

BOUGHTON PARISH COUNCIL

Minutes of the Annual Meeting of Boughton Parish Council held at the Village Hall, Butchers Lane, Boughton, on Monday 18th May 2026 at 7.00p.m.

In Attendance:

Councillors: Cllr Simon Phipps (Chair of the meeting), Cllr Jonathan Sambrook, Cllr Helen Chappell, Cllr Lorraine McEllin, Cllr Tracey Redwood, Cllr Andy Gibson, Cllr Karen Fletcher, Cllr Rosie Jeczalik, Cllr Toyin Agunbiade & Cllr Stephen Trott

Others: Ciara Wanstall (Parish Clerk)

Apologies: Moulton Ward Cllrs - John Slope, Susan Gaskell & Pete York

Members of the Public: 5

26/3604 – Elect a Chair of the Parish Council 2025/26 and receive their signed declaration of acceptance

Resolved: to elect Simon Phipps as the Chair who duly signed their declaration of acceptance.

26/3605 – Elect a Vice-Chair of the Parish Council 2025/26 and receive their signed declaration of acceptance

Resolved: to elect Lorraine McEllin as the Vice-chair who duly signed their declaration of acceptance.

26/3606 – Agree Council Meeting Dates, including the Annual Parish Meeting, to May 2027

The Village Hall Committee enquired whether the Council could move their monthly meeting to the third Tuesday of the month to accommodate a weekly booking on a Monday. The Clerk had asked for other available dates but not heard back yet.

Resolved: to keep the meeting as the 3rd Monday of the month until the Clerk hears further from the VHC. The Council were happy to also consider using the Church Rooms.

26/3607 - Agree Parish Councillor Responsibilities: -

Resolved: to appoint the following:

- Buckton Fields Community Centre build – Cllr Phipps
- Buckton Fields Community Centre operations – Cllr Helen Chappell
- Buckton Fields Liaison – Cllr Toyin Agunbiade
- Quarries – Cllr Simon Phipps
- Streetlights – Cllr Rosie Jeczalik
- Footpaths – Cllr Rosie Jeczalik
- Highways – Cllr Lorraine McEllin
- Climate and Nature (CAN) – Cllr Karen Fletcher
- Verification officer – Cllr Jon Sambrook

- Pocket Park rep – Cllr Andy Gibson
- Village Hall rep – Cllr Lorraine McEllin
- Police Liaison Representative – Cllr Karen Fletcher and Cllr Tracy Redwood
- Planning – Cllr Jon Sambrook

26/3608 – Governance

Resolved: to agree the Terms of Reference for the Planning Committee & Staffing Committee.

Resolved: to adopt the Standing Orders and Code of Conduct.

Resolved: to defer adoption of the employment policies to the June meeting.

Resolved: to defer adoption of the following policies to the July meeting; Complaints Policy, Communication & Community Engagement Policy, Press & Media Policy, Publication Scheme under FOI Act to the June

Resolved: to note Financial Regulations, Internal Financial Control Policy, Risk Assessment and Asset Register were adopted on 16 March 2026.

26/3609 – Insurance renewal with Hiscox Insurance Company Ltd - £1,324.90

The Asset register totals £83,693.63. The current policy covers £155,886 for street furniture and £1,307 for general contents. The policy requires gates and fences to be recorded separately and the Speed Indicator Device to be recorded as Fixed Outside Equipment.

Resolved: to amend the policy to separate out the gates/fences and fixed outside equipment. Accept the quote of £1,324.90, agreeing to set up a 3 year binding Long Term Agreement.

26/3610 – Confirm the Parish Council’s annual subscriptions & direct debits on the bank accounts

Resolved: to approve membership to Northamptonshire County Association of Local Councils; Campaign for the Protection of Rural England (CPRE); Northants ACRE (Action with Communities in Rural England).

Resolved: to approve the direct debits on the bank account being SSE, Aviva Pension, Talk Mobile, the ICO and the Land Registry and to ask the Clerk to move them from the NatWest account to Unity.

Resolved: to update the bank mandate signatories and reflect the changes in the Internal Financial Control Policy (which is not a public document) to prevent fraud. **Action: Clerk**

26/3611 - Apologies for Absence

No apologies were received.

26/3612 - Declarations of Interest (on Agenda items only)

None.

26/3613 - Approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 20th April 2026

Resolved:** to accept the minutes of the last ordinary meeting of the Council on 20th April 2026 as a true and accurate record. The minutes were signed by the Chair. **Action: Chair

26/3614 – Public Open Forum

- A parishioner noted the trees stumps on Howard Lane need removing and trees replanting.
 - Cllr Karen responded she has spoken to an arboriculturist emphasised that the new tree blossom should be the same colour as the others. The arboriculturist has suggested two tree species and is providing a quote to remove the stumps and plant the trees.
- A parishioner wanted to know if the Village Hall has a noise abatement strategy.
 - He reported incidents of music rehearsals on 15th and 20th March which the VHC did deal with. Most recently a large booking for a birthday on 9th May which resulted in poor parking and music recorded at 77 decibels from their back garden. He wanted to know what was being done about the issue.
 - The Clerk briefly noted parishioner correspondence about the event on 9th May and the subsequent negative messages on the village WhatsApp group. Further details to be reported under correspondence.
 - Cllr McEllin noted as a member of the VHC she personally will be monitoring the parking particularly on a Wednesday evening and there will be notices going up to remind those using the hall about their parking.
- A parishioner queried if the VH renovations have taken noise abatement into consideration
 - Cllr McEllin noted the revised renovation plans will be coming back to the Parish Council on 15th June.

26/3615 – Report of verbal abuse from parishioner(s) to Highway officers/staff

***Resolved:** to note the Parish Council cannot control the individual behaviour of parishioners but they remind parishioners that whilst they may be frustrated with ongoing works in the parish, they should not vent their frustration to employees carrying out their day-to-day job. An extensive project was carried out with WNC/Kier and the scheme they are delivering is in excess of what was legally required. The Parish Council hope the remaining work can be completed without any further incidents.*

26/3616 – SpeedWatch 26 – update from Malcolm Sanderson

- 1/3 way through the 2026 scheme with 23 weeks to go to end of October.
- The number of sessions has dropped from 3/4, to 1 or none a week.
- More volunteers are needed.
- Motorcycles can be tricky to capture, reported speed of 47mph but the registration could not be obtained. 390 detections have been reported. Band c penalties are for speeding 20+mph over the limit, and the driver should receive a visit from the police.
- Average speeds: 2022 - 38.5mph, 2023- 37.3mph, 2026 - 28mph. However, he is trying to organise a day-long session and move around the village to capture further data.
- Discussions took place regarding devices which automatically detect different types of vehicles passing – Malcolm is to report further on this.

26/3617 – Planning Application for comment

2026/1284/FULL – Green Bank, Spring Close Boughton NN2 8SJ. Detached dwelling, double garage and detached annexe

Resolved: to respond no comment.

2026/1521/FULL - Southfields 3 Obelisk Close Boughton NN2 8RX. Single storey rear extension, two storey side extension including internal alterations.

Resolved: to respond no comment.

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]

Resolved: to ask Cllr Fletcher and Chappell to raise at their next meeting with Stephanie Gibrat, what the design considerations for the development of Buckton Fields are i.e. what design specifications were stipulated in the original planning permission. ***Action:*** Cllr Fletcher/Chappell

Planning Enforcement updates: Nothing to report

Update following meeting with Assistant Director of Planning and Development at WNC

- Planning Officer to report back regarding if the approved plans at Ulverscroft have been breached
 - The Clerk noted the Parish Council have not yet received notification of planning application (2026/1954/FULL – Ulverscroft, Vyse Road).
 - The description includes “Detached garage to front, repositioned site access, and new boundary treatment (part-retrospective revised scheme to 2025/0759/FULL)”.
 - Comments are not due until 18th June, so it will go on the next meeting agenda.

Resolved: to ask Ward Cllrs to support the Council in objecting to the retrospective planning permission 2026/1954/FULL – Ulverscroft, Vyse Road). ***Action:*** Clerk

- when commenting on planning applications, the Parish Council should start by:
 - referring to the National Planning Policy Framework first.
 - Then move to refer to the Local Plan.
 - Then lastly the Neighbourhood Plan

Any objections should come from contraventions to any of these policies. This process would have more say in helping control development in the village. (Cllrs were told that the Village design statement is pretty toothless.)

