

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at the Village Hall, Butchers Lane, Boughton, on Monday 20th October 2025 at 7.00p.m.

In Attendance:

Councillors: Cllr Simon Phipps (Chair of the meeting), Cllr Rosie McDonnell, Cllr Jonathan Sambrook, Cllr Helen Chappell, Cllr Carolyn Penny, Cllr Tracey Redwood, Cllr Paul Mabbutt, Cllr Andy Gibson, Cllr Lorraine McEllin, (Parish Clerk – Ciara Wanstall)

Ward Councillors: Cllr Pete York (Moulton Ward)

Apologies: Cllr Stephen Trott, Cllr Karen Fletcher, Cllr Susan Gaskell (Moulton Ward), Cllr John Slope (Moulton Ward)

Members of the Public: 5

25/3470 - Welcome

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

25/3471 - Apologies for Absence

Cllr Trott and Cllr Fletcher gave apologies for the meeting. These were accepted.

25/3472 - Declarations of Interest (on Agenda items only)

There were no declarations of interest to report.

25/3473 - Approve the minutes of the Ordinary Meeting of the Parish Council held on Wednesday 1st October 2025

***Resolved:** to accept the minutes of the last ordinary meeting of the Council on 1st October 2025 as true and accurate records. The minutes will be signed by the Chair.*

Action: Chair

25/3474 - Public Open Forum Session

The Chair noted the Council would like comments about the NWRR to be discussed at item 6.

A parishioner reported he was the owner of Stonebrigg and expressed his willingness to work with the Parish Council should they have any comments on his planning application.

25/3475 – NWRR - Resolve to approve the Memorandum of Understanding with WNC. Clerk to report next steps.

- a) Clerk to report updates since the last meeting including timeline:-
 - Road resurfacing proposed for October: - 20th – 21st Vyse Road, 22nd Howard Lane, 30th – 31st Moulton Lane
 - Speed cushion installation proposed for November: - 3rd November Howard Lane, 4th – 6th Vyse Road, 7th Humfrey Lane, Church Street, Butchers Lane

- Installation of Variable Activated Signs on Vyse Road and Moulton Lane on 24 -25th November.
- It is expected the NWRR will then open, if it is not already. The implementation of the 20mph zone is known as “Phase 1”.

b) Council to approve the working draft of “Phase 2” projects

Resolved: to note the working draft of the “Phase 2” projects and ask the Clerk to put it on the Council’s website. **Action: Clerk**

c) Proposal to consider making Atkins Limited and Mike Maher of UCL aware of the data being collected by WNC for 18 months and whether they would be able to comment on aspects of the data collection and analysis.

Resolved: to ask the Clerk to email Mike Maher of UCL and enquire whether he would be interested to see/willing to provide any comment on Boughton’s 20mph zone. West Northamptonshire Council’s Highways have agreed to monitor real traffic data for an 18-month period. (The Council note Mike Maher’s experience with the 20mph study for the Department of Transport). All Councillors would like to be copied into the correspondence.

Action: Clerk

The Clerk reported correspondence received today from WNC Planning. Considering the signed Memorandum of Understanding, WNC Planning are requesting the Parish Council’s views and recommendations in relation to discharging condition 25 of the NWRR planning permission.

Resolved: to respond to WNC planning noting that the Parish Council are unable to provide comments at this stage as completion of the 20mph zone is not anticipated until 25th November. However, it is anticipated that by 8th November the roads will be resurfaced and speed cushions installed, and the only outstanding matter will be the installation of the variable activated signs on the 24th & 25th November. With this in mind, the Council agree to consider the discharge of condition 25 of the NWRR planning permission at their next meeting on 17th November, on the basis the agreed work has been carried out to all parties’ satisfaction and the final work will proceed as expected.

Action: Clerk

25/3476 – Planning Applications for comment

2025/3736/FULL – Stonebrigg, Butchers Lane Boughton NN2 8SL. Detached garage to front and new retaining wall to front of dwelling.

The Council queried if the street scene would be affected, the resident confirmed it would not as the garage is some 15m away. It was confirmed by the resident that the proposed building materials would hopefully match the existing windows and render on the house.

Resolved: to comment the Parish Council wish to clarify the position of the garage in the plot, (i.e. how far away it is from the road) so that the proposed development does not affect the street scene. **Action: Clerk**

2025/3657/FULL - St Anthonys Spring Close Boughton NN2 8SJ – To demolish, remove and replace a concrete sectional garage destroyed by a falling tree (part retrospective).

Resolved: to the Parish Council finds this application to be essential repair work which needs to be carried out and is broadly in line with Boughton Village Design Statement. We note that a brochure from the proposed garage supplier has arrived showing a range of possible building materials but we are uncertain as to specifically which materials from the brochure will be chosen. We note the planning officer has been to visit and ask for clarification that materials selected are sympathetic to Boughton Village Design Statement. Once this has been established, we can confirm our support for the project and welcome the improvement the removal of the asbestos roof will bring.

Action: Clerk

25/3477 - WNC consultation - Planning made clearer: views sought on what's required to submit planning applications closes on 26th October 2025

Resolved: to note the summary paper and ask Cllr Phipps to submit a response to the online consultation on behalf of the Parish Council noting their support. Cllr Phipps to provide a copy to the Clerk.

Action: Chair

25/3478 – Buckton Fields – Community Centre

- a) Clerk to report on site visit on 9th October 2025 and correspondence from “Born to Shine” enquiring about a long lease at the Community Centre.

The Clerk reported whilst the building currently remains a shell, Taylor Wimpey have agreed a target date of 2 April 2026. The Clerk awaits engrossment copies of the contract and the solicitor's report.

The Clerk confirmed the Council have received a business plan from Born to Shine (Charity number: 117913) regarding the possibility of entering into a long term lease of the Community Centre or a Service Agreement to run the Community Centre for the Parish Council. Sapphire Tuckfield and Kimberly Suter, Trustees of the Charity, were present and happy to take questions.

The following was noted: -

- Their remit is to help those who are socially isolated. The broad range enables them to access a wide range of funding opportunities.
- They currently have Lottery Funding to run a youth club for 5-16 year olds. They were gifted the use of an office at Market Square, Northampton which they have turned into a learning hub with a digital suite and learning kitchen. They have social outreach programmes and have their volunteers prepare food parcels for the food banks. They are ASDAN accredited to provide vocational focused learning for students with additional needs.
- They recognise their services are not limited to Boughton. As Boughton parishioners themselves, they have struggled to find a suitable venue which is accessible and inclusive.
- Their business plan sets out the pros and cons of the long-term lease and service agreement structure. They propose the long-term lease, on a peppercorn rent basis, would be advantageous for both parties. The Council would not be liable for overheads (insurance, utilities etc) but the parish would benefit from community programmes and if a lease was signed, Born to Shine could utilise the lead time before completion (April 2026) to source potential grants. It is proposed both parties would agree a Memorandum of Understanding (MOU) about the agreed goals for community activities.
- They confirmed they would also consider the Service Agreement structure.
- They propose to continue their operations at Market Square and hope to create a community hub at the Buckton Fields Community Centre with the MOU setting out clear

expectations of both parties. I.e. should the Parish Council wish for a certain activity to take place on a set day, Born Shine could organise their proposed programmes around this.

- They anticipate the April 2026 opening to be a soft launch in which they would ask the community what programmes they would like to see/do. They currently work with many local providers such as Karma Kids, music bugs, sing and sign sessions. They would look to link with the local schools, care home, food banks etc. They would consider applying for holiday activity funding to create a summer programme and may be able to utilise the outdoor space for gardening activities.
- They would be very happy to work with the Village Hall and ensure cross marketing i.e. if there was an enquiry for a party for 40 children, they could refer them to the Village Hall as the space is bigger.
- They confirmed they currently have safeguarding policies and procedures in place. They have not had to report anything to social services, but all employees/volunteers are aware they must follow procedure, if required.
- It was noted the Council have a responsibility to provide community activities and queried how parishioners of Boughton could be prioritised. Born to Shine noted it would be dependent on the grants available. It was also noted that the Parish Council could provide a grant, if they were minded to support a particular programme/activity.

The Council were impressed by Born to Shine's current offering and their potential proposal. They queried their responsibility/legal requirement to put the lease out to public tender.

Resolved: to set up a Working Group consisting of Cllrs Penny, McDonnell, Sambrook and Chappel to consider the proposal of entering into a long-term lease or Service Agreement in respect of the Community Centre and report back to the Parish Council at the next ordinary meeting.

Resolved: to ask the Clerk to liaise with NCALC about the Parish Council's requirement to tender the lease agreement. The Clerk to also liaise with Boughton Village Hall.

Action: Clerk

- b) Resident Directors of Buckton Fields Management Company (09872339) have been appointed and request a meeting with the Chair and Clerk.

The Clerk confirmed the management of Buckton Fields is complex. Buckton Fields East consists of circa 376 dwellings. Buckton Fields Management Company relates to Buckton Fields East only. The other areas will be managed by different companies.

The Clerk reported correspondence from the directors of Buckton Fields Management Company (09872339), who propose the Parish Council take over the running of the green areas on the estate which would save parishioners at Buckton Fields East circa £60k per year.

The Clerk has requested: -

- details of the scope of work which the contractor currently undertakes; and
- confirmation of resident's proposal regarding obtaining legal advice and associated costs

Resolved: to ask Cllr Phipps and Clerk to meet with the resident directors to discuss the issue.

Action: Chair & Clerk

The Clerk reported:-

- Rev Trott confirmed conditions set in May 2025 by the Diocesan Advisory Committee required the PCC to seek updated specifications from their architect. The PCC intend to submit their application for ecclesiastical planning permission in November and then the work will proceed as soon as possible.

Resolved: to request copies of the updated plans.

Action: Clerk

- The Village Hall committee have received planning permission.

Resolved: to request copies of the updated plans.

Action: Clerk

A member of the Village Hall committee present confirmed they anticipate starting in March/April 2026. There are concerns about losing regular hirers with the hall closing for a minimum of 8 weeks. The Parish Council noted there could be an opportunity for the hirers to utilise the Community Centre in the hope the hirer would appreciate alternative accommodation being sought and they would return to the village hall. The Committee should email the Clerk should they wish to discuss this further.

- The Clerk and a member of the Pocket Park Committee met with Sutcliffe Play Equipment Ltd to discuss the installation of the last few pieces of equipment. It is hoped it will be finalised in the coming weeks.

25/3480 – Good Neighbour Scheme - Cllr Helen Chappell to report

The Council were in support of Cllr Chappell investigating the project further and request she reports back at the next meeting.

Action: Cllr Chappell

25/3481 – Police Liaison Representative

- a) Cllr Mabbutt to update – including Neighbourhood Watch

1. COMMUNITY SPEED WATCH – Boughton Village

- 14 volunteers, 28 hours approx. between 08:00-17:00 x 7-days per week
- Detected and reported 92 vehicles >= 35 mph
- VYSE ROAD: 14 vehicles – max. speed 41 mph
- MOULTON LANE: 78 vehicles – max. speed 50 mph

2. NEIGHBOURHOOD WATCH (NHW)

Buckton Fields

- several groups – House Insurance discount 2-5%
- One group – approx. 8 people. Looking at the cost of NHW signage

Boughton

- used to be run by Michael Stead, Greville Close but suspect it is no longer current. A new NHW needs to be set up for the village – appeal for volunteer via BVM

Resolved: to ask Cllr Mabbutt, as the PLR, to investigate setting up a Neighbourhood Watch Scheme. It was agreed he would appeal for volunteers (including a co-ordinator) in the BVM.

3. POLICE

- Local Neighbourhood Police Team (NHPT) is ND2 in Brixworth
- Nominated Police Community Support Officer (PCSO) is Carl BARTON.
- **Crime Update 15/09 – 16/10**
 - 2 x Theft from Shop – TESCO Buckton Fields
 - 1 x Theft of Motorcycle from garage – Boughton

4. NORTHAMPTONSHIRE TALKING

- Free email messaging service – discounted rates for SMART WATER for members

5. FUTURE EVENTS

- 21/10/25 12:00 hours – online event Martyn's Law
- 21/10/25 18:30 hours – online event PFCC & CC Northamptonshire Police Q&A

b) Council to agree scope of communication

Resolved: to ask the Clerk to update the website, inline with the Press and Media Policy. The Clerk agreed to liaise with Cllr Mabbutt about the extent of updates he anticipates and creating a streamlined process given the stretched capacity of the Council. **Action: Clerk**

25/3482 – Boughton Fair 2026 update, if any

Cllr McEllin reported the date has changed to 20th June 2026. A sub-committee is in place, and they will look to meet in the coming weeks but not before the bonfire event.

25/3483 – Environment

a) Trees at Howard Lane

- Cllr Fletcher previously proposed to replace 4 dead Hawthorn trees on Howard Lane.
- The Clerk has made several enquiries with WNC about replacing the trees, but she is yet to receive a substantial response. She has also asked for a copy of the survey of all trees in the village undertaken by WNC/Kier on 20th August 2025.
- At the August meeting, the Council resolved it was “not supportive of 4 trees being replaced due to the significant costs of the project, including ongoing maintenance. They request Cllr Paul Mabbutt review the matter and report back”.
- Cllr Mabbutt noted various concerns with all the trees and recommended they be felled but he recognised they are owned by WNC.
- The Clerk seeks clarification from the Council as to the next steps.

Resolved: to ask the Clerk to report the dead trees on Howard Lane via fix my street and chase WNC regarding the survey they undertook of the village trees on 20th August 2025.

b) Spring Bulbs to be planted in the highway – Council to set budget

Resolved: to agree a budget of £500. The Clerk to liaise with Cllr Penny to purchase and confirm locations as a Highway licence may be required.

c) Electric Charging Points

The Clerk reported:-

- She previously circulated correspondence from WNC about public EV chargers under the Local Electric Vehicle Infrastructure (LEVI) programme.
- WNC has secured LEVI funding to install these chargepoints through a concession contract and want to ensure equitable access and distribution.
- The chargepoint operator will be responsible for installation, purchase of energy as well as maintenance. These installations are at no cost to parish councils.
- All sites the Parish Council suggest will be subject to technical checks and on-site surveys by Charge Point Operator (CPO) for limitations/ suitability.
- Where sites suggested meet the criteria for installation or suitable alternatives are found during surveys, they will update and liaise with the Parish Councils on next steps.

Paper H is a list of proposed locations previously considered as a CIL project, which wasn't taken forward. The Clerk seeks instruction on whether the Council wish to submit locations to WNC.

Resolved: to submit the following locations for assessment; The Green at Spring Close, opposite 3 & 4 Spring Close, Boughton Village Hall, opposite 5 Church Street, Whyte Melville pub, outside 19 Church Street, outside 27 Moulton Lane, Boughton Primary School, outside 37 Humfrey Lane, outside 31 Humfrey Lane, opposite Devonshire Close, Buckton Fields Community Centre off Ringrose Close.

Action: Clerk

25/3484 – Update from the Lengthsman

- a) Chestnut tree area - proposal to buy winter bedding plants for £100

Resolved: to agree a budget of £100 for winter bedding plants around the Chestnut Tree. The Clerk to liaise with the Lengthsman, Mark Frost, to plant them. Cllr Penny requested her bulbs are planted first.

- b) Renewal of public liability insurance of £168.62.

Resolved: to agree to reimburse £168.62 to Mark Frost for his public liability insurance.

- c) Poppies to be installed on lampposts, Council to approve costs of cable ties required.

Resolved: to ask the Lengthsman to install the poppies and submit any related expenses to the Parish Clerk.

25/3485 – Finance/Legal

- a) Note payments made since the last meeting

Resolved: to note the payments made since the last meeting

Boughton Parish Council
DRAFTPAYMENTS LIST 67 TO 0

Voucher	Cheque	Name	Description	Amount
67		Talk Mobile Ltd	Clerk Mobile Phone (18 Aug - 17 Sep 25)	4.95
68		Aviva Pension	Pension Processing Fee	23.00
69		Aviva Pension	Pension Contribution (Sept 25)	419.76
70		Unity Trust Bank	Service Charge for bank account	6.00
TOTAL				453.71

- b) Note and approve proposed cheque payments for October 2025

Resolved: to approve the proposed payments for October 2025

15 October 2025 (2025-2026)

Boughton Parish Council
DRAFTPAYMENTS LIST 71 TO 0

Voucher	Cheque	Name	Description	Amount
71	Online 11	Ciara Wanstall	Clerk Salary - October 2025	1,682.29
72	Online 12	Brown and Barden	Grass cutting (Sept 25)	1,056.00
73	Online 13	Mark Frost	Lengthsman (Aug + Sep 25)	280.62
74	Online 14	West Northamptonshire Norse Ltd	Annual litter bin - Pocket Park Oct 25/26	423.11
75	Online 15	PKF Littlejohn LLP	AGAR fees 24/25	504.00
76	Online 16	Shakespeare Martineau LLP	Legal advice on NWRR & MOU	2,160.00
77	Online 17	Boughton Village Hall	Hall Hire (Oct 25)	36.00
TOTAL				6,142.02

- c) Bank Reconciliation for September 2025

Resolved: to note the bank reconciliation and defer to the next meeting.

- d) Unity Trust Bank accounts – saving rates

Resolved: to transfer all remaining funds to Unity Trust Bank and close the NatWest accounts. Keep £500 in the current account at all times and the remaining funds to be kept in interest bearing accounts with instant access.

25/3486 – Urgent Matters – notified to the Chair before the meeting

Cllr McEllin reported the fire brigade put out a large fire at Ulverscroft at midnight. The environment officer has confirmed that the contractor is aware that he could get a notice served on him if he burns further material that is not foliage from the site. Cllr McEllin has inquired with the planning officer and building control whether the current building work is in line with the planning permission but has received no response.

Resolved: to ask the Parish Clerk to contact Planning Enforcement regarding 2025/0759/FULL as to whether the current work is in line with the permission granted

Action: Clerk

A representative of the Parish Council has been invited by WNC to an in-person workshop to assist them with preparing their Northampton Transport Strategy.

Resolved: to ask Cllr Redwood to attend on Tuesday 11th November between 14:15 until 16:30 held in Central Hall at Northampton Museum and report back to the next meeting.

25/3487 – To review items for discussion at future meetings

Cllr Penny requested an update on the streetlights at Spring Close. The Clerk confirmed: -

1. September 2024

The Council resolved to not incur significant costs upwards of £10,000 plus VAT for new streetlights on Spring Close.

2. February 2025

It was understood it would be cheaper to install lights on electricity poles (owned by National Grid).

3. March– July 2025

During the Clerk's maternity leave, enquiries were made about the pole numbers.

4. August 2025

The Clerk returned to post and a budget of £1,600 plus VAT was approved.

5. September 2025

The Clerk reviewed the matter and made enquiries as to whether National Grid had given permission for the project.

The Clerk confirmed she will chase National Grid for an update.

Action: Clerk

25/3488 – Date of next meeting – Monday 17th November 2025, 7pm at the Village Hall

The meeting closed at 21.15pm

Chair

Date: