

BOUGHTON PARISH COUNCIL

Minutes of the Annual Meeting of Boughton Parish Council held at the Village Hall, Butchers Lane, Boughton, on Monday 20th May 2024 at 7.00p.m.

In Attendance:

Councillors: Cllr John Shephard (Chair of the meeting), Cllr Simon Phipps, Cllr Rosie McDonnell, Cllr Jonathan Sambrook, Cllr Nasir Chatha & Cllr Carolyn Penny

Apologies: Cllr Aaron Awan, Cllr Karen Fletcher, Cllr Andy Gibson, Cllr Roy Adams & Cllr Tracey Redwood

**Members of
the Public:** 7

24/3112 Elect a chair for the Parish Council 2024/25 and to receive their signed declaration of acceptance

Cllr John Shephard was re-elected as the Chair and signed his declaration of acceptance form.

24/3113 Elect a vice-chair for the Parish Council 2024/25 and to receive their signed declaration of acceptance

Cllr Simon Phipps was re-elected as the Vice-Chair and signed his declaration of acceptance form.

24/3114 Approve the Minutes of the Ordinary Meeting of the Parish Council held on the 13th May 2024

Resolved: to accept the minutes of the last ordinary meeting of the Council on 13th May 2024 as a true and accurate record. The minutes will be signed by the Chair.

Action: Chair

24/3115 Agree to the continuations, terms of reference and membership of the Planning Committee and the Staffing Committee

Resolved: to approve the membership and terms of reference for the Planning Committee and Staffing Committee.

24/3116 Governance Documents/Policies 2024-25

Resolved: to approve the Code of Conduct, Communications and Community Engagement Policy, Grant Application Form, Press and Media Policy, Standing Orders, Complaints Policy and Publication Scheme – freedom of Information Act. Copies are to be put on the Council website.

Resolved: to review the Financial Regulations, Internal Financial Control Policy and Parish Plan in June 2024.

Resolved: to review the policies relating to employment and data protection in July 2024.



24/3117 Note the Parish Council reviewed and approved the Asset Register and Risk Assessment in March 2024. To be reviewed again at the end of the financial year 24/25

Noted.

24/3118 Note the Parish Council considered the Council's arrangements for insurance cover on 13th May. A three year contract was entered into for 1 June 2024

Noted.

24/3119 Agree the Council's Annual Subscriptions

Resolved: to approve membership to Northamptonshire County Association of Local Councils; Campaign for the Protection of Rural England (CPRE); Northants ACRE (Action with Communities in Rural England); and Society of Local Council Clerks (SLCC) – not yet subscribed

24/3120 Reappoint Councillor Responsibilities

Cllr John Shephard reported Taylor Wimpey previously suggested the build of the Community Centre would be in 2026 and requested circa £140,000 in respect of the Council's requested upgrades. Following discussions, Taylor Wimpey now suggest they are ready to build the Community Centre as soon as the Council's contribution to costs are agreed.

Cllr Shephard reported the Council initially anticipated the upgrade costs would be circa £40,000. The default position is to forgo the upgrades and contribute nothing. However, he is exploring furthering funding options from WNC, proposing they contribute circa £50,000 towards to the Community Centre and he awaits an outcome.

Cllr John Shephard proposed that he and Cllr Nasir Chatha meet to discuss setting up management committee to run the community centre and to discuss the matter further at the Council meeting in June 2024.

Action: Clerk/Cllr Shephard & Cllr Chatha

The following representative roles were agreed:-

- Buckton Fields Liaison Forum – no representative required
- Buckton Fields Community Centre (build) – Cllr Simon Phipps
- Buckton Fields Community Centre (operation) – Cllr John Shephard & Cllr Nasir Chatha
- Quarries - Cllr Simon Phipps
- CIL representative(s) – Village Hall – Cllr Aaron Awan, Cllr Tracey Redwood
- CIL representative(s) – Pocket Park – Cllr Rosie McDonnell, Cllr John Shephard
- CIL representative(s) – Church – Cllr Jon Sambrook, Cllr Roy Adams
- Finance – Cllr Nasir Chatha
- Street Lights – Cllr Carolyn Penny
- Trees and Flowers – Cllr Rosie McDonnell, Cllr Karen Fletcher
- Footpaths - Cllr Carolyn Penny
- Youth & Education liaison – Cllr Carolyn Penny

24/3121 Agree dates of the next year's meetings – 2024/2025. Consideration of moving to the third Monday of the month.

The Clerk confirmed the Village Hall can accommodate the meetings being held on third Monday.

Resolved: to hold Council Meetings on the third Monday of the month at 7pm. Meeting dates are:

- 17th June 2024, 15th July 2024, 16th September 2024, 21st October 2024, 18th November 2024, 16th December 2024, 20th January 2025, 17th February 2025, 17th March 2025,
- 21st April 2025 (the Annual Meeting of Parishioners to start at 6.30pm) and the Ordinary Council Meeting to follow thereafter (around 7pm)
- 19th May 2025 (AGM to start at 7pm, Ordinary Council Meeting to follow thereafter, around 7.30pm)

24/3122 Finance

Resolved: to approve the NatWest Banking arrangements and current signatories

Resolved: to approve the direct debits on the account being SSE, Aviva Pension & the ICO

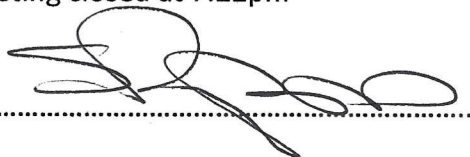
Resolved: to agree to use NCALC's Internal Audit Service (IAS) as before.

24/3123 Councillors to review and update, where necessary, their Register of Interests

Noted.

The meeting closed at 7.22pm

Chair



Date: 17 June 2024