- Hunters Moon - construction site practices discussed. Stephanie will raise the issue with Building Control so they can investigate. She will report back.
- To guarantee Biodiversity Net Gain stays in the parish in any development, it needs to be detailed in the Local Plan.

- WNC have confirmed “at present it is unlikely that the team has the resource to undertake a review of the Boughton Conservation Area. Notwithstanding this, it would be helpful if the PC could outline any concerns or issues which they wish to discuss and then the team can see if any other measures might be implemented or explored.”

Resolved: to set up Working Group consisting of Cllrs Karen, Toyin, Rosie and Helen to outline the Parish Council’s concerns and report back to the Parish Council. Cllr Fletcher to lead.

Action: Cllr Fletcher, Agunbiade, Jeczalik, Chappell

26/3618 – Boughton Fayre update

Cllr McEllin reported the event will be hosting afternoon teas, a juggler, face painting, pet show, magician, street games, a performance from Born to Shine and more. The budget has allowed for a subsidised offering of “street food”. It is anticipated £4,500 out of the £5,000 budget will be spent.

Resolved: to re-name the event Boughton Village Day and posters to be sent to the Clerk.

Resolved: to note the draft Event Management Plan & Risk Assessment prepared by the Committee. To note the Clerk’s concerns re estimated attendance of 150 – 200 people. The documents are to be updated with final details and a copy sent to the Clerk.

Action: Cllr McEllin

26/3619– Parking around Church Street/Butchers Lane/entrance to Boughton Park

Detailed discussions took place, with a parishioner showing a photo of the parking to the Council. A parishioner noted in 20 years he has only ever had one issue of not being able to access Boughton Park. Cllr McEllin confirmed she will be monitoring the parking on Wednesday evening. The general consensus of those attending the meeting (Cllrs and public) was that parking and noise were isolated incidences.

Resolved: to continue to ask parishioners to raise issues on Street Doctor, so far, no issues have been logged.

26/3619 - Cemetery at the Old Church of St John the Baptist (off Moulton Lane) - Council to consider the current burial capacity

The Clerk reported:

- she had received an enquiry from a parishioner about burials within Boughton, as fees at Kingsthorpe cemetery will be double if they do not reside in the parish.
- she confirmed it is independently managed by the Church, and it is located on Moulton Lane.
- Subsequently, Stuart Andrew (MP) asked “if the Parish Council could clarify what burial provision is currently intended for Buckton Fields residents, and whether it is considering any future plans for additional cemetery capacity.”
- Reverend Trott has confirmed to the Clerk, there is currently 100 plots at the Boughton churchyard, available to anyone who lives or happens to die in the Parish. In the last 25 years there have been 10 burials.

Resolved: to note there is currently 100 plots at the churchyard and in the last 25 years there have been 10 burials. Therefore, the current provision is sufficient and there are no further plans to increase burial provisions within the parish.

26/3620 – AUDIT – APPROVE AGAR

- a) To note the NCALC IAS - Internal Auditor Report and the Annual Internal Audit Report (page 3 of the AGAR)

Resolved: to note the independent report of 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

Resolved: to review and approve the Annual Governance Statement 2025/26

- c) To review, approve and sign the Accounting Statements 2025/26

Resolved: to review and approve the Accounting Statements 2025/26

- d) To set the Exercise of Public Rights dates – 3 June to 14 July 2026

Resolved: to set the Exercise of Public Rights dates as 3 June to 14 July 2026

26/3621 – Community Infrastructure Levy (CIL)

- a) Village Hall Renovations – note updated designs

Resolved: to ask the Clerk to clarify which layout the VHC are proceeding with.

Action: Clerk

- b) Invoice: Bedrock Designs Ltd for £4,750 + VAT for Village Hall re-designs

- The Clerk reported the Council previously resolved to spend up to £10,000 on designs fees in July 2023 (minute ref 23/2915)
- Two invoices were paid amounting to £5,941.
- In December 2024 (minute ref 24/3263) £180,000 was allocated. At the time no further design fees were expected so the resolution is silent on the matter.

