

BOUGHTON PARISH COUNCIL MEETING MINUTES

HELD: 22nd APRIL 2016 AT 7:12PM

VENUE: ALL SAINTS, BOUGHTON

Present:	The Chairman	Cllr Tom E Roberts
	The Vice Chairman	Cllr Peter J Agate
	Councillors	Cllr Andy S Beeston
		Cllr David Cooper
		Cllr Mark Pogmore
	Parish Clerk	Carole Edwards
	Members of the public	5

1. Apologies

Apologies were received from Cllr Ian Davis and Jason Stacey. The Chairman, Cllr Roberts advised that he has received and accepted Mr Stacey's resignation and reported that Mr Stacey is unable to continue as a Councillor due to family commitments.

Members asked the Clerk to commence the process to seek a new Councillor. **Clerk**

The apology from Cllr Davis was accepted.

2. To receive declarations of interest

There were no declarations of interest.

3. Minutes of meeting held on Friday, 22nd January 2016

Proposed by Cllr Agate

Seconded by Cllr Cooper

'That the minutes of the Boughton Parish Council meeting held on Friday, 22nd January 2016 (pages 53 to 58) be accepted as a true and accurate record'

All in favour.

4. Matters arising

Correspondence – The Chairman, Cllr Roberts had circulated a letter from the Head Teacher of All Saints Academy (Appendix 1).

Cllr Agate reported that he had received a letter from Barclays, Boughton Parish Council's bank, regarding changes to the agreement. He confirmed that the changes had no bearing on how the Council operates its accounts.

5. Chairman's report

Many thanks to all for all the various activities that have taken place over the last few months

RAF Marham: The main contractor for the construction project has been appointed and is Balfour Beatty. They have a local office in Swaffham where the project manager is based.

702

They have confirmed that all their contractors have been requested to use the main roads to get to the site - that does not include going through Boughton. If any parishioners see what they believe to be contractors' vehicles using Boughton as a short cut then please let them know the details (if possible date / time / vehicle registration mark and any contractor name appearing on the vehicle) and they will investigate.

Thefts: Two or three thefts or attempted thefts are believed to have taken place in Boughton recently. Homewatch are aware and all are encouraged to be alert to any suspicious activity.

6. Reports from Councillors

Communications – Cllr Davis

On behalf of Cllr Davis, The Chairman, Cllr Roberts confirmed that there was nothing to report.

Fen report – Cllr Pogmore

Nine working parties have been held over the winter, with thirteen volunteers participating.

We started off in fine style, cutting back and treating regrowth in some fairly large areas. The work was easily accessible, and good progress was made. Just as well that we chose these places first – the heavens opened during November, and by early December they could have only been reached in waders.

However, work has continued well in the drier areas, with the footpath being slightly realigned to avoid the boggy area in Highland Fen. Meanwhile, we had to prepare the area for this year's reed cut, and with all that water in the fen this was no mean feat. Thanks to the efforts of four intrepid, and fairly wet volunteers, the water levels in the respective area were reduced to allow our reedcutter to access.

Luck has been on our side, and a dry window in the weather allowed Stephen to get in with his machine and get cutting. Again, had he left it a few days, it would have been impossible with over 50mm of rain falling the following week. This also put paid to the working party planned for that Saturday to clear and burn the reed, as we woke to pouring rain that continued almost all day.

The following Saturday, things were much better, if somewhat wet underfoot. Wellies with no leaks were absolutely essential, and the majority of reed was gathered by a working party of eight, with a significant amount being burnt, and the rest to follow shortly. When I arrived that morning, it was a pleasure to see their smiling, muddy and smutty faces, enjoying a mid-morning snack in the middle of the fen. Two further days cleared everything else up, and it was possible to reset the weir to allow the water to fill back up ready for the summer.

This winter has seen Brynmor Jenkins join us to complete the Community Service element of his Duke of Edinburgh award. He has worked really hard, and made a great contribution to the winter's effort.

