

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at the Village Hall, Butchers Lane, Boughton, on Monday 16th February 2026 at 7.01p.m.

In Attendance:

Councillors: Cllr Simon Phipps (Chair of the meeting), Cllr Jonathan Sambrook, Cllr Helen Chappell, Cllr Carolyn Penny, Cllr Karen Fletcher & Cllr Rosie Jeczalik

Others: Ciara Wanstall (Parish Clerk), Cllr Pete York (Moulton Ward), Cllr Susan Gaskell (Moulton Ward)

Apologies: Cllr Stephen Trott, Cllr Lorraine McEllin, Cllr Tracey Redwood, Cllr Andy Gibson, Cllr John Slope (Moulton Ward)

Members of the Public: 7

26/3548 - Welcome

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

26/3549 - Apologies for Absence

Cllrs Trott, Redwood and McEllin gave apologies for the meeting. They were accepted.

26/3550 - Declarations of Interest (on Agenda items only)

There were no declarations of interest to report.

26/3551 - Approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 19th January 2026

***Resolved:** to accept the minutes of the last ordinary meeting of the Council on 19th January 2026 as a true and accurate record. The minutes were signed by the Chair.*

Action: Chair

26/3552 - Public Open Forum Session

Cllr Slope reported to the Clerk before the meeting that WNC have managed to reduce the Council Tax increase from 4.99% to 4.95% and drop the green bin charge from the proposed £80 to £69. Cllr York confirmed WNC received over 3,000 responses to the consultation on the budget.

Tom Holland wanted to understand the Council's interest in his wall at Butchers, Butchers Lane. It was confirmed the Council received a query from a parishioner as to whether the new wall required planning permission. Given the Parish Council's lack of expertise in this matter, they adopt a uniform approach to refer all such queries to WNC's planning team. The Parish Council rely on the determination of the planning expert and report updates at the public meetings. Tom Holland confirmed his new wall is less than 1m high, so it falls within permitted development, and he is due to plant 72 hedges in front of his walls to better the street view. He also confirmed his current retaining walls are still standing.

Cllr Rosie Jeczalik joined the meeting.

Malcom Sanderson queried when phase 2 of the traffic calming would begin, in particular any additional speed cushions on Howard Lane. Cllr Penny responded the Council await traffic data from WNC for January, February and March. We hope to invite WNC officers/members to the April meeting. Following this, new road surfaces are to be laid, and any additional speed cushions are to be installed on the new surface. It is currently estimated at Spring/Summer 2026.

It was also noted that sat navs are still not updated to 20mph. Cllr Penny said it supposedly takes time for the calibration, but she will update WNC. **Action: Cllr Penny**

Malcolm Sanderson is organising Speedwatch 2026 (1st March to 31st October). He has a list of volunteers but given the extended period, more are always welcome to share the load and account for holidays etc. Police guidance stipulates that they will record speeds in excess of 25mph.

26/3553 - Council to consider filling the vacancy on the Parish Council by co-option

Toyin reported she lived in London prior to moving to Buckton Fields in 2022. She previously attended meetings and is keen to be involved with the community centre ensuring we create a cohesive community. She studied law at University, after her masters degree her focus changed to Information Technology and Intellectual Property. She now works in cloud and network security.

***Resolved:** to co-opt Toyin Agunbiade who duly signed her Acceptance of Office form in the presence of the Clerk. She was therefore able to join the meeting as a Councillor. All other necessary paperwork will be signed in due course.*

Action: Clerk

26/3554 – Planning

a) Applications for comment

2026/0379/TCA - Glen Cottage, Butchers Lane, Boughton, NN2 8SH. T 1 WEEPING WILLOW. TO POLLARD TO PREVIOUS COLLARS, T 2 WEEPING WILLOW. TO POLLARD TO PREVIOUS COLLARS.

***Resolved:** to provide no comment.*

2026/0261/FULL & 2026/0262/LBC - The Old Rectory Church Street Boughton NN2 8SG. Repairs and installation of new 6.7 mm vacuum glazing to ground floor windows (W1-W4); replace existing early 19th century through to late 20th century first floor windows (W5-W9) with windows to match W1-W4, all located on South West elevation.

***Resolved:** to support the planning application but ask the planning officer to check the new windows are like for like and made of wood.*

2025/4650/FULL - Land At Spring Close, Boughton, NN2 8SJ. Change of land use to form 4no. new residential dwellings, attenuation pond, and landscaping for pedestrian and vehicle access. Amended Details: Updated scheme drawings and updated highways/drainage

***Resolved:** to respond the Parish Council stands by their responses made to your previous consultation, and strongly supports the objection raised by Rachel Booth, Heritage and Conservation Officer, to the principle of building on an important piece of open space within Boughton Conservation Area. This objection concurs with Boughton Village Design Statement. Aside from these objections. BPC are concerned about applications to build on*



any land in our Parish, with a "surface water flow path". The close is named after the local Springs on the land. It is only fair this point is drawn to the attention of potential purchasers.

Action: Clerk

b) Planning Updates (Applications/Enforcement)

2023/5369/PA - Boughton Springs, Moulton Lane, Boughton, NN2 8RE. (Conversion of two barns to C3 residential units under Class Q). Appeal dismissed (Appeal 3330226)

Butchers, Butchers Lane – The planning officer is in the process of establishing the dimensions of the garden wall. Once ascertained, they will be able to confirm whether planning permission is required.

Action: Clerk

26/3555- WNC Draft Local Plan

- a) WNC's Public Consultation ends on 27th March 2026.
- b) Troy Hayes at Troy Planning + Design is instructed, at a cost of £10,000 plus VAT, to advise the Parish Council in responding to the consultation and about the merits of creating a Neighbourhood Plan.
- c) Report from Working Group meeting on 13th February.

Cllr Phipps, Chappell and Sambrook had a Teams meeting with Troy and his colleagues. They discussed many things such as:-

- Is the proposed site suitable for the development of 1500 houses? Are there better sites?
- If it is suitable, is 1,500 homes realistic in terms of the required infrastructure upgrades to achieve that number. Can the number be reduced?
- How do the Parish Council influence the green buffer, healthcare and educational requirements, road, rail and bus transportation needs?
- Can we remove the need for an additional 42 dwellings in the village?
- The Council can submit a Local Green Space nomination to protect sites from development

It is understood secondary service villages will need to update their Neighbourhood Plan within 2 years of the Local Plan being adopted. Otherwise WNC will allocate where the development would take place.

A follow up meeting is expected before the next Parish Council meeting. Troy will attend the Parish Council meeting on 16th March, with a draft response for discussion.

The Clerk reported she attended the WNC briefing (open to all parish councils) on 10th February, noting the following:-

- In respect to the secondary service village targets, approved planning applications from 1st April 2025 will count towards the target.
- It was specifically noted by WNC that they are reflecting/looking at whether parishes who have received large allocations should also be pushed to deliver specific village targets.
- They noted this effects Hackleton and Boughton. They requested any comments on this should be included in consultation responses.

Resolved: to ask Troy to prepare a quote for submitting any Local Green Space nominations. The Working Group to consider what sites to nominate.

Resolved: to publicise the draft Local Plan to parishioners as much as possible, utilising the Council's website, social media, the BVM, printing if needed. **Action: Clerk**

26/3556 - Community Infrastructure Levy (CIL) - Village Hall Renovations utilising the £180,000 CIL allocation previously agreed

The Clerk suggested the Council discuss the matter but as final costings are outstanding the decision will need to be deferred to the next meeting. The Clerk reported the contract is with Black Bridge Construction Group Limited: -

- **£147,933.33** (plus VAT) contract to date for refurbishment plus additions
- £2,500 - Electric testing (fixing faults/ inspection/ fuse board upgrade etc)
- £600 - Canopy lighting external
- £25,000 - Toilets
- £650 - Electric armoured cable outside point
- £70 - CCTV Power for Ring camera
- £300 - Changing/ upgrade glass to main internal doors to be safety glass £150 each
- **£29,120** (prices and VAT to be confirmed)
Plus
- **£9,346.80** (plus VAT) - Cinema equipment

(£147,933.33 + £29,120 + £9,346.80) **TOTAL: £186,400.13** (plus VAT)

Whilst the total figure may be less when quotes for the additions are finalised, concerns were raised about there being no contingency for the initial renovation works. It was understood that the toilet renovation and the cinema equipment were not included in the original CIL bid. Therefore, if they were removed the Council may have a built-in contingency. Upon completion of the Council's contract, the Village Hall could look to request a grant/reimbursement for any works they undertook to ensure the full £180,000 CIL allocation is utilised. The downside to this approach is that the Village Hall will not be able to reclaim VAT.

- a) entering into a contract with Priors Group for refurbishments of the Village Hall currently £147,933.33 + VAT
- b) additions to the contract with Priors Group currently estimated at £29,100. A final quote to be ascertained for the meeting
- c) entering into a contract with Big Screens Online for cinema equipment for the Village Hall at a cost of £9,346.80 + VAT

Resolved: to defer consideration of the Village Hall refurbishment contracts (items a, b and c) to the Parish Council meeting on 16th March. **Action: Clerk**

26/3557 - Community Infrastructure Levy (CIL) – Church Rooms Renovations utilising the £36,000 CIL allocation previously agreed

The Council are to review invoices from Akroteria Limited to the sum of £3,000 and consider reimbursing the Church.

***Resolved:** to ask the Clerk to make a payment of £3,000 to Boughton Parish Church of St John the Baptist from the £36,000 CIL allocation, previously approved. The Clerk is to update the CIL reserves accordingly.* **Action: Clerk**

26/3558 - Community Infrastructure Levy (CIL) – summary of reserves

The Council note they resolved in December 2024 under minute 24/3263 to “allocate any remaining and future CIL monies to be invested in Buckton Fields”. Given that the Council now have clarity regarding sums received and CIL sums currently expected, the Council wish to resolve an exact figure for the benefit of Buckton Fields.

***Resolved:** following a detailed analysis of the current earmarked CIL projects and known CIL receipts expected, the total amount of CIL available is £94,727.91. Taking into consideration a total of £16,063.25 is earmarked to be spent on the Community Centre, the Council agree to reverse the resolution under minute 24/3263 and agree to earmark a total of £78,664.66 for the benefit of Buckton Fields, subject to appropriate bids being submitted. The Clerk will update the summary of reserves accordingly.* **Action: Clerk**

26/3559 - Boughton in Bloom – consider a quote of £3,295.35 plus VAT from Plantscape (IdVerde) for summer planters.

In light of the Council’s duty to obtain value for money, enquiries were as to whether costs can be reduced by outsourcing the watering of the plants. Appropriate equipment was a clear obstacle but a local window cleaner who was happy to water & feed the plants for a fixed price of £90 per week.

Resolved:** to reduce the number of street light planters from 17 to 15 and accept Plantscape’s amended quote, including watering the plants, for up to £3,295.35 plus VAT. **Action: Clerk

26/3560 – Lengthsman update – potholes reported

The Clerk has created a post on the Council’s website about the potholes.

Resolved:** to ask the Lengthsman to cut the buddleia near the Chestnut tree and continue to report potholes on Street Doctor, where necessary. **Action: Clerk

26/3561 - Buckton Fields Community Centre update

Taylor Wimpey have confirmed the updated design works are still with the external consultants to finalise before they can get the relevant works instructed. They are chasing it up.

26/3562 – Clerk to report on Buckton Field’s informal cut through to Fairmile, Whitehills

WNC wrote to Bloor Homes on 30th January 2026 formally asking them to remove the section of fence. No reply received by 10th February so they will chase it up.



26/3563 – Clerk to report on transfer of Boughton Rise Public Open Space to Kingsthorpe Parish Council

The legal title requires Bellway Homes to consent to the transfer. The solicitor will make enquiries.

26/3564 – Correspondence

The Council completed the “WNC Highways – Kier Annual Parish Satisfaction Survey” during the meeting, noting poor service and repairs and requested a site visit to follow up.

Parishioner has provided photos of damage caused to highway verges since the removal of unauthorised verge posts.

Resolved: to ask the Clerk to email Highways requesting an update on the traffic data, when phase 2 will commence and any progress on the verge protection. **Action: Clerk**

26/3565 - Matters arising (for information only)

- a) Trees at Howard Lane – it was noted Highway’s list of acceptable species does not provide a like for like comparable. The Clerk to liaise with Cllr Fletcher to progress the project.
Action: Clerk & Cllr Fletcher

- b) Street Lighting installation on Spring Close – E.ON had no update on the start date.

- c) Parish Clerk is on annual leave: Monday 9th to Friday 13th March 2026.

- d) Boughton Fayre

Resolved: due to insurance requirements, the Parish Council agree to host Boughton Fayre on 20th June 2026, with the dedication of the volunteers to deliver a successful event. The Clerk has forwarded the insurance requirements to Cllr McEllin including, but not limited to, preparing an Event Management Plan, Risk Assessment and notifying the Emergency Services. Drafts to be sent to the Clerk, when available. **Action: Cllr McEllin**

Cllr Chappell noted further flytipping by the old Churchyard. It was agreed she would report it on street doctor.

26/3566 - Finance

- a) Note payments made since the last meeting

**Boughton Parish Council
DRAFTPAYMENTS LIST 109 TO 0**

Voucher	Cheque	Name	Description	Amount
109		Talk Mobile Ltd	Clerk Mobile Phone (18 Dec - 17 Jan 26)	4.95
110		Aviva Pension	Pension Contribution	96.18
111		Aviva Pension	Pension Processing Fee	23.00
112		SSE Electricity	Electricity (1 - 31 Dec 25)	94.36
113		Unity Trust Bank	Service Charge for bank account	6.00
TOTAL				224.49



b) Note and approve proposed payments for February 2026

Boughton Parish Council
DRAFTPAYMENTS LIST 114 TO 0

Voucher	Cheque	Name	Description	Amount
114		Clara Wanstall	Clerk - Salary Feb 2026	1,825.54
115		Northants CALC Ltd	AI Training Course	110.40
116		Northamptonshire ACRE	April 26 - Mar 27 Membership	42.00
117		Northamptonshire ACRE	April 26/ 27 Community Facility Membership	48.00
118		Mark Frost	lengthsman (Jan 26)	75.00
119		Boughton Church	CIL reimbursement of architect fees	3,000.00
TOTAL				5,100.94

c) Bank Reconciliation for January 2026

A signed Bank Reconciliation, reviewed by Cllr Sambrook, will be put onto the website.

26/3567 – Urgent Matters – notified to the Chair before the meeting

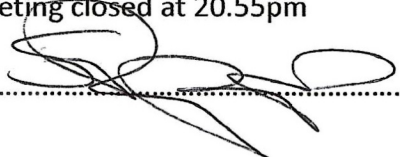
Cllr Carolyn Penny reported Judy Shephard is holding a book launch at noon on 28th February at the Whyte Melville.

26/3568 – Items for discussion at the next meeting - Monday 16th March 2026, 7pm at the Village Hall

Nothing to report.

The meeting closed at 20.55pm

Chair



Date: 16.03.26