

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at the Village Hall, Butcher Lane, Boughton, on Monday 19th May 2025 at 7.00p.m.

In Attendance:

Councillors: Cllr Simon Phipps (Chair of the meeting), Cllr Rosie McDonnell, Cllr Jonathan Sambrook, Cllr K Fletcher, Cllr Andy Gibson, Cllr Tracey Redwood, Cllr Carolyn Penny & Cllr Lorraine McEllin

Apologies: None

Members of the Public: 3

25/3357 - Welcome

Cllr Simon Phipps ("the Chair") welcomed everyone to the Ordinary Meeting of the Parish Council.

25/3358 - Apologies for Absence

There were no apologies.

25/3359 - Declarations of Interest (on Agenda items only)

Cllr Phipps declared an interest in the planning application for Bunkers Hill.

25/3360 - Public Open Forum Session

A resident stated that he was concerned that at the end of Moulton Lane on the left, Boughton Springs, there is an industrial use unit which appears to have living activity there and regular bonfires.

Resolved: Clerk to inform the Environmental Officer so this activity can be investigated.

Action: Clerk

25/3361 – Planning Applications for Comment:

Cllr R McDonnell, Cllr C Penny and Cllr Fletcher updated the Council on their meeting with Simon Ellis, Head of Planning. Cllr McDonnell had shared a report prior to the meeting with all Councillors, summary below:

- Main concerns raised were that new houses are too big for plots, some too high, some designed for multiple occupancy and not designed for flooding and drainage
- Mr Ellis confirmed there had been staff shortages at WNC and it is possible that agency staff have made these decisions
- There was discussion about the Neighbourhood Plan, it was accepted by Mr Ellis that although the Plan had been accepted by WNC, it had not been followed.
- Mr Ellis walked around the village and was shown some houses that were sympathetic and others that were huge, he was quite shocked, some houses now touching their neighbours becoming terraced.
- Mr Ellis confirmed that the Neighbourhood Plan does hold weight and that he will try and ensure that the Plan is followed going forwards, he suggested quoting the page and paragraph number of the Design Statement when raising an issue with planning applications and this can be looked at.

- Mr Ellis suggested an extension of the Conservation Area to stop future applications being out of character with the village and confirmed due diligence had not been followed by the council and he will follow up on some applications that had gone through. He confirmed the houses that had got through will not have set a precedent going forwards.

There was a proposition to write to the Planning Authorities and Simon Ellis to say they are not following the Design Statement and want to ensure in the future the right processes are followed, and they assure us of that. Prior to doing that it was:

Resolved: All councillors should familiarise themselves with the Design Statement

Action: All Councillors

Resolved: Cllr Phipps to look at a putting together a Policy for the appraisal of planning applications ready for the June FCM

Action: Cllr S Phipps

2025/1242/PIP – The Beeches, Spinney Close, NN2 8SD

Resolved: To comment the council are concerned that the road is unadopted so the constructor should be responsible for any damage caused during building works. The council are concerned there is a public footpath running next to property raising Health and Safety concerns with lorries going up and down. The council are concerned that the trees in the garden are part of the view from footpath and may be removed. The council are concerned about the impact on wildlife and believes there is a need for an environmental impact assessment. Please be aware of the Village Design statement when considering this application.

Action: Clerk

2025/1367/FULL – Bunkers Hill Farm, NN6 9BB

Resolved: No Comment

Action: Clerk

2025/1381/LBC – Bunkers Hill Farm, NN6 9BB

Resolved: No Comment

Action: Clerk

2025/1747/FULL -Butchers, Butchers Lane, NN2 8SH

Resolved: The council have no concerns if it complies with the Village Design statement

25/3362 – NWRR – Traffic Calming WNC - Update

Cllr Phipps advised that following the cancellation of today's WNC/Parishioner's meeting Cllr N Henstock contacted the PC and asked us to rebook the meeting, we are asking them to consider the 9th or 10th June 2025 as the Village Hall is available then.

Resolved: Clerk to respond and request the meeting is held on Monday 9th June 2025 and when confirmed book the Village Hall and let BVM aware so a notice can be published alongside on the website and noticeboards.

Action: Clerk

It was suggested that due to acoustics issues at the Village Hall when crowned that we contact Matt Potter who can provide a sounds system so everyone can hear what is said.

Resolved: Clerk to contact Potter Events to arrange a sound system installed for the meeting on the agreed date.

Action: Clerk



It was confirmed that the deadline date for getting a notice of a new meeting in BVM would be Monday.

Resolved: Clerk to contact Charlotte Mackaness once a date is confirmed

Action: Clerk

Cllr Phipps confirmed he has written to new councillor David Slope, Moulton Ward, Cabinet Member for Finance and invited him to a PC meeting but at present he does not have availability to attend.

Cllr Phipps suggested that when we have the NWRR update, we have a public open forum at the beginning and would suggest a second public open session after the update which was agreed.

Cllr Phipps suggested former Councillor, John Shephard, could be a support and advisor to Cllr Phipps on discussions with WNC about the NWRR.

Resolved: Agreed former Councillor, John Shephard could support and advise Cllr Phipps as above.

Action: Cllr Phipps

Agreed it would be helpful to have a surgery and visuals in the Village Hall prior to the meeting with WNC to let people know what has happened so far. The Village Hall have confirmed that there is availability on Sunday 8th June 2025 between 12pm and 3pm.

Resolved: Clerk to liaise with Marie Kanayan at WNC to obtain the visuals prior to the meeting to be shared

Action: Clerk

25/3363 – CIL

Cllr Phipps gave an update on the CIL applications:

Pocket Park

Equipment has been ordered and should come 1st Week of June and then being installed.

Resolved: Clerk to sort out transfer of funds ready for payment pending the Unity account being set up

Action: Clerk

The Village Hall

The Planning application was submitted and been paid for 2 weeks ago.

Boughton Church

No updates

Clerk confirmed that CIL Income has been received in the sum of £12,457.41 in relation to Buckton Fields – Planning Application No 2024/2885/MAR

25/3364 – Buckton Fields

- (a) Community Centre update – Cllr Phipps confirmed that the solicitors have now communicated, things are moving ahead and building works should continue shortly.
- (b) School – Crossing Patrol – add to June agenda.



25/3365 – Obelisk Centre

Clerk confirmed she had been in touch with the Obelisk who advised they will be carrying out maintenance as and when required and they do not feel the need to clear any more undergrowth at the bottom of the gardens. There were concerns raised that without an ongoing maintenance programme flooding may continue to occur. Agreed to add to June agenda for further discussion.

Cllr McEllin asked who was responsible for the blocked drain down the middle of Vyse Road, it was confirmed to her by a highways team member that it is completely blocked down the middle.

Resolved: Clerk to ascertain who is responsible for this and if any action has been taken.

Action: Clerk

25/3366 – Permissive Footpath

Clerk confirmed she had been in touch with Wellers Law who advised that this is still with the College solicitors for signing.

Resolved: Cllr Phipps to write to the PA of the CEO and ask why contracts are not yet signed.

Action: Cllr Phipps

25/3367 – Parish Matters

Clerk advised that:

- Lengthsman – The base of the chestnut tree has now been planted by Born to Perform, two noticeboards have been cleaned up and the Vyse Road sign has been repaired and replaced.
- Streetlights - Confirmed that Zeta lighting have gone into administration and a new supplier/provider will need to be found.
- Boughton in Bloom – plants to be received on 9th June and Cllr McDonnell to assist with placement
- WNC annual parish conference to be held on 12.06.25 at 10-230pm. Cllr Phipps will attend.

Resolved: Clerk to confirm with WNC.

Action: Clerk

It was raised that there are 2 x dead Hawthorne trees in Howards Lane which need to be removed and replaced.

Resolved: Cllr R McDonnell to obtain 3 quotes for this work

Action: Cllr McDonnell

A concern was raised regarding a copper tree hanging over the road and pavement at Winston House, Vyse Road causing an obstruction and risk of branches dropping onto the road.

Resolved: Clerk to write to the householder to request works carried out to mitigate this risk

Action: Clerk

25/3368 - Finance/Legal

- a) The Parish Clerk confirmed the internal audit will take place on Monday 9th June 2025
- b) The Parish Clerk advised that it is a requirement that we hold at least one .gov.uk email address, we can do this via Parish Online for free, but we should all move over to gov.uk email addresses within a year if possible.



Resolved: To apply for the one free email address for the Clerk .gov.uk and obtain a quote for all to have .gov.uk email addresses.

Action: Clerk

Resolved: Clerk to investigate if all Councillors would require an extra Microsoft account and 365 login and if so, will it include Share Point or One Drive.

