

BOUGHTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL

HELD ON TUESDAY 6th JANUARY 2026 at 7pm IN THE ALL SAINTS CHURCH, BOUGHTON**Present:**

Parish Councillors: Cllrs Neil Matthew (Chair), Sue Pogmore, Tam Payne, Sarah Miller and Phil Boyle.

Apologies – C Cllr Martin Storey.

Parish Clerk – Mike Inder.

In attendance: B Cllr Sue Lintern, Mrs Jo Lloyd (Clerk designate)

Absences – Nil.

Public - 5.

1/26 **Opening and Apologies for absence:** Cllr Matthew opened the meeting, welcomed those present and reminded everyone that the meeting was being recorded to aid minute taking. Apologies as above were noted.

2/26 **Declarations of Pecuniary Interest (DPI) for items on the agenda.** None.

3/26 **Approval of Minutes of the meeting held on 4th Nov 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.

4/26 **To hear from the public:** A resident introduced himself as the owner of the land where the Cricket field is located. He asked for an introduction to Council members, which was provided. He wished to have a discussion about the Cricket Club, the Chair responded that the item allowed 3 minutes to raise matters pertinent to the agenda items. The resident raised a concern regarding that Cllrs, naming Cllrs Pogmore and Matthew, had not disclosed interests in the item regarding the Cricket Club.

Another resident who had indicated that he would write to the MP to seek assistance with clarifying the interpretation of the EA ruling on how the pond silt could be managed stated that he had been referred to the Norfolk Ponds Project and back to the EA. He felt he was 'Tilting at windmills', he stated that he would now write to Emma Donaldson MP for assistance. (*The SoS for DEFRA is Emma Reynolds MP, no record of Emma Donaldson could be found on Gov.UK, the resident may wish to check the name and contact details he has*).

A resident having noted the removal of the broken bench asked that the Council consider replacing it with a round one to reflect the shape of the pond.

A resident gave his views on the 'sad events regarding the Cricket Club and hoped it could be resolved amicably'

The Captain of the Cricket Club introduced himself and stated that he was present to hear the deliberations on the planning item regarding the Cricket Field.

A resident introduced herself as the co-owner of the cricket field land and stated that 'it was very sad that negativity from the Parish Council and the public ...' a pause was then followed by a rebuke of the Chair for which the Chair rebuffed it when accused of rolling his eyes, stating that this was a continuation of unfounded accusations of negativity and libel levelled at the Council in earlier correspondence from the landowners, that had already been responded to in full, and given that

the landlord had chosen to include the Monitoring Officer in that email and with a subsequent statement that the matter had been referred to the MO. The Chair noted that he advised Cllrs not to engage while there may be an ongoing investigation. The resident accused the Cllrs of not declaring an interest, Cllr Matthew explained that it is only pecuniary interests that it applies to and as there is no apparent impact or implications on the value of his, or Cllr Pogmore's property as a result of a change of use as applied for, then no DPI exists. Cllr Pogmore emphasised that she has no interests in the Cricket Club, *having previously made clear in earlier correspondence that a memorial match held in the memory of her late husband does not infer any interest in the club or the use of the ground.* The Resident had nothing further to add.

The resident clarified that she was willing to talk to anyone and provide information regarding the cricket field and pavilion. The Chair drew a line under the matter and with no further comments moved to the next item.

- 5/26 **Reports from visiting officers:** Borough Cllr Lintern provided a report on recent events and gave notice of a new 10 year Youth Strategy Plan, suggesting Cllrs or groups reference it in any grant applications or such like as it would enhance applications. The Customs house is being included in the KL regeneration project. She also gave notice of forthcoming correspondence to councils regarding the Your News weekly bulletin and that it will ask for contact details for Councils and groups (with their permission) so that they could be subscribed to a 2 way communication and information flow.

Cllr Pogmore asked about the large (20%) increase in the Brown Bin collection fee, Cllr Lintern explained that it was to bring charges back in line with cost after a few years of no, or low, increases.

6/26 **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: The Clerk explained that between meetings a request to contribute towards the village christmas lights around the pond was received and Council had agreed for Cllr Boyle to purchase lights for up to £100 and be reimbursed. The payments list was proposed by Cllr Pogmore, seconded by Cllr Miller and agreed.

