

BOUGHTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Boughton Parish Council held at the Village Hall, Butchers Lane, Boughton, on Monday 15th June 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 Rosie Jeczalik, Cllr Toyin Agunbiade & Cllr Stephen Trott

Others: Ciara Wanstall (Parish Clerk), Moulton Ward Cllr Peter York

Apologies: Cllr Karen Fletcher, Moulton Ward Cllrs - John Slope, Susan Gaskell

Members of the Public: 4

26/3628 – Welcome from the Chair

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

26/3629 - Apologies for Absence

Cllr Fletcher gave her apologies for the meeting. These were accepted.

26/3630 - Declarations of Interest (on Agenda items only)

None.

26/3631 - Approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 18th May 2026

***Resolved:** to accept the minutes of the last ordinary meeting of the Council on 18th May 2026 as a true and accurate record. The minutes were signed by the Chair.* **Action: Chair**

26/3632 – Public Open Forum

Simon Hicks, a resident of Buckton Fields attended further to his correspondence requesting the Parish Council take over the management of Buckton Field’s open spaces. The Clerk apologised for not having had the opportunity to respond to him yet, but a similar request has been put forward by a resident director of the Buckton Fields East Management Company. The Clerk will reply to Mr Hicks and provide him with further details.

26/3633 – SpeedWatch 26 – update from Malcolm Sanderson

As of Week 14, 344 vehicles have been reported to the Police, an additional 31 since the last newsletter; 250 in March; 63 in April; None in May; 31 (to date) in June - more to follow in the next newsletter.

Average speed by village location; Vyse Road/Howard Lane 28.3mph; Moulton Lane 28.0mph; Howard Lane 27.6mph; Vyse Road 27.1mph; Howard Lane/Obelisk Close 26.9mph.

Overall, the volunteers always detect speeding motorists when they get out there, but they need to be at the roadside more often – if more volunteers can help with this please contact Malcolm.

Further thought will be given to a “blitz day” where Malcolm would make himself available all day to detect speeds around the village. Other volunteers could assist in hourly slots. Malcolm to consider his diary before the school holidays and report back.

26/3634 – Planning Application for comment

2026/1533/LBC – 8 Butchers Lane, Boughton, NN2 8SH. Listed building consent to replace and repair roof thatch and porch thatch with like for like materials.

***Resolved:** to respond no comment.*

2026/1584/FULL - Ulverscroft Vyse Road, Boughton, NN2 8RP. Proposed detached outbuilding to rear to be used for a gym.

***Resolved:** to respond* the Parish Council ask for application 2026/1584/FULL to be called-in to the Planning Committee due to concerns of over-development, impact on the neighbouring property and the controversy caused by the applicant’s blatant disregard for the planning process.

- The addition of the gym whilst the applicant seeks retrospective planning permission for 12 amendments under 2026/1954/FULL, demonstrates the over-development of the plot.
- 2026/1954/FULL seeks retrospective permission for many aspects including additional square footage added by way of a garden store and plant room at the side of the house whilst under this application requesting further development in the garden with the gym.
- While currently seeking retrospective approval, the applicant has continued to develop the site without permission as the gym is currently at least 6 courses of breezeblock high.
- Whilst this blatant disregard for the planning process is not a criminal offence, it has made the site controversial within the parish, and it should be subject to wider scrutiny rather than a single planning officer.
- The plans indicate the gym will have 4 glazed doors at a height of 2.25m with the roof reaching a height of 4.32m. Given that a standard fence is 2m high, the Council ask the planning committee to consider the impact on the neighbouring property as the gym sits at the boundary.
- The Parish Council have received numerous parishioner comments about the development at Ulverscroft, Vyse Road and it’s significant impact to the village on numerous grounds from unauthorised burning by the builders (which resulted in several visits from Environmental Health) to contractors blocking pavements, to building commencing in contravention of the approved planning permission, in particular building the garage closer to the property boundary which dramatically impedes on to the street view.

- The merits of this application should be subject to the scrutiny of the planning committee rather than a single planning officer.

