

BOUGHTON PARISH COUNCIL
MINUTES OF MEETING

<u>Date:</u>	Monday 9th May 2011	<u>Time:</u>	7.30pm
<u>Venue:</u>	Boughton Village Hall	<u>Clerk:</u>	Gordon Poole

Minute Agenda Item/Outcome

566 Record Attendance, Apologies, Absence

Council: **Attendance:**
Cllr Mr J Clarke (**Chairman**) Cllr Mrs G Kingston Cllr Mr J Parker
Cllr Mr S Potter Cllr Mr R Greener

Apologies for absence:
Cllr Mr R Wilson Cllr Mr K Greatorex

Absence:
Cllr Mrs J Shephard Cllr Mrs A Davison

Invitees: **Attendance:**
None

Absence:
DCllr Mr J Shephard

Public: None

567 Elect a Chairman and Vice Chairman for 1 year:

1. Chairman:

The current Chairman (Cllr John Clarke) agreed to continue in the position, if required; no other Councillors put themselves forward for nomination. On this basis, Cllr Parker proposed that Cllr Clarke be appointed as Chairman for another year. Cllr Greener seconded and the motion was carried; Cllr Clarke subsequently signed an Acceptance of Office form.

2. Vice-Chairman:

The current Vice Chairman (Cllr Kevin Greatorex) agreed prior to the meeting to continue in the position, if required; no other Councillors put themselves forward for nomination. On this basis, Cllr Parker proposed that Cllr Greatorex be appointed as Vice-Chairman for another year. Cllr Greener seconded and the motion was carried; Cllr Greatorex will be asked to sign an Acceptance of Office form out of meeting.

568 Confirm the Clerk continuing in the role of Responsible Officer:

With his agreement, it was resolved for the Clerk to continue in the combined roles of Clerk, Proper Officer and Responsible Financial Officer; however, the Clerk expressed that he was finding it increasingly difficult to cope and do all that was required, within reasonable hours, due to increasing issues and matters having to be contended with. It was agreed for the matter to be discussed out of the meeting to find an amicable solution to ensure continuation of both Clerk and all that is required to be handled.

569 Hold a Public Session for 15 minutes:

There were no public in attendance.

570 Record any Declarations of Interest on subjects included on this agenda:

There were no interests to declare.

571 Agree minutes of special/last meeting held on 11/04/2011:

After the Clerk apologised for the error in recording Cllr Parker instead of Cllr Wilson in minute 560 and not recording in minute 552(2) that Cllr Wilson had agreed to act as Council's Internal Controller, it was resolved to agree the minutes and for the Chairman to sign them.

572 Report on any matters arising on minutes of previous meetings, not covered by items on this agenda:

There was nothing to report

573 Receive a report from District Councillor (Mr John Shephard)

In the absence of Cllr Shephard there was nothing to report on or discuss.

574 Receive a report from County Councillor (Mrs Judy Shephard)

In the absence of Cllr Shephard there was nothing to report on or discuss.

575 Review list of correspondence/items received/sent since last meeting (Plus any late receipts/sents):

After the Clerk stated that 'further amended planning application DA/2007/1400 (re Buckton Fields)' had not been recalled, it was resolved to accept the list and for the Chairman to sign it.

PLANNING:

576 Determine responses to the following new planning applications (Plus any late receipts):

The following responses to the following planning applications were resolved:

1. DA/2011/0309 Work to trees in a conservation area at 14 Church Street

It was resolved to visit the site and to formulate a response with tree warden out of meeting

2. DA/2007/1400 Further amendment to Buckton Fields Design & Access and Green Infrastructure statements

It was resolved to read the addendum documents and to formulate a response out of the meeting.

577 Note/comment on recent planning application decisions received (plus any late receipts):

1. DA/2011/0107 New lean-to pitched roof over garage at 5 Devonshire Close - GRANTED

2. DA/2011/0079 Dwelling demolition & replacement with new at 'Three Gables', Moulton Lane - GRANTED

3. DA/2011/0044 Listed building consent to open up front wall of barn at 3&4 Church Street – GRANTED

4. DA/2011/0032 Flat to pitched roofs and rear extension at 'Annadale', Butchers Lane – GRANTED

5. DA/2011/0151 Four non-illuminated sponsorship signs on Harborough Road Roundabout - GRANTED

Additional decisions received since publication of the agenda for this meeting:

6. DA/2011/0192 Mono pitched roof to garage and conservatory at 80 Harborough Road North - GRANTED

7. DA/2011/0174 Side & rear extensions and pitched roof over flat roofs at 16 Church Street - GRANTED

578 Review any matters on any applications previously decided upon (if any):

1. 10/00078/WAS Variation of condition 2 of 08/00014/WAS re K-Lime processing at Boughton Quarry:

The Chairman reported on the outcome of a Local Liaison Group meeting, including a site visit, at the Quarry on 18/04/2011. This found that the K-Lime operation had commenced without compliance to all conditions and knowledge of the Waste Planning Authority, Environmental Agency, Parish Council and local residents; finished product was being produced inside a shed full of holes, stored outside and blowing in the wind with both not having sufficient dust control and monitoring. Following discussion, Council resolved to write to the Waste Planning Authority requesting that it stops the operation until the problem is solved with all conditions being met; this to involve DDC's Environment Protection Officer.

579 Review any matters related to Planning Policies:

1. NCC – Minerals & Waste Development Framework (re Boughton/Pitsford quarries)

The Clerk reported that NCC had adopted the Preferred Locations DPD (Including Boughton Quarry) on 24/03/2011. Adoption of the Control and Management DPD is outstanding.

2. WNJPU – West Northants Joint Core Strategy (Pre-submission)

There was nothing to report.

580 Review any matters related to planning applications in preparation or awaiting decisions:

1. Proposed applications for new operations at Boughton and Pitsford quarries

The Chairman reported hearing at the recent Local Liaison Group meeting at the quarry that two new operations were being planned for the Boughton and Pitsford Quarry sites:

1. Transfer of 'Boughton Loam' operations from a site in Kettering to Pitsford Quarry

2. Installation of an 'Aggregate Concrete Batching Plant' at Boughton Quarry.

It was requested of the MD at the meeting that both operations be fully explained to residents at a meeting in the Village Hall, before submission of any planning applications likely to be substantially challenged.

2. DA/2008/0500 Outline for 500 dwellings, etc. at Buckton Fields - Report on current status

There was nothing to report on this long-standing application that has not been withdrawn to-date.

3. DA/2008/1400 Outline for 1050 Dwellings, etc. at Buckton Fields - Report on current status

The Clerk reported that NBC were resolving on their response to the application at a meeting at 6pm on 31/05/2011 and DDC were planning to decide on the application "not before their planning meeting on 29/06/2011"; the latter is not expected to include a Section 106 agreement. The Chairman plans to attend and speak at both meetings.

FINANCE:

581 Agree an Asset Register in preparation for Auditing and Insurance purposes:

It was resolved to agree a preliminary Asset Register as at 31/05/2011 in preparation for Internal Auditing and to support Insurance Renewal on 01/06/2010. However, a revision is considered necessary to reflect some increase in replacement values and to consider not insuring some items; the net of which is to minimize the renewal premium to within that budgeted. Finance related Councillors Clarke, Greatorex and Wilson were requested to help finalise a revision with the Clerk for submission to insurer as soon as possible before renewal date, to avoid an administration charge.

582 Approve Financial Statement/Bank Reconciliation as at 30/04/2011:

It was resolved to approve the Financial Statement and for the Chairman to sign it, inclusive of the RFO's proposal to immediately action the following, now half year Precept amount of £9,000 has been received:

1. Transfer 2010/11 surplus (£1,249.40) to General Reserve
2. Pay budgeted grants (£1,150.00) and Chairman's allowance (£300.00)

583 Resolve on registering with HMRC: Council as 'Employer' and Clerk as 'Employee':

It was resolved for the Clerk to continue on a self-employed basis until the procedure and workload and possible cost of the new requirement can be fully assessed. It was also resolved for the Chairman to sign a tabled letter to the Clerk (for his tax return submission) confirming the payments made to him in 2010/11.

584 Approve payments shown on Financial Statement and sign cheques (including late invoices):

It was resolved to approve proposed payments of £3,233.43 from the precept account and £280.00 (plus a late submission item of £200.00 for the Royal Wedding Celebration event) from Reserve Accounts. Cllrs Potter and Parker signed cheques and initialled invoices/cheque stubs accordingly.

585 Report on progress and financial position with regard to the new Venes playground project:

The Clerk reported that phase 2 of the project had started, 6 orders have been placed, 4 invoices have been received and grant money into bank is expected shortly to enable payments to be made. A Cash Flow Statement is currently being updated to assure Council that it is not being exposed to any financial risk.