PAYMENTS AUTHORISATION

Date	Name	Ref	Voucher		£ Total
12-Nov-25	HMRC	PAYE Mth 8	44	BACS	84.80
12-Nov-25	Mike Inder	Salary & HW Allowance Nov	45	BACS	137.75
12-Nov-25	Tamar Telcommunications	Virtual Phone inv 4290663	46	DD	11.99
27-Nov-25	Boughton PCC	Church hire and Grounds Maintenance donation	47	BACS	350.00
09-Dec-25	DefibShop	AED pads and batteries 1000223398	48	BACS	135.60
10-Dec-25	Tamar Telcommunications	Virtual Phone inv 6758 credit	49		-4.79
10-Dec-25	Tamar Telcommunications	Virtual Phone inv 4306006	50	DD	7.20
10-Dec-25	HMRC	PAYE Mth 9	51	BACS	84.80
10-Dec-25	Mike Inder	Salary & HW Allowance Dec	52	BACS	137.75
29-Dec-25	Phil Boyle	Rechargeable Batteries	53	BACS	9.56
30-Dec-25	Phil Boyle	Christmas Lights	54	BACS	64.95

- c. Budget 2026/27: having been refined following the latest reconcilliation and circulated with the agenda pack (Annex A), the key factors in the narrative were explained by the RFO. Cllrs having already reviewed the draft in Nov were satisfied that the budget was both prudent in its building of ear marked reserves and calculation. The budget was proposed by Cllr Miller, seconded by Cllr Boyle.

- d. Precept 2026/27: A precept of £9,255.00 was proposed by Cllr Miller, seconded by Cllr Boyle and agreed.

7/26 **Appointment of Internal Auditor:** The clerk reported that Mr Robin Goreham's appointment, had been accepted.

8/26 **Correspondence:** No late correspondence received requiring a decision.

9/26 **Planning Consultations.**

- a. Planning applications:
- b. [25/01922/LDP](#) Boughton Cricket Club's Pavilion - application for change of use. Whilst not a statutory consultee, the Council were informed by the Chair to consider whether a comment to the Planning Officer regarding the proposed change of use should be submitted. After debate as to the application it was considered that there was insufficient information regarding the proposed change of use to form an opinion. It was considered that the dispute regarding the lease and ownership of the pavilion/clubhouse would be best resolved before the application was determined. Cllr Boyle proposed that the Council commented that a pause on planning proceedings until the ownership was legally resolved would seem appropriate, seconded by Cllr Miller and unanimously agreed.
- c. Late planning applications: None.
- d. Decisions since last meeting: Cllr Pogmore noted that the 'Brown Fen' application had been permitted and although it had largely reverted to the original permitted design and conditions, she was disappointed that the Planners had not consulted the Fen Ctte, as the SSSI custodians and acknowledged experts on the Fen that neighbours the property. Cllr Lintern undertook to query this with the Planners.

10/26 **Highways Matters:**

- a. Cllr Matthew reported that the latest SAM2 data had not been downloaded yet due to the adverse weather. He also asked if anyone had heard from the residents that had expressed an interest in setting up a Community Speed Watch team, as he had offered to share traffic data to assist in their process; nothing heard, offer still stands.

11/26 **Cllr and Clerk's report on ongoing matters:**

- a. A quote of £30 from RLS Computer Services (administrator of the Council's IT) to clear and certify the data cleansing of the old council laptop was presented. Council decided to have the laptop cleansed and certified, then hand it to the Chair to repurpose whilst removing it from the asset register as it no longer compliant for Council use.
- b. Council filing cabinet: The new clerk has no use for the cabinet and the clerk offered to substitute a suitably sized file box. Council agreed that the Council had no use for, nor storage options and agreed to the Clerk's suggestion. The Clerk stated that it could be called back if it was required in the future.

12/26 **Pond & Green Maintenance.**

- a. Tree Survey – Cllr Payne reported the ongoing plan for removal of dead branches as recommended in the survey report. Cllr Payne asked about the ownership/responsibility for the large tree in the hedge line at the play park as it was not included in the recent survey. It was understood this tree was the responsibility of the property next to the play park and it was suggested that the Clerk write to the owners to highlight the risks and that they might consider a regime of inspections.
- b. Pond: With there being no additional information to override the current silt dewatering barrier plan that is the only affordable option that is compliant with EA guidance, then Cllr Payne reported on progress with obtaining quotes. The SF IDB had withdrawn their offer, and other solutions are continuing to be investigated. Other funding opportunities were suggested for

research. The Clerk reminded Council that an application for a CIL Community Grant in March could still be submitted if there were a realistic outline plan and quotes under consideration. Cllr Payne suggested suspending the next treatment of Siltex until after the work was complete and it was agreed. Cllr Payne also noted that the Irises don't seem to tolerate more than 40 cm of water on the rhizomes and that the current elevated level is restricting further encroachment naturally.