Over the past few weeks I have encountered numerous visitors on the fen, almost daily. Many have travelled a considerable distance to come here, and are invariably experienced birdwatchers and photographers. They have been very impressed with the quality of our

762

reed fen, and its wildlife. This is a huge compliment to our contractors and volunteers who have put in so much time and effort on the fen in the recent past.

As many of you know, I have been unexpectedly out of action, having been taken ill during November. Although I have been able to organise some things from my "command centre" at home, and more recently on foot, I would like to express my thanks to those Fen Supporters who have given me so much help, and without whom none of the above would have been possible.

Cllr Agate raised the matter of severe flooding over and through the fen bank due to water levels being retained at a high a level by the weir. He was concerned about the impact of this continued flow and potential for erosion and long term damage to the raised bank and Stringside Bank. Cllr Agate proposed that a more pragmatic approach be taken by the council to allow water to retained for summer benefit, but lowered to a level where flooding and bank penetration does not occur.

The Chairman, Cllr Roberts agreed to contact Diane Monsey from Natural England to ask her to come to the council to explain more about the Fen to the whole council, and to explain how we should approach the ongoing problem of too much water.

Financial report for the year ending 31st March 2016 – Cllr Agate (Responsible Financial Officer)

A copy of the year-end accounts up 31st March 2016 has been circulated to all councillors (Appendix 2).

In the last period income in the period has been derived from;

a) Playground fundraising	£130.00
b) Wishing Bucket	£5.97
c) PCC grass cutting donation	£250.00
d) Fen NE & NWT payments	£2,946.55
e) Interest	£0.23 + £0.58

Consolidated expenditure incurred;

a) Fuel	£11.24
b) Grass cutting	£80.00
c) Mower service/repair	£203.34
d) Sundry maintenance materials	£12.14
e) Scrub clearance	£3,400.00
f) Pitchfork	£25.00
g) Reed cutting	£1,485.00

702

Year-end balances:

Parish Council Community Account £3,392.59. (2014-15 £2,605.04)
The variance in the balance is due to increase in Playground Fund

Parish Council Savers Account £1,870.33. (2014-15 £1,869.39)

Fen Committee Accounts £8,252.01. (2015-16 £7,691.87)

Observations on accounts.

- 1) I have advised council of a correction to the accounts in respect of monies donated from the Wishing Bucket. This does not affect the accounts per se but reduces the amount we currently have to donate.
- 2) For a number of years the end of year balances on the fen account have been significantly higher than forecast. The average actual balance is in excess of £7,300 for the last five years. The forecast end of year balances have generally around £2000-3000. This indicates that either the forecasting is wrong or the work programme is too optimistic or both. Whilst weather may play a part, this should be factored in when planning works and forecasts. As RFO I strongly urge the new Fen Committee to take a more robust approach to forecasting and work programmes to ensure the council is not left with large unspent balances of public money at the end of each year, which have to be explained in the government audit.
- 3) Approval of quotes. Having reviewed the Fen minutes for the year there appears to be only one record of cost ratification for works on the Fen (KC Ltd- £3,400.00 scrub clearance). There are other significant costs, £1,485.00 and £1,032.00 for example, for reed cutting/clearance during the year that appears not to have been formally ratified. **I would ask the Clerk to check this and ask her to establish whether a fen meeting needs to be convened to formally approve these, and any other significant costs.** Also that new BFC pay particular attention to approving such cost expenditure formally in meetings in order that they are more transparent.
- 4) We have already established that we would continue with the current grass cutting contract at the same rate as last year. This is recorded here for good order.

Audit Commission return

- a. As part of the Audit Commissions external review of our accounts the council have to affirm that the Council maintains a sound system of internal control. Call upon the Chairman to confirm the governance schedule accordingly.
- b. Upon completion of the governance schedule the Chairman and Clerk shall sign accordingly.

702

Adoption and signing of Accounts.

The year-end accounts to 31-3-16 had been circulated to councillors.

