

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at the Village Hall, Butcher Lane, Boughton, on Monday 16th June 2025 at 7.00p.m.

In Attendance:

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

Apologies: Cllr Jonathan Sambrook,

Members of the Public: 4

25/3374 - Welcome

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

25/3375 - Apologies for Absence

Jon Sambrook sent apologies

25/3376 - Declarations of Interest (on Agenda items only)

Cllr Penny declared an interest in item 25/3378 due to being a neighbour of Hunters Moon.

25/3377 - Approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 19th May 2025 and the Annual General Meeting held on Monday 19th May 2025

***Resolved:** to accept the minutes of the last ordinary meeting of the Council on 19th May 2025 and the minutes of the Annual General Meeting on the 19th May 2025 as true and accurate records. The minutes will be signed by the Chair.*

Action: Chair

25/3378 - Public Open Forum Session

Mr Singh of Boughton Rise explained his property was previously within the Boughton Parish Council boundary but is now part of Kingsthorpe due to boundary changes. He referred to the open space of land that was transferred from Bellway Homes to Boughton Parish Council some time ago and advised there is another piece of land adjacent to that open space which is up for sale with a deadline of 3rd July 2025. There was discussion whether Boughton Parish Council would consider buying that piece of land and passing it over to Kingsthorpe Parish Council along with the open space they currently hold.

Cllr Phipps confirmed that the money had not yet been transferred over to Kingsthorpe PC and asked how much the piece of land was likely to sell for. Mr Singh felt it was worth approximately £1000/£2000 as he assumes it cannot be built on.

After discussion it was agreed that the land in question is not within the Boughton Parish boundary and we haven't yet had a discussion with Kingsthorpe PC in relation to moving the money for the transferred piece of open space to them. However, if they wish to contact us to ask us to transfer over that money from the open space, now the boundary change has been confirmed, we can action

that. In relation to the new piece of land that has come up for sale it is up to Kingsthorpe PC if they wish to purchase that.

25/3379 – Planning Applications for Comment:

2025/1991/FULL - Hunters Moon, Vyse Road, NN2 8SE.

Cllr Penny had carried out a comprehensive review of this application and it was agreed by all to object to the application as it was not in line with the Village Design Statement.

Resolved: to object to the application, the Clerk would put in the presentation in response to the request for comments from WNC and copy in Simon Ellis, WNC with a request he reviews this in line with their previous discussions. Cllr Penny confirmed she wished to slightly update the presentation and would forward it to the Clerk for forwarding prior to the deadline.

Action: Clerk (MS)/Cllr C Penny

2025/0759/FULL Ulverscroft, Vyse Road, NN2 8RP

Cllr Penny advised that this had been reviewed and after discussion it was agreed to object on the basis that the application is not in line with the Village Design Statement. There were also concerns raised that the builders are burning rubbish, not related to this property, daily at the rear of the building and there are concerns whether some of this is hazardous.

Resolved: to object to the application, Cllr Penny will prepare an objection on the same basis as the above with Hunters Moon and provide this to the Clerk to be submitted prior to the deadline of Tuesday 24th June 2025. Clerk to report the burning of rubbish to the Environmental Agency.

Action: Clerk (MS)

025/2326/FULL Thornfield, Moulton Lane, NN2 8RF

It was agreed that this application falls within the Village Design Statement and therefore the Parish Council have no comment.

Resolved: No Comment

Action: Clerk (MS)

25/3380 – CIL

Cllr Phipps advised on the ongoing CIL projects as below:

- **Pocket Park:** The play equipment is being delivered this week, the bank transfer has been requested to move the funds from the CIL Reserve account to the General Reserve account so that the first installment can be made when requested.
- **Boughton Village Hall:** Cllr Fletcher confirmed that they are still awaiting planning permission and as they do not wish to lose their regular bookings after the summer holidays, they have decided to defer the works until next summer when hopefully planning permission has been received.
- **Church rooms:** Cllr Phipps confirmed there are no updates
- **Allotments:** Cllr Phipps confirmed there are no updates.
- **Buckton Buddies – Forest School:** Cllr Phipps advised that Buckton Buddies have applied for a grant of £2,500 to send Buckton Fields Primary school children to forest school, the money would enable them to send 10 classes to Lamport hall forest school for one day per year. Cllr Phipps advised he will enquire if Pitsford would host a forest school for free, he will discuss with the school on Wednesday and report back at the next Full Council Meeting so to be added to the agenda for further discussion.

Action: Cllr Phipps

25/3381 – NWRR – Traffic Calming WNC – Update

- Cllr Phipps confirmed with Councillors they had all seen the latest revised version of the proposal from WNC in relation to the traffic calming proposals. He advised that the 4th



iteration is suggesting it will ameliorate additional traffic and lessen the impact and confirmed they must agree these measures with Boughton Parish Council.

- The proposal was projected onto a screen and discussed between councillors, the presentation is on the BPC website and shows the two options for a 20mph traffic zone and the third option of a road closure.
- It was confirmed that WNC would be opening their own online portal for views on the proposal and the Parish Council have also prepared feedback forms for residents to fill in and return, this would be checked against the electoral role so only one vote per person.
- There was discussion around whether the whole parish would be providing feedback or just the village and Cllr Phipps confirmed that legal advice had been taken to confirm that they were able to take the views of just the village, given they are most affected. Following doubts raised on the legality of that process, Cllr Phipps confirmed he would speak with the solicitors again to confirm. It was agreed a drop box would be placed in the pub so that those that wish to return feedback forms can do so instead of sending them to the Clerk.
- Cllr Penny said we need to ensure we comply with the GDPR policy and ensure that we don't keep the paperwork for longer than necessary for checking against the electoral role but feedback from everyone will be considered at the public open forum on Tuesday 17th June between WNC and the local residents and timings of those attending that meeting was agreed so there were representatives there from the Parish Council.

Resolved: Cllr Phipps to check legal advice again in relation to the feedback forms.

Action: Cllr Phipps

25/3382 Pocket Park Representative

Cllr Phipps confirmed that the PC require someone to represent them on the Pocket Park Committee and liaise in relation to the CIL application. They would need to be involved in checking the play equipment when it arrives and be the project manager in relation to the installation of the new play equipment. Cllr Phipps will contact Paul Morris of the Pocket Park to advise him that Cllr Gibson has offered to be the PC representative and the Clerk, Ciara Wanstall, will also contact Paul Morris to ensure that all communication is carried out through the PC

Resolved: Cllr A Gibson volunteered to be the PC representative, and this was agreed by all

Action: Cllr Phipps/Clerk (CW)

25/3383 – Buckton Fields

- (a) Community Centre update. Cllr Phipps confirmed the roof is now on, we have heard from the solicitors and are awaiting the contract to complete matters, but handover is still approximately 2 months away. Cllr Phipps confirmed that in relation to the management of the Community Centre, this has not yet been decided. It was discussed whether it should be run as a charity or under a management committee, agreed by all a plan needs to be made. The Clerk, Ciara Wanstall, agreed to look at previous options raised and recirculate that with the next FCM Agenda for July 2025

Action: Clerk (CW)

- (b) Management company, Cllr Phipps confirmed that the developers have still not handed over management to residents and the handover process is taking some time.

25/3384 – Street Lighting in Spring Close

The Clerk confirmed that she has spoken to EON, they are sending out an engineer to investigate the possibility and cost of installing two lights at the top end of Spring Close now that Zeta Lighting have gone into administration.

25/3385 Dog Waste Bin - Brampton Valley Way Footpath

The Clerk advised that a request had been received from WNC that we pay for a dog waste bin to be installed on Brampton Valley Way and that the PC also pay the annual fee for collection of waste. After discussion it was agreed that the Clerk, Ciara Wanstall, would ask NCALC for further advice on this matter.

Action: Clerk (CW)

25/3386 – Permissive Footpath

The Clerk advised that the Permissive Footpath agreement has now been signed, and the gate will be installed imminently, the path now needs to be cut back. It was agreed that the public liability insurance will need to be updated as will the asset register with the signage and gate costs.

Resolved: Cllr Phipps to install the gate and arrange to cut back the pathway so it is clear, and the Clerk will ensure insurance cover is in place and the asset register updated.

Action: Cllr Phipps/Clerk (MS)

25/3387 – Boughton Mills Footpath

The Clerk advised that a new planned route has been provided to the PC and is now running at the far edge of the field. Cllr McDonnell wished to request that the route is changed as it does not run past the

Resolved: Cllr McDonnell will draft a response, and the Clerk will forward this to WNC before the deadline of 3rd July 2025

Action: Cllr McDonnell/Clerk (MS)

25/3388 – Trees at Spring Close/Jackson fields

The Clerk advised she had contacted WNC in relation to the PC's request to have a TPO placed on some of the trees at Spring Close/Jackson Fields and Michael Venton has agreed to go out and take a look to see if the trees meet the criteria. He requested photos of the trees are provided to him, so he knows the exact location. Cllr Penny to provide photos to the Clerk to share.

Action: Cllr C Penny/Clerk (MS)

Cllr Fletcher confirmed that when they met with Simon Ellis, he has advised that the Conservation Area can be reviewed and suggested this was added to the September agenda.

