	C2335	Clerk's additional pay	£500.00	
Total Cheque Payments			£5,023.12	£166.13

Total Payments		£6,184.41	£181.13
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For Report: Direct Debit Payments to Aviva pensions for month ending 31st March 2021

	Date	Total
ER & EE Pension Contribution	5 th March 2021	£55.09
ER & EE Pension Contribution	31 st March 2021	£55.09
Monthly Administration Fee	23 rd March 2021	£45.00

- e) **Resolved:** To approve the Asset Register as at 31st March 2021. Unanimous.
- f) The internal audit report has been circulated following the audit on 21st April 2021. The internal auditor had reported that "having tested all the aspects of the Council's internal controls and based on the information that had been made available he was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs". The Annual Internal Audit report had been signed off as required.
- g) RW confirmed that a copy of the CIL Policy was now on the parish website.
- h) Approve Annual Governance & Accountability Return 2020/2021 Part 3

A copy of the accounts 2020/2021 (Bank Reconciliation, Explanation of Variances and Section 2 Accounting Statements) had previously been circulated and these were considered by Councillors.

- i) **Resolved:** To approve the Annual Governance & Accountability Return (Section 1) Annual Governance Statement. This was signed by the Chairman as a true and accurate record. The Clerk/RFO had signed and dated Section 2 of the Annual Governance & Accountability Return – Accounting Statements for 2020/2021 to confirm that it properly presented the financial position of Boughton Parish Council for the year ended 31st March 2021.
- j) **Resolved:** The accounts for 2020/2021 be approved and Section 2 of the Annual Governance & Accountability Return, Accounting Statements 2020/2021, were signed and dated by the Chairman as confirmation of their approval as a true and accurate record.
Proposed: JMS Seconded: DJ. Unanimous
- k) **Resolved:** The Explanation of Variances for 2020/2021 were approved. Proposed: JMS Seconded: DJ. Unanimous. **Action: Clerk**
- l) RW reported that the year-end surplus in the sum of £3,477.08 had been transferred to the General Reserve. This was noted by Council.
- m) Community Infrastructure Levy (CIL) (update)
There was nothing to report.
- n) Monthly income received was reported as follows: -

Payee	Details of Payment	Amount
Nat West Bank	Gross Interest March 2021	£2.36
HMRC	VAT Refund	£923.48

- o) **Resolved:** To agree Employer Pension Charge to Aviva by Direct Debit for 2021/2022.
- p) **Resolved:** To agree continuance of current payroll provider, Natalie Green & Co, for the financial year 2021/2022.
- q) The Chairman thanked RW for his all his hard work overseeing the accounts during his term of office.

21/2405 Environment

- a) RMcD reported that there was no further update on the burning of rubbish on land at the rear of Church Furlong Farm.
- b) Councillors noted the recent passing of Brenda Ludlow of Church Furlong Farm and expressed their condolences to her family.
- c) Public Footpath CC2 and deterioration of footbridge at the bottom of Butchers Lane
RMcD reported that some safety fencing has been erected around the hole in the bridge so that no one can gain access. A new path had been created a little further away from the existing route for safety reasons.
- d) Purchase of flowering planters/hanging baskets/barrier baskets
RMcD reported that due to complications with insurance, flowering planters would not be provided at Buckton Fields this year. Planters for the village had been ordered at a total cost of £1,876.80 (including VAT). With the money remaining Councillors agreed to renew some of the bedding plants around the Chestnut Tree at the top of Butchers Lane. JMS requested that the Parish Council consider planters on the green area at the bottom of Spring Close in the future as she felt that it would enhance this area.

Action: RMcD

21/2406 Highways

- a) CM reported that the Sat Nav signs at the entrances to the village on Vyse Road and Moulton Lane had now been installed.

- b) The Chairman thanked CM for overseeing highway matters during her term of office, in particular, for all her help with the recent consultation on the NWRR.

21/2407 Monthly reports from the Village Hall, Pocket Park and Boughton Primary School

- a) RW reported that the Village Hall will open as a Polling Station on 6th May 2021. The Management Committee were looking at how and when it will re-open permanently.
- b) JMS reported that she had stood down from the Richard Humfrey Charity as Chairman after 19 years and had been succeeded by Rev. Stephen Trott.

21/2408 District Councillor's Report on matters arising since last meeting

There was nothing to report.

21/2409 County Councillor's Report on matters arising since last meeting

There was nothing to report.

21/2410 Urgent Matters for Report Only (Notified to the Chair before the Meeting)

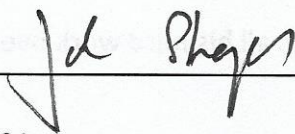
- a) There were no matters for report.
- b) The Chairman thanked both JMS and KG who were stepping down as Councillors after 35 years. They had both joined the Parish Council together in 1986.

21/2411 Date of Next Meeting (Information Only)

- a. The Annual Meeting of the Parish Council will be held on Monday 17th May 2021 at 6.30 p.m. followed by the full Parish Council meeting.

The meeting closed at 7.20 p.m.

Chairman



Date:

17th May 2021