BOUGHTON PARISH COUNCIL MEETING DRAFT MINUTES

## HELD: TUESDAY 9 JANUARY 2018 AT 7PM

## VENUE: ALL SAINTS, BOUGHTON

 Present: The Chairman Cllr Tom E Roberts

 Councillors Cllr Andy S Beeston

 Cllr David Cooper

 Cllr Mark Pogmore

 Cllr Tim Scrivener

 Borough Councillor Cllr Colin Sampson

 County Councillor Cllr Martin Storey

 Parish Clerk Helen Carrier

 Members of the public None

1. **Apologies**

No apologies received.

1. **To receive declarations of interest**

There were no declarations of interest.

1. **Minutes of the meeting held on Tuesday 14 November 2017.**

Having been previously circulated, it was proposed and accepted that the minutes be agreed.

1. **Matters arising**

There were no matters to discuss.

1. **Correspondence**

The Clerk read out the correspondence she had received. No postal correspondence had been received.

1. **Chairman’s report**

Most of my commentary is contained in other agenda items apart from the following two matters. Firstly I must record my thanks to the excellent work that Andy Beeston and David Cooper do in maintaining the pond, green and playground area. It is much appreciated by all. Additionally the excellent work led by Mark Pogmore in maintaining Boughton Fen. Again it is I believe much appreciated by all. Secondly colleagues will recall that about this time last year I was wary about taking another term as Chairman. In the event I did. However this year I have quite a number of other commitments and so I must give advance notice that I will not be able to stand as Chair.

1. **Reports from Councillors**
	1. Communications

No report received.

* 1. Fen report – Cllr Pogmore

During *November and December, working parties continued with clearing debris and brambles from the walk along with clearing all the overhanging reed from the boardwalk.*

*Further evaluation of the large trees on lower and middle fen has taken place, and on the advice of an arboriculturist, one of the large willow trees, which had become quite dangerous, has been taken down. The other two will remain in place, having had some careful trimming work done by our specialist contractor.*

*The installation of the new outfall has been delayed by new regulations requiring us to obtain an installation permit from the Environment Agency, which we now have in place.*

*It will be installed as soon as conditions permit after the heavy December rains.*

*Contractor scrub clearance will be continuing during January and February, and we should be able to have a further reed cut in February.*

*Working parties will continue through the winter on 21st January, 4th and 18th February, along with additional days to remove the reed later in February.*

*The working party held on Sunday 7th January was very successful with eleven volunteers working away in glorious sunshine. This was an excellent turnout given that some of the regulars had other commitments.*

Cllr Pogmore reported that he was looking into a Trust status for the Fen and the Clerk suggested also looking at a Charity Incorporated Organisation (CIO). The meeting all agreed to open the dialogue with Dr Boswell; the Chairman and Cllr Pogmore will take this forward. It was reported that local farmers are contacting The Environment Agency about clearing the river.

* 1. Highways report – Cllr Roberts

Councillors reported on the poor state of the roads especially potholes. The Clerk suggested using Fix My Street to report problems and this could be incorporated into a parish website. The Clerk will contact NCC to report that the grit lorries need to spread the grit lower to the road as grit has been reported as having hit car widescreens.

* 1. Planning report – Cllr Roberts

Nothing to report.

* 1. Playground report – Cllr Beeston

*There’s not a lot to report since the last meeting.*

*The cold weather has stopped the grass growing so only had to tidy the leaves up both in the playground and under the beech tree.*

*The high rainfall has caused the water level in the pond to rise and the grass area around the benches to become muddy. Councillor David will report on actions taken.*

*The footpaths have been cleared and remain accessible.*

*The modified spring gate closer fitted to the playground gate in November has been functioning well.*

*It has been too wet to carry out the usual wood preserving treatment of benches and signs as in previous years but will be attempted ASAP. More posts are available to replace any broken ones around the pond and will be dug in as required.*

* 1. Public footpaths, signage and village assets– Cllr Cooper

*New posts required bridge at Mill Hill Road end off footpath. Footpath officer to contact.
Pond
High water level in pond causing local flooding.
The pond overflow was found to be blocked, this has now been cleared allowing the water level to drop. A wire grill has been installed to prevent any more blockages.
The securing ropes for the straw bales have been removed. (Water quality improvement.)
Highways
The road surface water drains are blocked road around pond causing local flooding. Rangers to investigate next visit.
The ditch is blocked on Stoke Road causing water to flow onto the road. Rangers to investigate next visit.*

*Wishing Well
£10-33 collected from the well.*

The Clerk will report two broken posts on the bridge on the footpath at Mill Hill End Road.

1. **Planning Applications**

Reference 17/02306/ - VARIATION OR REMOVAL OF CONDITION 3 OF PLANNING PERMISSION 15/00999/F: Conversion of outbuilding to habitable annex at Barley House Church Lane Boughton King’s Lynn Norfolk

After a discussion Council agreed that had No Observations to make on this application.

1. **Parish Website**

The clerk asked Council to consider setting up a parish website and suggested that they take advantage of the Norfolk Parishes website scheme hosted by Norfolk ALC. As members there was no charge for the website and, if any future charges arise, Council can claim these back using the transparency fund. All agreed that the clerk should go ahead create a new website.

1. **Financial Matters**
	1. Budget & Precept

The Clerk had prepared a detailed budget which councillors had all reviewed. After a detailed discussion, and some adjustments to the figures, it was agreed to set the precept at £3160 which will include the Council Tax Support Grant of £30. The Clerk will forward the parish requirement to BCKLWN.

* 1. The Clerk had prepared a bank reconciliation from 1 Oct-1 Dec 2017. All agreed to approve the accounts.
	2. Authorise payments – all agreed to authorise payments as listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Description** | **Item** | **VAT** | **TOTAL** |
| Helen Carrier | Clerks Salary & Expenses November 2017 | 87.36 | 0 | 87.36 |
| HMRC | PAYE | 9.20 | 0 | 9.20 |
| **Total** |  | **96.56** | **0** | **96.56** |

* 1. All agreed to set up a monthly standing order of £79.81 for the clerk’s monthly salary. Any additional expenses and travel will be submitted by the clerk for authorisation at parish council meetings.
1. **Reports from visiting officers**

Cllr Colin Sampson reported on the launch of a new campaign celebrating all that west Norfolk has to offer called “Love West Norfolk”

Cllr Martin Storey reported that the next full council meeting in February at NCC will be discussing the budget.

1. **Public questions**

No public attended.

1. **Date of next meeting**

The next ordinary meeting will be held at 7pm on Tuesday 10 April 2018 at All Saints Church, Boughton.

The Chairman thanked everyone for attending and closed the meeting at 9.05pm