Proposed by Cllr Agate

Seconded by The Chairman, Cllr Roberts

'That Boughton Parish Council adopts the accounts for the year ending 31st March 2016'

All in favour.

The Responsible Financial Officer, Cllr Agate and the Chairman signed the accounts to confirm that they present fairly the financial position of the Council.

Internal Audit

The accounts will be internally audited by John Cross on 28th April.
The External Audit returns will be submitted to the government auditors Mazars following completion of declarations and the internal audit.

Village Centre Hire

The PC has previously agreed to donate £30 per year towards the PCC for hire. The last donation was in April 2014.

Proposed by Cllr Agate

Seconded by The Chairman, Cllr Roberts

'That Boughton Parish Council agree to donate £60 to the PCC for hire of the Village Centre'

All in favour.

Wishing Bucket Donation.

We have £5.07 to donate to a charity of our choice. Propose we wait until further funds accumulate. To date we have donated over £400 to charities from public donations. Propose that we send letter of thanks to Dave & Lois Howard who have recently replanted the bucket even though they have moved from the village.

Accounts 2016-17

An up to date set of accounts has been issued to councillors reflecting opening balances, income from the precept and early outgoing for NALC subscription. The NALC subscription cheque was signed.

700

Highways report – Cllr Roberts

Speeding is still a problem. There is no easy solution and the next step is to get bin stickers for all properties on the main road through Boughton.

Cllr Agate has been investigating bin stickers. The plan is to hold a 'mini-consultation' with parishioners in every home in Stoke Road, Chapel Road, Mill Hill Road and the relevant part of The Green and ask them to put bin stickers on both recycling and general waste bins. All Members approved of this approach.

Planning report – Cllr Roberts

Boughton Parish Council commented 'no observations' on the following planning application consultation received since the last meeting:

RefNo: 16/00304/F Location: Wits End, Church Lane, Boughton
Details: Raising existing garage roof to accommodate a bedroom with ensuite and study both with dormer windows.

Boughton Parish Council were invited to comment on the following application which has since been withdrawn:

RefNo: 16/00114/O Location: South of Jubilee Lodge, Mill Hill Road, Boughton
Details: Outline application: construction of four dwellings.

Playground report – Cllr Beeston

The Play area is looking really good as usual with the daffs in full bloom and the grass expertly manicured by Mr Frank Reid.

The protection round the base of the posts appears to be working well according to Frank.

Our facility has become very popular, being visited by mums and kids on their way home from school.

We are awaiting £200 kindly donated by the local Masons, which should take us over the 2K mark.

The next meeting will be on Thurs 28 th when we will discuss further fund raising ideas and the possibility of entering a team in the Downham Market Lions Charity Quiz with cash prizes for charitable organisations to the winners.

We would like to organise a family picnic on the Fen following an accompanied walk and general interesting talk suitable for the kids. The aim to raise funds and awareness of the Fen.

We have approached the organisers of Open Gardens to allow us to run a children's spotter game to create some interest for families and glean information to justify our need for funding of the play area.

As you will see we are trying to encourage cooperation with other organisations in the village, whether we succeed, only time will tell.

Public footpaths and signage – Cllr Cooper

The public footpath between Church Road and Mill Hill Road is blocked where works are taking place. The Chairman, Cllr Roberts agreed to speak to the farm manager and ask for a temporary path to be made until the works are completed.

Village assets – Cllr Cooper

Some items being looked after by Cllr Cooper need to be added to the Risk Assessment.

Boughton Parish Council have been asked to provide a memorial bench to enable residents to attach plaques to in remembrance of their loved ones.

Proposed by Cllr Agate

Seconded by Cllr Cooper

'To proceed in principle with the memorial bench at a cost of up to £350.00.'

All in favour.

