

**BOUGHTON PARISH COUNCIL ANNUAL MEETING MINUTES**

**HELD ON : MONDAY 30<sup>th</sup> MAY 2016 AT 7:00PM**

**VENUE: ALL SAINTS, BOUGHTON**

Present:	The Chairman	Cllr Tom E Roberts
	The Vice Chairman	Cllr Ian Davis
	Councillors	Cllr Andy S Beeston
		Cllr David Cooper
		Cllr Mark Pogmore
	Parish Clerk	Carole Edwards
	Members of the public	2

**Apologies**

There were no apologies. The Chairman, Cllr Roberts advised that he has received and accepted Mr Agate's resignation.

Members asked the Clerk to commence the process to seek a new Councillor. There are now vacancies for two councillors on Boughton Parish Council. **Clerk**

**1. To elect a Chairman**

*Proposed by Cllr Beeston*

*Seconded by Cllr Davis*

*'That Cllr Tom Roberts is elected Chairman of Boughton Parish Council'*

*All in favour.*

Cllr Roberts signed a Declaration of Acceptance of the Office of Chairman of Boughton Parish Council.

**2. To elect a Vice Chairman**

*Proposed by Cllr Cooper*

*Seconded by Cllr Beeston*

*'That Cllr Ian Davis is elected Vice Chairman of Boughton Parish Council'*

*All in favour.*

Cllr Davis signed a Declaration of Acceptance of the Office of Vice Chairman of Boughton Parish Council.

**3. To receive declarations of interest**

Cllr Pogmore declared an interest in item 8 in that he works closely with the proposed architect/designer.

**4. Responsible Financial Officer and Clerk**

**Responsible Financial Officer (RFO)**

Cllr Agate was RFO and has now has resigned from the Council. The Chairman, Cllr Roberts agreed to take on the role for a temporary short-term period (up to 6 months) until a new RFO can be found.

**Clerk**

Carole Edwards agreed to continue in her role as Clerk.

**5. Responsibilities**

The following responsibilities for the 2016/2017 year were agreed:

Communication – Cllr Davis

Boughton Fen – The Chairman of the Boughton Fen Committee, currently Cllr Pogmore

Finance – The Chairman, Cllr Roberts

Highways – The Chairman, Cllr Roberts

Playground – Cllr Beeston

Planning – All

Public footpaths and signage – Cllr Cooper and Cllr Beeston

**6. Re-ratification of the Boughton Fen Committee**

*Proposed by The Chairman, Cllr Roberts*

*Seconded by Cllr Beeston*

*'To rescind and reform the Boughton Fen Committee'*

*All in favour.*

Councillors on the Boughton Fen Committee were confirmed as David Cooper, Ian Davis, Mark Pogmore and Tom Roberts.

**7. Standard forms review**

**Standing Orders**

The Clerk will review Boughton Parish Council's Standing Orders using Model Standing Orders.

**Other documents**

The Chairman, Cllr Roberts and the Clerk are planning to review all policies and procedures and pull them together into one single document.

**8. Planning application ref: 16/00856/F – Single storey rear extension to dwelling at Kingston house, Chapel Road, Boughton, Norfolk. PE33 9AG**

Cllr Pogmore had declared an interest in this item and took no part in the discussion or voting.

The meeting was adjourned to enable a member of the public to speak to councillors regarding his objections to this planning application. The main reasons given were that the planned extension was:

- Overbearing and overshadowing
- The extension would create a ‘massing’ of the property, out of character with Boughton and other properties in the area

The Chairman resumed the meeting.

*Proposed by The Chairman, Cllr Roberts*

*Seconded by Cllr Cooper*

*‘That Boughton Parish Council object to planning application ref: 16/00856/F on the grounds of overshadowing, e.g. massing and because it is out of character in the village which is within a conservation area.’*

*All in favour.*

**9. Dates for Parish Council meetings 2016/17**

A list of proposed dates for meetings had been circulated by the Clerk. All were agreed except for the next Boughton Fen Committee date. This will be re-arranged.

The Chairman thanked everyone for attending and closed the meeting at 7.50pm