- c. Bench on the Green: The repaired bench having failed in Dec has been removed and disposed of and Council considered the specification for a replacement; whilst acknowledging the request for a circular seat like the new picnic bench it was noted that a standard bench offered a popular alternative to the picnic bench which wasn't over-utilised. It was agreed that it should be made of wood and not the recycled plastic to remain in keeping, a more ornate style should be considered. It was also noted that the new bench should fit on the existing base. The Clerk was asked to identify options and report to Council with costs.

13/26 **To receive new reports from cllrs and propose agenda items for the next meeting:** Cllr Boyle raised a suggestion that as the Council had previously issued a notice not to walk on the pond when frozen, that it might be prudent to do so again as it is currently frozen. Cllr Matthew undertook to put a notice on the Council social media page (*posted by 8am on 7th Jan*).

14/26 **HR:** Cllr Matthew proposed a resolution to exclude the public in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to conduct confidential Staffing matters. Seconded by Cllr Miller and agreed. Council noted the retirement of the Proper Officer/RFO formally notified on the 5th Nov 25 and having interviewed an applicant between meetings, ratified the subsequent recruitment process and offer to Mrs Jo Lloyd to be the Proper Officer/RFO with effect from the 19th Jan 2026. The Council agreed with the Chair that the new Clerk, having undertaken research into ongoing matters to read into the role in advance, should be paid from 1st Jan 2026. The Clerk and Chair signed the contract of employment. The Clerk, having asked for meeting dates to deconflict with her other 2 current councils, agreed with the collective agreement to the change to the 4th Tuesday of odd numbered months with immediate effect. It was highlighted that the May meeting would fall after the May Public Holiday and may risk being inquorate, Council agreed to consider changing that meeting date if necessary.

Mr. Inder was thanked by the Chair and Cllrs for his work in bringing the Council up to date with current best practice and providing support to himself and other Cllrs over the 6 years in post. Mr Inder echoed the sentiment, stating that he had enjoyed working for the community and Council and seeing the Green, play park and Fen continue to thrive.

15/26 The Chair thanked everyone for their participation and closed the meeting at 8.35pm.