HIGHWAYS (Including Lighting, Public Footpaths and Transport):

586 Review/Progress any traffic calming / parking matters:

Discussion took place on the merits of installing traffic calming 'gates' at each end of the village. It was generally agreed there would be little benefit, particularly giving example of those recently installed on Brampton Lane; however, it was thought that 'Please drive slowly' and 'Thank you for driving slowly' signs would be a better alternative. The Clerk was requested to make appropriate contacts and obtain costs.

Cllr Potter commented that the Primary School was continuing to pursue a road safety scheme for the benefit of Moulton Lane road users, school children and those that deliver and collect them.

Cllr Clarke referred to his recent meeting with the developer of Bucket Fields and their acceptance of a traffic-calming scheme to be included in a Section 106 Agreement; however, he thought a better alternative would be to receive an amount from the Community Infrastructure Levy (CIL), currently being planned for inclusion in the Government's new Localism Bill; further discussion on this is planned to take place.

587 Receive a report from Parish Lighting Services:

Cllr Parker referred to the tabled comprehensive report recently received; he commented that it was excellent in format and content and definitely in line with that requested to give independent and technical support to Council. The content of the report was referred to and the summary at its end was read out. It was resolved for the report to be accepted and for the next request on PLS to produce a proposed 5 year footway lighting plan; prioritised, standardised, electricity minimised and preliminary costed within a reasonable annual spend, in preparation for its inclusion in Council's budgeting/precepting process prior to calendar year ends. It was resolved for the Clerk to produce a further request letter on PLS, seek sources for any appropriate grants and make contact with other parishes on how they are addressing the matter.

ENVIRONMENT (Including NCC and M&K Green-works):

588 Review/Progress any maintenance / works matters:

It was resolved for the Clerk to place order on M & K Gardening for initial cutting of the following verges that are the responsibility of NCC/MGWSP; to be paid for out of the Empowerment Grant Reserve.

- *Vyse Road opposite Howard Lane
- *Corner of Howard Lane with Vyse Road
- *Corners at junction of Howard Lane with Humfrey Lane.

OTHER MATTERS:

589 Review and progress any consultation requests and agree the latest status report:

It was resolved to accept the list and for the Chairman to sign it. Prior to the resolution, the Clerk explained that the reason for maintaining such a status report (similar to that for Correspondence/Items, Planning Applications and Work/Maintenance Status Reports) was to provide Council and Residents with knowledge of the volume and nature of consultations being received, also to prompt for any responses.

590 Progress/Receive reports on attendances since last BPC meeting:

11/04/2011 Annual Parish Meeting – Cllr Clarke

Some good reports presented. Non-presenter and Councillor public attendance was minimal. Minutes of the meeting and reports are to be added to the website.

14/04/2011 CPRE – Localism Bill Road-show – Cllr Clarke

The Localism Bill was the main topic presented but many aspects of it have yet to be decided. Slides displayed will be included in the next Circulation File to Councillors

18/04/2011 Quarry Local Liaison Meeting – Cllr Clarke

The main issues that arose were the hazardous K-Lime processing and the new operations planned (See minutes 578 and 580(1) above). Minutes of the meeting will be included in the next Circulation File to Councillors.

19/04/2011 Police Community Panel meeting – Cllr Clarke

As usual, speeding and parking were the main issues discussed. Minutes of the meeting will be included in the next Circulation File to Councillors.

29/04/2011 Royal Wedding Celebration in the Park – Cllr Clarke

The event was very well attended by children and adults on a warm sunny day with lots of entertainment, food and drink. Organisers are to be particularly congratulated.

591 Receive a report on the Village Hall:

There was nothing to report.

592 Confirm readiness for Internal/External Audit and commencement of new financial year:

1. The Clerk confirmed his readiness for Council to be subjected to Internal Audit by NCALC on a date and by an auditor to be determined. Documents and a new accounts file have been created for 2011/12.

2. The Chairman prompted Councillors to refer to the Annual Plan for 2010/11 to enable a new plan for 2011/12 to be drafted at the next BPC meeting; particularly to include: Councillor appointments, review of last year objectives and determination of new ones.

593 Agree any proposed new ‘Welcome to Boughton’ letters:

It was resolved to send a letter to 17 Howard Lane that was proposed by Cllr Greener.

594 Receive any other matters for report only (if any):

There was nothing to report

595 Confirm a next meeting date of 13/06/2011:

The next meeting was confirmed to be on the above date and held in Boughton Village Hall at 7.30pm.

596 Close meeting:

The meeting was closed at 9.00pm

THESE MINUTES WERE ACCEPTED BY COUNCIL AT MEETING ON 13/06/2011 (MINUTE _____)

Chairman/Date:.....