

BOUGHTON PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 2nd JULY 2024 IN THE ALL SAINTS CHURCH, BOUGHTON**

Present:

Parish Councillors: Cllrs Neil Matthew, Phil Boyle, Sue Pogmore and Tam Payne.

Apologies – Cllr Sarah Miller and B Cllr Sue Lintern.

Parish Clerk – Mike Inder.

Borough Councillor – None

County Councillor – None.

Absences – Nil.

Public – 2.

46/24 **Opening and Apologies for absence:** Cllr Matthew opened the meeting and welcomed those present.

47/24 **To receive declarations of interest for items on the agenda.** None declared.

48/24 **Approval of Minutes of the meeting held on 7th May 2024:** Having been previously circulated, the minutes were proposed as an accurate reflection of the meeting by Cllr Payne, seconded by Cllr Pogmore, and approved. Minutes signed by the chairman.

49/24 **Reports from visiting officers:** None present nor received.

50/24 **To hear from the public:** A resident highlighted a road safety issue on the junction from the Green to Chapel Road and provided a reference number for a report submitted to NCC on the Report a Problem webpage. The clerk was asked to write to the resident to highlight the issue and request that hedges are trimmed, and to follow up on the reference with Highways.

51/24 Financial Matters:

- a. Reconciliation of accounts – Cllr Matthew conducted a sample check of invoices/receipts, bank statements and cashbook summaries and countersigned the RFO's reconciliation check.
- b. Payments approved and paid since the last meeting:

Date	Name	Ref	Voucher		£ Total
08 May 2024	Hylton Gott Ltd	Mower fuel IN03055	7	BACS	29.12
08 May 2024	Norfolk ALC	Gov.UK email domain inv1939	8	BACS	14.40
10 May 2024	Tamar Telecommunications	Virtual Phone Line 3985433	9	DD	6.60
18 May 2024	HMRC	PAYE mth2	10	BACS	77.60
31 May 2024	Clerk	Salary Mth2 and Home Work Allowance	11	BACS	127.22
18 May 2024	Play Inspection Co Ltd	Play Eqpt Inspection 68926	12	BACS	99.00
18 May 2024	John Cross	Internal Audit fee	13	BACS	35.00
30 May 2024	Norfolk ALC	NALC Membership Subs	14	BACS	119.85
30 May 2024	Norfolk ALC	Norfolk ALC Website hosting subs	15	BACS	70.00
09 June 2024	Hylton Gott Ltd	Mower fuel IN03121	16	BACS	15.41
10 June 2024	Tamar Telecommunications	Virtual Phone Line 4000469	17	DD	6.94
18 June 2024	HMRC	PAYE mth2	18	BACS	77.60
24 June 2024	Clerk	Salary Mth2 and Home Work Allowance	19	BACS	127.22
Income					
18/05/2024	PCC	Marquee Hire	3	Chq	15.00
03/06/2024	Barclays	Interest	2	Direct	42.20

52/24 **Correspondence:** circulated between meetings requiring further consideration:

- a. A report was received on 16 May of apparent removal of trees in the conservation area without planning consent. The person was advised to report details to Planning Enforcement at the Borough Council. Cllr Pogmore provided background to the occurrence, and it was clear that it was

an issue for the landowner to resolve with the organisation involved and to report the BC as part of that. It was decided that there was no PC involvement required.

- b. Public comments on social media regarding what was considered to be poor mowing of the Green with excessive arisings left in-situ. Cllr Matthew stated that this had met with resounding support for the work done by volunteers to maintain the Green to a good standard; the unusually wet and warm conditions had resulted in limited opportunities to mow and that it had been left longer than desirable before a cut was achievable and that within a few days and another cut the Green was back to normal. The Council emphasised the importance of the volunteers and reiterated the appreciation for the work they do for the community.
- c. Notice of BC Parish Council support hub email being activated: The clerk stated that the helpline may be able to help in some cases but that the limitations on the Monitoring Officer and BC can't be seen as a silver bullet for all problems with Councils or between residents and Councils and that transparency, good governance, respect and civility and a willingness to communicate remain key to a good Council and relationship with parishioners.

