

**Boughton Parish Council. Meeting 19.8.2011. Councillors are summoned to a meeting for the purposes of transacting the following business.**

1. Apologies
2. Introduction – Highways Engineer – Andy Wallace
3. Minutes meeting 20<sup>th</sup> May 2011
4. Matters Arising
  - a. Nuisance fishing
5. Chairman’s Report – F. Reid
6. Report from Councillors.
  - i. Highways D.Cooper
  - ii. Drainage G. Proctor
  - iii. Signs & Street Furniture P. Agate
  - iv. Planning T. Madgwick
  - v. Fen Report M. Pogmore
7. Financial Report D Horkan
8. Community Report
9. Correspondence

Meeting Closes

Open Questions

Date of Next Meeting 18<sup>th</sup> Nov, 2011 – 19:00

The Public are welcome to this meeting

Boughton Parish Council Meeting 19<sup>th</sup> August 2011 – All Saints Church, Boughton

**Date held:** 19<sup>th</sup> August 2011 **Venue:** All Saints, Boughton

**Present:**

Dave Horkan (DHO) Clerk  
 Frank Reid (FRE) Councillor/Chairman  
 Andy Wallace (AWA) Highways inspector  
 Mark Pogmore (MPO) Councillor  
 Tim Madjwick (TMA) Councillor  
 Peter Agate (PAG) Councillor  
 David Cooper (DCO) Councillor  
 Public Members 14 number

**Apologies:** Geoff Proctor (GPR)

**Chair:** Frank Reid

**Distribution:** BCC and G4 (abridged)

No	Item	Action by	Action date
1.	<p><b>Apologies:</b></p> <p>Geoff Proctor offered his apologies due to harvesting commitments                      Prior to agreement of minutes, Jake Dewart was presented with an award of recognition for his sterling services in assisting Frank Reid for the day in the completion of his grass cutting duties</p>	Note	
2.	<p><b>Introduction – Highways Engineer – Andy Wallace</b></p> <p>Clr Cooper introduced highways inspector Andy Wallace as warden for Boughton PC.                      MPO and AWA had traversed the village routes prior to meeting and following confirmation that Boughton was indeed a conservation area, he would present his finding post the meeting.                      Andy presented resume of his role in that he and his team of three, are responsible for approximately one third of the Norfolk area.                      They are tasked with dealing with general maintenance such as potholes and minor repairs, not capital projects.                      They may also have involvement in enforcing of obstruction issues but have no involvement with legal issues such as speed limits, yellow lines etc.                      He explained the extent his role has been marginilised in that the highways budget for the region had been cut from £10M to £2M although maintenance budget had remained the same, this was of course affected by inflationary pressures.                      He confirmed however, his team do have a legal requirement to inspect every thoroughfare in the region on a quarterly basis, once every thirteen weeks.                      Qs “Please could you clarify what routes are gritted in Boughton?”                      Ans “ the main street through Boughton is gritted from Stoke Rd to Cavenham Corner, if other routes had been gritted previously it was in error or to attain next route”                      General statement that the Parish would cover the other tributaries via a</p>		

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	<p>grit bin filled by KLBC, this would be placed down church Lane and ballasted with slabs or similar to prevent wind nuisance.</p> <p>QS Borough Cllr Sampson “Should issues arise that are not heeded, would his post as Borough Councillor add weight to the issue?”</p> <p>Ans “Possibly, but we would hope this situation did not arise on cases of merit so issues would be dealt with and progressed therefore on severity and likelihood of correction”</p> <p>Qs “pothole patching seems to be varied in quality and period of repair, is there a reason for this?”</p> <p>Ans “ some potholes are repaired as emergency status and therefore cold lay material is adopted and sometimes effected in wet conditions prior to a permanent hot lay resolution, even on these occasions, contractor failure sometimes results and the contractor is recalled to repair at their cost”</p>		
3.	<p><b>Minutes meeting 20<sup>th</sup> May</b></p> <p>Minutes of meeting from the 20<sup>th</sup> May presented and agreed, post A Wallace introduction, signed and initialled FRE, DHO to file</p> <p>Instruction to initial all pages effected following direction from guest John Cross post meeting as correct procedure</p>	<p>Note</p> <p>FRE</p>	19.8.11
4.	<p><b>Matters Arising</b></p> <p><b>a. Nuisance Fishing</b></p> <p>FRE confirmed that the individual involved had been approached and requested that he cease in the practice of night fishing, all agreed that this seemed to have alleviated the problem thus far, an item has since been added to the BPC risk register reference the possibility of having to address possible nuisance fishing issues.</p>	<p>Note</p>	
5.	<p><b>Chairman’s Report – F. Reid</b></p> <p><u>Bucket Challenge.</u></p> <p>The Bucket Challenge presentation day brought a very impressive assortment of displays. Imaginative and skilful creations gave the judges, lead by The Lord Mayor of Kings Lynn and West Norfolk, a very difficult task.</p> <p>Boughton adult section winner: Sandy Reid with “Fruits of the Garden”.                      Boughton junior winner : Amie Dewart with “The Book Worm”                      Barton Bendish winner: Linda Webster with a topiary Hen with Eggs.                      Barton Bendish were the winners of the inter- village competition and were presented with a shield (Art Work by Tim &amp; Edwina). Thanks also to Councillor Agate for donating two trophies in the shape of miniature buckets.</p>		