Action: Clerk

- c) Hiscox Community Insurance renewal as part of the 3-year contract will renew on 31.05.25
- d) Note and approved the proposed cheque payments

Resolved: to approve the cheque payments made between Council meetings and the proposed cheque payments for 19th May 2025: -

Boughton Parish Council										16 May 2025 (2025-2026)
PAYMENTS LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8 Legal & Consulting	16/05/2025		NatWest Current Acc	Cheque No 2632	Professional and legal fees - tr	Sterling Maynard Ltd	S	4,228.40	845.68	5,074.08
										5,074.08
7 Repair and maintenance (leng)	16/05/2025		NatWest Current Acc	Cheque No 2631	lengthman	Mark Frost	Z	92.50		92.50
										92.50
3 Clerk Salary (net)	19/05/2025		NatWest Current Acc	Cheque No 2633	Clerk Salary May 2025	Maria Sadler (Mat cover) P	E	1,619.65		1,619.65
										1,619.65
4 Maternity Pay	19/05/2025		NatWest Current Acc	Cheque No 2628	Clerk - Maternity Pay May 2025	Clara Wanstall	E	735.57		735.57
4 Office Consumables	19/05/2025		NatWest Current Acc	Cheque No 2628	Clerk - Maternity Pay May 2025	Clara Wanstall	Z	12.36		12.36
4 Office Consumables	19/05/2025		NatWest Current Acc	Cheque No 2628	Clerk - Maternity Pay May 2025	Clara Wanstall	Z	4.95		4.95
										756.88
6 Village Hall Hire	19/05/2025		NatWest Current Acc	Cheque No 2630	Village Hall Hire - Meetings	Boughton Village Hall	E	90.00		90.00
										90.00
1 Parish Grants (inc s.137 payme)	19/05/2025		NatWest Current Acc	Cheque No 2625	Grant Application	East Anglia Air Ambulance	Z	200.00		200.00
										200.00
2 Parish Walking	19/05/2025		NatWest Current Acc	Cheque No 2626	Legal Fees - Permissive Footpu	Wellers Law Group Limited	S	600.00	120.00	720.00
										720.00
5 Parish Mowing	25/05/2025		NatWest Current Acc	Cheque No 2629	Grass Cutting	Brown and Burden	S	880.00	176.00	1,056.00
										1,056.00
Total								8,467.43	1,141.68	9,609.11

- e) The Reconciliation Report for April 2025 has been approved by the Verification Officer and signed, copy of which can be found below:

Boughton Parish Council

19 May 2025 (2025-2026)

Prepared by: MAUA SAOLEZ
Name and Role (Clerk/RFO etc)

Date: 19/5/25

Approved by: J Lambrook
Name and Role (RFO/Chair of Finance etc)

Date: 19/5/25

Bank Reconciliation at 01/05/2025			
Cash in Hand 01/04/2025			449,130.63
ADD			
Receipts 01/04/2025 - 01/05/2025			30,449.90
			479,580.53
SUBTRACT			
Payments 01/04/2025 - 01/05/2025			4,665.78
A	Cash in Hand 01/05/2025 (per Cash Book)		474,914.77
Cash in hand per Bank Statements			
Petty Cash	01/05/2025	0.00	
NatWest Current Account	01/05/2025	200.00 ✓	
NatWest Reserve Account	01/05/2025	116,807.54 ✓	
NatWest CIL Reserve Account	01/05/2025	357,997.23 ✓	
			475,004.77
Less unrepresented payments			90.00
			474,914.77
Plus unrepresented receipts			
B	Adjusted Bank Balance		474,914.77
A = B Checks out OK			

Resolved: to confirm Cllr J Sambrook as the new Verification Officer for the Parish Council and to therefore sign of the Reconciliations going forwards

Action: Cllr J Sambrook

25/3369 – Annual Governance and Accountability Return (AGAR) 25-26

To be considered next month after Internal Auditor Report received.

25/3370 – Note correspondence received

Nothing to share

25/3371 – Urgent Matters – notified to the Chair before the meeting

None

25/3372 To review items for discussion at future meetings

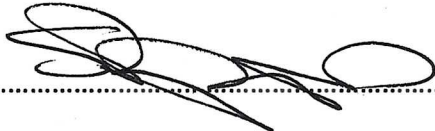
None

25/3373 Note the next Parish Council Meeting

Full Council Meeting – Monday 16th June 2025, 7.00pm at the Village Hall

The meeting closed at 21.05

Chair



Date: 19th May 2025