Cllr York noted that from October 2026 ward Councillors will no longer be able to call in planning applications to the planning Committee (the National Scheme of Delegation in England, introduced through the Planning and Infrastructure Act 2025 and finalized under the 2026 Regulations, strips routine and minor planning decisions away from local councillors and vests them with planning officers).

2026/1954/FULL - Ulverscroft, Vyse Road, Boughton NN2 8RP. Demolition of north wing and reconstruction of new 2.5 storey north wing with raised roof, front and rear dormers, and single-storey addition to side. Raised roof over central hallway, including new fully-glazed atrium entrance. Single storey extension to rear, front and rear dormers to south wing, and fenestration changes throughout. Detached garage to front, repositioned site access, and new boundary treatment (part retrospective revised scheme to 2025/0759/FULL).

Resolved: *to respond following multiple concerns raised by parishioners to Boughton Parish council, the Parish Council have no option but to raise significant concerns regarding the planning process and planning details driven by the applicant. There has been unprecedented disregard to the planning application process and local concerns.*

1. Concerns from the retrospective application

These works commenced without consent on 01/10/2025. with significant works carried outside of the approved planning permission. The works are major material changes that cannot be addressed wholly by Section 73. this warrants a member level scrutiny rather than officer delegation for any breaches, also further reports requested from other departments e.g. Heritage and tree officers.

2. Changes made from the original planning approval

A total of 12 separate deviations have been identified from the approved scheme in the retrospective application by the applicant themselves. These include a repositioned garage, enlarged front glazed roofline, a new garden store and plant room (which increases the footprint), revised access and revised boundary treatment. With a recent additional application for a Gym that is already under construction without formal consent. These are not minor changes.

3. Major material changes

- a) The repositioning of the garage has had a major impact on the street scene. The character of the road is a tree lined street with mature trees, hedging and shrubs that sweep down to the road on both sides, with all buildings set well back including all garages. Historic England states regarding the approach “the surroundings in which a heritage asset is experienced” they explicitly note that this includes principal views and approaches into the area. The repositioning resulted in the felling of mature trees, hedgerows and shrubbery.*
- b) This enlarged atrium will also have a significant and detrimental impact on the street scene. It appears to have doubled in size from the approved drawings and has the potential to increase the light pollution, including but not limited to vehicle headlight intrusion into neighbouring sitting rooms.*

- c) *There is significant increase in the size of the building, structure and outbuildings, this has adversely affected the protection of the local character of one of the most attractive roads that leads into the conservation area*

4. Management of the development

There are multiple incidents showing a complete disregard for the planning process.

- a) *The compressed decision timeline- The target decision date of 19/06/2026 is just 1 day after the close of the representations period. For an application of this scale that does not allow for proper consideration by the planning officers.*
- b) *The justification for the demolition of the northern wing rested solely on an account from the structural engineer appointed by the applicant, there is no independent assessment to consider. This offered an opportunity to divert from the original plan.*
- c) *The proposed mitigation does not replicate the screening function of the mature vegetation that has since been removed.*
- d) *The extent of the works already undertaken and in some cases completed without consent and outside the normal planning process.*

The Parish council requests that the information presented is fully considered and the request for further reports are undertaken.

Resolved: *to ask Cllr Phipps to speak at the Planning Committee meeting on behalf of the Council in respect of 2026/1954/FULL and 2026/1584/FULL.*

Resolved: *to ask the Clerk to make enquiries with the planning officer as to whether the Council can know if the applications are likely to be recommended for approval or refusal, whether the Council can submit a video/take printed photographs for demonstration during their submission. Consideration to be given to whether Stuart Andrew, MP's support is needed.*

Action: Clerk

Planning Application updates:

- Approval for 2026/1117/TPO - Stable Lodge, Boughton Park. Works to Trees (Preservation Order)
- Approval for 2026/1522/TPO & 2026/1523/TCA – Butchers, Butchers Lane. Works to Trees (Preservation Order & Conservation Area)

Planning Enforcement updates: Nothing to report

26/3635 – Community Infrastructure Levy (CIL)

Representatives from the Village Hall Committee reported: -

- After several site visits with the new contractors; Colam Ltd (trading as Colonial Construction), the project is estimated to be £155,574.88 plus VAT (including a £5,000 contingency).
- The Village Hall have around £48,000 in reserves should the project exceed the quote.
- They have reviewed the quote line by line and the contractor's attention to detail has allowed them to deliver the project within budget, notably by keeping the ramp but removing the cantilevered canopy.

