

Boughton Parish Meeting**Financial Plan 2003-04**Income

Precept	£450.00
English Nature	£100.00
Interest	£10.00
	<u>£560.00</u>

Expenditure

Fund Insurance	£180.00
NCAPTC	£20.00
Petrol/Oil	£120.00
RoSPA - Safety Inspection- Playground	£85.00
Postage/Stationary/Copying/Telephone	£35.00
Audit Fees	£50.00
Lawn Mower Repairs	£30.00
Parish clerk -20 hours @ £7.00 per hr	£140.00
	<u>£660.00</u>



S J Saunders
Chairman
Boughton Parish Meeting
21-Jan-03

Minutes of Boughton Parish Meeting 21 Jan 03

Present:	Steve Saunders	Moiria Saunders	Pam Wakeling
	Pamela Jennings	Sue Pogmore	David Cooper
	Pauline Lee Evans	Ann Proctor	Sue Crossfield
	John Savage	Janet Savage	Keith Sheard
	Tony Gold	Maryse Gold	Karen Short
Apologies:	Pam Watkinson	Judith Mazur	Tony Mazur
	Mark Pogmore	Ralph Proctor	Louise Langham
	Ian lee Evans	Steve Short	

Item 1: Apologies

- i. The Chairman accepted the apologies from those listed above.

Item 2: Introduction

- i. The Chairman hoped that everyone had had a good Christmas and welcomed everyone to probably the penultimate meeting

Item 3: Minutes of the last meeting.

- i. The Chairman read the minutes of the last meeting. Proposed by Tony Gold, seconded by Karen Short. Minutes agreed by those present.

Item 4: Matters arising.

- i. Highways dept. says the gullies will be done when money available.
- ii. Chairman had received correspondence confirming the Parish Council. Elections to be held in May 03.
- iii. Play Area was an ongoing situation.

Item 5: Accounts.

- i. The Chairman presented the financial plan for 2003/4.
- ii. The precept figure is at £450, which equates to approximately £5 a year for each household.
- iii. A query was raised as to whether there is a ceiling on the amount of increase. Boughton still has one of the lowest precepts in West Norfolk.
- iv. English Nature usually gives an annual payment of £100 for Boughton Fen.
- v. The village does have commitments, which have to be paid; Fund insurance, inspection fee for playground, audit fees – in lowest band. The Chairman had registered a complaint on the high cost of audit fees compared to amount of incomings and outgoings.
- vi. NCAPTC is an association of Parish Councils and provides valuable input.
- vii. Petrol and Oil is an estimate with slight increase on last year's costs. David Cooper and Steve Saunders have used their own fuel at times.
- viii. A Parish Clerk has been budgeted in, for the new Parish Council. This is a national approved rate. Clerk could be a volunteer.
- ix. Plan proposed by Steve Saunders, seconded by Karen Short. All present agreed.

Item 6: Play Area

- i. A lot of effort had been put into fundraising.
- ii. Adventure Playground Ltd has drawn up plans. Cost quoted at £14500. Quite a small figure compared to other local villages recently.
- iii. Collection in Boughton raised £699.66 and monies still coming in.
- iv. Funding forms being completed. The lottery would like to see support from the parish meeting in terms of funds. A request from the Play Area committee was made for a donation. It was pointed out that last year the village budgeted for £800 work that we did not have to pay for. A proposal was made for £500 to be donated. At present money was being saved on not doing repairs in the area.
- v. Many felt £500 was a great deal. The Boughton accounts hold £2004.11 and £191.40. There had been a collection, which had also clashed with an annual collection.
- vi. Sue Pogmore proposed that £200 was donated, approx 10% of the funds. It was pointed that extra funds would be used to maintain and insure the Play Area therefore reducing the village costs. Seconded by Pam Wakeling. Pamela Jennings proposed £100 - 5%. Seconded by Pauline Lee Evans. It was agreed to vote on the two values.
Vote: £200 proposed; 8 for £100 proposed; 3 for Abstained; 4
The motion was carried that £200 will be donated to the Play Area fund
- vii. It was reported that Andy Beeston has offered two hog roasts this year for Play Area and Church.
- viii. Committee had approached landowners to increase size of Play Area. At present time they have declined the offer.
- ix. Favour Parker have offered £400 - £500 for play equipment
- x. Concern was raised over recent vandalism. Please be on the lookout and report problems.
- xi. Discussion was held regarding the slide, which will be removed under current plans. It was asked if it could be preserved in some way. Investigations to be made. Many felt it would be sad to lose it; there had never been a major accident on the slide.

