

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at the Village Hall, Butcher Lane, Boughton, on Monday 14th April 2025 at 7.00p.m.

In Attendance:

Councillors: Cllr John Shephard (Chair of the meeting), Cllr A Awan, Cllr K Fletcher, Cllr Rosie McDonnell, Cllr S Phipps, Cllr Tracey Redwood, Cllr Jonathan Sambrook, Cllr A Gibson

Apologies: Cllr Nasir Chatha, Cllr R Adams, Cllr Carolyn Penny

Members of the Public: 17

25/3326 - Welcome

Cllr John Shephard ("the Chair") welcomed everyone to the Ordinary Meeting of the Parish Council.

25/3327 - Apologies for Absence

Cllr N Chatha and Cllr R Adams, Cllr C Penny, gave apologies for the meeting. The apologies were accepted.

25/3328 - Declarations of Interest (on Agenda items only)

There were no declarations of interest

25/3329 - Approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 17th March 2025

***Resolved:** to accept the minutes of the last ordinary meeting of the Council on 17th March 2025 as a true and accurate record. The minutes will be signed by the Chair.*

Action: Chair

25/3330 - Public Open Forum Session

A member of the public asked about larger signage for lorries up to 7.5 tonnage as she believes the one on Moulton Lane is too far back. Cllr J Shephard agreed to speak to the Traffic Liaison Officer, Helen Howard, in this regard.

25/3331 – Planning Applications for Comment:

2025/0930/MAF – Buckton Fields Primary School, Boughton, NN2 8ES

***Resolved:** To state we have sympathy with neighbours' request for a zebra crossing and asks the planning authority to give it very serious consideration*

Action: Clerk

2025/1273/FULL – 2 Spring Close, Boughton, NN2 8SJ

***Resolved:** No comment*

Action: Clerk

2024/3258/FULL – Grange Farm Cottage, Boughton, NN2 8SW

Resolved: To Comment that the PC is concerned that the height may exceed that of the adjoining building and would like to invite the planning offices to ensure that it isn't.

Action: Clerk

25/3332 – CIL

Cllr Phipps gave an update on the CIL applications:

Pocket Park

Sutcliffe's Play Areas have provided an application form for us to complete so that we are ordering the equipment for the Pocket Park. The terms are 50% payment on delivery and 50% after installation, no deposit required. The Pocket Park have confirmed they wish to have the equipment in for July ready for the summer holidays and the equipment is all within budget.

The Village Hall

This is progressing slowly; the Planning Application is in and they are waiting for the contractor to come back and reassess the quotes as they are now 2 years old. They can then ensure that they can complete the works within budget even if that means sacrificing certain parts of the project. The projected start date should be the middle of July, and they are hoping Planning will be sorted within 6-8 weeks. The Village Hall are to find out how long the project will take once planning permission is received.

Boughton Church

Nothing received as the Church is still waiting for faculty church planning permission

25/3333 – NWRR – To consider current Position

Cllr Shephard explained the background of Sterling Maynard's involvement and how in 2019 there was a suggestion of 20mph limit in the village, but this was not in the 2020 version of the planning application. It had been replaced by a couple of pinch points at each end of the village, and it was generally felt by all parties that nothing could be done. This resulted in Condition 25 which meant the issue would not be considered until the end of the process, which is our current position. Paul Ghattaora from Sterling Maynard was asked to update the independent report in light of the current proposal from WNC which we have just received.

Mr Ghattaora confirmed his report is in a draft stage, he confirmed he attended the meeting in February with WNC when they presented their proposal. His report was intended to highlight where we are and what highways look like, the main roads are okay, and Church Street is already acting as a traffic calming feature. He confirmed that Kier did a speed survey and the idea behind traffic calming is reducing the speed from 30mph to 17mph, so there is a need to provide physical measures to reduce the speed. He confirmed that WNC is suggesting 20mph alone will discourage people from coming to village, which he agrees with in some respects, as it will have an impact but not a significant number, only a 5-10% reduction. Mr Ghattaora confirms there is a need for signage on the main roundabout to say there is traffic calming in the village so that people are discouraged, traffic calming and bumps would make a significant difference. They are looking at traffic calming around the main areas, Church Street and Howard Lane. Cllr Shephard confirmed the principal finding on current proposal of reduction of 5-10% is consistent with the Atkins study of existing schemes. Mr Ghattaora confirmed he came along to understand what the village would like to see, i.e. speed bumps etc.

Cllr Shephard asked Mr Ghattaora's view on the assessment that we have, his view is that it will reduce speed in two areas in the village, he asked Mr Ghattaora if he has a view as to the extent of which the speed inside the limit area would come down? Mr Ghattaora stated it averages at around 28mph, Howard Lane at 28.5% and Humfrey Lane 24.9% and Church Street 22.1%.

Cllr Shephard asked if Mr Ghattaora can give a figure in a final report on how the 20mph limit would affect the limits he mentioned and to what extent does he think they will be reduced. Mr Ghattaora responded that traffic calming will reduce speeds to 17-19%. He also confirmed that a 20mph limit applied to the area designated may have a reducing effect. It was requested that he covers this in his full report and to what effect it will have in the 5 streets, what is the effect on Vyse Road and Moulton Lane given the pinch point towards the 30mph sign in Moulton Lane. If the speed limit is still 30mph does a pinch point have an effect? Mr Ghattaora was also asked to investigate whether there is any viable point for a pinch point on Vyse Road leading to the roundabout from the junction of Howard Lane.

Cllr Phipps asked Mr Ghattaora to comment in his report on the validity of the models provided by WNC and the impact on volume if we had a zone, he confirmed that we are expecting volume to increase by 40% so in Mr Ghattaora's opinion, if we put a 20mph zone in, that protects the character of village, and a well thought out zone, with mitigation outside of the village as well what would be expected to reduce the volume of traffic.

Cllr Phipps suggested a legal proposition is put in place in case WNC attempt to open the road without an agreement in place.

Cllr Shephard confirmed that at the WNC meeting, date to be confirmed, will be Nick Henstock, who is in charge of highways and Marie Kanayan, Project Director for the road, Jo Riley who did the modelling together with Phil Larratt Cabinet Member for Highways. This will be the opportunity for all to have their say.

Mr Ghattaora suggested that where the roundabout is it is possible to put up signs saying "no through route" which can discourage people from going through. Cllr Phipps suggested these could be electronic signs showing speed and number plate and Mr Ghattaora confirmed he can look at that.

Mr Ghattaora provided a Highways Magazine containing studies carried out which gives different ideas about 20mph speed limits and is very useful, he will mention this in his Report but also shared it so the Clerk can scan and share with Councillors.

Cllr Shephard confirmed there were a couple of outstanding points on the draft that has been circulated as a briefing note for the website, once this is resolved it will go on the website with the date of the consultation once agreed with WNC. It is hoped that WNC agree the date of Monday 19th May but if not, it will be a Monday or Tuesday in May.

Cllr Phipps suggested a public consultation in village hall with drawings and invite parishioners to come and speak to us, but it is also necessary to contact the village online through the website and on BVM and with ambassadors to get them to attend, explain the increase in traffic by 40% otherwise so we need to get support.

Cllr Shephard suggested that once a date is agreed with WNC we can obtain some visuals a couple of days prior to that and put them up in the church rooms for people to look at. When WNC come

out to speak to parishioners we need to ask for a vote to support their proposition of 20mph limit on the day, the meeting should be open to the whole parish including Buckton fields.

It was proposed and agreed that if the WNC meeting was going to be held on the 19th May 2025 then the FCM should be held on an alternative date in May, to be discussed after a date with WNC was agreed.

Resolved: Cllr Shephard to circulate a draft document in the next few days for the website for discussion and once a date is agreed with WNC this will go on the website and the noticeboards.

Action: Cllr Shephard/Clerk

25/3334 – Buckton Fields

- (a) Community Centre update - Agreed to put this on the May agenda for signing
- (b) Management Company - no progress, ongoing communication.

25/3335 – Street Lighting in Spring Close

The Clerk confirmed she has contacted Zeta lighting and advised there is no number on the post as it is a telegraph pole and the owner of the land has given access, we are awaiting their response with a quote.

25/3336 – Obelisk Centre – Soakaway/Bore hole maintenance

There was discussion around whether there would be ongoing maintenance now that works have been carried out on the bore hole. A parishioner advised that there is still work to be done along the back of the gardens to clear the undergrowth. It was

Resolved: Clerk to contact the Centre and ask what the position is with maintenance and outstanding matters that need to be resolved.

Action: Clerk

A parishioner raised a concern that the main drain in Vyse Road is blocked.

Resolved: Cllr Shephard to contact WNC in his capacity as WNC Councillor.

Action: Cllr Shephard

25/3337 – Permissive Footpath

Clerk advised that she had spoken Wellers Law Group in relation to the completion of the contracts between the two parties and they had apologised for the delay. They confirmed the last correspondence they had with the other party was that they had received our signed contract and were waiting for their clients to sign and would advise her when this is done. Wellers Law Group agreed to chase them again urgently and advised we take no action in relation to the putting up signage etc until confirmation is received.

Resolved: Clerk to chase again if no response received next week.

Action: Clerk

25/3338 – Boughton Mills Footpath – re routing

No comment.

25/3339 – East Anglia Air Ambulance – Email Request

The Clerk advised that East Anglia Air Ambulance have made a request for funding to support their Charity, after discussion

Resolved: by all that the sum of £200 would be donated.

Action: Clerk

25/3340 - Finance/Legal

- a) The Parish Clerk confirmed the internal audit which was arranged for Friday 11th April has been moved to the 6th June as the bank statements for March were received too late for this to go ahead and Scribe to be shut down.
- b) invoices in respect of the proposed payments have been examined, verified and certified by the RFO.

Resolved: to approve the cheque payments made between Council meetings and the proposed cheque payments for 14th April 2025: -

- c) *The Reconciliation Report for February and March 2025 has been approved by the Verification Officer and will be signed at the next meeting when he returns, copies of which can be found below:*

Boughton Parish Council

17 March 2025 (2024 - 2025)

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/02/2025			
	Cash in Hand 01/04/2024			369,998.80
	ADD Receipts 01/04/2024 - 28/02/2025			160,343.66
	SUBTRACT Payments 01/04/2024 - 28/02/2025			530,342.46
	Cash in Hand 28/02/2025 (per Cash Book)			76,088.50
B				454,253.96
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2025	0.00	
	NatWest Current Account	28/02/2025	200.00	
	NatWest Reserve Account	28/02/2025	99,143.43	
	NatWest CIL Reserve Account	28/02/2025	357,259.33	
				456,602.76
	Less unrepresented payments			2,348.80
				454,253.96
	Plus unrepresented receipts			
	Adjusted Bank Balance			454,253.96
	A = B Checks out OK			

Boughton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		369,998.80
	ADD Receipts 01/04/2024 - 31/03/2025		160,826.35
			530,825.15
	SUBTRACT Payments 01/04/2024 - 31/03/2025		81,694.52
A	Cash in Hand 31/03/2025 (per Cash Book)		449,130.63
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	NatWest Current Account 31/03/2025	200.00	
	NatWest Reserve Account 31/03/2025	91,344.02	
	NatWest CIL Reserve Account 31/03/2025	357,638.61	
			449,182.63
	Less unrepresented payments		52.00
			449,130.63
	Plus unrepresented receipts		
B	Adjusted Bank Balance		449,130.63
	A = B Checks out OK		

25/3341 - WNC Councillor's Report on matters arising

Nothing to be raised.

25/3342 - Urgent Matters notified to the Chair before the meeting

Cllr Fletcher noted that the developers in Buckton Fields had committed to maintaining the trees they planted on the development which lined the boulevard, however many have died and not been replaced by First Port. Cllr Shephard advised that he would speak with First Port about replacing the trees between November and February 2026.

Action: Cllr Shephard

25/3343 To review items for discussion at future meetings

The Clerk advised the Lengthsman, Mark Frost has requested permission for the organisation *Born to Perform* wish to plant the flower beds around the old Chestnut tree at the top of Butchers Lane if they provide the plants. This was agreed by all with the caveat that the plants will need plenty of water as the tree canopy is dense.

25/3344 Note the next Parish Council Meeting

Annual Parish Meeting - Monday 28th April 2025, 7.00pm at the Village Hall
Full Council Meeting – Potentially Monday 19th May 2025, 7.00pm at the Village Hall

The meeting closed at 20.58

Chair

Date: 14th April 2025