**BOUGHTON PARISH COUNCIL**

**DRAFT MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 8 MAY 2018
 IN ALL SAINTS CHURCH, BOUGHTON**

**Present:**

**Parish Councillors**

Tom Roberts (Chairman), Andy Beeston, David Cooper, Mark Pogmore, Tim Scrivener

Parish Clerk – Helen Carrier

Public - 4

1. **Election of Officers**

 Nominations were sought for the position of Chairman.

 Cllr Roberts was nominated by Cllr Beeston and seconded by Cllr Pogmore. After a free vote, Cllr Roberts was unanimously elected as the Chairman of Boughton Parish Council for the 2018/19 term. Cllr Roberts formally accepted the role of Chairman, signed the Acceptance of Office, witnessed by the Clerk and thanked the members for their confidence in his abilities.

 Nominations were sought for the position of Vice-Chairman.

 Cllr Beeston was nominated by Cllr Roberts and seconded by Cllr Cooper. After a free vote, Cllr Beeston was unanimously elected as the Vice-Chairman of Boughton Parish Council for the 2018/19 term. Cllr Beeston formally accepted the role of Vice-Chairman and signed the Acceptance of Office, witnessed by the Clerk.

1. **To approve apologies for absence.**

 Apologies were accepted from Ian Davis.

1. **Minutes of the meeting held on Tuesday 10 April 2018.**

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

1. **To appoint Responsible Financial Officer 2018-19**

 It was agreed to appoint the Clerk as the RFO for the coming year.

1. **Responsibilities of Councillors**

The following responsibilities for the 2018/2019 year were confirmed:

Assets, Footpaths and Signage – Cllr Cooper

Communication – Cllr Scrivener

Boughton Fen – The Chairman of the Boughton Fen Committee, currently Cllr Pogmore

Highways and Planning – The Chairman, Cllr Roberts

Playground and Village Green – The Vice Chairman, Cllr Beeston

1. **Ratification of Boughton Fen Committee**

 Councillors on the Boughton Fen Committee 2018-2019 would continue to be David Cooper, Mark Pogmore and Tom Roberts.

1. **Visiting Officers reports and forum for members of public**

No visiting officers in attendance.

 Questions from members of the public included:

* Buzzards disappearing – the Chairman informed the meeting that the parish council has no power to get involved and the matter was in the hands of Natural England and the local police.
* Footpaths – to be discussed at item 27/18.
* HGV – the Chairman and Clerk confirmed that a letter has been sent to British Sugar, Wissey asking lorries to reroute around Boughton village.
1. **Communications and Publicity**

 Cllr Scrivener agreed to produce a summary of decisions and items discussed at parish council meetings. The Clerk will upload this to the parish council website. The Clerk informed the meeting that the National Association of Local Councils had reported that the new parish council website was sufficient and complaint with the Transparency Code.

1. **Non-accessible Footpath**

 The Chairman informed the meeting that he is trying to find contact details for a former resident who was thought to hold a lot of maps. It was also reported that any current footpaths not accessible to the public should be reported to the Rights of Way Officer at Norfolk County Council.

1. **Defibrillator**

Defer to the next meeting.

1. **Parish Council Insurance**

 All agreed to accept the quote from Came & Co.

1. To discuss, update and adopt Council policies:
* Model Standing Orders – reviewed and adopted.
* Register of Assets – reviewed and adopted.
* Risk Assessment Policy – reviewed and adopted.
1. Finance
2. Section 1 - Annual Governance Statement

 The Clerk read out the statement and all agreed to approve, the Chairman and Clerk signed the statement.

1. Section 2 – Accounting Statement 2017/18

 Councillors reviewed the statement and all agreed to approve, the Chairman signed the statement.

1. Authorise payments – all agreed to authorise payments as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Details** | **£** | **VAT** | **Total** |
| Helen Carrier | Clerks salary and expenses May 2018 | 22.03  | - | 22.03 |
| HMRC | PAYE May 2018 | 21.48 | -  | 21.48 |
| Emma Bateman | Internal Audit Charge | 62.43 | - | 62.43 |
| Came & Co | Parish Council Insurance |  | - | 370.11 |
| PCC | Use of church facilities | 50.00 | - | 50.00 |
|  |  |  | **TOTAL** | **526.05** |

1. **Date of next meeting**

 The date of the Annual Meeting scheduled for Tuesday 10 July 2018 at 7pm in the village centre, All Saints Church.

 The Chairman thanked everyone for attending and closed the meeting at 7.55pm.