Item 7: Boughton Fen

- i. English Nature has been clearing the shrub. Contractors were there for 3 weeks.
- ii. Otters have been seen and this increases the significance of the site.
- iii. English Nature had asked to pollard or cut down trees on right, at junction with Oxborough road. Concern about them falling, village would be liable. Agreed action needed and to discuss with English Nature. Suggestion that wood is sold as valuable.
- iv. English Nature will do more work next autumn.

Item 8: Questions raised.

- i. There is too much dog mess being left behind. One or two people particularly responsible. Ann Proctor had asked vets to put up poster at the Surgery.
- ii. Drainage - letter been sent to Mr Piper, Highways Dept last December. Wretton Road had big problems. The field channel had been blocked and water was backing up the road. Also there are many puddles in Gibbet lane.
- iii. Poor condition of roads was mentioned. They were only resurfaced last year.

The next meeting will be in early April to close matters and formally dissolve the Parish Meeting. The meeting closed at 20:00.



Minutes of Boughton Parish Meeting AGM 10 April 03

Present:	Steve Saunders	Moirra Saunders	Pam Wakeling
	Pamela Jennings	Sue Pogmore	Mark Pogmore
	Pauline Lee Evans	Ian lee Evans	Ann Proctor
	John Savage	Janet Savage	Andy Beeston
	Alan Wilkinson	Maryse Gold	Berry Foulds
	Paul Coulten		
Apologies:	Tony Gold	Pam Watkinson	Fred Watkinson
	Karen Short	Steve Short	

Item 1: Apologies

- i. The Chairman accepted the apologies from those listed above.

Item 2: Introduction

- i. The Chairman welcomed everyone to the last Parish meeting. As of 1st May it would be a Parish Council. He informed the meeting that the Play Area Fund had raised £1200, with another £400 expected. A mention was made of the recent Homewatch warning. There had been several items of vandalism recently, including the playground fence and previously the seesaw. Please keep the Chairman informed if damage is seen or those doing it, as the Police will be informed.
- ii. There would be no election for Chairman this meeting, as the Council will elect a Chairman. Steve Saunders would continue until 1st May in the role.

Item 3: Minutes of the last AGM.

- i. The Chairman read the minutes of the last meeting. Proposed by Pauline Lee Evans, seconded by Sue Pogmore. Minutes agreed by those present.

Matters arising.

- i. Paul Upton had completed an audit of the accounts.
- ii. There were a few Jubilee mugs left. They could be sold or donated to the Village. It was agreed to put them on sale at Open Gardens in June.
- iii. English Nature had done a lot of work at Boughton Fen. Paul Coulten queried the drain across the road. The area has now been resurfaced and a blocked drain cleared. There are conflicting views on how to proceed. The area needs tidying and the road has broken up, which requires repair.

Item 4: Minutes of 21st Jan meeting.

- i. The Chairman read the minutes of the last meeting. Proposed by Sue Pogmore. Seconded by Pam Wakeling.

Matters arising from 21st Jan

- i. Boughton Fen. English Nature had been asked to look at the trees. They would probably remove two. More work will occur next autumn.
- ii. A number of people had received surveys from Anglian Water about drains in the village. The Chairman will contact the company and find out about their plans.
- iii. The Village are still waiting to gain an HGV restriction.

Item 5: Accounts.

- i. The Chairman presented copies of the 2001/02 accounts, which have been audited by the Commission. Also the 2002/03 accounts.
- ii. The bank account has been changed to a one with higher interest. It was a Business Premium account and is now Business Reserve.
- iii. The fund insurance has been moved to a new company, AON, which gives a better deal.
- iv. NCAPTC will be providing training for the newly elected parish Councillors.
- v. The Audit fee is now annual. The commission is looking at ways to help small villages with low income, like Boughton. The Chairman had registered his views on behalf of the village.
- vi. With the account changes, £914.10 has been transferred to the savings account.
- vii. The difference in income and expenditure for the Jubilee mugs (Impact China) is due to 43 mugs being given to children under 16, in the village.
- viii. The funds stand at: £2177.98
- ix. A query was made about the cheque numbers. The Chairman replied that a book had been lost in the post and had been cancelled.
- x. The accounts were proposed by Steve Saunders and seconded by Mark Pogmore. All agreed

Item 6: Church Project

- i. The Chairman put forward a proposal on behalf of the Church Project for a request of £400 to support their work. Bids had been made to a number of agencies and Trusts, including to the Community Fund and Countryside Agency. They requested evidence of support from the village.
- ii. Ann Proctor expressed her concerns about the whole scheme.
- iii. Alan Wilkinson reminded the meeting that the majority of the village wanted the changes. 86%, who replied to Village appraisal, were in favour. He pointed out the need to show local funding.
- iv. The new Parish Council would use the new building, as they have to meet in a public building. They would possibly have to meet outside the village whilst the building work was completed in the church. This was estimated to take nine months.
- v. The changes would be one of the first of its kind in Norfolk; many churches in Oxford had followed this route.
- vi. There would be educational classes, events for children, constructive activities. It would take the church back to its roots.
- vii. A detailed programme showing the timetable and business plans can be obtained from Alan Wilkinson. Many organisations are supporting the scheme.
- viii. There was discussion and Steve Saunders proposed a vote, that £400 be donated to the Church project. Seconded by Sue Pogmore.
In favour: 12 Against: 3 Abstain: 1 so the proposal was carried.

Item 7: Boughton Fen

- i. A letter had been received from Alan Hale and Ray Gribble. Each year they ring the birds on the Fen. They would like to continue to do this and required approval from the meeting. It was unanimously agreed that they could continue, provided the village was informed of the results.

Item 8: Elections and Thanks.

- i. The election is to be held on 1st May with 8 candidates contesting 7 seats. Voting slips will arrive in the next two weeks, as it will all be by postal vote.
- ii. For those elected there would be a training evening on 14th May and a Parish Council meeting on 15th May. This all has to be completed by 19th May. NAPCTC will lead the training and support the following evening, which will also be attended by the Borough Representative.
- iii. A clerk will be needed, who can be a villager. Either a volunteer or paid post.
- iv. The village sign has warped. Paul Coulten was thanked for offering to deal with this. He will consult with Geoff Marshall.
- v. The current Chairman, Steve Saunders, thanked his predecessors; Andy Beeston the former Parish Chairperson, Edwin Rix, and Audrey Payne, who had put in a lot of sterling work as Parish Chairperson.
- vi. Thank you was made to Moira Saunders who had acted as clerk whilst her husband was Chairman.
- vii. Members of the meeting thanked Steve for all his hard work on their behalf.

The meeting closed at have not got a clue, but it was quite early.

BOUGHTON PARISH COUNCIL

**Minutes of the Inaugural Annual Meeting
of Boughton Parish Council held at 7.00 pm
on Thursday, 15th May 2003 in Boughton Church**

PRESENT: Councillors Paul M Coulten, Angela R Mason,
Mark R Pogmore, Stephen J Saunders, Stephen J Short,
Pamela J A Wakeling and Pamela E Watkinson

M Elvin, being the Proper Officer from the Borough
Council of King's Lynn and West Norfolk

1 RETURNING OFFICER'S REPORT

RESOLVED: That the Returning Officer's report showing the seven Parish Councillors elected to serve for the Parish of Boughton, at the election held on 1st May 2003, be noted.

**2 CODE OF CONDUCT AND DECLARATION OF ACCEPTANCE OF OFFICE
BY COUNCILLORS**

A model code of conduct applied to Parish Councils by the Parish Council's (Model Code of Conduct) Order 2001, a copy of which had been circulated with the Agenda, was received and noted.

Declarations of Acceptance of Office were made by all the Councillors present before the Proper Officer.

3 ELECTION OF CHAIRMAN OF THE PARISH COUNCIL

(a) The Conduct of the Election Process

RESOLVED: That Councillor S Saunders be elected Chairman for the purposes of conducting the election of Chairman of the Parish Council for 2003/2004.

(b) Election of Parish Council Chairman for 2003/2004

It was proposed, seconded and unanimously resolved that Councillor Stephen Saunders be elected the Chairman of the Parish Council for 2003/2004.

Councillor Saunders thanked members for his election and signed the Declaration of Acceptance of Office.

4 **DECLARATIONS OF FINANCIAL AND OTHER INTEREST**

It was noted that within 28 days of Parish Councillors coming into office, they had to register their financial and other interest on a form prescribed, which was then retained by the Borough Council's Monitoring Officer, with copies kept by the Proper Officer of the Parish Council (normally the Clerk) available for public inspection on request. Copies of the requisite form and Declaration which each Parish Councillor had to complete and make were distributed.

RESOLVED: That arrangements for the completion and return of each Declaration by 12th June 2003 were noted which the Chairman undertook to co-ordinate.

5 **ELECTION OF VICE-CHAIRMAN**

The Parish Council noted that it was at their discretion as to whether to elect a Vice-Chairman.

RESOLVED: That:-

- (a) the Parish Council elect a Vice-Chairman;
- (b) Councillor Paul Coulten be elected Vice-Chairman of the Parish Council for 2003/2004.

Councillor Coulten thanked members for his election and signed the Declaration of Acceptance of Office.

6 **FINANCIAL POSITION AND ARRANGEMENTS**

(a) **Balances held by Boughton Parish Meeting/Parish Council**

The Chairman reported that a balance of approximately £1,600 was held in an account in the name of the Boughton Parish Meeting.

RESOLVED: That closing accounts for Boughton Parish Meeting be made up until 1st May 2003 and presented to the next meeting and the credit balance be transferred into a new account in the name of Boughton Parish Council and these Minutes provide the necessary authority for the requisite bank transfer and any transfer of other accounts held in now defunct Parish Meeting accounts.

(b) **Authorisation of Accounts for Payment and Signing of Cheques**

RESOLVED: That:-

Any two from the following three Councillors be authorised signatories on cheques for payments made by Boughton Parish Council:-

Councillors Stephen J Saunders

Paul M Coulten and Angela R Mason.

(c) **Member Responsibility for Financial Transactions and Maintaining the Accounts**

The Chairman invited another member to take on this responsibility. Councillor Angela Mason offered to take on this duty.

RESOLVED: That the offer be kindly accepted and Councillor Angela Mason be authorised to deal with the authorised financial transactions of the Parish Council and the financial accounts and the Parish Council's banker's (Barclays) be notified of this so that bank statements etc are sent direct to Councillor Mason.

7 **APPOINTMENT OF PARISH CLERK**

The Chairman reported that in the budget which had been prepared for the current year, £140 had been allowed for the employment of a part-time Parish Clerk based on a nominal 20 hours per year.

A discussion ensued when a view was expressed that during the first year of operation of the Parish Council, a greater number of hours might be required from the Parish Clerk. Further, bearing in mind the Parish Council's modest balances, it might be preferable for one of the seven Parish Councillors to act as Honorary Parish Clerk and so keep expenditure down.

RESOLVED: That:-

- (a) in the interests of economy, a Parish Councillor act as Honorary Parish Clerk during the first year of operation and this matter be reviewed after the end of 12 months;
- (b) the kind offer of Councillor Angela Mason be accepted and she be appointed Parish Clerk of Boughton Parish Council (without remuneration) and this appointment be notified to all relevant bodies;
- (c) arrangements be made for the Parish Clerk to receive the requisite training;
- (d) the Chairman seek from the Borough Council a start-up grant to cover the training costs of the Parish Clerk.

8 **PARISH COUNCIL MEETINGS IN 2003/2004**

RESOLVED: That the Parish Council meet in the church at 7.00 pm on Thursday, 19th June and at 6.00 pm on Wednesday, 10th September 2003 (the latter date to be reviewed at the June meeting).

9 **PLANNING ISSUES**

This matter was discussed.

RESOLVED: That:-

- (a) planning issues be dealt with by the Parish Council as a whole on an as and when basis;
- (b) the Clerk and M Elvin clarify whether meetings for this purpose can be convened by e-mail to members accepting that the statutory public notice had to be given and in view of Parish Councillors wishing unanimously to communicate in this way.

10 **NORFOLK ASSOCIATION OF PARISH AND TOWN COUNCILS**

It was noted that Boughton was already a member of this body but the membership fee would increase slightly because of Parish Council status.

11 **PARISHIONERS' ISSUES AND COMMUNICATIONS**

This matter was discussed.

RESOLVED: That:-

- (a) the issues raised at the Annual Parish Meeting be brought to the next meeting of the Parish Council;
- (b) the Minutes of Parish Council meetings be displayed on the Parish notice board;
- (c) a summary of Parish Council proceedings together with dates for future Parish Council meetings be published, if possible, in Group 4 News;
- (d) consideration be given in due course as to whether a further Parish notice board is necessary.

12 **ARRANGEMENTS FOR NEXT MEETING**

The date, time and venue for the next meeting having already been agreed it was **RESOLVED** that agenda business should include the following:-

- (a) Closing accounts for Boughton Parish Meeting
- (b) Issues raised by electors at the Annual Parish meeting
- (c) Group 4 News - consideration of possible financial support
- (d) Parishioners issues/questions

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- (e) Financial position and transactions
- (f) Such other matters as the Chairman and Clerk shall determine require the Parish Council's attention.

The Inaugural Meeting of the Parish Council closed at 8.15 pm

*jPConlkn
19.6.03*

BOUGHTON PARISH COUNCIL

Minutes of the Planning Meeting held at 7.30 pm on Friday, 13th ^{June}~~May~~ 2003 in All Saints Church

PRESENT

Councillors
Angela R Mason
Mark R Pogmore
Stephen J Saunders
Pamela J A Wakeling
Pamela E Watkinson

APOLOGIES

Councillors
Paul M Coulten
Stephen J Short

1. Planning application by Mr & Mrs B Utting. Residential extension to rear of Sheilbry, in Church Lane, Boughton.

RESOLVED

To advise King's Lynn and West Norfolk Borough Council that the Council's decision is to recommend refusal of the planning application on the grounds that it is believed that the North End (Garden Room) encroaches upon agricultural land.

To advise the council that the boundary fence has been moved and is now believed to have encroached into agricultural land.

The relevant documentation was completed and returned to KLWNBC on 14 June 2003.

2. Planning application by Mr B Heather. Conversion of barn at Church Farm, The Green, Boughton to form two dwellings.

RESOLVED

To advise King's Lynn and West Norfolk Borough Council that the Council's decision is to recommend approval of the planning application.

To raise concern regarding waste disposal and to request that it does not flow to the pond.

To point out to KLWNBC that the plans show no evidence of either a natural light source or windows to bedrooms two and three.

The relevant documentation was completed and returned to KLWNBC on 14 June 2003.

P Coulten
19.6.03

BOUGHTON PARISH COUNCIL

Minutes of the Meeting held at 7.00 pm on Thursday, 19 June 2003 in All Saints Church

PRESENT

Councillors

Stephen J Saunders (Chairman)

Paul M Coultlen (Vice Chairman)

Angela R Mason (Treasurer and Parish Clerk)

Mark R Pogmore

Stephen J Short

Pamela J A Wakeling

Pamela E Watkinson

Action

1. **Apologies** Mr Saunders for the initial part of the meeting
2. **Minutes** of the meeting of 15 May 2003 and 13 June 2003 were approved and duly signed by Mr Coultlen at which point Mr Saunders arrived and took the Chair.

3. Matters Arising

a. **Financial Position and arrangements**

- i. Barclays Bank Statements have been received by the Parish Clerk.
- ii. Barclays Bank change of signatories documents not received by meeting date. Chairman expressed dismay at the delay in Barclays forwarding documents.
- ii. **RESOLVED**
If the Council continues to be dissatisfied with the service offered by Barclays by the next meeting, then the Clerk will seek an alternate banking provider.
- iii. Discussion took place on whether or not the council should continue to operate two accounts when the amount of interest on the Reserve Account was minimal.
- iii. **RESOLVED**
The Clerk will look at other banking providers if Barclays service continues ^{to} be perceived as lacking.
- iv. Chairman advised that he had made an appeal to King's Lynn & West Norfolk Borough Council for funding to cover Council start up costs, training and PC for Clerk.
- v. Clerk advised that she had contacted HM Customs and Excise regarding reclaiming VAT on expenditure and requested information pack. VAT could also be claimed for past 3 years. Clerk

v. RESOLVED



Action

Clerk go through accounts/receipts for last three years to effect VAT claim

vi Clerk advised that the fee to Alliance Cornhill Insurance had been paid (£262.05).

vii Clerk advised that the balances were as follows:

15 May 2003 (Council's inception)	19 June 2003
Community Account	£582.22
Reserve Account	£1608.76
	£283.17
	£1608.76

b. Planning Issues

The planning issues of 13 June's meeting were summarised and Clerk advised Council's comments had been sent. Chairman advised: change was planned to the Planning Envelope in 2004. He advised existing Planning Consent for five houses on Bell corner and another opposite.

4. **Standing Orders**

Chairman *circulated* format for Standing Orders.

RESOLVED

Mr Saunders proposed and Mr Short seconded that the Standing Orders be accepted.

5. **Correspondence**

- | | |
|---|---------------------------------------|
| a. Waste Conference (King's Lynn & West Norfolk BC=KLWNBC) | <i>circulated</i> |
| b. Highways (i.Transport Policy ii. Area Road Safety iii.Speed limit) | <i>circulated</i> |
| c. Objection to Goods Vehicle Licence/B Utting | <i>circulated</i> |
| d. Environmental Protection (KLWNBC) | <i>circulated</i> |
| e. Provision of additional Greenboxes (KLWNBC) | <i>circulated</i> |
| f. Homes in W Norfolk (KLWNBC) | <i>circulated</i> |
| g. Postal Voting (KLWNBC) | <i>Clerk to reply</i> |
| h. Sports Council Minutes | <i>circulated</i> |
| i. Sports equip for loan | <i>circulated</i> |
| j. Funding Opportunities (Heritage Funders) | <i>circulated</i> |
| k. Tenant 2003 Awards | <i>circulated</i> |
| l. Norfolk Matters | <i>circulated</i> |
| m. Norfolk Assn of Parish & Town Councils AGM | <i>circulated</i> |
| n. Audit Commission Fee invoice | <i>Clerk to reply/
query year</i> |
| o. Audit Commission Annual Return 2002 | <i>Chairman to
Complete</i> |

6. **Finance**

- | | |
|---|----------------------------|
| a. <u>Balances</u> See 3. a) vii) above | |
| b. <u>Closure of Boughton Village Meeting accounts</u> See 3. a) vii) above | |
| c. Concurrent Functions 02/03 | <i>Clerk to reply</i> |
| d. Audit Commission Annual Return. See 5. o) above | <i>???? Clerk to reply</i> |

7. **Highways**

- a. The highway problem caused by parking outside the doctors' surgery was discussed.



19-06-03.

a. RESOLVED

Chairman will write to Practice Manager in first instance, requesting that land to rear of surgery be used to extend parking provision.

b. Provision of bus shelter discussed.

Sept Agenda

c. Public footpaths discussed. Concern raised for their upkeep/access.

c. RESOLVED

Chairman to write to BC outlining concerns.

8. Register of Electors

Update received (on disk) from BC. Chairman advised has full register.

9. Issues raised by electors at Parish Meeting

Minutes of Parish Meeting distributed. They contained no unresolved issues.

10. Parishioners issues/questions

No issues raised

11. Group 4 News

Councillor Wakeling advised that profiles of people were requested for Group IV News. Chairman's profile in next issue, Councillor Coulten follows.

Councillor Wakeling explained that Group IV news needed more funding. She suggested that a donation of £50.00 be made toward its upkeep.

RESOLVED

The Council suggests that Councillor Wakeling suggests to Group IV Editor that a donation will be made if all participating Councils make a similar donation.

12. The Village Pump Stoke Ferry

The Clerk pointed out that local Councils are able to publish their minutes in *The Village Pump*.

RESOLVED

A summary of the minutes is provided for publication in *The Village Pump*

Clerk

13. Village events

Open Gardens and Hog Roast discussed.

RESOLVED

Meeting to be arranged to discuss practicalities at Hall Farmhouse for Hog Roast

14. Update on Play Area Project

The Chairman reported that the Play Area project was proceeding and would be enlarged. The project may require the Village Notice board to be moved. The play equipment will be replaced with wooden equipment and a safety floor provided. The area would be extended.

15. Boughton Fen

The Chairman outlined the extent of Boughton Fen owned by the village. He agreed to distribute a map to the Council. The Area is managed by English Nature and is Graded SSSI.

19-06-03 

16. Boughton Parish Council logo

Logo for Boughton Parish Council discussed.

RESOLVED

Logo should incorporate a duck

Clerk

17. Skateboarding on Bell corner

Youngsters skateboarding at Bell Corner had caused concern, but the activity appeared to have ceased.

18. Date of next meeting

Wednesday 10 September 2003.

19. Agenda Items 10 September 2003

- a. Play Area
- b. Group IV
- c. Banking
- d. Rural Youth Bus project
- e. Rural bus transport project
- f. Boughton Website



1906-03

Boughton Parish Council

Minutes of the Meeting held at 6.30pm on 23 September 2003 in All Saints Church, Boughton

PRESENT

Councillors

Stephen J Saunders (Chairman)
Paul M Coulten (Vice Chairman)
Angela R Mason (Treasurer and Parish Clerk)
Mark R Pogmore
Stephen J Short
Pamela J A Wakeling
Pamela E Watkinson

Guests

Mr Michael Payne (Parishioner)
Mrs Liz Payne (Parishioner)
Mr Ian Leggett (Eng Nature)
LeVett

1. Apologies

NONE WERE RECEIVED
Apologies received from Pam Watkins

2. Minutes of the meetings of 19 June 2003

Minutes of 19 June approved and signed by the Chairman.

3. Matters arising

i. Financial position and arrangements.

Spreadsheets presented, transactions reported since last meeting

Expenditure since 19 June 03

Playground Maintenance	£69.33
Audit Commission	£58.75
NCAPTC (Travel & Standards Book)	£16.56

Income since 19 June 03

English Nature	£100.00
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Balances

Community A/C	£275.53
Reserve A/C	£1608.76

ii. Planning issues

Jay-Craft Ltd's application for a licence Under Section 12(1)a 13(5)d of the Goods Vehicle was discussed. The restrictions the Planning Department placed upon the issue of licence are: entry and exit to the site forwards. No more than 2 axles, trailer to be drawbar variety. Councillor Steve Short declared an interest in Jay-Craft and hence abstained from the discussion.

Burley House. The two cattle barns that Geoff Proctor wishes to erect on land adjacent to Burley House do not require planning permission, therefore work can commence. The work should be carried out within 5 years of the application.

Shelbry House – Mr & Mrs Utting. Subsequent to the Planning Department's Notification of Approval, the Chairman (Steve Saunders) sought the assistance of

Councillor Trevor Manley who attended a meeting dated 8 September 2003 to again put the case that the proposed extension encroached upon agricultural land (stated in Boughton PC's original objection). The full permission has now been put on hold awaiting further guidance.