Chair

Date

Prepared by
Mr Mike Inder
Clerk to Boughton Parish Council

BOUGHTON PARISH COUNCIL
Budget Planner

	2024/25 Budget 1 Apr 24	2024/25 Actual at 31/3/25	2025/26 Budget 1 Apr 25	2025/26 Actual at 06/01/2026	Est I&E to 31 Mar 26	Variation £ +/-	2026-27 Budget	Var % +/-	Comments
RECEIPTS									
Precept	6,156.00	0.00	7,993.00	7,993.00	0.00	£0.00	9,255.00	14%	
Funds B/Fwd not inc EMR	923.00	804.41	3.84		0	-£3.84	-619	101%	
Est Funds drawn from EMR	0.00	0.00	0.00		0.00	£0.00			
Interest	60.00	0.00	130.00	132.90	34.00	£36.90	130.00	0%	
Fen Ctte Contribution to Ext Audit			315.00		0.00				
VAT Refunds (retrospective claim)	73.03	0.00	317.59	317.59	0.00	£0.00	309.45	-3%	
Misc income (retrospective)	3.00	0.00	135.00	0.00	11.52	-£123.48	25.00	-440%	UKNP Wayleave was £135 (5-yearly due 2025) Paid Annually by BACS from 31/12/25
Total regular income	7,215.03	804.41	8,894.43	8,443.49	45.52	-£405.42	9,100.89		
Grant Income opportunities									
CIL	0.00		0.00			£0.00			None identified
NCC PPS 50%	0.00		0.00		0.00	£0.00			None Bid
Other funding	0.00	0.00	0.00	0.00		£0.00			
Total aspirational income		0.00	0.00	0.00	0.00		0.00		
Total income	0.00	0.00	8,894.43	8,443.49	45.52		9,100.89	#DIV/0!	
Projected Year end Income			8,894.43		8,489.01	-£405.42			
PAYMENTS									
PC Insurance	450.00	409.86	£450.00	519.48	£0.00	£69.48	£580.00	29%	
Machinery: servicing	250.00	220.72	£300.00	0.00	£300.00	£0.00	£300.00	0%	
Fuel	120.00	73.34	£100.00	40.64	£15.00	-£44.36	£80.00	-20%	
General maintenance inc Pond	450.00	313.21	£450.00	380.01	£0.00	-£69.99	£100.00	-78%	no more siltex is required until 2027 so reduced to £100
Subscriptions (NALC, SLCC, ICO)	230.00	265.75	£300.00	255.99	£0.00	-£44.01	£300.00	0%	
Clerk Salary, PAYE, NIC	2235.00	2,440.03	£2,413.00	1,912.95	£637.65	£137.60	£2,675.69	11%	Annual Increment plus est 3.2% NJC inc
Allowances	120.00	120.00	£120.00	90.00	£30.00	£0.00	£120.00	0%	Home Working Allowance
Internal audit fee:	35.00	35.00	£35.00	35.00	£0.00	£0.00	£80.00	129%	New Internal Auditor required
Statutory Auditors fee	0.00	315.00	£400.00	0.00	£0.00	-£400.00	£0.00	0%	If exempt declared then £0, if Ltd Assurance required due to Fen I&E then Fen Ctte pay fee
Use of Church for PC Meetings	100.00	0.00	£100.00	100.00	£0.00	£0.00	£100.00	0%	
Playground inspection	82.50	82.50	£90.25	90.25	£0.00	£0.00	£95.00	5%	
Training/Seminars/Conferences	150.00	40.00	150.00	0.00	£0.00	-£150.00	150.00	0%	SLCC Conf £30 (shared), New Cllr Trg x2 £120
Travelling expenses	40.00	0.00	40.00	0.00	£0.00	-£40.00	40.00	0%	2 return journeys to Norwich for Archive/Trg/Conf purposes.
Virtual Telephone No	80.00	68.80	90.00	53.78	£18.00	-£18.22	90.00	0%	
Stationery/Postage/printing	35.00	0.00	30.00	0.00	£0.00	-£30.00	30.00	0%	Shared stationery budget with Clerk's other Councils causes variance
MS365 Subscription							£100.00		New Business Apps for GDPR & Assertion 10 compliance.
Fen Ctte VAT reclaim Transfer		0.00		0.00	£0.00	£0.00			FEN CTTE VAT Reclaim forecast not required for PC budgeting
Sub total	4,477.50	4,484.21	5,068.25	3,668.10	1,000.65	-2,312.45	4,840.69	-4%	
S137 Grants									
Contribution to cutting grass in Churchyard	250.00	0.00	250.00	250.00	£0.00	£0.00	250.00	0%	
RBL Poppy Wreath	25.00	25.00	25.00	20.00	£0.00	-£5.00	25.00	0%	
S137 misc Grants	50.00	0.00	50.00	74.51	£0.00	£24.51	50.00	0%	
S137 Sub-Total	625.00		325.00				325.00	0%	

Admin & Operating costs	5,102.50	4,509.21	5,393.25	4,012.61	1,000.65	-£379.99	5,165.69	-4%	
Projected Year End Expenditure					5,013.26	-2,292.94			
Reserve building	2024/25 Budget	2024/25 Balance	Budget increase	Expenditure		Balance			
Continuity Contingency Fund (6 month £3k)	250.00	2,250.00	250.00	261.20		£2,238.80	760.00	204%	
Pond/Green/Tree Maintenance	500.00	1,500.00	1,500.00	245.00		£2,755.00	1,500.00	0%	Pond De-silting fund, no significant Tree work identified
Street furniture renewals & repairs (bins, boards, signs, etc) (£1000)	800.00	980.40	200.00	255.48		£924.92	475.00	138%	2x white gate repairs in 2025 (1x paid for by NCC) EMR inc to £1000 for future SAM repairs + Replacement park bench c£400
Play area repairs / renewals (£5000)	6.81	4,000.00	70.00	0.00		£4,070.00	130.00	86%	
IT renewal (Laptop 7 year life £400)	50.00	300.00	311.20	611.20		£0.00	50.00	-84%	virement of £261.20 from contingency and reset
Coronation/Op London Bridge	0.00	0.00	300.00	0.00		£300.00	0.00	-100%	EMR Target reached
Election Costs (contested £450)	5.50	400.00	10.00	0.00		£410.00	20.00	100%	next elections in May 2027
Mower Repairs/Replacement (£5000)	500.00	715.38	1,000.00	0.00		£1,715.38	1,000.00	0%	Grow fund for new ride on when necessary
Marquee Fund	0.00	292.07	0.00	-15.00		£307.07	0.00		
Total to Reserves	2,112.31	10,145.78	3,380.00	1,372.88	0.00	12,721.17	3,935.00	16%	
Net tx to EMR						1,372.88			
Capital Projects (Play Park Equipment)			0.00	0.00			0.00		
Total Expenditure			6,412.99	5,385.49	1,000.65		9,100.69		
Year end projected Expenditure					6,386.14				
Year End projected Balance					2,102.87				
EMR Carry fwd Req't					12,721.17				
Est Carry over					-618.56		0.20		Budget balanced / Precept Req't

2025/26

2026/27

Tax Base

109.2

112.5

2026/27

Band D Rate

£73.20

£82.27

11% Increase in Precept with revised Tax Base

Electoral Roll

194

186

update due Jan 2026 delayed until Mar 26

S.137 Rate

£10.81

£11.10

25/26 rate

S.137 Limit

£2,097.14

£2,064.60

Narrative

Current Position: Cash in hand at 27 Dec 25 was £13,209.05; forecast expenditure of £1,000.65 and income of £45.52 for the remainder of the financial year resulting in an anticipated carry over deficit of -£467.25 (due to an increase in insurance premium beyond expectations, requirement to replace the council laptop earlier than planned and a repair of the village gates) to be offset by the precept requirement for 2025/26.

Income: Interest rates were at 1.4% but reduced to 1.2% by Oct and are expected to be further reduced in 2026/27.

Expenditure: The mower has not been serviced yet this FY but has been anticipated in the budget forecast at £300, a minor repair costing £85 was required to replace a belt. The clerk's national pay award was 3.2%, 0.4% higher than anticipated. An estimate of 3% is projected for 2026/27. The anticipated expenditure for the PC and Fen Ctte accounts is projected to be less than the audit threshold of £25k. Income from the Rural Payment Agency for the Fen CSA has not been received yet and is anticipated to be c£26k, which along with c£8.5k PC income then external audit is likely to be required and that cost of c£210 will be borne by the Fen Ctte.

Reserves: Ear Marked Reserves for street furniture incurred and expenditure of £255.48 to repair the White Gates at either end of the village after being struck by vehicles; the County Councillor provided a contribution from his Highways Fund of £188 towards the first repair. That grant will be allocated to the EMR in the budget. A £15 donation for Marquee use was received. The Council Laptop reached the end of its life and was not compatible with a Windows 11 update, Windows 10 OS stopped being supported in with security updates in Oct 2025 and a new Laptop with MS365 Apps for business was required to meet the new AGAR Assertion 10. The cost of £611 exceeded the EMR of £350 requiring a virement of £261 to the IT EMR to balance at year end. A new bench is planned to replace one on the Green that is beyond economic repair, a cost of c£400 has been budgeted for. The Tree Survey carried out in Oct had a verbal report (written report pending) that overall the trees are in good health and only minor dead branch removal is required, the Honey Fungus on the Cherry tree is not considered to have caused any damage to the tree's health. The existing EMR of £3,000 therefore does not require an uplift and £1000 of it can be ear-marked along with a further £2k in 2026/27 to cover the cost of Pond work to de-silt the shallowest area.

Summary and Recommendation: A CPI of 2.7% has been used for inflationary increase forecasting based on the BoE forecast for 2026. The operational expenditure forecast for 2026/27 is £5,165, a small reduction. An EMR allocation of £3,935 is required to cover planned future expenditure for capital projects in the next 1-5 years, requiring a precept of £9,255, a 14% increase on 2026/27, which with the current tax base equates to a representative £9.07 per annum rise for band D council taxpayers a real terms rise of 11% for Council Taxpayers.

A late additional payment for Christmas lights of £74.51 is included in the figures but not in the narrative as it does not have a significant bearing on the overall budget.