

BOUGHTON PARISH COUNCIL

Website: www.boughtonparishcouncil.co.uk

Clerk's Telephone number: 07918329763

Clerk's Email: clerk@boughtonparishcouncil.co.uk

Date of notice: 13/05/2026

Meeting Date: 18/05/2026

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

The Councillors of Boughton Parish Council ARE HEREBY SUMMONED to attend the Annual Meeting of the Parish Council to be held at the **Village Hall, Butchers Lane, Boughton on Monday 18th May 2026 at 7.00pm** for the purpose of transacting the business as set out in the Agenda of the Meeting.

Members of the Public and Press are invited to address the Council at its Open Forum session.

Under national legislation visual recordings of meetings may also be made by the public and press when they are not lawfully excluded. Your attendance at the meeting signifies your acceptance that you may be recorded.

AGENDA OF THE ANNUAL MEETING OF THE PARISH COUNCIL – 18th MAY 2026

<u>No.</u>	<u>Item</u>	<u>Paper</u>
1.	Elect a Chair for the Parish Council 2025/26 and receive their signed declaration of acceptance	
2.	Elect a Vice-Chair for the Parish Council 2025/26 and receive their signed declaration of acceptance	
3.	Agree Council Meeting Dates, including the Annual Parish Meeting, to May 2027.	
4.	Agree Parish Councillor Responsibilities: - <ul style="list-style-type: none">Buckton Fields Community Centre build, Buckton Fields Community Centre operations; Buckton Fields Liaison; Quarries; Streetlights; Footpaths; Highways; Climate and Nature (CAN); Verification officer; Pocket Park rep; Village Hall rep; Police Liaison Officer; Planning.	
5.	Governance <ul style="list-style-type: none">Agree Terms of Reference: Planning Committee & Staffing CommitteeConsider re-adoption of Standing Orders, Code of ConductDefer re-adoption of employment policies, Complaints Policy, Communication & Community Engagement Policy, Press & Media Policy, Publication Scheme under FOI Act.	<u>A – D</u>
6.	Insurance renewal with Hiscox Insurance Company Ltd - £1,324.90	<u>E</u>
7.	Confirm the Parish Council's annual subscriptions & direct debits on the bank accounts	
8.	Apologies for absence and acceptance of any apologies	
9.	Declarations of Interest on agenda items only - (Councillors are reminded that if they have either a Disclosable Pecuniary interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate).	

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10.	Approve the Minutes of the Ordinary Meeting of the Parish Council held on Monday 20th April 2026	<u>F</u>
11.	Public Open Forum Session <i>(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes). Representations shall not require a response at the meeting nor start a debate. Members of the public should address the Chair of the meeting, who may direct that a written or oral response be given).</i>	
12.	Report of verbal abuse from parishioner(s) to Highway officers/staff	
13.	SpeedWatch 26 – update from Malcolm Sanderson	
14.	Planning Applications for comment: 2026/1284/FULL – Green Bank, Spring Close Boughton NN2 8SJ. Detached dwelling, double garage and detached annexe 2026/1521/FULL - Southfields 3 Obelisk Close Boughton NN2 8RX. Single storey rear extension, two storey side extension including internal alterations. Planning Application updates: Approval of 2026/1059/S73 - 64 Glebe Road, NN2 8ET - Variation of condition 2, exterior change of stone to render finish to approved 2025/4697/FULL [Two storey side extension] Planning Enforcement updates: Nothing to report Update following meeting with Assistant Director of Planning and Development at WNC	
15.	Boughton Fayre update	<u>G</u>
16.	Parking around Church Street/Butchers Lane/entrance to Boughton Park	
17.	Cemetery at the Old Church of St John the Baptist (off Moulton Lane) - Council to consider the current burial capacity	
18.	AUDIT – APPROVE AGAR a) To note the NCalc IAS - Internal Auditor Report and the Annual Internal Audit Report (page 3 of the AGAR) b) To review, approve and sign the Annual Governance Statement 2025/26 c) To review, approve and sign the Accounting Statements 2025/26 d) To set the Exercise of Public Rights dates – 3 June to 14 July 2026	<u>H</u>
19.	Community Infrastructure Levy (CIL) a) Village Hall Renovations – note updated designs b) Invoice: Bedrock Designs Ltd for £4,750 + VAT for Village Hall re-designs c) Receipt of bid for £19,500 from Kingsthorpe Bowls Club d) Boughton Academy have indicated they wish to submit a bid for £20,000	<u>I</u> <u>J</u>

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	<ul style="list-style-type: none">e) The Cricket Club at Boughton Park have indicated they wish to submit a bid for £5,000 for a mower + associated costs for storage.f) Council to consider the timeline to review the known CIL bids as there is £20,444 in unallocated CIL as of 31.03.26	
20.	Buckton Fields Community Centre – 3 quotes from Born to Shine in respect of their grant request for £14,350	<u>K</u>
21.	Sign TR1 to transfer Boughton Rise Public Open Space to Kingsthorpe Parish Council	<u>L</u>
22.	Matter arising (for information only) <ul style="list-style-type: none">(a) Lengthsman update(b) Correspondence(c) Urgent matters notified to the Chair before the meeting	
23.	Finance/Legal <ul style="list-style-type: none">a) Note payments made since the last meetingb) Note and approve proposed payments for May 2026c) Bank Reconciliation for April 2026d) Accrued Holiday Entitlement for Parish Clerk	<u>M- P</u>
24.	To review items for discussion at the next meeting	

Ciara Wanstall

Clerk to the Parish Council