Action: Clerk (CW)

Cllr Fletcher also agreed to do a report about trees in the village to go on the September agenda

Action: Cllr Fletcher

25/3389 - Finance/Legal

- a. In relation to the Annual Governance and Accountability Return
To Approve Annual Internal Audit Report 24/25
The Internal Audit Report for 2024/2025 was formally received by Members and noted.
- b. In relation to Annual Governance and Accountability Return
To Receive and Sign the Annual Governance Statement 2024/2025 (Section 1)
Resolved: That the Annual Governance Statement is true and accurate record as audited by NCALC this was agreed by all Members present and the Governance Statement was signed by the Chair.
- c. In relation to the Annual Governance and Accountability Return
To Receive and Sign the Accounting Statement 2024/2025 (Section 2)



Resolved: That the Accounting Statements are a true and accurate record as audited by NCALC and agreed by all Members present and the Accounting Statements were signed by the Chair.

- d. To Receive and Review the Final Internal Audit Report dated 9TH June 2025

Resolved: The final internal audit report for 2024/2025 was formally received by Members and noted.

- e. In relation to the Annual Governance and Accountability Return

To Approve Exercise of Public Rights dates from 18th June 2025 to 29th July 2025.

Resolved: Members noted the period for the Exercise of Public Rights was 18th June 2025 to 29th July 2025

To confirm No Conflict of Interest between the Full Council and PKF External Auditors

Resolved: No Conflict noted with Members present.

- f. 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 16th June 2025: -

Boughton Parish Council
PAYMENTS LIST

16 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
19	Maternity Cover Clerk Salary	16/06/2025		NatWest Current Acc	Cheque No 2635	Clerk Final Salary June 2025	Maria Sadler (Mat cover) P.	Z	2,414.10		2,414.10
											2,414.10
20	Clerk Salary (net)	16/06/2025		NatWest Current Acc	Cheque No 2636	Clerk CW Salary June 2025	Ciera Wanstall	E	1,819.22		1,819.22
											1,819.22
19	Office Consumables	16/06/2025		NatWest Current Acc	Cheque No 2635	Clerk Final Salary June 2025	Maria Sadler (Mat cover) P.	Z	20.56		20.56
19	Office Consumables	16/06/2025		NatWest Current Acc	Cheque No 2635	Clerk Final Salary June 2025	Maria Sadler (Mat cover) P.	Z	16.98		16.98
											37.54
20	Office Consumables	16/06/2025		NatWest Current Acc	Cheque No 2636	Clerk CW Salary June 2025	Ciera Wanstall	E	12.10		12.10
20	Office Consumables	16/06/2025		NatWest Current Acc	Cheque No 2636	Clerk CW Salary June 2025	Ciera Wanstall	E	12.10		12.10
20	Office Consumables	16/06/2025		NatWest Current Acc	Cheque No 2636	Clerk CW Salary June 2025	Ciera Wanstall	E	4.95		4.95
											29.15
21	Village Hall Hire	16/06/2025		NatWest Current Acc	Cheque No 2637	Village Hall Hire - Meetings	Boughton Village Hall	Z	30.00		30.00
											30.00
18	Insurance	16/06/2025		NatWest Current Acc	Cheque No 2634	Insurance Premium (1 June 25	Arthur J Gallagher Insurance	X	1,298.78		1,298.78
											1,298.78
25	Chairman's Allowance	16/06/2025		NatWest Current Acc	cheque no 2641	Gift for departing Chair	Simon Phipps	Z	103.94		103.94
											103.94
24	Legal & Consulting	16/06/2025		NatWest Current Acc	cheque no 2640	Professional and legal fees - b	DLS Law	S	825.00	165.00	990.00
											990.00
22	Parish Mowing	16/06/2025		NatWest Current Acc	Cheque No 2638	Grass Cutting	Brown and Barden	S	1,280.00	256.00	1,536.00
											1,536.00
23	Repair and maintenance (engr	16/06/2025		NatWest Current Acc	Cheque n° 2639	lengthsman	Mark Frost	Z	142.50		142.50
											142.50
Total									7,980.23	421.00	8,401.23

- g. *The Reconciliation Report for May 2025 was not approved as Cllr Sambrook was not in attendance, this will be presented at the next meeting for signature.*

25/3390 – WNC Councillors Report on Matters arising

None in attendance

25/3391 – Urgent Matters – notified to the Chair before the meeting

Cllr Phipps advised that Buckton Fields Primary School had asked for permission to use the field next to the school for their school sports day. After discussion it was agreed that the land does not currently fall under PC remit and so the contact details of Taylor Wimpey should be passed onto the headteacher so they can request permission from the developer.

Action: Clerk (MS)

25/3392 To review items for discussion at future meetings

Items as above and Cllr Fletcher with prepare an environmental report to be shared at the September meeting.

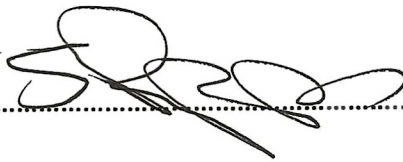
Action: Cllr Fletcher



25/3393 Note the next Parish Council Meeting

Full Council Meeting – Monday 21st July 2025, 7.00pm at the Village Hall

The meeting closed at 21.10

Chair 

Date: 16th June 2025