- Revised planning permission is not required because they are simply not building part of the approved plan.
- Proposed start date is 16th July 2026, with a 10-12 week build but it could be shorter. The VHC request the CIL funds are paid in 3 equal tranches so the Committee can facilitate payments.

Resolved: *to ask the Clerk to pay the Village Hall £180,000 (from CIL) by way of three tranches of £60,000 in July, August and September 2026 (dates to be confirmed with the Committee).*

26/3636 – Buckton Fields Community Centre update

Resolved: *to note recent correspondence from a parishioner is duly noted. To date, in a parish of over 1,200 dwellings, the Parish Council has received correspondence from 3 parishioners noting concerns about the Council's proposal to lease the Community Centre to Born to Shine. The Parish Council thank the parishioners for raising their concerns and wish to note the following:-*

- *The planning officer at WNC has confirmed as far as they are aware there are “no obligations relating to the community centre within the S106”. The Council have instructed solicitors to deal with the transfer of the building, and the Council will seek appropriate advice should restrictions be noted on the title.*
- *Advice has been sought from NCALC who have noted the arrangement for “the Charity to provide community facilities and services on behalf of the Parish Council at the community centre, it doesn’t strike me that there is anything objectionable about this noting the lack of capacity that the Parish Council has to do this”.*
- *Over the years the Parish Council have sought volunteers to run the Buckton Fields Community Centre. The Parish Council recognise the demographics of Buckton Fields is very different to that of the village. Buckton Field’s tends to have young working families who do not necessarily have a lot of free time to volunteer.*
- *The Council were able to collate the details of 8 volunteers, most of whom worked full time.*
- *With all matters considered, including that the Community Centre was expected to open in April 2026 and previous attempts to recruit volunteers at Buckton Fields for community events, such as the Jubilee, had proved difficult, the Council unanimously agreed that the lease to Born to Shine was in the best interest of the parish. Otherwise, there was a serious risk that the building would stand empty and susceptible to vandalism or theft.*
- *When the Parish Council considered entering into a lease with Born to Shine, it was publicly advertised that they were considering the venture and welcomed other not for profit organisations to submit alternative proposals.*
- *Whilst a public consultation may have been desired by some parishioners, the Council ask parishioners to recognise the unprecedented level of large-scale projects that the Council have been dealing with as of late – allocating £300k of CIL and all due processes, the NWRR consultation, subsequent legal advice regarding the MOU with WNC and on-going*

working group meetings to implement measures, and most recently the draft Local Plan in which the Council worked with a planning consultant to submit a 58 page response.

- *The meeting agenda for 17th November 2025, stated “Consider a proposal to enter into a lease of the Community Centre to Born to Shine (charity number: 117913)” and “Consideration of a Memorandum of Understanding with Born to Shine regarding the parties shared goals in respect of community activities.”*
- *The Memorandum of Understanding is pivotal to the working relationship with the Parish Council. They will provide community activities in line with shared goals. It also requires quarterly liaison meetings to review activities, finances, and priorities.*
- *The proposed lease includes a 3-year break clause, and should the Parish Council feel that the lease arrangement is not in the best interest of Parishioners then they will terminate it. However, at this stage the Council are confident the arrangement will deliver as promised.*
- *The Council continue to welcome feedback from parishioners so that facilities can best serve the parish.*

Simon Hicks noted that volunteers can often be found via the school PTA and he said he will forward the details to the Clerk.

