

20
27/01/2017

BOUGHTON PARISH COUNCIL MEETING MINUTES

HELD: 21st OCTOBER 2016 AT 7:30PM

VENUE: ALL SAINTS, BOUGHTON

Present:	The Chairman	Cllr Tom E Roberts
	Councillors	Cllr Andy S Beeston
		Cllr David Cooper
		Cllr Ian Davis
	Parish Clerk	Carole Edwards
	Members of the public	1

1. Apologies

An apology was received from Cllr Mark Pogmore (holiday).

The apology was accepted.

2. To receive declarations of interest

There were no declarations of interest.

3. Minutes of previous meetings

Proposed by Cllr Davis

Seconded by Cllr Cooper

'That the minutes of the Boughton Parish Council meeting held on Friday, 15th July 2016 (pages 80 to 85) be accepted as a true and accurate record.'

All in favour.

Proposed by Cllr Beeston

Seconded by Cllr Cooper

'That the minutes of the Extraordinary Boughton Parish Council meeting held on Friday, 19th August 2016 (page 86) be accepted as a true and accurate record.'

All in favour.

4. Correspondence

An invitation had been received from RAF Marham to an information update evening on Tuesday, 6th December 2016 at 6pm. The Chairman, Cllr Roberts was attending and offered to take any other interested Councillors.

TBN

5. Chairman's report

- **Boughton pond:** Recent incident of dead fish due to de-oxygenation. EA attended and promised to return in Nov to carry out stock survey and advise on good management – we hope this will also include advice on Control of reeds and Irises.
- **Oxborough Lakes:** Issue of planning application for the site which borders Boughton Fen. There are some concerns and it may be necessary to hold an EGM to agree what action to take.
- **Land documentation** held by Boughton Parish Council. Summary table circulated. If anybody knows of any other material please let the Chairman know.
- **NALC conference:** 10th of November – Hunstanton - £50.
- All other issues dealt with in the other Agenda items.

Proposed by Cllr Davis

Seconded by Cllr Cooper

'To pay for the Chairman, Cllr Roberts to attend Norfolk ALC's Autumn Conference on Thursday, 10th November 2016.'

All in favour.

6. Statutory requirements for, and employment of, Clerk – report from The Chairman, Cllr Roberts

1. All Parish Councils must have a Clerk.
2. HMRC have ruled that Clerks cannot be self employed, so Clerk must be employed and paid at or above the minimum wage.
3. All Clerks must have a written statement of employment.
4. The requirement for employment means that Parish Councils must register as an employer.
5. There is a requirement for Employers Liability Insurance (ELI) – this is already included in our insurance cover.
6. There is a requirement that we offer a pension. The Clerk does not have to accept but we have to offer it. Cost to be confirmed but not thought to be significant.
7. It is understood NI contributions will not be required.
8. Carole Edwards has estimated the time requirement for Boughton PC is approximately 60 Hours per year. This to cover attendance at meetings; writing minutes etc.
9. Expected costs for next year:
 - Pay - £600;
 - ELI – already included in Council insurance cover.
 - Pension (if taken) tba
 - Total: £600



10. *NEXT STEPS:*

- *This PC has sufficient funds for the rest of this financial year (2016/17) based on the above. Pension tbc.*
- *Review the draft contract.*
- *Agree employment.*
- *Include employee costs in 2017/18 Budget.*

The Clerk had confirmed that she was happy to accept half of the agreed annual salary during the current financial year 2016/2017.

Proposed by Cllr Cooper

Seconded by Cllr Davis

‘To go ahead and complete all of the relevant requirements to enable Boughton Parish Council to pay its Clerk a salary, pension and expenses.’

All in favour.

7. **Budget 2017/2018**

The Clerk had provided the Responsible Finance Officer with an example budget sheet to help the council to discuss and agree its 2017/2018 budget.

The Responsible Finance Officer will prepare a recommended budget for 2017/2018, which members will discuss at the next meeting.

8. **Planning application 16/01620/F Wits End Church Lane Boughton**

Details: To erect an agricultural building which will store agricultural equipment e.g. small tractor, sit on mower and various other machinery and tools. This will incorporate the footprint of existing barn and stable. 17m x 8m x 4.8m high.

Proposed by Cllr Beeston

Seconded by Cllr Davis

‘No observations.’

All in favour.

9. **Reports from Councillors**

Communications – Cllr Davis

Boughton Parish Council had published regular updates in Group 4 News. There was a discussion about publishing in Village Pump and the Clerk agreed to forward details she had obtained to Cllr Davis.

Fen report – Cllr Pogmore

There was no report as Cllr Pogmore was not at the meeting.

Financial report – Cllr Roberts (Responsible Financial Officer)

1. *Main PC Account: Bank Balance at 23 September 2016 = **£5275.62***
2. *Income since last statement: Wishing well **£5.14.***
3. *Total current account (1 + 2) estimated at: **£5280.76***
4. *Cheques issued but not yet on statement: VAT refund to Fen Committee – £478.83; Hylton Gott (Fuel) – £12.00; Mazars (External Audit) - £150; Anglia Landscapes (Tree pruning on Green - £150; Total **£790.83***
5. *Budgeted expenditure still to come: **£453**: Consisting of: Mower maintenance; Fuel; General maintenance; Heat / Light in V/centre; Five grass cuts. To be costed Trees for the green.*
6. *Current a/c less all planned outgoings (3 less 4 and 5) leaves £4036.93; Less a ring fenced amount of circa £2200.00 for the playground – Balance **£1836.93.***
7. *PLUS reserves in PC Savings A/C: **£1870.00**; Total estimated reserve (5 + 6) = **£3706.93***

Members agreed to build up a reserve over the next few years of approximately £500 for a replacement mower. Cllrs Beeston and Cooper agreed to approach Lawn Boy to ask them for an assessment of how many years of life were left in the current mower.

Tree cutting and spraying of the pond were also highlighted for consideration in next year's budget.

Highways report – Cllr Roberts

The Chairman, Cllr Roberts had written to Norfolk County Council Highways regarding significant cracks on Oxborough Road stretching from Mr Coulten's house towards the Fen. Highways had agreed to inspect the road and to carry out repairs if needed.

Planning report – Cllr Roberts

Members had been made of a possible future planning application for affordable housing. This would be considered when received from the Borough Council of King's Lynn & West Norfolk.



Playground report – Cllr Beeston

The grass in the play area continues to be cut weekly, hopefully this will reduce as the cold weather arrives.

The Fen notice boards in the playground have been oiled along with the village sign and two sets of seats following a repair on the circular seat.

The hedge bordering Frank Reid's car parking area has been severely cut back to encourage new growth next year. The high hedge at the back has been kindly trimmed by next doors gardener. It was whilst the gardener was cutting this hedge that an unfortunate accident occurred. A toddler fell as she crossed the bridge next to the fort and her arm went through the gap between the slats. Her Grandparent could not dislodge her arm, so the gardener acted quickly and used his loppers to cut through the cable holding the slats and free the crying toddler. Frank Reid, who witnessed this event, said that there appeared to be no obvious damage to the girl's arm. We have no further news about the injured child. The gardener has been contacted with a view to replacing his loppers but he said they could be sharpened without the need to replace them.

The bridge has been totally removed and the surface levelled allowing unrestricted safe use of the play area.

Playground Fund raising continued with a Spanish Flamenco Day for children during August. This proved very successful with the children dressing up, making fans and enjoying learning Spanish dancing. Thanks to Teresa Payne and her helpers for putting on such a professional show. This was followed by a tombola at the Boughton Challenge event, and we are continuing with our sale of bagged FYM and bags of potatoes over the next few weeks. The popular Wine Tasting evening will take place on November 19th, a few tickets are still available at £12 each.

There followed a brief discussion about developing the playground. A proposal would be put forward in due course.

The Chairman, Cllr Roberts agreed to write to Mr McDonald to thank him for cutting the hedge.

Public footpaths and signage – Cllr Cooper

A cut was due to take place in the near future.

Village assets – Cllr Cooper

There was no update.

10. Trees on the village green – update

The Chairman, Cllr Roberts had asked for three quotes to trim back the Copper Beech. Only one quote had been received, from Anglia Landscapes for £100.00 plus VAT and the work had been completed.

Mr Stacey was also providing estimates to replace the old Horse Chestnut and Crab Apple trees with a Rowan and a Hawthorn. Two other contractors would also be asked to provide quotes.

Cllr Davis offered to carry out a condition survey of all Boughton Parish Council trees next year. This would be repeated every year. It was noted that there was honey fungus on the ground under the old Horse Chestnut tree. This would need to be dealt with as soon as possible to stop it spreading.

11. Reports from visiting officers – County and Borough

There were no reports as the Borough and County Councillors were not at the meeting.

12. Public questions

There were no questions from members of the public.

13. Date of next meeting

The next meeting will be held on Friday, 27th January 2017 and will be held at All Saints Church, Boughton at 7pm.

The Chairman thanked everyone for attending and closed the meeting at 8.05pm

27/01/2017