

BOUGHTON PARISH COUNCIL MEETING MINUTES

HELD: FRIDAY 14 NOVEMBER 2017 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
	Parish Clerk	Helen Carrier
	Members of the public	One

Firstly a big welcome to our new Clerk – Helen Carrier. Her background and experience is first rate, and I have no doubt she will be a valuable addition to our team.

50. Apologies

Cllr Davis sent apologies – he was on holiday abroad.

51. To receive declarations of interest

There were no declarations of interest.

52. Minutes of the Annual Meeting held on Monday 30 May 2017 and minutes of an Extra-Ordinary Meeting held on Friday 11 August 2017.

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

53. Matters arising

There were no matters to discuss.

54. Correspondence

All correspondence that had been received by email had been forwarded to Councillors. No postal correspondence had been received. The Clerk will ensure that all contacts are updated with the new address.

55. Chairman's report

As you will all know I've been away for nearly seven weeks. However I think a great deal of valuable work has been carried out. I would like to thank Cllr Andy Beeston for all his excellent work particularly in leading on the selection process for our new Clerk – Helen Carrier. Additionally however I would like to record a big thanks to our previous Clerk – Carole Edwards. In addition to all her excellent work as Clerk I understand she also gave lots of help in the selection process and in the handover to Helen.

Most of my other comments will come up in other agenda items – with three exceptions. That is paperwork and historical records. I am very aware that there are a range of records both current and historical in various locations. I understand Carole has passed all the records and filing cabinet to you Helen. Are you content to retain the cabinet or would you like us to investigate other options e.g. asking the PCC if they are willing to keep one securely lockable cabinet in this church to store documents? Helen confirmed with Councillors that the cabinet is at her house.

Secondly I am very aware that apart from the records we as a PC hold there are many others (Pictures / maps etc) held by individuals. Some of the individuals thought to hold good material are proving difficult to track down but others nearer may be easier. I hope to report more at subsequent meetings. Any thoughts please? It was agreed to start preparation of a list of material held by the Parish Council and with others.

Finally we have received a letter from our local MP (Elizabeth Truss MP) with an offer to meet with local residents if we arranged a suitable meeting. Any thoughts please? It was agreed to put a notice in the Group 4 magazine and website to see what interest there was.

56. Reports from Councillors

a. Communications

After a discussion it was agreed that as the Council has a low public profile an email or contact telephone number will be added to the parish councillor's details on the website to help identify Councillors.

b. Fen report – Cllr Pogmore

The summer visitors have all flown off to warmer parts of the world for the winter, with some being replaced by birds from further north keeping their feet warm here for the winter.

However, work has continued on the fen, keeping the walk clear for everyone to enjoy. The number of cuts by contractors has been reduced this year, thanks to the efforts of a small group of volunteers.

Our specialist contractor has mown the grassy areas to replicate grazing, which should promote the diversity of plants. Along with support from the Environment Agency, and Natural England we will be installing a second outfall in the very near future, to control water levels on part of Middle Fen.

Over the last couple of years we have lost a number of large branches from three big willow trees. The problem has been exacerbated by the frequent high winds that we have experienced in the past few months. Advice has been sought from an arboriculturalist, and Natural England, and it has been recommended that they should be felled as they are now in a dangerous condition. It is hoped that the stumps can be left as high as possible, with some of felled material being left in the area to create alternative habitats in that part of the fen.

Working parties will be continuing during December to March, so if you fancy getting rid of any Christmas excess, come and join us. If you have not been before, give me a call on 01366 500461.

c. Financial report – The Clerk and the Chairman

The Clerk had no report as she had not received any bank statements or invoices due to the change of address. The Chairman reported that he had just received the latest bank statements. It was noted that the VAT refund has been paid.

d. Highways report – Cllr Roberts

As Cllrs will recall I had a meeting on 14 August with Highways. It seemed promising and subsequent e-mails also looked promising – however it is not clear what if anything Highways have done over the last two months and my chase up e-mails sent when I got back have as yet remained unanswered.

I understand that there may have been more flooding down Stoke Road? Cllrs Cooper and Beeson reported this had been cleared now.

e. Planning report – Cllr Roberts

To the best of my knowledge the only outstanding application is that for the land adjacent to Church Farm Bungalow. The KL&WNBC website shows only "Awaiting decision".

f. Playground report – Cllr Beeston

The play area has had its usual weekly cuts along with the other grass areas round the pond. This will be slowing down hopefully as the cold weather approaches.

More posts round the pond have been replaced using broken posts from the Magpie Centre. The grass around the posts have also been sprayed to avoid having to trim so close, so avoiding damage to them.

Some repairs have been carried out in the playground, the spring gate closure was broken and has been replaced with a modified version.

The tall hedge along the back of the playground has been kindly cut recently, thanks need to go to the owners of Grassmere.

I carried out a sponsored hedge cut following complaints concerning lack of vision down Chapel Rd when exiting round the pond. A sum of £50 will be shortly be added to the parish accounts which should be earmarked for the playground fund.

Thanks to Councillor Cooper for continued help with any work done around the village.

Cllr Roberts

I suspect all of us regard the green and pond area as a very important focal point of the village. If you are in agreement I'd like us to put together (perhaps involving experts if we can get them) a plan to ensure we maintain the area (particularly the pond in the best possible condition. It was agreed that a draft plan would be prepared.

g. Public footpaths and signage – Cllr Cooper

Mill Hill Road has been cleared of brambles and path cleared.

h. Village assets – Cllr Cooper

Nothing to report.

- 57.** The bank account will need to be updated with the Clerks contact details. The Clerk also informed the Council that HMRC payments will need to be electronically so an online bank account will need to be set up. The Clerk recommended Unity Trust Bank who specialise in dealing with local authorities. All agreed to update the contact details and to apply for online banking.

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

Payee	Description	Item	VAT	TOTAL
Helen Carrier	Clerks Salary & Expenses November 2017	83.61	0	83.61
Helen Carrier	Clerks Salary & Expenses December 2017	66.01	0	66.01
Hylton Gott	Fuel for Grass Cutting	20.05	4.01	24.06
PCC	Churchyard grass cutting	250.00	0	250.00
Boughton Fen	VAT reclaim	587.66	0	587.66
Total		1007.33	4.01	1011.34

58. To set meeting dates for 2018

Calendars were checked and dates were agreed. The Clerk will distribute a list of meeting dates and add to the website.

59. To adopt Model Standing Orders

Model Standing Orders had been previously circulated and all agreed to adopt the Model Standing Orders.

60. Reports from visiting officers – County and Borough

Orchards: New initiative to plant orchards – maybe apple orchards using trees of a traditional Norfolk genus.

Police: No more CPSO's but 80 + more police officers.

61. Public questions

There were no questions from members of the public.

62. Date of next meeting

The next ordinary meeting will be held at 7pm on Tuesday 9 January 2018 at All Saints Church, Boughton.

The Chairman thanked everyone for attending and closed the meeting at 8.35pm