Resolved: *to ask the solicitor to draft the lease on the basis of a fixed, mutual 3 year break clause, with the annual rent increase being on a RPI basis but at the 3 year break clause the Council have the option to increase the rent up to market rent value. It should be a Full Repairing and Insuring lease with the Council insuring the building and the tenants are liable for repairs. The Council allow the tenant to share occupation of the building (by renting rooms for local classes) but they cannot formally assign or underlet the lease. The tenant can carry out internal, non-structural alterations with consent by the Council.*

Resolved: *to ask the Clerk to make arrangement to instruct a professional building valuation of the Community Centre before the lease is signed. Under Section 127(2) of the LGA 1972, the Parish Council is exempt from the ‘best consideration’ requirement when granting a lease of 7 years or less. However, for transparency, the Council will follow the statutory guidance ‘LGA 1972: General Disposal Consent (England) 2003’, which recommends “obtaining the view of a professionally qualified valuer as to the likely amount of the undervalue”.*

26/3637 – WNC Highways – Update re Traffic Calming/NWRR measures

Considering summer holiday season, it is proposed the Parish Council and WNC representatives meet mid-September or early October to review traffic data to date. The Chair reported a 15% reduction in the average number of vehicles from the baseline taken in September 2025 (before the road opened).

Resolved: *to forward a copy of the traffic data to Malcolm Sanderson for his opinion on how the Council can present the information in an accessible format for parishioners, as it is very data heavy at the moment.*

Resolved: to spend up to £150 on a Telraam device, which continuously monitors a street from a citizen's window providing data on various modes of transport, including motorised vehicles, cyclists and pedestrians. Clerk to seek advice from NCALC.

WNC reported a mixed response from parishioners regarding the wooden bollards on Moulton Lane.

Resolved: to note parishioners have mixed views regarding the wooden bollards on Moulton Lane but they understood Kier had offered to install them on a piecemeal basis. Therefore, the Council ask WNC to implement the project based on the instructions they have received.

WNC have provided the following details about upcoming roadworks:

Date	Activity	Road	Traffic Management	Duration
w/c 6 July	Fact sheet issued	N/A	N/A	N/A
w/c 23 rd and 27 th July	Roadmender i.e. patching	Howard Lane, Moulton Lane, Humprey Lane,	2-way signals / road closure	7 days
w/c 3 rd and 10 th August	Carriageway resurfacing – plane and inlay	Vyse Road, Moulton Lane, Howard Lane	Road closure	10 days
w/c 17 th August	Asphalt curing time	Moulton Lane, Howard Lane	N/A	7 days
w/c 24 th August	Install 3 additional pairs of speed cushions	Moulton Lane, Howard Lane	Road closure	2 days
w/c 24 th and 31 st August	Installation of Timber verge Bollards	Moulton Lane	2-way signals	4 days

26/3638 - Co-option of a new Cllr – note applications received to date. All applications to be considered at the Council meeting on 20th July 2026.

The Clerk noted there are currently 2 applicants from Buckton Fields. Both will be invited to say a few words and answer any questions at the meeting on 20th July. A vote will then take place so the successful candidate can then join the meeting as a Councillor. The unsuccessful candidate is encouraged to register interests with the Parish Council as working group opportunities may arise.

26/3639 – Consider expenditure of £100 for bedding plants around the Chestnut Tree. Students of Born to Perform to tidy and plant the area.

Resolved: to approve and reimburse the Lengthsman up to £100 expenditure on bedding plants for around the Chestnut Tree.

26/3640 – Boughton Village Day update

Cllr McEllin reported £4,800 of the £5,000 budget has been spent. The event has been advertised on the parish noticeboards and at Moulton Community Centre.

The Clerk raised concern as the current insurance policy allows for up to 1,000 attendees at any one time. The Clerk has enquired about increasing the cover but has not yet received a quote from the broker.

Resolved: to authorise the Clerk to make appropriate insurance arrangements.

26/3641 – Request from the Church to barricade the entrance of the churchyard at the Old Church of St John the Baptist (off Moulton Lane)

Prior to the meeting the Clerk requested the Church submit a written request noting whether planning permission is required, the PCC and the landowner's approval, Highway's comments on the proposed plan which may require pre-application advice, copies of plans/drawings and 3 quotes for the proposed work.

