BOUGHTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 2nd SEPTEMBER 2025 at 7pm IN THE ALL SAINTS CHURCH, BOUGHTON

Present:
Parish Councillors: Cllrs Neil Matthew (Chair), Tam Payne, Sue Pogmore, Phil Boyle and Sarah Miller.
Apologies – N/A.
Parish Clerk – Mike Inder.
County and Borough Councillors – C Cllr Martin Storey and B Cllr Sue Lintern
Absences – Nil.
Public - 4.

59/25 **Opening and Apologies for absence**: Cllr Matthew opened the meeting and welcomed those present.

60/25 **Declarations of interest for items on the agenda.** None.

61/25 **Approval of Minutes of the meeting held on 1st Jul 2025:** Having been previously circulated, the minutes were proposed as an accurate reflection of the meeting by Cllr Boyle, seconded by Cllr Pogmore, and approved. Minutes signed by the chair.

62/25 **Reports from visiting officers**: Borough Cllr Lintern provided a Borough Council report including a comprehensive update on the Local Government Review (LGR). A business plan for options to be submitted on 26 Sep 25 has been prepared in conjunction with consultants and is being checked before presenting to Parish Councils on the 11th Sept. In other local news the Stoke Ferry village hall roof has been replaced, and the neighbouring Freebridge housing project is underway. County Cllr Storey provided an update on County business and emphasised the importance that the public are consulted and have the platform to have their voice heard in this once in a generation significant change to local government. He also highlighted the success of Norfolk County Council's Climate Action; the County being ranked 3rd in the country for its work in this area. Cllrs raised questions on the LGR that were responded to by both members but noting that until the Government determines the future shape then there is little that we can be sure of, and we face 3 years of transitional turmoil.

63/25 **To hear from the public**: The following matters were raised: Pond condition, Wishing Well and fly tipping. The Chair allowed the later agenda items on the first 2 matters to be dealt with during the public forum, and they are minuted under their appropriate agenda serial number later in the minutes. The resident reporting fly tipping was informed that he could report in online to Borough Council on their website. A resident asked if a Remembrance Service would be organised at the War Memorial, the question was not responded to during the meeting, but the PC does lay a wreath.

64/25 **Financial Matters**:

a. Reconciliation of accounts – Cllr Miller 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: Proposed by Cllr Boyle, seconded by Cllr Pogmore and agreed.

PAYMENTS AUTHORISATION

Date	Name	Ref	Voucher		£ Total
01-Jul-25	NALC	Website 2570	21	BACS	84.00
04-Jul-25	Lawn-Boy	Mower repair 190246	22	BACS	102.52
07-Jul-25	Hylton Gott	Mower Fuel IN03956	23	BACS	13.40
10-Jul-25	Tamar Telcomunications	Virtual Phone inv 4213986	24	DD	7.20
09-Jul-25	ICO	Annual Subscription 00010731583	25	DD	47.00
18-Jul-25	HMRC	PAYE Mth 4	26	BACS	82.00
24-Jul-25	Mike Inder	Salary & HW Allowance Jul	27	BACS	133.92
10-Jul-25	Mike Inder	SLCC membership MEM253646-1	28	BACS	18.39
10-Aug-25	Tamar Telcomunications	Virtual Phone inv 4229636	29	DD	7.20
18-Aug-25	HMRC	PAYE Mth 5	30	BACS	95.60
24-Aug-25	Mike Inder	Salary & HW Allowance Aug inc Arrears	31	BACS	153.47
18-Aug-25	Handyman Services Pentney	White Gates Repair 2025-028	32	BACS	255.48

65/25 **Governance**: a report/presentation on amendments to include a new audit 'Assertion 10' was provided with the agenda but due to overrun of the earlier items it was decided to defer this item and the IT policy until the next meeting.

a. **IT policy:** to adopt a new IT policy to comply with requirements of Assertion 10. Deferred.

b. **Council IT:** To receive a report and consider options to renew the Council laptop and software to comply with Assertion 10. The recommendation to purchase the new laptop and MS356 subscription was proposed by Cllr Matthew, seconded by Cllr Miller and agreed.

66/25 **Correspondence:**

a. Poppy Appeal payment no longer possible by BACS, Council agreed to pay by cheque for this year's wreath.

b. Email from a resident wishing to install a new wishing well. Cllrs raised questions concerning the siting, levelling, whether flowers would be planted in it and where the proceeds would go and responsibility going forward with liability insurance and future maintenance in mind. The resident offering the wishing well stated that it would be in the same location as the previous one, levelled and mounted on a slab, there would be gravel rather than planting in it, proceeds would go to the Church with a sign to that effect supplied by him. He also stated that he was content that the PC adopted it as street furniture to provide the public liability insurance and maintenance. Cllr Boyle proposed that with those terms agreed that the project should be supported, seconded by Cllr Miller and agreed.

c. Telecon form a resident concerned about excessive reed and weed growth at the pond. This was covered at item 70/25.c.

67/25 **Planning Consultations**.

a. To consider planning applications. None at time of publishing.

b. To consider any late planning applications.

c. To receive and consider decisions since last meeting:

i **25/00960/F**| Planning Application for the temporary upgrade for 12 months of an existing field access off Mill Hill Road. Permitted.

68/25 **Highways Matters:**

a. Cllr Matthew reported that the latest SAM2 data was on the website and gave an insight into the data.

b. The Clerk reported that the White Gate at the Stoke Road entrance to the village had been hit by a large vehicle and that he had arranged a repair as an emergency for safety reasons using his delegated authority and having consulted with Cllrs. The gate was 75% replaced with new timber and was a significantly cheaper option than buying a new one.

c. Wretton Road gate to the A134 was reported to the local Highways Engineer with a request to remind the gate owners of the conditions and restrictions of access to the highway at that point.

69/25 **Cllr and Clerk's report on ongoing matters**: Pond Herbicide treatment – The Clerk confirmed that the EA permission previously granted is on a case-by-case basis and to note the person applying it must be licensed. A contractor would need to be appointed before the application could be submitted. The recent drying up of the pond has created an opportunity to clear the excessive Flag Iris rhizomes if the previous offers to do this remain open, cllrs to make enquiries.

70/25 **Pond & Green Maintenance**.

a. Mowing – Cllr Miller reported all running smoothly.

b. Tree Survey – the Clerk provided a report with 3 contractors asked to quote. One had not responded, another who had quoted earlier in the year was asked to refresh the £550 quote but had not done so by the time of the meeting and the third one, Ravencroft Arboricultural Services quoted £245.00 + vat, this was seen as best value and at a price whereby seeking further quotes was not likely to improve the options, Cllr Payne proposed the contract be awarded to a. Cllr Payne asked that the survey be timed for late Nov to give us the best opportunity to see if the Honey Fungus reappeared, agreed.

c. Pond: Cllr Payne, having spent several days corresponding with the EA and IDB to identify the correct process and obtain advice on how to clear the excess silt from the currently dried out area of the pond, for which he was thanked by Council, provided a report. It was apparent that there were few options and none that were affordable within the Council's budget. A sample would need to be tested for a variety of elements to determine whether it is contaminated, the results of which would determine the avenue to be followed for disposal of silt. After a lengthy debate without a clear solution emerging the Clerk advised that the perceived time pressure to do the work while the pond is dry in those areas should not blur the Council's focus on ensuring that the proposal is fully developed and all the relevant considerations taken into account; he suggested that the Council could consider forming a Working Group, which could include non-council members with expertise to support the Council in the development of a plan; Cllr Boyle echoed that by saying that if this going to be a more common occurrence with climate change, then it will not be the only opportunity. B Cllr Lintern offered to signpost potential grant funding for the work proposed. Cllr Payne proposed to carry out a sample through his farm account to get the best price and to invoice the Council. Cllr Boyle seconded the proposal, and it was agreed. Cllrs agreed to carry out further research and develop a proposal offline with any decisions to be made at a full council meeting, with an additional one able to be called to transact a single item of business.

71/25 **To receive new reports from cllrs and propose agenda items for the next meeting**: To revisit Assertion 10 and the IT policy deferred. Initial Budget forecast options.

72/25 The Chair thanked everyone for their participation and closed the meeting at 8.45pm.

Chair ……………………………………

Date …………………………………………..

Prepared by
Mr Mike Inder
Clerk to Boughton Parish Council