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	<p><u>Independent Auditor.</u></p> <p>Following Tim Madgwick moving onto the Parish Council he could no longer be our independent Auditor. We have enlisted the services of John Cross who brings to us considerable expertise and experience. Following John's first audit we have been given a number of opportunities to improve. We have compiled a risk assessment, produced a comprehensive asset register, including Fen assets, and now have a local Standing Orders document. We are delighted to have John with us and look forward to his help in improving our approach and processes. All councillors have read and approved our standing orders document and I now move that we formally ratify and adopt this document. Agreed as ratified Along with the Pond risk assessment these documents will be reviewed at each AGM.</p> <p><u>Marquee.</u></p> <p>We now have a new high quality Marquee for village functions. This was purchased using the PIN award money, plus a generous personal donation from Kevin &amp; Debby Fisher and £35 donations from PCC, BVC BCC. The marquee has been erected to inspect the fabric &amp; framework, also to learn how to put it up. Our thanks to the various organisations that helped with the funding, and to Peter for his work procuring it. Peter has agreed to co-ordinate erection for functions. There will be a small hire charge for its use, and Debbie Fisher has volunteered to administer this, using an independent account. The monies raised will provide a fund base for any maintenance that may become necessary.</p> <p><u>Work in the community.</u></p> <p>As part of his Duke of Edinbrough award Jake Langham did 12 hrs work in our community. He cut back a large amount of willow re-growth around the pond, Cleaned and applied wood preservative to the seat in the playground and cleaned and applied preservative to part of the Frank Savage picnic bench on the green. Jake is not able to be here this evening, but he did everything that was asked of him, with a cheery smile. It was a pleasure to work with him. I would like to officially acknowledge Jakes efforts on our behalf.</p> <p><u>Playground Safety Inspection.</u></p> <p>This was conducted by Digley Associates, arranged by our new Insurance provider. We were given a good report. The only actions required were Low risk :- Service Swing shackles. Tighten bolts on the flat swing seat. Both have been completed. I suggest we buy and install new shackles next year. A third recommendation is to increase the height of the walk bridge on the adventure slide. The low position of the bridge is seen by the inspector as a trip Hazard – We are still considering this. There is ground erosion at the playground entrance and the inspector is recommending reinstatement.</p>	<p>Agreed Note</p>	<p>19.8.11</p>

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6.	<p><u>Work Party.</u> Before the end of the year we will be calling for a work party to complete the cut back of Willow, and to fill and support some bad bank erosion at the edge of the pond.</p> <p><u>Pond water &amp; Fish.</u> On Wednesday morning 3<sup>rd</sup>. August as I was merrily cutting the green, a visiting family approached me and asked what's happened to all the fish. Hundreds of dead fish were lying at the waters edge; many more were floundering in the shallows. I contacted the East of England Fishing and Recreations Manager at Huntingdon. A two-man team from the Environment Agency visited that evening and pumped Hydrogen Peroxide into the water at three locations. The dissolved Oxygen content prior to pumping was 14% Saturation: after pumping this rose to 85% Saturation, the normal healthy level. They visited again the following morning and Dissolved Oxygen was still about 80% - 85%. There were no more fish in distress at the waters edge, and things appeared to be returning to normal. The following day Geoff, David &amp; I cleared up the fish carcasses. Our thanks go to Kye Jerrom &amp; his team for their attention, had they not acted on our behalf so quickly we could have had a pond full of dead fish and an enormous ensuing problem. The root cause was low water level, two days of high temperatures followed by rain on the Tuesday night. The cool rain on the surface migrated to the bottom; warmer bottom water and light anaerobic silts rose mopping up any residual dissolved Oxygen. An effect termed "Turnover "resulting in dead and very distressed fish stock.</p> <p><b>Councillors Reports</b></p> <p><b>i. Highways – D. Cooper</b> As DCO was unavailable to meet AWA, MPO explained tour of village and highlighted areas</p> <ul style="list-style-type: none"> <li>i) Wretton Rd and Bell Corner would now be scheduled for maintenance</li> <li>ii) Farmyard corner was already scheduled on programme</li> </ul> <p><b>ii. Drainage – G. Proctor</b> Written report submitted by GPR stated that all areas appear to be ok at the moment with less than average rainfall experienced. The odour problem from the ditch close to the church reported by 2 parishioners had been presented to the authorities, this had been dealt with and no longer appears to be an issue. Comment made that Crab Lane ditch appears to be hampered by straw obstruction, GPR to investigate</p> <p><b>iii. Signs &amp; Street Furniture – P. Agate</b> Actions during the last period: The village sign has been given a coat of preservative; a small repair is required where a ducks bill has come away.</p>	GPR	26.8.11

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	<p>The notice board and way finding board have also been treated as has the waste bin in the playground.                      The playground bench and the circular bench on the green have also been treated as reported by the Chairman.                      Actions during the next period are to treat the public footpath signs, and to review the test treatment to the circular bench under the sweet chestnut to see if it is satisfactory, and then complete the work.                      Marquee.                      The Chairman has reported that we now have our new marquee and we look forward to the community benefiting from its use.</p> <p style="text-align: center;"><b>iv. Planning – T. Madgwick</b></p> <p>Prior to the discussion on the initial planning matter, FRE declared prejudicial interest and removed himself from the meeting;                      Clerk noted that in his absence, GPR also wished to express his interest as prejudicial also.                      Proposed Development on land adjacent to Grasmere, The Green, is for a detached dwelling with integral garage. Council discussed this application and, felt that the size of the dwelling was too large for the site. It was concerned that the proposed car parking area was insufficient to take 3 vehicles, and would certainly not enable cars to be turned within the site. Council was very concerned that the proposed access to the site, via the existing driveway to Grasmere would create potential hazard with vehicles passing the gateway to the children's playground. Council also felt that the existing car standing area to Grasmere would be compromised by the proposed access to the adjacent site. Council advised the Kings Lynn &amp; W. Norfolk Borough Council that it objected to the proposed development on the basis of the above observations, although did not object in principle to a dwelling on the site. Two members of Council abstained from making any comments.                      FRE rejoined meeting</p> <p>2. Proposed amendments to the approved development plan at Hall House Chapel Road included a revised south elevation to the proposed dwelling, overlooking the land to the south. Council had no particular observations or comments to make about this application as the proposals would not materially alter the size or the footprint of the dwelling, which already has planning consent, and advised the Borough Council that it had no observations to make.</p> <p style="text-align: center;"><b>v. Fen Report – M. Pogmore</b></p> <p>Our activity down on the fen during the summer months is low key as we leave it to our summer visitors and all year residents to go about their business.                      Young Marsh Harriers can be seen over the fen and the surrounding fields. Cuckoos have been seen and heard, although visiting nightingales have not been too prevalent, this being the same all over the country.</p>	<p>Note</p> <p>Note</p>	