Action: Cllr Trott

Resolved: to ask the Clerk to make enquiries with the landowner to consider the next steps and what contribution they would be willing to make to this proposal.

Action: Clerk

26/3642 – Correspondence

Resolved: to put a copy of Highway's Road Safety Feedback on the Council website.

The Clerk noted, as discussed earlier, correspondence from a parishioner requesting the Parish Council take over the management of Buckton Field's Open Spaces.

The Clerk was copied into correspondence to the school in the village, noting examples of unsafe parking on Humfrey Lane from parents collecting/dropping off children.

Resolved: to ask Tracey Redwood to be designated contact as PLR (via NCALC) and to make contact with the PCSO and report back to the parishioner.

The Clerk reported the May meeting was invoiced for 4 hours not 3. It was not certain if the maternity cover made the booking in error. The Council agreed to not request a refund.

26/3643 – Matters arising (for information only)

a) Trees at Howard Lane

After consideration of a quote to install 7 cherry trees, the Council noted concern of changing the tree specie and also the cost given that WNC would plant the trees for free.

Resolved: to ask the Clerk to request WNC Highways plant 7 hawthorn trees on Howard Lane. The Council noted they may have a different blossom colour, but this would be better than a different tree specifies.

b) Street Lighting installation on Spring Close

The Clerk requested an update from E.ON but no response has been received as of yet. Clerk to chase again.

c) Lengthsman update

Cllrs continue to request potholes are monitored and reported.

26/3644 – Finance/Legal

- a) Note payments made since the last meeting

Boughton Parish Council DRAFTPAYMENTS LIST 18 TO 0

Voucher	Cheque	Name	Description	Amount
18		Bedrock Design Consultants Limited	Re-design Fees - Village Hall CIL	5,700.00
19		SSE Electricity	Electricity Supply (Apr 26)	94.34
20		Unity Trust Bank	Bank Service Charge	7.00
21		Aviva Pension	Pension	453.36
22		Talk Mobile Ltd	Mobile Phone	4.95
23		Aviva Pension	Pension Processing Fee	23.00
TOTAL				6,282.65

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

- b) Note and approve proposed payments for June 2026

Boughton Parish Council DRAFTPAYMENTS LIST 24 TO 0

Voucher	Cheque	Name	Description	Amount
24		Ciara Wanstall	Clerk Salary & Expenses (June 26)	1,299.06
25		HMRC	Q1 26-27 PAYE (Income Tax & National Ins)	729.98
26		Brown and Barden	Grass cutting (May 26)	1,104.00
27		Parish Council Websites Ltd	Website Domain (26-27)	14.40
28		Mark Frost	Lengthsman (June 26)	75.00
29		Blue Diamond Harlestone Heath Garden Cen	Bedding Plants - reimburse Lengthsman	71.94
30		Boughton Village Hall	Hall Hire (June 26)	36.00
TOTAL				3,330.38

Resolved: to note and approve the payments for June 2026.

- 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) Pension – salary sacrifice scheme

Resolved: to agree that the Clerk's contractual right to salary be reduced by 25% in return for the Parish Council making the same contribution into the Clerk's Aviva Pension scheme for her benefit. The Council will also make a contribution representing their National Insurance savings made by utilising the salary sacrifice scheme. All relevant paperwork to be duly signed.

26/3645– Urgent Matters – notified to the Chair before the meeting

Health and Safety concerns regarding the construction of Hunters Moon were raised. The Clerk confirmed correspondence has been raised with WNC.

26/3646 – Note Clerk’s absence 23rd June to 7th July – if urgent please contact admin@boughtonparishcouncil.co.uk

The clerk will set up an out of office, asking for any urgent queries to be dealt with by Cllr Phipps and Cllr McEllin who will monitor admin@boughtonparishcouncil.co.uk

26/3647 – To review items for discussion at the next meeting 20th July 2026

Cllr Jeczalik requested the Council discuss the bridge at the bottom of butchers Lane which is close to collapsing at the September/October meeting.

The meeting closed at 20.48 pm

Chair

Date: