

BOUGHTON PARISH COUNCIL

The Annual Meeting of Boughton Parish Council will be held in All Saints Church, Boughton on Tuesday 26th May 2026 commencing at 7.00 pm

Councillors are summoned to the above meeting for the purposes of transacting the following business. *Members of the public and the press are welcome to attend.*

- 29/26 To open the meeting and receive apologies for absence.
- 30/26 To elect a Chair for 2026/27 and sign the acceptance of office.
- 31/26 To elect a Vice Chair for 2026/27.
- 32/26 To receive declarations of interest for items in the agenda.
- 33/26 To approve [minutes](#) from the meeting held on 24th March 2026.
- 34/26 To hear reports from Borough and County Cllrs.
- 35/26 To hear from the public. (Max 3 mins per parishioner and 15 mins total).
- 36/26 To review and elect Cllrs to Council roles.

- 37/26 **Finance:**
 - a. To reconcile the accounts.
 - b. To approve payments for April and May 2026 (Annex A).
 - c. To note income received (Annex B).
 - d. To approve contractual payments including direct debits and standing orders (Annex C).

- 38/26 **Annual Governance and Accounting Report 2025/26:**
 - a. To receive and consider the [Internal Audit Report](#) including the [AGAR Page 4](#).
 - b. To resolve to declare Boughton Parish Council as exempt from Limited Assurance Review (external audit) and to sign the certificate of exemption.
 - c. To agree and approve the AGAR Section 1 Annual Governance Statements.
 - d. To approve the AGAR Section 2 [Accounting Statements](#) as presented by the RFO.
 - e. To note the dates of the Public Exercise of Rights for inspection of the 25/26 accounts.

- 39/26 **Insurance:** To consider quotes for insurance for 26/27.

- 40/26 **Correspondence** To note or consider correspondence:
 - a. Letter from NP Law re. Boughton Cricket Club's ACV nomination.
 - b. Letter from resident re. pond maintenance.
 - c. NCC Funding for bus shelter installations or bus stop improvements.
 - d. Letter from Norfolk Citizen's Advice.
 - e. Email from BCKLWN re upcoming Local Plan consultations.

- 41/26 **Planning Consultations.**
 - a. To consider planning applications:

- i 26/00167/F | Proposed reception hut for the management of land approved for holiday use comprising seven shepherd huts. | Brown Fen Lakes, Oxborough Road, Stoke Ferry PE33 9FX: to ratify comments submitted objecting to the application.
 - ii Any late applications.
 - b. To receive and consider decisions since last meeting:
 - i 26/00295/F | HOUSEHOLDER: Proposed side extension with rear orangery, replacing the existing conservatory and outbuilding | Highview Lodge, Oxborough Road PE33 9AH: Application Permitted.
 - ii Any late decisions.
- 42/26 **To receive updates and reports on Highways matters:**
- a. Traffic and speed monitoring report.
 - b. Any other highways issues.
- 43/26 **Cllr and Clerk's report on ongoing matters:**
- a. Bollards in verge outside Boughton Surgery.
- 44/26 **Pond & Green Maintenance.**
- a. To receive an update on the bench order.
 - b. To receive an update on pond maintenance options.
 - c. To receive an update on communications re. tree at play area boundary and consider next steps.
- 45/26 To receive late/new reports from Cllrs and propose agenda items for next meeting.
- 46/26 Close the meeting.

Jo Lloyd

Jo Lloyd

Proper Officer – Boughton Parish Council

20 May 2026

clerk@boughton-pc.gov.uk

Annex A: Payment Authorisation

PAYMENT DATE	PAYEE	Details / Invoice No	GROSS AMOUNT
20-Apr-26	RLS Computers	Invoice 15848 Data clear old laptop	36.00
23-Apr-26	Robin Goreham	Internal audit	72.00
24-Apr-26	Tamar telecom	Virtual phone inv 4366972	7.49
29-Apr-26	J Lloyd	Salary month 1 Apr	199.58
14-May-26	NALC	Annual subscription inv 2859	120.60
24-May-26	Tamar telecom	Virtual phone inv 4382246	7.49

Annex B: Income Received

DATE	DETAILS	AMOUNT
08/04/2026	BCKLWN Precept	9,255.00

Annex C: Annual / Contractual Payments for pre-authorisation

Payee	Detail
HMRC	PAYE
J Lloyd (Clerk)	Salary & Allowance
Tamar Telecommunications	Virtual Phone line
ICO	Annual Subscription
NALC	Annual Subscription