7. Repairs to village green

There was a discussion about a problem area around the pond (the area in front of Windward), which is uneven and frequently fills with water. It was agreed to spend up to £150 on soil, gravel and transport costs to carry out work to resolve the issue. However, it was noted that work could not be carried out until the relevant permissions were given. It was thought that Boughton parish Council will need to approach the local Conservation Officer and possibly the Planning Department at the Borough Council of King's Lynn and West Norfolk.

Proposed by Cllr Beeston

Seconded by The Chairman, Cllr Roberts

'That Boughton Parish Council spends up to £150 to carry out work to resolve problems around the pond in front of Windward. The work will be carried out voluntarily by Parish Councillors and will be subject to gaining the relevant permissions.'

All in favour.

Cllr Agate will check and confirm that the relevant permissions were obtained to remove the Horse Chestnut tree by the pond.

70.

8. Documentation: Risk assessment

The Council agreed to review all documents and policies over the coming council year. Members agreed that the Risk Assessment document should be the first to be reviewed.

9. Boughton Fen: Committee membership; Publicity

This item was deferred.

10. Reports from visiting officers – County and Borough

Cllr Colin Sampson (Borough Council of King's Lynn & West Norfolk – BCKL&WN) was unable to attend the meeting.

Cllr Martin Storey – Norfolk County Council (NCC)

- The outcome of the 5 year land supply issue depends on the outcome of an enquiry due to take place at Heacham in the near future.
- New trade waste regime – prices on the NCC website.
- If Boughton Parish Council wants to look at producing a Neighbourhood Plan, Cllr Storey recommends asking someone from the BCKL&WN to come to speak a future Parish Council meeting.
- Big topics at the moment are the new budget (needing to find £111million) and devolution.

11. Public questions

There was a discussion about cleaning up the verges in Boughton. Highways have been contacted and the Council is waiting for action to be taken.

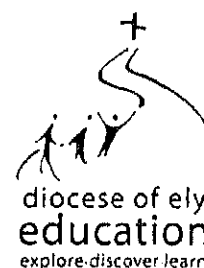
12. Date of Annual Parish Council meeting

The Clerk will email all councillors to arrange a date for the meeting. It will need to be late in May to allow for holidays.

The Chairman thanked everyone for attending and closed the meeting at 8.18pm



All Saints Academy
Wretton Road, Stoke Ferry, King's Lynn, Norfolk. PE33 9QJ
Telephone: 01366 501050 Fax: 01366 501513
E-mail: office@allsaintsacademy.norfolk.sch.uk



Headteacher: Mr. A.M. Beeson M.Sc, B.Ed

Chair of Governors: Mr. J. Nicholas-Letch.

The Chairperson
Boughton Parish Council.

24th March 2016.

Dear Sir,

I am writing to you on behalf of the pupils and staff at All Saints Academy, to express my thanks for the welcome that this school always gets whenever we hold our Easter Church Service in Boughton. In particular, I would wish to express our gratitude to Mrs. Pam Wakeling, the Church Warden, and all the church members at All Saints Parish Church in the village for the very warm reception that is given to the children when we worship together in the church. I fully understand that the use of the church is controlled by the Parochial Church Council and I give my wholehearted thanks to them, but it is also a tribute to the wider village community that the welcome is so warm and, as such, I feel that my thanks should be given to this wider forum as well.

I also feel that I have to apologise to the Parish Council, for the minor damage that was caused this morning to the edge of the green behind the pond. This was inadvertently caused by our coach as the driver tried to manoeuvre past some parked cars in order to safely drop the children off before the service. Please accept my assurances that this damage to the grass was completely unintentional and that we make every effort to avoid such incidents occurring.

If you, or any members of the Parish Council would like to come into school to meet the children, you would be more than welcome. Please phone the school on the above number and we will happily make an appointment for you to visit us.

Once again, very many thanks for the welcome that we have always had in Boughton over the past twelve years or so.

Yours sincerely,

A handwritten signature in black ink, appearing to read "A. M. Beeson". The signature is fluid and cursive, with a long horizontal stroke at the end.

A. M. Beeson; Headteacher.