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7.	<p>The Fen Committee have been busy plotting the route of the Boughton Fen Wildlife Walk, which will give better access to the fen, without causing any disturbance to the wildlife. We are also planning what we will need for the walk, including scrub clearance, board walks etc. If anyone would like further information about the walk, or to offer help, please call me on 01366 500461. We would like to thank Natural England and Norfolk Wildlife Trust for their help and guidance with this. This project would not have been possible without the grant we received this Spring from the National Lottery Fund.</p> <p>We are also progressing the application to the Planning Inspectorate to enable us to fence some areas of the fen to allow grazing.</p> <p>During the autumn , we will be holding a presentation to show you more about the walk, and the work we are doing on the fen, so I hope as many people as possible will come along to see us.</p> <p>This Autumn/Winter will see a continuation of our working parties, which this year will focussed on more scrub clearance and opening up areas for the walk. Dates will be published soon for these, and we look forward to seeing anyone who is interested and keen to assist. These events make progress for us, and are a chance for the participants to expend some energy, get some fresh air, make new friends and usually have a bit of a laugh. Why not give it a try?</p> <p>And, as always I must thank my committee for all their assistance, and to everyone else who has contributed in some way.</p> <p><b>7. Financial Report – D. Horkan</b></p> <p>Accounts appended in Appendix B</p> <p>Expected change to play area insurance liability as further quotes have been obtained, expected saving £166.86</p> <p>Income to date following 20<sup>th</sup> May meeting</p> <table border="0" data-bbox="367 1317 933 1574"> <tr> <td>Boughton Church Council</td> <td>£900.00</td> </tr> <tr> <td>Boughton PCC Marquee donation</td> <td>£35</td> </tr> <tr> <td>F. Reid training payment</td> <td>£12.50</td> </tr> <tr> <td>Solicitors excess payment</td> <td>£30.00</td> </tr> <tr> <td>Bucket Challenge</td> <td>£265.00</td> </tr> <tr> <td>Cricket club marquee donation</td> <td>£35.00</td> </tr> <tr> <td>K Fisher marquee donation</td> <td>£30.00</td> </tr> </table> <p>Outgoings to date following 20<sup>th</sup> May meeting</p> <table border="0" data-bbox="367 1615 750 1872"> <tr> <td>Insurance</td> <td>£297.44</td> </tr> <tr> <td>Marquee repairs</td> <td>£50.00</td> </tr> <tr> <td>Mower Fuel</td> <td>£121.36</td> </tr> <tr> <td>NALC subscription</td> <td>£85.60</td> </tr> <tr> <td>NALC Training</td> <td>£37.50</td> </tr> <tr> <td>Auditor Fees</td> <td>£15.00</td> </tr> <tr> <td>Church grass cutting</td> <td>£216.00</td> </tr> </table> <p>Council account audit completed in July with independent auditor John Cross, Clerk of Terrington St Clement Parish Council, audit forms completed and sent to LA auditor</p> <p>Advise received on the recompense has been researched and whilst</p>	Boughton Church Council	£900.00	Boughton PCC Marquee donation	£35	F. Reid training payment	£12.50	Solicitors excess payment	£30.00	Bucket Challenge	£265.00	Cricket club marquee donation	£35.00	K Fisher marquee donation	£30.00	Insurance	£297.44	Marquee repairs	£50.00	Mower Fuel	£121.36	NALC subscription	£85.60	NALC Training	£37.50	Auditor Fees	£15.00	Church grass cutting	£216.00		
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	<p>HMRC was difficult to filter, advice provided by Sue Lake, NALC proved valuable and Clerk to enter into correspondence with relevant customs address to reclaim future VAT</p> <p>Petrol acc established with Hylton Gott to attain VAT invoices for future petrol purchases, other areas more complicated such as insurance and grants so caution is advised, agreed by all to obtain invoices directly to Clerk to achieve VAT claim where possible</p> <p>MPO discussed Fen acc</p> <p>With regards lottery grant, this must be expended prior to financial year end and a programme was in place to effect, lottery grant is deemed to include VAT and therefore any reclaim would only be recompensed back to the funder and was therefore of no benefit.</p> <p>John Cross agreed to audit the fen acc at date of next audit and confirmed this should be added to the acc statement as a committee of the BPC</p>	<p>Note</p> <p>DHO/MPO</p>	<p>June 2012</p>
<p><b>8.</b></p>	<p><b>Community Report</b></p> <p>FRE expressed that Boughton enjoyed a very active community, upcoming events included:-</p> <ul style="list-style-type: none"> <li>i) "The naughty vicar of Fincham" on the 23/9</li> <li>ii) Xmas party and tree to be organised</li> <li>iii) Xmas carol event around pond</li> <li>iv) Cricket club has upcoming match at Gooderstone.</li> </ul> <p>Refurbishment of church to provide wc and kitchenette was ongoing as was evidenced by all and would be completed prior to next meeting</p>	<p>Note</p>	
<p><b>9.</b></p>	<p><b>Correspondence</b></p> <p>Correspondence received since Clerk appointment</p> <ol style="list-style-type: none"> <li>1. Request for support on incinerator proposal – NALC an KL</li> <li>2. Confirmation of planning approval of change of use from field to cricket pitch</li> <li>3. Minimal amount of flyers and trade requests</li> </ol> <p>Meeting closed</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>i) Qs "Can we look at the possibility of replacing the village sign?" Ans This had not been considered but BPC would investigate the structure and report on proposals at the next meeting</li> <li>ii) Qs "are minutes to be published in G4 as not all parishioners have access to website" Ans Clerk noted that minutes of last meeting stretched to 11 pages and would probably be prohibitive due to cost, agreed that abridged minutes would be provided by PAG</li> <li>iii) Qs "what are the proposals to deal with the unsightly</li> </ul>	<p>Note</p> <p>BPC</p> <p>PAG</p>	<p>18.11.11</p> <p>3.9.11</p>

Boughton Parish Council Meeting 19<sup>th</sup> August 2011 – All Saints Church, Boughton

No	Item	Action by	Action date
	nature of the building development on Bell corner” Ans TMA will informally request remedial measures to assist in addressing the situation iv) Cold call zone still under investigation	TMA  Note	Sept 11
	Date and Venue of Next Meetings:      November 18 <sup>th</sup> - 19:00 January 20 <sup>th</sup> 2012 – 19:00		