53/24 **Planning Consultations.**

- a. Applications: None.
- b. Decisions since last meeting: None.

54/24 **Highways Matters:** The Wretton Road to the A134 road has had the gate repaired and is locked again.

55/24 **Cllr and Clerk's report on ongoing matters:**

- a. King's Portrait – made available for the PCC to decide where best to display it in the Church.
- b. Traffic and speed monitoring report: Cllr Matthew provided a report and signposted people to the website for further details. The A134 closure had seen Boughton suffer from diverted traffic for 2 days.
- c. Update on the play equipment retrospective work: Cllr Payne reported that the bench appeared to have been straightened but not replaced and that the grass matrix was still uneven. It was accepted that the condition is as good as can be expected and the matter closed.
- d. To receive update on pond maintenance. Cllr Payne provided a report; the pond has become cloudier as the weather has warmed but appears to be in good condition overall. The growth of reeds and Flag Irises was thought to be starting to need consideration for intervention, it was agreed to monitor.
- e. Update on the AED installation: The Circuit had reported possible use and Cllr Miller had checked it and found it to be present and ready for use and the status was updated on The Circuit.
- f. It was reported that the marquee having been used for the Open Gardens event was serviceable and the small tears had not deteriorated further.
- g. Village Litter pick – carried out the day before Open Gardens by a team of 8 residents collected 12 bags of litter, the worst area was Stoke Road, but it was noted that there wasn't much by way of alcohol or fast-food containers.

56/24 **Play Park:** the inspection report was circulated with a table of observations provided as an action plan for Cllrs to determine appropriate action. The action plan is at annex A.

57/24 **Post around the Green:** Cllr Payne stated that there are some posts in need of replacement and that he proposed that they should be replaced with the same type of posts of consistent shape and size to improve appearance. It was agreed to replace post as required with the same type and size from the same local supplier in batches and that new fixings for the chains should be purchased and the chains set slightly higher to aid mowing.

- 58/24 **Asset Register:** some updates had been provided and it was agreed to write off the knapsack sprayer as it had not been seen for several years and it had not been suitable for the purpose it was required for. The Clerk will update and rationalise it further.
- 59/24 **Biodiversity Action Plan:** The Clerk explained that the action plan was a generic one provided when the model policy was adopted and that tailoring it to be Boughton specific should be part of the review. Cllr Boyle, as the biodiversity lead, offered to develop the plan. Cllr Matthew offer to assist with website publicity, with Council agreeing that it should focus on informing, providing suggestions and to organise community engagement biodiversity events such as wildlife and flora monitoring.
- 60/24 **To receive new reports from cllrs and propose agenda items for the next meeting:** No further reports. The biodiversity action plan will be reviewed at the next meeting which is scheduled for the 3rd Sept 2024.
- 61/24 The Chair thanked everyone for their participation and closed the meeting at 8.03pm.

Chairman

Prepared by

Mr Mike Inder

Date

Clerk to Boughton Parish Council

Annex A

Ser No	Equipment Item	Comment/Recommendation	Risk	Proposed action	Action taken	Review Date
1	Notice Board	slightly loose in foundation	L	monitor	Monitor	01-Sep-24
2	Fence/Gate	Paint flaking on metal work	L	repaint - Cllr Boyle	paint in stages	01-Sep-24
3		Gate gaps adjust to 12mm		Ask Simon to take a look		01-Sep-24
4		Homemade chain gate latch remove	L	Leave in-situ	NFAR	Closed
5		Gate closing too slow (>8 secs) target 4-8 seconds	VL	timed as 9 seconds	NFAR	Closed
6		Fence damage	L	monitor	Monitor	01-Apr-25
7	Litter Bin	Litter Bin liner not secured	L	It is to allow a bag to be easily installed and emptied	NFAR	Closed
8	Springer	Grass tile matrix compacted	L	Grass is an acceptable surface	NFAR	Closed
9	Slide	Grass tile matrix compacted	L	Grass is an acceptable surface	NFAR	Closed
10	Multi-play	Missing component (plank bridge)	L	leave as is.	NFAR	Closed
11		Algae/Moss - clean	L			
12		Loose fixings	L	Tighten/replace - Cllr Boyle		01-Sep-24