

BOUGHTON PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 6th MAY 2025 IN THE ALL SAINTS CHURCH, BOUGHTON**

Present:

Parish Councillors: Cllrs Neil Matthew (Chair), Tam Payne, Sue Pogmore and Sarah Miller (left after item 42).

Apologies – Cllr Phil Boyle.

Parish Clerk – Mike Inder.

County and Borough Councillors – C Cllr Martin Storey and B Cllr Sue Lintern

Absences – Nil.

Public - 2.

- 29/25 **Opening and Apologies for absence:** Cllr Matthew opened the meeting and welcomed those present, apologies as above accepted.
- 30/25 **Election of Chair:** Cllr Payne proposed that the Chair and Vice Chair be re-elected, seconded by Cllr Pogmore and resolved unanimously.
- 31/25 **Vice Chair election:** as item 30/25.
- 32/25 **To receive declarations of interest for items on the agenda.** None.
- 33/25 **Approval of Minutes of the meeting held on 4th Mar 2025:** Having been previously circulated, the minutes were proposed as an accurate reflection of the meeting by Cllr Miller, seconded by Cllr Pogmore, and approved. Minutes signed by the chair.
- 34/25 **Reports from visiting officers:** County Cllr Storey and Borough Cllr Lintern reports deferred to the Annual Parish Meeting at 7.30pm 6th May 2025.
- 35/25 **To hear from the public:** A member of the public queried whether the Fen Ctte accounts were included in the AGAR reporting, the Clerk confirmed that they are.
- 36/25 **Councillor areas of responsibility:** It was proposed by Cllr Miller and seconded by Cllr Pogmore that Cllr responsibilities continued as per the previous year including the Chair of the Fen Ctte (Cllr Pogmore); motion carried.
- 37/25 **Financial Matters:**
- Reconciliation of accounts – Cllr Miller conducted a sample check of invoices/receipts, bank statements and cashbook summaries and countersigned the RFO's reconciliation check.
 - Payments approved and paid since the last meeting: Proposed by Cllr Pogmore, seconded by Cllr Miller and agreed.

PAYMENTS AUTHORISATION

Date	Name	Ref	Voucher	£ Total
10-Mar-24	Tamar Telecommunications	Virtual Phone Line 4137954	57 DD	6.94
18-Mar-25	HMRC	PAYE mth12	58 BACS	40.60
23-Mar-25	Clerk	Salary Mar and Home Work Allowance	59 BACS	172.46
10-Apr-25	HMRC	PAYE	1 BACS	82.00
24-Apr-25	Mike Inder	Salary & HW Allowance	2 BACS	133.92
10-Apr-25	Tamar Telcomunications	Virtual Phone inv 4153232	3 DD	6.94
Income				
11/04/2025	BCKLWN - Precept		1 BACS	7,993.00
17/04/2025	VAT Reclaim		2 BACS	317.59

- c. Routine Payments for pre-authorisation agreed:

Routine Payments for Annual pre-authorisation

HMRC	PAYE	BACS
M Inder (Clerk)	Salary & Allowance	BACS
Tamar Telecommunications	Virtual Phone line	DD
ICO	Ann Subs	DD

38/25 Annual Governance and Accounting Report 2024/25:

- a. Internal Audit Report: The clerk read out the IA statements confirming that there were no observations nor recommendations requiring consideration.
- b. The RFO demonstrated that the Council was eligible to declare exemption from Limited Assurance Review.
 - i Cllr Miller proposed to declare an exemption from Limited Assurance Review (Ext Audit) seconded by Cllr Pogmore and agreed.
- c. AGAR Section 1 Annual Governance Statement: The Clerk read out the assertions and Council responded yes to each in turn. The Annual Governance Statement was approved and signed by the Chair and Clerk.
- d. AGAR Section 2 Accounting Statement: Presented by the RFO was proposed for approval by Cllr Miller, seconded by Cllr Pogmore and approved.
- e. Retirement of the appointed Internal Auditor: Mr Cross has stated that he is retiring as an Internal Auditor, and the Clerk was asked to write to Mr Cross to thank him for his guidance over more years than anyone present could recollect. The Chair also asked for the RFO's continuing work to be recognised with a vote of thanks.

39/25 Correspondence: circulated between meetings requiring further consideration:

- a. New Funding Initiative to Support Bus Shelter Installations Across Norfolk. No further action deemed necessary.
- b. Norfolk ALC AGM Wednesday 21st May 2025. Noted, no cllrs intending attending.
- c. Planning Parish Update Sessions. Cllr Matthew stated that he would book to attend virtually.
- d. Anglian Water Boughton-Gooderstone New Pipe Project notification. No comments or observations.

40/25 Planning Consultations.

- a. Applications: No new applications.
- b. To consider late applications: None.
- c. Decisions since last meeting: None.

41/25 Highways Matters:

- a. Cllr Matthew reported that the latest SAM2 data had an anomalous date/time stamp, he has corrected it. Nothing significant to report.
- b. White Gates Reinstallation: The Clerk reported that the Highways Engineer was content for them to be replaced in the original location and that it would be cheaper and quicker for the PC to arrange. It was agreed for the Clerk to contact a local handyperson to quote and if within the delegated spending power then to proceed.

42/25 Cllr and Clerk's report on ongoing matters:

- a. Cllr Pogmore queried whether the old second ride on mower previously written off had made a reappearance and whether all the other equipment was accounted for, Cllr Miller reported that she wasn't aware of this but that the small mower and strimmer had been missing temporarily at one point, she has purchased a combination padlock and would carry out an asset stock check.

43/25 Pond & Green Maintenance.

- a. A report had been received regarding the fragile state of the bench dedicated to a member of a family that left the village c.25 years ago. As they would not be contactable it was decided that Cllr Payne would survey the bench to see if it was repairable.
- b. Posts: another section has been replaced with approx 20 left to do when required.
- c. Cllr Matthew reported that the picnic table memorial ring had been installed.
- d. Pond: Cllr Payne reported that the pond had not reached the overflow outlet over the winter, that another Barley liquor treatment had been applied and that the water quality looked clear of any bloom. The reeds were noted as spreading in a couple of patches and it was agreed to monitor and treat as required to maintain the coverage at amount previously agreed.

Meeting Adjourned at 7.30pm to hold the Annual Parish Meeting and resumed at 8.15pm – Cllr Miller gave her apologies and left the meeting.

- e. Tree Survey – Cllr Payne had made enquiries with his nephew-in-law who is a tree surgeon but unfortunately, he could not carry out the survey, he did recommend 2 contractors who could. The clerk reported that he had a quote from Golden Tree Surgeons, but 2 others had not responded. He stated that he would try the 2 suggested and time the survey for the autumn when any Honey Fungus might be evident again.

44/25 To receive new reports from cllrs and propose agenda items for the next meeting: Nothing raised.

45/25 The Chair thanked everyone for their participation and closed the meeting at 8.24pm.

Chair

Date

Prepared by

Mr Mike Inder

Clerk to Boughton Parish Council