4. Correspondence

The list of correspondence received and discussed is as follows

Standardsboard Video/booklet
Play Area Safety Report
Methwold High School
Rural Youth Bus Vision for the Future
Rural Bus subsidy Grant Services
The Playing field Newsletter
Norfolk CC – Household Waste in Norfolk
Outdoor play area /disability legislation
Your Police
Renewable Energy
The Local Channel
Business Banking Code and You
KLWN Community Development Unit: Provision of services for 0 – 19 years
The Local Channel – Parishes to be online by 2005
Electoral Review
Local Transport Plan
NCAPTC AGM 18 OCT
Carer Leaflet
Postwatch

6. Boughton Fen

Mr Ian Levett, Assistant Conservation Officer with English Nature, was welcomed to the meeting.

The general concern with Boughton Fen is its escalating desiccation and the causes. IL explained the Water Level Management Plan (a copy since received and distributed) was a five year plan and has to be regarded as a Statement of Intent. It has no statutory status. Little of the recommended actions had yet been undertaken/completed apart from some scrub removal. The cost of future works may have to be born by Boughton PCC, particularly the (EN recommended) Dip-wells – a fact that surprised the Chairman.

The road drain that was structured to abolish the road flooding of last winter was initially set at too low a level/ since rectified.

Discussion took place on the Fen's history and Mr & Mrs Payne explained that the moisture/water level had dropped considerably in the past twenty years (for example, waders were needed in the 60's) with a resultant change in the habitat and hence species to be found.

A site meeting was arranged for 10 October to include all interested Councillors, English Nature, Environment Agency and the Internal Drainage Board. Heather Tame's report (Environment Agency) of that visit has since been circulated.

IL stated that the objective is that 95% of SSSIs are to be in a favourable condition by 2010. English Nature is to undertake a major scrub clearance programme and then to hand over the maintenance to us locally.

Mrs Payne said that there was further encroachment into Boughton Fen by Mr Smith, who has appropriated land before. He has recently planted Lleylandii. The Chairman wishes to approach the Land Registry to define the Fen's boundaries.



AM expressed her concerns at the amount of water the poplars may be extracting from the ground and asked whether this would be affecting the site's water levels. Mr Payne confirmed they were removing a great deal of moisture. The Chairman requested that IL investigate their removal.

IL agreed to revisit the site with the Land Agent.

The Chairman asked if the southern end on the other side of the road could be included in the Fen. IL explained that this is a Country Wildlife Site (less important than an SSSI) and is already under the ~~auspicious~~^{auspices} of Norfolk Wildlife Trust (NWT).

Discussion took place on the mineral workings and Mr Payne explained that a restoration programme was planned on the (private) works' completion.

Mr Levett and Mr & Mrs Payne were thanked for their considerable contribution and then left the meeting.

7. Play Area

The Chairman explained that the Play Area Project was proceeding and that ROSPA insisted that the slide is replaced to meet current regulations. PC said that he regretted that the slide which had given so many children such pleasure had to be removed to meet legislation. Others agreed.

The Chairman explained that the see saw had also snapped and a replacement was needed.

The Play Area Fund has reached the sum of £2.5K for which Play Area Committee was congratulated.

8. Purchase of glasses for use in the church

A request was made that glasses are purchased for use in the church for village functions. Anticipated cost is £17.00. PC proposed and Mp seconded. Resolved.

9. Parking outside doctors' surgery

A representative from the doctors' surgery had been invited to the meeting to discuss the parking problem. No response received. Pam Wakeling had seen people parking outside the surgery when the car park was not full. Chairman to write again and copy to the Highways Authority and the Police. (NB next day, 24 September, local Vet prevented from getting to his surgery by obstruction outside the doctors!!!)

10. Use of Jubilee mugs

Agreed that the excess Jubilee mugs should be donated to the church for village/church functions.

11. Group 4 News

All four contributory parishes had offered a sum of money to Group IV News, but not agreed on sum

12. Banking

It was agreed to continue banking with Barclays.

13. Rural Youth Bus project

AM to contact and explore possibility of provision in Boughton

14. Rural bus transport project

Dial-a-bus service available to Boughton. Details of it and Tuesday and Friday general bus services in Group IV News



15. Boughton Website

Boughton website not deemed a priority. Mark Pogmore to ask Pauline Lee-Evans if she can help.

16. Village events

The Hog Roast raised a profit of £700.00 which was divided between the church project and the Play Area Fund. The Church Project raised £60.00 from the cheese and wine evening and £700.00 from the raffle. Mr & Mrs Saunders, Miss Wakeling, Mr & Mrs Short, Miss Jennings Andy Beeston were congratulated for their efforts.

A concert is to be held on 18th October in the Church – Downham Market Choral Society.

A Christmas Village party is planned.

New Vicar in residence at Barton Bendish who covers Boughton along with seven other parishes.

AM offered a barn for a Barn Dance in February

PC proposed a village walk. PC to liaise with AM. AM to write to Albanwise to ask permissive access on their land. PC has generously offered permissive access on his land.

17. Agenda Items for next meeting

Light pollution was raised.

Countryside & Rights of Way – feedback from PC

Next meeting

6.00 pm , 6 November, All Saints Church, Boughton



6 NOV 03 .

Boughton Parish Council

Minutes of the Meeting held at 6.00pm on 6 November 2003 in All Saints Church, Boughton

PRESENT

Councillors

Stephen J Saunders (Chairman)
Paul M Coulten (Vice Chairman)
Angela R Mason (Treasurer and Parish Clerk)
Mark R Pogmore
Stephen J Short
Pamela J A Wakeling
Pamela E Watkinson

Guests

Mr Michael Payne (Parishioner)

1. Apologies

None received

2. Minutes of the meetings of 23 September 2003

Minutes of 23 September 2003 approved and signed by the Chairman.

3. Matters arising

i. Financial position and arrangements.

Spreadsheets presented, transactions reported since last meeting

Expenditure since 23 September 03

20 Oct 03	Mrs M Saunders	Glasse for church/village use	£16.15
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Income since 23 September 03

29 Oct 03	KLWNBS	Concurrent Function	£50.00
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Balances

Community A/C	£309.38
Reserve A/C	£1611.77

ii. Planning issues

Sheilbry House – Mr & Mrs Utting. Amended plans shown – changes incorporate PC's objection re encroachment onto agricultural land.

iii. Boughton Website

Councillor Pogmore reported that he had approached Pauline Lee-Evans as suggested at 23 September meeting. However, she was unable to do any work on a village website.

4. Correspondence

The list of correspondence received and discussed is as follows

- i. Street Lighting
- ii. Rural Sports Meeting (KLWNBC)/equipment for loan
- iii. Sports Workshops Good Practice & child protection
- iv. Communications with KLWNBC /contact handbook
- v. Notice re speed limit extension.. *Chairman reported that he is still pursuing the HGV restriction issue*
- vi. KLWNBC Mayor's Award for Design in the Environment
- vii. Norfolk CC Planning & Transportation / Norwich Area Transportation Strategy - Public Consultation
- viii. Rural Transport Partnership (West Norfolk & Breckland Rural Transport Partnership).
- ix. Norfolk Matters



5. Boughton Fen

The Boughton Fen Site Meeting of 10 October with English Nature and The Environment Agency was discussed. Councillor Mason asked that her concerns were minuted viz: Boughton Fen is an SSSI and her opinion is that we should put the welfare of nature and wildlife above any benefits the site may have to the local population. For example, the seating and picnic area suggested by Mr Levett of English Nature. Equally, she thought the suggestion to introduce grazing cattle could be detrimental to the lepidoptera and nesting birds. Parishioner Mr Payne endorsed her opinions.

Acceptance of The Environment Agency's Draft Water Level Management Plan was proposed by the Chairman and seconded by Councillors Coulten and Wakeling. The Chairman was to contact the Highways Dept (Mr Edmunds) with reference to the water levels and possibly putting a drain across the Eastmoor Road.

6. Play Area

The Chairman explained that ROSPA, due to safety regulations, insists the slide is removed in the very near future. Various council members would prefer it stayed.

7. Parking Outside doctors' surgery

The Chairman is in further correspondence with the local surgery regarding the parking problems and the traffic congestion it causes.

8. Community Car Scheme

The community car scheme was discussed.

9. Light pollution

The Chairman has received letters from local residents regarding light pollution caused by security lights being left on all night.

RESOLVED: To contact antagonists.

10. Rural Youth Bus Project

The Rural Youth Bus Project discussed. Discontinued because bus has irretrievably broken down. Councillor Mason had discussed this with the Youth Leader who offered the Youth Workers and equipment to the village if a suitable venue could be found. Also explored use of her barn (cannot get insurance).

11. Parish Walk

The Parish Walk was discussed. Albanwise has offered permissive access and requires a £50.00 donation to St Andrews Barton Bendish. Albanwise asked that whole route be outlined on the map which they sent.

12. Methwold High School

The Deputy Head would like to come and talk to us regarding the school's proposal to become a Special Science College.

RESOLVED: Invite representative to the next meeting.

13. Gibbet Lane

The problem of surface water and the positioning of the telegraph pole near Cliff Armsby was discussed. The fact that the sign at the Boughton end of Gibbet Lane only mentions Downham Market was discussed.

RESOLVED: Councillor Coulten to write to appropriate people regarding this issue.

14. Date of next meeting

Tentative date of 7 January 2004 suggested. Subsequently confirmed to be 6.00 pm on 14 January 2004 at Hall Farmhouse.