Resolved: to pay the £4,750 + VAT from CIL. Clerk to update CIL reserves.

- 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
- 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

Resolved: to agree that CIL bids should be considered in conjunction in December 2026. The Clerk to update current known bidders and update the CIL Policy.

Action: Clerk

26/3622 – Buckton Fields Community Centre – 3 quotes from Born to Shine in respect of their grant request for £14,350

Resolved: to approve the grant of £14,350 to Born to Shine under power s.133 LGA 1972 and/or s.19 LGA 1972 (MP Act 1976). The funds are to be paid directly to the bidder closer to completion of the works. **Action: Clerk**

26/3623 – Sign TR1 to transfer Boughton Rise Public Open Space to Kingsthorpe Parish Council,

Resolved: to approve the transfer of the Public Open Space at Boughton Rise, off Dixon Road, to Kingsthorpe Parish Council. The Council authorises Simon Phipps and Lorraine to sign the TR1 and all associated documents on behalf of the Council, to be witnessed by the Clerk.

Action: Clerk

26/3624 – Matters arising (for information only)

- a) Lengthsman update
- No specific job requests other than to continue surveying the area and reporting any issues on street doctor. **Action: Clerk**
- b) Correspondence
- 2 parishioner emails about the verbal abuse on the Village WhatsApp group regarding the booking at the Village Hall on Saturday 9th May.
 - Clerk advised as it is not a Council forum, there is little the Council can do, other than recommend Parishioners leave the group. This is a frustrating outcome as I understand it was set up to facilitate communication.
- c) Urgent matters notified to the Chair before the meeting
- None.

26/3625 – Finance/Legal

- a) Note payments made since the last meeting

**Boughton Parish Council
DRAFTPAYMENTS LIST 7 TO 0**

Voucher	Cheque	Name	Description	Amount
7		Obelisk Spinney Pocket Park Community Inte	Grant to Obelisk Spinney	240.00
8		SSE Electricity	Electricity (1 - 31 March 26)	110.53
9		Aviva Pension	Pension Processing Fee	23.00
10		Unity Trust Bank	Service Charge for bank account	7.00
11		Talk Mobile Ltd	Clerk Mobile Phone	4.95
TOTAL				385.48

Resolved: to note and approve the payments made since the last meeting

b) Note and approve proposed payments for May 2026

Boughton Parish Council
DRAFTPAYMENTS LIST 12 TO 0

Voucher	Cheque	Name	Description	Amount
12		Boughton Village Hall	Village Hall Hire (May 26)	72.00
13		Brown and Barden	Grass Cutting (April 26)	1,584.00
14		Rural Northants Community First Responders	New Defib pads & battery	125.00
15		Wilson Browne Solicitors	transfer of POS to Kingsthorpe Parish Coun	1,533.60
16		Ciara Wanstall	Clerk Salary & Expenses (May 26)	1,437.10
17		Mark Frost	Lengthsman (April 26)	70.00
TOTAL				4,821.70

Resolved: to note and approve the payments for May 2026, subject to the Clerk’s queries regarding the Village Hall invoice being for 4 hours not 2hours.

c) Bank Reconciliation for May 2026

Resolved: to note the bank reconciliation was signed by the Verification Officer, copy to be put on the website.

d) Accrued holiday entitlement for the Parish Clerk

The Clerk has accrued holiday from her maternity leave and return to the office. Given the extensive large-scale projects that the Council have encountered in 25/26, it has not been possible for the Clerk to utilise this holiday or she has subsequently accrued hours in lieu. It would be discriminatory for her to “lose” the accrued hours given she was on maternity leave and subsequently not able to then take her leave. As the Clerk is the sole employee, it is proposed by the Chair to pay the Clerk for her accrued hours to enable smooth running of the Council going forward, as she continues to accrue further holiday entitlement in 2026/27.

Resolved: to approve 112 hours of additional pay to the Parish Clerk.

26/3626 – To review items for discussion at the next meeting

- Village Hall Renovations (CIL bid)
- churchyard entrance
- traffic data from WNC Highways
- Council policies to be updated

The meeting closed at 20.55 pm

Chair

Date: