

Boughton Parish Council

Income and Expenditure Account for 12 months ending 31.3.2004

INCOME

Precept

English Nature

KLWNBC Concurrent function

Bank Interest

EXPENDITURE

Donation: Boughton Church and Community Project

Stationery

Insurance

Repairs & Maintenance

Playground

Ride on mo

1

Audit Fee

Travel &

Glasses

Mower fuel

10.1111/j.1365-3113.2011.00501.x

Surplus/Deficit of Income over Expenditure

Boughton Parish Council						
Balance Sheet as at 31.3.2004			2004		2003	
Current Assets						
Cash at bank, current account			£228.91		£169.22	
business reserve			£1,617.95		£2,008.76	
			£1,846.86		£2,177.98	
Current Liabilities			£0.00		£0.00	
Net current assets			£1,846.86		£2,177.98	
Represented by Accumulated fund at 1.4.03			£2,177.98			
less excess of expenditure over income			£331.12			
			£1,846.86			

Boughton Parish Council

Minutes of the Meeting held at 6.00 pm 14 January 2004 Hall Farmhouse

PRESENT

Councillors

Stephen J Saunders (Chairman)
School
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 Greg Baddock, Deputy Head Methwold High



1. **Apologies** Councillor Pogmore
2. **Minutes of the meetings** of 6 November 2003 read, approved and signed by Chairman.
3. **Methwold High School** is making a proposal to become a Special Science College. The school needs to raise £50K then receives funding of £.5m over 4 years presentation to this effect was made by Mr Greg Baddock, Deputy Head.

RESOLVED To pledge a donation of £200.00 dependant upon successful change of status.

- 4 **Matters arising**
 - a.
 - i **Financial position and arrangements.** Not discussed
 - ii **Parish Precept & Boughton Taxbase.** 5% increase agreed
 - b. **Planning Issues.** Sheilbry House amendment was discussed.
 - c. **Village Walk.** Problems with plan submitted to Mr Day. Clerk's subsequent telephone conversation discussed. **Agreed:** to make amended approach
 5. **Correspondence** The following correspondence was discussed
 - i. Norfolk Constabulary Western Area Office/Mobile Police Office **Timetable**
 - ii. Eastern NHS health information database/website www.heron.nhs.uk
 - iii. Norfolk Gritting routes leaflet and advice on winter driving. & *Tree planting*
...*Paul Coulten to reply*
 - iv. Register of Electors received.
 - v. KLWNBC Community Development/Funding
 - vi. Opportunities/Community Fund/Volunteer Training
 - vii. Norfolk Parish Training Partnership
 - viii. *Norfolk Link* NCAPTC Newsletter
 - ix. Society of Local Clerks
 - x. Parish Clerk Leaflet
 - xi. Norfolk Matters
 - xii. *Who Cares* (Carers)
 - xiii. Norfolk CC Changes to Bus Services
 - xiv. Norfolk Structure Plan
 6. **KLWNBC Litter Bins.** The Chairman agreed to apply for more bins
 7. **Campaign to Protect Rural England *Night Blight Campaign (Light Pollution)*.** Chairman to investigate and report back.
- Broadband provision/ Meeting 11 Feb KLWNBC,** Paul Coulten agreed to attend on our behalf.
8. **Parking outside doctors' surgery.** This topic to be carried forward to the next meeting.
 9. **Boughton Fen .** The Fen was discussed.
 10. **Village/Common Land -** A question was made of the true extent of the land owned by the village. The Chairman agreed to contact local agents re the semi, which is for sale on the Fen.
 11. **Parish Clerk .** The Parish Clerk stated that she wished to resign her office, but agreed to continue for the time being.
 12. **Date of next meeting.** To be advised by email.

Boughton Parish Council

Minutes of the Meeting held at 6.00 pm 11 March 2004 Hall Farmhouse

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 E Watkinson

1. **Apologies** Pam Wakeling
2. **Minutes of the meetings** of 14 January 2004 read, approved and signed by Chairman. Mr Coulten reported on minuted item re the meeting he attended on Broadband provision/Boughton. The smaller villages are grouped. For Broadband to provided a quota of Provision Requests needs to be met. Boughton will be grouped with W Dereham and Wereham and it is unlikely that the requisite quota of requests would result from the grouped villages. However, Councillor Coulten reported that it is anticipate that 99% of English telephone exchanges will be Broadband enabled within one year.
- 3 **Methwold High School** AM confirmed that the letter pledging £200.00 in support of Methwold High School's change of status (dependant upon application's success) had been sent and acknowledged.
4. **Matters arising**
 - a. i **Financial position and arrangements.** AM reported: Current a/c balance at 11 March 03: £309.38. Business Reserve a/c balance at 11 March 03: £1611.77. The cheque for Barton Bendish Church (see item 4.c. below) had not been issued to date.
 - ii **Playground.** The Chairman reported on behalf of the Playground Committee that a donation of £20,000.00, to include the additional insurance premium, had been secured for the new playground and Village Noticeboard. The work was imminent. Mr Saunders and, through Steve Short, Mrs Karen Short were universally congratulated on their success by the Council.
 - b. **Planning Issues. The following applications were viewed and considered**
Mr Scarisbrick/East View, Oxborough Road.
Mr E Lanker & Miss A Moulton, Greenstead, Church Lane
 - b. **RESOLVED** To agree to both applications and advise KJLWNBC accordingly.
 - c. **Village Walk.** Mr Day of Albanwise had written to confirm the company's agreement to the village walk. AM had replied with Council's thanks
 - c. **RESOLVED** To send donation to St Andrews Church in Barton Bendish
5. **Correspondence** The following correspondence was discussed
 - i. Norfolk Constabulary Western Area Office/Mobile Police Office
 - ii The Standards Board – Office of Deputy PM
 - iii. ROSPA Children's playground Inspection
 - iii. Living on the Edge (Environment Agency)
 - iv. NAPTIC Spring Seminar 16 March 2004
 - v. NPTCP Initial Training for Clerks And Councillors
 - vi. *Norfolk Link* NAPTIC Newsletter
 - vii. Volunteers Training Workshop – How to be a Treasurer
 - viii. Norfolk Rural Community Council. Change of Address

- ix. KLWNBC Parish Councils 7 The Development control process
- x. Age Concern West Norfolk – Decorating and Gardening
- xi. Methwold High School
- xii. Wind Turbine Development/Assessment KLWNBC
- xiii. Your Norfolk – Your Say – County Hall
- xiv. Mobile Skatepark
- xv. Matta Safety surfacing
- xvi. The Playing Field
- xvii. Criminal Justice in Norfolk
- xviii. Norfolk Sports Alliance
- xix. Community Sports Leader Award
- xx. Inter Village Games

6. **Parking outside doctors' surgery.** The parking situation continues to give cause for concern. On one day vehicles were parked from the corner (Stoke Ferry end) to beyond the telephone box. The Chairman is to write to West Norfolk Safety Committee.
7. **Boughton Fen .** Councillor Pogmore agreed to look at grazing of the fen and speak to English Nature on its feasibility and impact.
8. **Village/common land:** The subject of village/common land was discussed; Councillor Pogmore agreed to speak to Mr John Savage to ascertain exactly what land the village owned. To be continued at next Parish Council meeting.
9. **Parish Clerk .** The Parish Clerk stated that she wished to resign the office of Parish Clerk, before the AGM. Councillor Coulten agreed to take over the role. The council expressed their thanks for all the hard work Mrs Mason had put in during the fledgling beginnings of the Parish council. All agreed.
10. **Swans.** Councillor Mason asked for the Council's agreement to her making a swan island should a breeding pair return to the pond. The Council agreed.

Date of next meeting. AGM on Wednesday 5 May 2004 in All Saints Church. 7pm.

Boughton Parish Council

Minutes of the Meeting held at 6.00 pm 31 March 2004 Hall Farmhouse

PRESENT

Councillors

Stephen J Saunders (Chairman)

Angela R Mason (Treasurer and Parish Clerk)

Mark R Pogmore

Pam Wakeling

Pamela E Watkinson

1. **Apologies** Paul M Coulten (Vice Chairman), Stephen J Short
2. **The following Planning Application was viewed and considered:**
Mrs Angela Mason, Cattery at Hall Farmhouse. Councillor Mason declared her interest and hence inability to discuss the application. The Councillors were shown the site.
RESOLVED To agree to the application and advise KLWNBC accordingly (Chairman signed notification).
3. **Boughton Flower Festival May 2004.** The Council discussed the Flower Festival Committee's request for financial assistance. However, the Council did not feel it could help on this occasion.



Minutes of Boughton Parish Council AGM 5.5.04

Council Members present: Steve Saunders (Chairman), Mrs Angie Mason (Clerk, Treas), Mark Pogmore, Paul Coulten, Pam Wakeling.

Public present: Cllr Trevor Manley (District Councillor), Mrs Pauline Lee-Evans, Tony and Mrs Maryze Golds, Pam Jennings, Moira Saunders, T Roberts, Wendy Smith, Sue Pogmore, Tony and Mrs Judith Mazur, Patrick and Mrs Dawn Whing, John and Mrs Janet Savage, Frank Reid, Brian Mason, Fred Watkinson.

Apologies: Steve Short, Karen Short, Pam Watkinson.

Before the meeting, the Chairman introduced Ms Chris Moor, from Hastoe Housing Association (HHA), who explained how they work. HHA receives government funding to build "affordable" housing in rural communities: the houses are either let in the usual way, or part of the equity is sold to the occupier. Most importantly, HHA is able to obtain planning permission on land just outside the envelope (an Exceptions Site) under Section 106, which stipulates that only local people can live there. Thus HHA need only pay agricultural prices for land, dramatically reducing the total cost: however in the case of Boughton, this could be even further reduced, as David Miller is generously offering a site in Wretton Road to HHA, totally free of any conditions.

The site could support two or three dwellings maybe, but the project can only progress if Boughton can prove that there is a need: there has to be a call from existing residents or people closely connected who would like to live in Boughton, but who cannot afford today's prices. Every household has received a survey form: if a need is established, everyone is consulted.

Once built and initially occupied, the homes can subsequently be offered to persons directly connected to villages round Boughton, if replacement tenants/equity part owners cannot be found in the village itself. In the case of part equity owners, the proportion purchased is negotiable (up to 80%), and the price is based on independent valuation. When such owners want to move, they can look for another local person to purchase their share or offer it back to HHA, who would buy it, again on independent valuation at the time.

The formal meeting opened with the Parish Council Members present re-electing Steve Saunders as Chairman. Paul Coulten took over the roles of Clerk and Treasurer.

13/5/04

Last year's minutes were reviewed by the Chairman and approved, nem con.

Questions and Items raised from the floor:

1. New Play Area not yet open. The Chairman said it would open as soon as the fence was completed. It had all been funded by a grant of £17000 from Living Spaces, and £2500 fund raising, plus Council and Industrial donations. He reported that he would be left with a balance, which should be enough to cover for five years the Parish's additional insurance premium, which now includes accidental damage.
2. Drainage from the pond. The Chairman explained that various drainage work was in the pipeline on the Council roster of work to be done, such as Oxborough Road and Wretton Road.
3. Gibbet Lane. It was agreed to form a work party to improve the visibility on the corner by the Caravan Club site.
4. Circular Walk. The parish council are establishing a circular walk in the village, after establishing permissive access rights with landowners. Dogs to be kept on leads where permissive access rights apply.
5. Home Watch. Following a village burglary, concerns were raised about the Home Watch, as there is currently no coordinator. Whilst Mr Moss intervenes to sort this out, Sue Pogmore has the literature, and Moira Saunders the bank account.

The meeting closed at 8.15 pm.

The accounts were distributed.

 13⁴05

Minutes of Parish Council Meeting 7.6.04

Present: S Saunders (Chair), Ms P Wakeling, Ms P Watkinson, S Short, Ms A Mason, P.Coulten

Apologies: M Pogmore

Minutes of meeting 11.3.04: Read and approved

Matters Arising:

1. Parking outside Doctors Surgery in road. Photos to be sent to Highways.
2. Boughton Fen and Village common land carried over.

Minutes of Parish Meeting: carried over

1. Clerk to write to Highways re Gibbet Lane and Wereham Road.

Minutes of meeting 31.3.04: Read and approved.

Treasurers Report: Current account £178.91, Reserve £1617.95.

Chairman to investigate banks paying a better rate of interest.

Correspondence: Ms A Mason to review funding offers circular from KLWNBC

Pond Filter: Ms A Mason reported that she had replaced the pond overflow filter, which had permitted the water to escape down to the correct level.

Redundant Play Equipment: Donations to be made, if not already given

Hastoe Housing Association: Copies of survey circulated. HHA to be contacted re next step.

Village Map: Clerk to obtain OS approval to produce map for noticeboard.

Village noticeboard: Some members queried the position, board material, and roof.

After a site inspection and general discussion, it was carried that

- the Council ask Bonnetts to quote for altering the fence line to incorporate the notice board
- Mr F Watkinson remove two roof boards either side. He will also investigate alternative material for the board itself.

Next Meeting: Before this item was taken, Chairman announced his resignation, and left meeting. Next Meeting June 30 6pm in the Church.

Paul M Coulten
28.6.04
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Minutes of Parish Council Meeting 23.6.04

Present: Ms P Wakeling, M Pogmore, Mrs A Mason, P Coulten

Apologies : S Short *F Watkinson*

Position of Chairman: S Saunders (from floor) said he was not prepared to continue as Chairman, but was still undecided whether to continue as a Councillor. His decision was requested. Vice Chairman P Coulten took chair for the meeting.

Minutes of Meeting 7.6.04: Read and approved

Matters Arising: V/C to investigate management of Play Area, can there be a subcommittee, when not all members are parish councillors.

Matters Arising from Parish AGM: Home Watch co-ordinator. Need to hear from Ed Moss.

Treasurers Report: Balances Current £371.26, Reserve £1619.95. It was reported that no further "concurrent expenditure" is recoverable. Fund Raising will be necessary to ensure expenditure does not exceed income. The insurance policy had been renewed, with a contribution (which should continue for at least four years) from the Play Area committee, to cover the cost of accidental damage cover for the equipment. It was agreed to let our membership of NCAPTC lapse for the moment, after checking with Sarah Dennis at KLWNBC.

Funding Leaflet: Angie Mason reported. Pam Wakeling to review.

Planning: application from G Proctor. Approved. Reply sent KLWNBC.

Correspondence: Letter received from Bush & Co re Sheilbry (Mr B Utting). Moved and agreed that letter be received.

Village Walk: OS approval received to use their map. Agreed to seek funding from Countryside Agency after checking displays at Wereham and Barton Bendish.

Noticeboard. Agreed: Angie Mason to speak to play area committee regarding any warranties etc before altering fence, and to Mr F Watkinson regarding surface and roof.

Hastoe Survey: Paul Coulten reported that in a conversation with Ms Chris Moor at the Association he had been told that the response to the village survey was not adequate for them to proceed with the "affordable housing" project, even though the land was to be donated. Seemingly the planning permission for building on an Exceptions Site outside the village envelope also needs a positive response. Matter to be aired in Group 4 news, in an attempt to stimulate a better take up.

Letter to Highways: no reply yet received.

Boughton Fen and Village Land: carried over. Mark Pogmore still investigating.

Date of next meeting: TBA. Awaiting update re noticeboard.

:

 30/8/04

Minutes of Parish Council Meeting 30.8.04

Present: Ms P Wakeling, M Pogmore, S Saunders, P Coultan (clerk)

Apologies : S Short, Mrs P Watkinson. Good wishes were sent to Pam Watkinson for a full recovery.

Position of Chairman: proposed, seconded, all in favour that S Saunders be elected Chairman. He duly signed the acceptance of office.

Treasurers Report: Balances Reserve £1619.97, Current £876.58. Recent BBQ had raised £558.20. The following donations were approved: Victrim Support £10, Accident Support £10, Mayors Charity bike ride round 60 parishes £10, Boughton Church and Community Project £200.

The accounts for 2003/4 were approved, and now go for external audit.

Correspondence: Letter from Highways. Cannot assist re car parking outside Doctors Surgery. Agreed Clerk write to Practice Manager again. Work in Gibbet Lane etc still to take place. Cannot assist with village signs as we are not on a A or B class road. Agreed Clerk query this in view of signs in nearby villages on similar roads. Mr Freeman to consider the signing at Cavenham Corner, to include "Downham Market".

Planning: No applications received. Conservatory at Manor Farm approved.

Village Walks: Clerk and M Pogmore had met David Mills (Countryside Access Officer), who offers to produce display map of local walks. This is awaited.

Noticeboard: deferred.

Play Area Report: deferred

Boughton Fen: agreed to renew arrangement with English Nature re management of the area until 2007. We are to receive £100 pa, on August 1st. Grazing discussed.

Home Watch: Ed Moss to be reminded for a Group Co-ordinator.

Parish Records: with Steve Saunders. Need to reduce papers to essentials: consult NCC on what exactly we must retain.

Next Meeting: on a date TBA in November.



2nd 04.

Minutes of Parish Council Meeting 2.11.04

Present: S Saunders (chair), Cllr T Manley (District Councillor), S Short, Ms A Mason, Ms P Watkinson, P Coultan (clerk), Ms P Wakeling, M Pogmore.

Minutes of meeting 2.8.04: read and approved.

Matters arising: None. It was agreed to publish agenda in full on village noticeboard.

Treasurers Report: Balances; current £677.25, reserve £1621.99. Fund raising: £100 received from English Nature and £120 to be banked from local flight donated by treasurer. Donations: agreed to give £20 to Tapping House. Audit commission have requested further information, as we are subject to Intermediate Audit, regarding our internal controls and rather large balances. Treasurer to deal.

Correspondence: agreed no need to apply for training or bursary from NPTP. Agreed no need to seek qualification as a "Quality Council".

Planning: no applications. M Pogmore to ascertain if request for detailed PP had been made by M Payne without reference to Council: if so, clerk to query with KLWNBC.

Surgery Parking: Clerk reported that no reply had been received from his letter of 30.9.04, requesting the Practice increase their off road parking.

Village Walks: Clerk reported that David Mills did not expect to deal with the projected map of local walks now until after Christmas.

Highways: Chair had circulated members with a letter from KLWNBC about water in Wretton Road and will contact them about this ongoing problem. Highway Engineer Graham Simpson hopes to issue us with a licence to erect our village signs (which have been up for over 15 years): if they do not conform to regulations, then they would be an illegal obstruction. His Engineer is to update us with regard to including "Downham Market" in the signage at Cavenham Corner.

Noticeboard: agreed work party Sunday Nov 14 to raise board and change surface.

Affordable Housing: Paul Cason at KLWNBC agrees to institute village survey to ascertain need but there will be a delay of up to four years as many other similar projects are in the pipeline.

Playground: The subcommittee reported that they have approx £1600 surplus, which has to be dedicated to insurance and repairs: thus it cannot go into the general parish account. The implications of the latest Disability Discrimination Act were discussed: agreed no action needed.

Boughton Fen: consideration deferred.

Homewatch: Co-ordinator sought. Pam Wakeling to investigate.

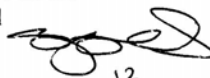
Parish Records: Chair to go through items held by him, in conjunction with guidance notes from KLWNBC regarding time limits for retention. Chair holds Parish Meeting Record book. Discussed possibility of lodging it with NCC Archives.

