

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at Boughton Village Hall, Butchers Lane, Boughton, on Monday 10th July at 7.10p.m.

In Attendance:

Councillors: Cllr John Shephard (Chair of the meeting), Cllr Nasir Chatha, Cllr Karen Fletcher, Cllr Andy Gibson, Cllr Frances King, Cllr Rosie McDonnell, Cllr Carolyn Penny & Cllr Simon Phipps

Apologies: Cllr Roy Adams (Overseas)

Also present: Shirley Wong (Interim Clerk and Responsible Financial Officer)

Members of the Public: Aaron Anwan, Jonathan Sambrook and Tracey Redwood,

23/2905 Welcome

Cllr John Shephard "the Chair" welcomed everyone to the Ordinary Meeting of the Parish Council. The Chairman announced a long standing member of the community Mr James Mackaness recently passed away. Members rose to their feet and gave a minute's silence in remembrance of James.

23/2906 Apologies for Absence

Apologies for absence were received from Cllr Roy Adams (holiday) and accepted.

23/2907 Declarations of Interest (on Agenda items only)

There were no declarations of interest.

23/2908 Approve the Minutes of the Ordinary Meeting of the Parish Council held on the 12th June 2023

Resolved: : to accept the minutes of the last ordinary meeting of the Council as a true and accurate record. The minutes will be signed electronically by the Chair

Action: Chair

23/2909 Public Open Forum Session

There was no public forum session.

23/2910 Parish Councillor Vacancies – Informal discussions with applicants and Resolve to Co-opt two new members onto the PC

Three parishioners were in attendance. All applicants spoke briefly and answered members questions. Candidates left the room whilst voting took place as to which two candidates to co-opt on to the Parish Council.

Resolved to co-opt Aaran Awan and Tracey Redwood on to the PC. Both candidates signed and completed their Register of Interests and Acceptance of Office forms.

23/2911 Planning Applications for comment

There was nothing new to report.

24/2912 Receive Clerks report on the permissive footpath agreement with Moulton College

The Chairman Cllr J Shepherd has received a copy of the plan and the final draft of the Permissive Footpath Agreement for review and approval.

Resolved the Chair Cllr J Shepherd and Vice Chair Simon Phipps sign off the agreement and arrange for the gates to be installed, subject to that and agreeing the variation of the agreement with the college to accommodate 4 gates.

Action: Chair and Cllr Simon Phipps

23/2913 To receive update on the footpath at the end of Butchers Lane – Cllr Rosie McDonnell

Councillor Rosie McDonnell has not received any updates from West Northants Council as yet. Agreed to remove this item from the agenda for the time being.

23/2914 Village Matters

- a. **Discuss and Agree quote for additional works to tidy up around the Chestnut Tree on Vyse Road £125.**

Resolved to accept quote and ask of the contractor can add some extra plants at the same time. Cllr Rosie McDonnell to notify Clerk with plants

Action: Clerk & Cllr Rosie McDonnell

- b. **Agree to instruct contractors to carry out a cut in July £200**

Resolved to accept quote and add a July cut to the yearly contract

Action: Clerk

- c. **Discuss and agree whether to hire a Parish Lengths man**

Resolved to advertise for a Lengths man, duties of the position will include to litter pick around the parish, report any damage, repairs or any maintenance required to street lights, village signs, seating etc and possible planting duties within the parish. Hours to be discussed but are anticipated to around 4 hours a week at £12per hour.

Action: Clerk

23/2915 Discuss and review Community Infrastructure Levy (CIL) projects /proposals

The Chairman Cllr J Shepherd circulated an up to date spreadsheet of all CILS projects and proposals described as at "visibility stage" to be reviewed.

Project 1 – Buckton Fields – POS – On hold until the management company are in place.

Project 2 – Cllr S Phipps to get quote for gates.

Project 3 – The lead is Cllr R Adams.

Project 4 – Enhancement Plans are needed to be able to take the project further. Proposed to set up a joint committee with the Village Hall Committee and members of the Parish Council. PC members will consist of C Penny, A Anwan and T Redwood.

Project 5 – Cherry Orchard – Withdrawn.

Project 6 – Transfer of land at Boughton Rise – the transfer is currently going ahead.

Project 7 Historic Signs and Project 11 Green Churchyard – Cllr C Penny is the lead. Originally the land that was in mind is not available. Cllr C Penny is to find alternative options for land.

Projects 8 & 9 – Planting of trees. This is a phase 3 project. Phase 1 the planting of fruit trees has been completed. Phase 2 starts in September 2023 – Cllr K Fletcher to get quotes and Phase 3 will be in 2024 – Cllr K Fletcher to obtain quotes.
Project 10 – Improved Sports – Withdrawn.
Project 12 – Community Centre – In progress.
Project 13 – Parish Archive and project 16 extension of Church Rooms – In progress – plans are being drawn.
Project 14 – ANPR Cameras – Cllr A Gibson getting quotes.
Project 15 – EV Charging points – Work in progress.
Project 17 – Bridge repair – withdrawn.
Project 18 – Notice boards – withdrawn.
Project 19 – Heritage St Light – Cllr K Fletcher to speak with home owner first before obtaining quotes.
Project 20 – Provide water to the allotments – In progress.
Project 21 – Tower Clock winder – In progress and order placed.

Cllr J Shepherd will update the spreadsheet with the agreed project/proposal removals and circulate the updated copy to members.

Resolved to remove “Cherry Orchard, Improved sports, Bridge repair and Notice boards” off of the list. Remaining projects / proposals are either in progress or require further investigation.

Resolved to allocate up to £10,000 pounds (Project 4) of CILS money to the Boughton Village Hall so that they are able to pay for enhancement designs and get quotes for project costs to refurbish the village hall.

Action: All Members

23/2916 Receive a report from Cllr Andy Gibson as the Single Point of Contact in respect of the SPOC

This agenda item is to be removed from future agendas as currently the parish doesn't have a designated PCSO.

23/2917 Receive update report from Cllr John Shephard with regards to the other PC's continuing with the shared sponsorship of a Community PCSO

The Chair Cllr J Shepherd reported that all other Parish Councils within the shared sponsorship scheme have all withdrawn from the scheme.

23/2918 Finance/Legal

a Note and approve proposed cheque payments & note the summary of monthly direct debits for July 2023

Resolved: to approve the proposed cheque payments for July 2023:-

Proposed cheque payments for July 2023

<u>Payable to</u>	<u>Cheque No</u>	<u>Details of Payment</u>	<u>Amount (no VAT)</u>	<u>VAT</u>	<u>Total Cheque Payment (inc VAT)</u>	<u>Evidence</u>
Ciara Wanstall	2479	Clerk's Monthly Salary (June 2023) inc Parish Office Expenses + SMP	£754.72	£0.00	£754.72	1. Payslip
Ciara Wanstall	2479	Clerk's Mileage	£0.00	£0.00	£0.00	
Ciara Wanstall	2479	Reimbursement of Office Supplies – Microsoft Licence (May23)	£10.30	£2.06	£12.36	2. Invoice
Ciara Wanstall	2479	Reimbursement of Office Supplies – Mobile Phone contract (May 2023)	£4.13	£0.82	£4.95	3. Invoice
Ciara Wanstall	2479	Reimbursement of Ink costs - Hp Ink Service Costs	£2.49	£0.50	£2.99	4. Invoice
Ciara Wanstall	2479	Reimbursement of stamp and envelope costs	£22.83	£4.57	£27.40	5. Invoice
Ciara Wanstall	2479	Totals:	<u>£794.47</u>	<u>£7.95</u>	<u>£802.42</u>	
Shirley Wong	2480	Clerk's Monthly Salary (June 2023) inc Parish Office Expenses	£1,188.28	£0.00	£1,188.28	1. Payslip
Shirley Wong	2480	Clerk's Mileage	£7.47	£0.00	£7.47	1. Payslip
Shirley Wong	2480	Totals:	<u>£1,195.75</u>	<u>£0.00</u>	<u>£1,195.75</u>	
Brown & Barden	2481	Grass Cutting June 23	£630.00	£126.00	£756.00	6. Invoice
Brown & Barden	2481	Totals:	<u>£630.00</u>	<u>£126.00</u>	<u>£756.00</u>	
Boughton Village Hall	2482	Q2 Room Hire - July to Sept	£90.00	£0.00	£90.00	7. Invoice

Boughton Village Hall	2482	Totals:	£90.00	£0.00	£90.00	
Time Assured Ltd	2483	40% Automatic Winding Mechanism for Church Clock	£3,140.00	£628.00	£3,768.00	8.Invoice
Time Assured Ltd	2483	Totals:	£3,140.00	£628.00	£3,768.00	
G Burley & Sons	2484	Summer Planters	£2,731.50	£546.30	£3,277.80	9. Invoice
G Burley & Sons	2484	Totals:	£2,731.50	£546.30	£3,277.80	
		Total Cheques raised			£9,889.97	

Direct Debit payments to be made between 01/07/23 - 31/07/23 (for report to the Council)

Date	Details of Payment	Amount (no VAT)	VAT	Total Payment (inc VAT)
19.7.23	SSE Street Light Electricity (2nd June 23 to 3rd July 23)	£76.80	£3.83	£80.63
22.7.23	Aviva Pension Admin fee (June payroll)	£23.00	£0.00	£23.00
30.7.23	Aviva Pension Contributions (July Payroll)	£11.90	£0.00	£11.90

Income received between 01/06/23 - 30/06/23 (for report to the Council)

Current Account		
Date	Amount	Description
Reserve Account		
Date	Amount	Description
30.6.23	£65.24	Interest
CIL Reserve Account		
Date	Amount	Description
30.6.23	£229.50	Interest

b Receive Q1 report for 2023/2024 from the Clerk

The Clerk reported £33,181.96 income was received in the first quarter. This is broken down into £32,000 precept, £353 gross cutting grant from WNC and £828.96 in bank interest. Expenditure for the first quarter is below the budget of £17,500 at a total spend of £12,442.95. Salaries being the highest expenditure of £7400.85, gross cutting at a cost of £1675.00 and insurance at a cost of £1243.89.

c Delegate power to the Clerk to make payments in August

Resolved to delegate power to the Clerk to make payments in August as there will be no meeting held in August. All were in agreement.

Action: Clerk

d Note NCALC's appointed Internal Auditor Catherine Camps Internal Audit report for the year ending 31/3/23 and discuss any points raised

It was noted that NCALC Internal Auditor Catherine Camp has been appointed as Internal Auditor for Boughton PC again. Catherine carried out the Internal Audit Inspection this year for Denton for the period end March 31st 2023 on the 16th May 2023. Councillors have noted the contents of the Auditors report. It was flagged that the Council needs to print out paper copies of the minutes and store them in a minute book, which should eventually be lodged with the Records Office for safe keeping.

Action: Clerk

23/2919 Correspondence Received

The Clerk has received from Wellers Solicitors the TPI form from Land Registry – Transfer of part registered Land, land at Boughton Green Road.

Resolved the Chairman, Vice Chair and Clerk to sign the form and return back to Wellers Solicitors.

Action: Chair, Cllr Simon Phipps and the Clerk

23/2920 Councillors to receive an update report from Cllr John Shephard regarding the NWRR traffic calming measures

The Chair Cllr J Shephard reported Chris Jarman who is the WNC lead on the traffic calming issue is still not ready to update the PC he also can't confirm if a Moulton Lane closure would form part of the WNC proposals.

23/2921 WNC Councillor's Report on matters arising since last meeting

There was nothing new to report.

23/2922 Urgent Matters notified to the Chair before the meeting

There was nothing new to report.

22/2923 To review items for discussion at future meetings

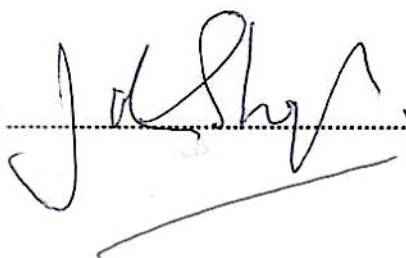
There was nothing new to report.

23/2924 Agree date of next meeting – Monday 11th September– 7pm

Resolved: : to hold the next Ordinary meeting of the Parish Council on Monday 11th September at 7pm. There will be no scheduled Ordinary PC meeting held in August.

The meeting closed at 21.15pm

Chair



Date:

18th September 2023