

BOUGHTON PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 5th SEPTEMBER 2023 IN ALL SAINTS CHURCH, BOUGHTON**

Present:

Parish Councillors: Cllrs Neil Matthew, Sue Pogmore, Geoffrey Proctor, Tam Payne and Sarah Miller.

Apologies – C Cllr Martin Storey, B Cllr Sue Lintern.

Parish Clerk – Mike Inder.

Borough Councillor – Not present.

County Councillor – Not present.

Absences – Nil.

Public – Nil.

70/23 **Opening and Apologies for absence:** Cllr Matthew presiding opened the meeting. Apologies received and accepted as above.

71/23 **To receive declarations of interest for items on the agenda.** None declared.

72/23 **Approval of Minutes of the meeting held on 4th Jul 2023:** Having been previously circulated, the minutes were proposed as an accurate reflection of the meeting by Cllr Pogmore, seconded by Cllr Miller, and approved. Minutes signed by the chairman.

73/23 **Reports from visiting officers:** None.

74/23 **To hear from the public:** None present.

75/23 **Financial Matters:** The clerk reported that the AGAR process was complete and that he had submitted a mid-year VAT reclaim due to the c£2k play park VAT that had been covered by the contingency reserve and will be restored when received (usually takes 3-4 weeks).

a. Payments since the last meeting approved:

Date	Name	Ref	Voucher	£ Total
19/06/2023	HMRC	PAYE Mth3	16 BACS	36.80
30/06/2023	M Inder (Clerk)	Jun Salary & Allowance	17 BACS	156.63
16/06/2023	Play Inspection Co Ltd	Annual play eqpt inspection 61673	18 BACS	87.54
11/07/2023	Tamar Telecommunications	Virtual Phone line inv 3835851	19 DD	6.29
11/07/2023	Hylton Gott	Grounds Maintenance Fuel IN02389	20 BACS	13.89
11/07/2023	Wiggenhall St Germans	SLCC Confernece shared cost	21 BACS	30.33
18/07/2023	HMRC	PAYE Mth4	22 BACS	36.60
31/07/2023	M Inder (Clerk)	Jul Salary & Allowance	23 BACS	156.83
13/07/2023	ICO	Ann Subs	24 DD	35.00
04/08/2023	Hylton Gott	Grounds Maintenance Fuel IN02457	25 BACS	20.69
18/08/2023	HMRC	PAYE Mth5	26 BACS	36.60
24/08/2023	M Inder (Clerk)	Aug Salary & Allowance	27 BACS	156.83
10/08/2023	Tamar Telecommunications	Virtual Phone line inv 3850879	28 DD	6.60
18/08/2023	Wicksteed Leisure Ltd	Play Park Equipment 0000822273	29 BACS	13,208.17

Income

14/08/2023	BCKLWN	CIL Grant	CR4 BACS	11,000.00
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b. Reconciliation of accounts – Cllr Miller conducted a sample check of invoices/receipts, bank statements and cashbook summaries and countersigned the RFO's reconciliation check.

76/23 **Correspondence:** circulated between meetings requiring further consideration:

a. Report of Guinea Fowl nuisance. Resident provided with information on options and that it is a private matter that the PC has no authority or responsibility to act on.

- b. BCKLWN – Active Travel Questionnaire (circulated on 19 July). Cllr Pogmore provided a view that was agreed by Cllrs, that the scheme was impractical in the rural villages that are a considerable distance from centres of employment, education and amenity with roads that don't have pavements, let alone cycle paths along bus A and B roads.
- c. Anglian Water - Notice of archaeological digs for new Boughton – Gooderstone pipeline. An ongoing long-term project it was decided that the clerk should filter to only publicise those close to the Parish.
- d. BCKLWN – Reminder to submit Declarations of Pecuniary Interest was received by the clerk, on checking the BC website the declarations that were all submitted in May 23 had not uploaded. The BC has changed its direction given to clerks and the clerk was advised to submit direct to the Monitoring Officer, the new process doesn't appear to have worked so the clerk has submitted again copied to the MO and Elections office and will monitor the BC website to see they are uploaded.
- e. Mr Beeston reported that the ride on mower had a fault and he advised that the Council refer it to Lawn Boy for repair. Mr Johnson and Mr Miler are co-ordinating to arrange the repair. He also reported that he had replaced a rotten post on the Green.

77/23 Planning Consultations.

- a. Applications: None.
- b. Decisions since last meeting: None.

78/23 Annual Review of Orders, Regulations and Policies. The clerk, having reviewed the library of governance documents recommended that they were all extant except for the Signs Policy, which he had amended to include management policy for memorials to address points raised during item 67/23. The memorial wording had suggested amendments made and was proposed by Cllr Miller, seconded by Cllr Pogmore, and agreed. Cllr Matthew proposed the remainder of documents were voted for enbloc as extant, seconded by Cllr Miller, and agreed.

79/23 Proposal to install a public access defibrillator in the phone box. Cllr Pogmore proposed that the installation of a defibrillator in the phone box be revisited and provided an outline brief of her recent experience of obtaining grant funding and installing one at a local sailing club. The clerk expanded with details of the expected sustainment costs for the battery, pads, and accessories as well as the requirement to register it on the 'Circuit' with a custodian to carry out and record monthly checks to inform the NHS and Ambulance service that it is serviceable and available for directing public in need to when a 999 call is made in the area. The electricity supply was queried and further investigation into the supply and any costs for that aspect would need clarifying. Cllrs agreed that it was a good idea and Cllr Pogmore agreed to put a formal proposal together with the relevant information, options, and recommendation for council to consider at the Nov meeting.

80/23 Traffic and Speed monitoring: Cllr Matthew reported that the recent SAM2 data was uploaded and there was nothing new or significant to report. He also remarked that the national speeding data that the clerk had circulated showed that nationally the average number of speeders for rural locations was 50%, which compared to the data for Boughton since the start of monitoring with SAM2 is 29%.

81/23 Play Equipment: Wicksteed have completed the swing and bench installation and cllrs agreed that it was a significant improvement. There were 2 issues that needed to be addressed, firstly the grass matrix under the swings was noted as quite uneven immediately after installation and it was thought it might settle down but it remains uneven and is fouling the mower, it was decided to refer the matter to Wicksteed and request remedial work to make the surface more even and eliminate the damage that would be caused by mowing over time. The other observation is that the bird lime accumulation on the new bench is considerable, Cllr Miller offered to trial washing it during her monthly play park inspections.

- 82/23 **Tree husbandry:** Cllr Payne reported that he would tending to the lower branches in the coming months and that the remainder of the work at height to be carried out when time permits and that is expected to be in December. He noted that there were a considerable number of willow suckers around the base of the tree that need to be cleared, Cllr Pogmore recommended the method used on the Fen for their management and it was agreed for Cllr Payne to source the appropriate treatment to apply when they are cut down and to submit the receipt for reimbursement to the clerk.
- 83/23 **Pond Maintenance:** Cllr Payne reported that there have been no dead fish seen in the pond this summer, the water has improved in appearance. It was stated that the application of Siltex would commence in January and that a suitable boat would need to be sourced. Cllr Proctor raised the issue of continuing excessive growth of the Flag Iris and poor drainage around some areas that might be attributable to their growth, the Councils prior work on the pond to maintain an appropriate balance of vegetation and wildlife to maintain the pond in a healthy balanced condition was explained. The EA advice to reduce the reeds had been carried out and it was suggested in 2021 that the Iris rhizomes would retreat when the water level was restored to higher levels, that doesn't appear to be the case and it was agreed that Cllr Proctor in conjunction with Cllr Payne should formulate a proposal with options and recommendations, with further advice from the EA/IDB to support the options and make comment on the options put forward for consideration.
- 84/23 **To receive updates for on-going Highways matters:** Cllr Pogmore having previously reported the 30mph signpost on Mill Hill Rd near Cavenham Corner as having corroded and fallen, has not yet been replaced. The planned work to recycle Mill Hill Rd to Barton Bendish this summer has also not occurred yet. The 30mph sign on Stoke Rd that is 'on the work' and obscured by vegetation was reported after the last meeting and has not yet been rectified. Clerk to seek updates from Highways Engineer.
- 85/23 **Review of furniture and memorials on the Green.** The Frank Savage memorial picnic bench was checked by the clerk and Chairman in July and further repairs carried out to make it more stable. However, it is thought that it will need to be replaced in the next 12 months and should be budgeted for alongside seeking grant funding or donations. In line with the new memorial policy and after consultation with relatives it was agreed to place the memorial dedication ring on the picnic bench on the rear of the village sign. The posts and chains were discussed, and it was commented that the chains were unsightly in places and increased difficulty with mowing the grass. It was decided to remove the chains and store them to trial maintaining the green without them, and to monitor for any issues with parking encroachment etc.
- 86/23 **House naming without numbers.** Cllr Matthew has uploaded a proposed map for the village using Open Street Map software with house names applied, it was noted that there was duplication of some house names that could cause confusion and suggested that residents might consider using What3Words identification at the road entrance to the property, this was included in a newsletter to published. Cllrs supported the work carried out.
- 87/23 **Volunteers.** The Chairman drafted and circulated for comment by cllrs a newsletter to residents that includes information, links and an appeal for volunteers with a list of ways that people could contribute to the fabric and appeal of the village. It was suggested that more colour and graphics might improve the appeal and draw residents to read it. Cllr Matthew will modify the appearance with the narrative content agreed and the clerk would produce 120 copies for circulation. Cllr Miller reported that there was a 3rd and potentially 4th volunteer for grass cutting and for grass cutting on around the pond, she offered to create a rota for grass cutting and help manage it.

88/23 **Asset Register Review.** Cllr Pogmore reported that the Fen Ctte aspects had been reviewed and updated and once the items were all mustered that would be further updated. Cllr Miller reported that the PC muster and review will be carried out by Mr Simon Miller and the condition of mowing equipment will be recorded and recommendations for repair/replacement made for inclusion in budget considerations.

89/23 **To receive new reports from cllrs and propose agenda items for the next meeting:** No new reports.

90/23 The Chairman thanked everyone for their participation, confirmed the date of the next meeting as the 7th Nov and closed the meeting at 8.20pm.

Chairman

Date

Prepared by
Mr Mike Inder
Clerk to Boughton Parish Council