Grass Cutting (pond, playground and churchyard): agreed presentations to Hilda Savage (in memory of Frank for his work) and to John Savage. Hilda to be consulted on what she would like to see on the pond, Chair to purchase a book for John. For ongoing cutting, quotes to date: Country Grounds £83 + VAT, J Adcock £60, both per cut. Agreed to submit item to G4 news, seeking volunteers for a rota. Using contractors could put approx £15 onto each household, via the precept. Similarly, an increase could still be needed even if the work is done by volunteers, as the village cutter soon will need replacing.

Precept: Chair reminded members that this needs agreeing before year end (Dec 31).

Letter to Albanwise: agreed write Albanwise regarding possible tree planting and/or hedging on roadside into village from Barton Bendish to ascertain response. Some members had reservations about blocking open views.

Next Meeting: December date to be arranged



15¹² 04.

Minutes of Meeting 15.12.04

Present: S Saunders (chair), P Coulten (clerk), Mrs PamWatkinson, Mrs Angie Mason, Ms Pam Wakeling, S Short, M Pogmore.

Minutes of meeting 2.11.04. Read and approved.

Boughton Fen: Chair introduced Miss Heather Tame from the Environment Agency, who took the meeting through her report. The fen is in an "unfavourable condition" which may attract English Nature (EN) funding: it is deficient in water, and weed/scrub control is "inappropriate". Michael Payne told councillors that the blocked original, and lower, drain under Oxborough Road had been disturbed by the Highway Authority (HA) whilst it was endeavouring to keep the road below water level: water now leaks away here which causes the west fen, aided by the poplars, to dry out too soon. This permits scrub and trees to establish in what should be a reed bed. Removal of the poplars involves expense. Establishing a membrane to prevent leakage of water under the road could imperil the stability of the poplars. Heather Tame will liaise with EN, Steve Rothera, M Payne and HA, and report back before March 2005.

Matters Arising from Minutes: Surgery Parking: still no reply. Chairman to query. Village Walks, Affordable Housing, Homewatch, Parish Records: nothing to report. Noticeboard: F Watkinson and F Reid to deal. Highways: await to hear from M. Edmonds.

Treasurers report: Balances Reserve: £1621.99, Current £777.25. A reply had been sent to the Audit Commission. Agreed: £10 donation to ME charity.

Correspondence: Gritting: noted surface treated from Cavenham Corner to by-pass via Stoke Road. Dog fouling: KLWNBC will visit and apply to DEFRA for a byelaw to ban dogs from fenced children's play areas upon request. Agreed: we can put up a sign if need be. Anti dog fouling signs on BT poles are no longer permitted: Pam Wakeling agrees to investigate dog litter bins. Mayors Awards: no proposals. KLWNBC Insulation Grants: agreed to publicise in G4 news. Clerk to deal.

Planning: Noted: OPP granted M Payne, PP granted J Foulkes.

Grasscutting: Agreed: volunteers to be co-ordinated by Frank Reid to cut pond surround and churchyard on a trial basis, using their own equipment. Agreed: scrap village ride on mower in view of a repair quote of £642.

2005 precept: Agreed: maintain precept at 2004 level.

Letter to Albanwise: this requested permission to plant trees and/or hedge from Cavenham Corner on road towards Barton Bendish. Albanwise reply agrees to proposal, but points out that they only control western side. Geoff Proctor, who owns eastern side, approached, and agrees, subject to the project not affecting his DEFRA subsidy. Agreed: Clerk to pursue an avenue of trees. Angie Mason to investigate possibility of grant aid.

Village Awards: Agreed: purchase circular picnic bench for pond, in memory of Frank Savage. Mr Osler to be asked if he can quote. Chairman to announce this at Village Christmas Party, whilst also awarding a book to John Savage.

Christmas Party: Boughton PCC event

Mains Sewerage: This is going ahead in 2005. Clerk reported that all households will be receiving a booklet from AW, with FAQ.

Water Supply: Following recent supply interruptions, and perceived low pressure, clerk to write AW.

Swan Island: Angie Mason to investigate

Use of land in Oxborough Road as a tip for building materials: no remedy available. Chairman to write owner of site.

KLWNBC Meeting 25.11.04: CEO of KLWNBC to retire under 85 year rule.

 17³05