**BOUGHTON PARISH COUNCIL**

**DRAFT MINUTES OF AN ORDINARY PARISH COUNCIL MEETING HELD ON TUESDAY 10 July 2018
 IN ALL SAINTS CHURCH, BOUGHTON**

**Present:**

**Parish Councillors:** Tom Roberts (Chairman), Andy Beeston, Mark Pogmore, David Cooper, Tim Scrivener.

**Public:** Three; Borough Councillor: one**.**

1. **To receive apologies for absence.** The Chairman noted that Councillor Ian Davis had, due to work commitments, tendered his resignation. The Chairman had regrettably accepted his resignation. The electoral team at KL&WNBC had been advised and the relevant form would be posted on the parish noticeboard on Wednesday.
2. **To receive declarations of interest.**

 None received.

1. **To approve and sign the minutes of the meetings held on Tuesday 8 May 2018, and Tuesday 7 June 2018.**

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

1. **To approve co-option of new Councillor.**

This item was deferred to the next meeting.

1. **To report progress on items not on the agenda from the last meeting.**

Nothing reported.

1. **Reports from visiting officers – County and Borough.**

Cllr Sampson reported on the costs of elections and noted that the next election for Parish and Borough Councillors was currently scheduled for 2 May 2019. The group of parishes which he has responsibilities for will in the future also include Barton Bendish. In response to a question about fly tipping, Cllr Sampson commented that as far as he was aware there had not been any significant increase in fly tipping since tip charging had been introduced. The Litter and Dog fouling survey information had recently been circulated and Cllr Sampson encouraged all to circulate the details to as many people as possible.

1. **Correspondence**

As mentioned in separate agenda items.

1. **Chairman’s report.**

**Election Charges**

The recent decision by KL&WNBC to charge parish councils for UNCONTESTED elections is noteworthy. KL&WNBC have advised that the charge will probably be in the region of £200 to £300. In respect of CONTESTED elections I understand charging was introduced in 2015, and the next contested election costs are likely to be in the region of two to three thousand pounds. Whilst we could manage an uncontested election charge, the level of charge for a contested election would significantly deplete the Parish Council reserves. Clearly something we will need to take account of when we next set the precept.

**New Clerk**

We have recently had an application and we will need to consider it in due course.

**British Sugar (BS) and Beet lorries**

Councillors will recall there was a complaint about Beet Lorries using the roads in and around Boughton. We wrote to BS to ask them what they could do. BS has now responded and have confirmed that they did receive a complaint from a parishioner about the use of Gibbet Lane. I understand that BS followed this up with the relevant hauliers asking them to use an alternative route unless the beet was being loaded from an area around the village. They also confirmed they would remind hauliers not to use short cuts once they are on A & B roads. BS will encourage lorries to travel on major roads wherever possible.

Separately as a result of our correspondence with BS we now have an opportunity for a visit to the BS factory at Wissington. This will probably be late October on a weekday afternoon. It should be an excellent opportunity to learn about the sugar beet operations from, and ask question to, the team at the Wissington factory.

1. **Reports from Councillors**

**Communications:** Cllr Scrivener summarised the Communications discussion paper he had circulated earlier. He asked if any and all comments could be sent to him before the next meeting so that the plan could be finalised.

**Fen:** Cllr Pogmore reported:As you know the first part of an application for Countryside Stewardship has been submitted. Our usual officer, Diane, went on maternity leave during this process, but her replacement, has been just as helpful and constructive as Diane had been. However none of them were very confident of a successful outcome to this due to the restructuring of the process to favour larger holdings. Emma phoned during the last few days of May to let me know that Boughton Fen had survived the first round of the application process, following a revamp of the scoring system by DEFRA. Since then, this has been confirmed in writing and Natural England have begun to work up the second part of the application, periodically asking for information, samples and photos from ourselves.

The paper from Cllr Pogmore with suggested changes to the Fen Committee TOR was discussed. Acceptance was proposed and agreed by all subject to a slight rewording of the first sentence to correctly reflect ownership. Cllr Roberts would circulate the suggested amendment. It was proposed that Susan Pogmore become a member of the Fen Committee and this was agreed by all.

**Highways:** Cllr Roberts reported that he had received confirmation from NCC Highways (NCCH) that work to reduce / eliminate the bad flooding at the Junction of Wretton Road and Mill Hill Road was now in the NCCH work programme. No specific date for start of the work had been finalised but it was understood that NCCH hoped to do it during the summer.

**Planning:** Nothing to report

**Playground:** Cllr Beeston reported that the main item to report is the findings of the Annual Inspection on 18th May.

Several items are raised each year which are of no real concern, i.e. securing the rubbish bin liner, only necessary on sites where it is likely to be pinched. Also the use of anti-bird spikes above the swings is discouraged because it’s not part of the equipment although they agree it solves the problem.

I happened to see the inspector in the playground,(they do not inform us of the visits), and had a discussion about the above. Several items needed cleaning to get rid of the algae or moss, the fence, seat and rocking horse, these have been treated. There was some deterioration in the woodwork but all of low risk. The steps on the ramp need some attention.

All areas commented on were either low or very low risk, some have been addressed but the uneven ground at the entrance has yet to be completed.

Weekly grass cutting and hedge maintenance continues as usual.

**Public footpaths & signage:** Cllr Cooper reported some damage to the stiles and bridges. The Chairman would contact Norfolk County Council (NCC) to find out and arrange suitable repairs. He would also check who in NCC had responsibility for keeping the footpaths clear of growth (grass etc).

**Village Assets:** Nothing to report.

1. **GDPR**

This item was deferred to the next meeting to enable full information to be collated to enable an informed discussion..

1. **Financial Matters**

The Chairman commented that the Parish financial situation appeared reasonably good with one exception – election costs (as noted at paragraph 43.18 above) were potentially a significant risk factor. If the next PC election in May 2019 was a contested election then our reserves could be significantly depleted – possibly to less than £1000. This would need to be considered at the Precept setting meeting in January 2019.

It was proposed and agreed that Councillors Andrew Beeston and Tim Scrivener would become additional signatories on the Parish Council accounts. The relevant bank forms were signed and would be sent to Barclays.

It was proposed and agreed to authorise the payments listed below:

The Play inspection Company £78.00

Helen Carrier (final) £79.81

HMRC £13.80

D Cooper £4.75

Hylton Gott Ltd £20.41

The Internal auditors report was noted and discussed.

1. **Defibrillator**

Papers about the proposed purchase of a defibrillator for the village had been circulated earlier. Sarah Francis summarised the options and there was a full discussion. She noted that The National Lottery no longer considered applications from organisations and favour applications from Community group. She would be working with the Boughton Village Caravan (BVC) to make the necessary application for funding. The unused phone box (owned by Boughton Parish Council) in Chapel Road had been identified as the best site for installation of the defibrillator.

Councillors were in full support of the proposal and complimented Sarah Francis for her work on this potentially lifesaving initiative. Its value and benefit should not be underestimated.

It was proposed and agreed by all that 1. Permission be given to the BVC to install a Defibrillator in the phone box in Chapel Road, and 2. That Councillors would provide support, help and assistance if needed and if possible, and 3. That Councillors would consider help with funding if necessary and possible.

1. **Public questions**

None.

1. **Next meeting.**

The date of the next meeting was confirmed as Friday 28 September 2018

The Chairman thanked everyone for attending and closed the meeting at 21.15 pm.