

BOUGHTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

HELD ON TUESDAY 26th MAY 2026 at 7pm IN ALL SAINTS CHURCH, BOUGHTON**Present:**

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

Apologies – none

Parish Clerk – Jo Lloyd

In attendance: B Cllr Sue Lintern, C Cllr Mike Westman (arrived 8pm)

Absences – none

Public – 3

29/26 **Opening and Apologies for absence:** Cllr Matthew opened the meeting at 7pm. Borough and County Cllrs had given notice that they might arrive late.

30/26 Cllr Boyle proposed that Cllr Matthew continue as Chairman. This was seconded by Cllr Miller and all agreed.

31/26 Cllrs Miller was elected as Vice-Chair, all agreed.

32/26 **Declarations of Pecuniary Interest (DPI) for items on the agenda.** None

33/26 **Approval of Minutes of the meeting held on 24th March 2026:** Having been previously circulated, the Minutes were proposed as an accurate reflection of the meeting by Cllr Pogmore, seconded by Cllr Payne and approved. The Minutes were signed by the Chair.

34/26 **To hear reports from Borough and County Councillors:**

Borough Council: Cllr Lintern sent a report before the meeting, attached at Annex A, which she read to the public present. She also reminded Council of the upcoming changes to planning rules which will mean that B.Cllrs cannot “call in” applications to committee. The Planning Committee has reduced in number and is likely to go down further. It is more important than ever for Parish Councils to make comprehensive comments, based on material considerations, in order to influence decisions. B.Cllr Lintern was asked whether the potential legal challenge to LGR could change the decision, it is possible but unlikely. A question was asked about the King’s Lynn Masterplan and new car parks. There are two currently in planning (one a commuter hub on the outskirts of the town and the other more central near the port). The long term plan is for a number of travel hubs around KL.

County Council: Cllr Westman introduced himself during the Annual Parish Meeting.

35/26 **Public Participation:** none.

36/26 **Council roles:** Councillors agreed that responsibilities would continue as per the previous year. Cllr Pogmore would remain as Chair of the Fen Ctte.

37/26 **Financial Matters:**

- a. Cllr Miller carried out and signed a reconciliation of the accounts.
- b. The payments list was approved, proposed by Cllr Pogmore and seconded by Cllr Miller.

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

- c. Income was noted: annual precept of £9255.
- d. The following recurring, contractual payments were agreed.

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

38/26 **Annual Governance and Accounting Report 25/26:**

- a. The internal auditor's report was received, having been circulated prior to the meeting.
- b. It was resolved to declare Boughton Parish Council as exempt from Limited Assurance Review, as neither the gross income nor expenditure exceeded £25,000. The certificate of exemption was signed by the RFO and Chair.
- c. The clerk read Section 1 of the AGAR, the Annual Governance Statement, and the Council agreed to tick yes to Statements 1-8 and 10, N/A to Statement 9. Section 1 was signed by the Chair and Clerk.
- d. It was resolved to approve Section 2 of the AGAR, the Accounting Statements, as prepared by the RFO. Section 2 was signed by the RFO and Chair.
- e. It was noted that the dates for the Public Exercise of Rights will be 10th June to 21st July.

39/26 **Insurance 26/27:** The clerk explained that three companies had been asked to provide quotes for insurance, but only one had been received. The quote for renewal with Clear Councils was £537.31. It was resolved to accept this quote, and to ask if they can give a discount for a 3 year LTA.

40/26 **Correspondence:**

- a. Council noted a letter from NP Law to say that Boughton Cricket Club's ACV nomination had been unsuccessful.
- b. Council noted a letter from a resident re. pond maintenance.
- c. The clerk reported an email from NCC re. funding for bus shelter / bus stop improvements, however there is no bus service in Boughton.
- d. An email had been received from Norfolk Citizen's Advice requesting funding. Council agreed to decline the request.

- e. BCKLWN emailed re. upcoming Local Plan consultations. The clerk will forward more information to Cllrs when received.

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: Council ratified the comments submitted, which objected to the application. All agreed.
 - ii Any late planning: None.
- b. Decisions:
 - i 26/00295/F | HOUSEHOLDER: Proposed side extension with rear orangery, replacing the existing conservatory and outbuilding | Highview Lodge, Oxborough Road PE33 9AH: The decision was noted - Application Permitted.
 - ii Any late decisions.

42/26 **Highways Matters:**

- a. Traffic and speed monitoring: Cllr Matthew reported that due to a failing battery the device is now not giving accurate data. When power fails the date is automatically reset.
- b. Any other Highways issues: It was noted that the pothole on Gibbet Lane has been filled in. C. Cllr Westman asked how long it usually takes for potholes to be repaired and Cllrs reported that it varies considerably.

43/26 **Cllr and Clerk's report on ongoing matters:**

- a. Highways have agreed to consider installing new bollards in the verge outside Boughton Surgery.

44/26 **Pond & Green Maintenance:**

- a. **Bench for the Green:** The bench has been ordered but there have been delays in delivery which the clerk will continue to chase.
- b. **Pond maintenance:** A report was given to the public during the Annual Parish Meeting. Following the public meeting on 13th April, the Council have been seeking advice from local scientists specialising in pond and groundwater hydrology. A report has just been received which recommends more research into the hydrogeology of the pond before evidence based decisions are taken.
- c. **Tree at play area boundary:** The clerk has been in communication with the neighbouring landowner. It has not been established with certainty where the tree stands in relation to the boundary.

45/26 **New reports from Cllrs and agenda items for the next meeting:**

Cllr Miller reported that the backing on the Fen noticeboard in the play area is damaged. Cllr Pogmore agreed this could be added to the Fen action plan.

46/26 Meeting closed at 20.58

Chair

Date

Prepared by

Jo Lloyd

Clerk to Boughton Parish Council

Annex A: Annual Report from Borough Councillor Sue Lintern

2026 ANNUAL REPORT

Focus and Key Projects

This year has been significantly shaped by Local Government Reform (LGR). Considerable work has been undertaken to develop the business case submitted to the Ministry of Housing, Communities and Local Government (MHCLG). We now know that Norfolk will transition to three unitary authorities, with West Norfolk joining Breckland and nine parishes from South Norfolk.

A major priority throughout this process has been ensuring staff are supported during the transition while maintaining the delivery of day-to-day services across the Borough.

Work has also commenced on our flagship Guildhall renovation project. Scaffolding is now in place, and the next phase will involve the careful removal of the existing roof. Every tile, timber, and material is being catalogued and reused wherever possible within the wider restoration project. Live camera feeds have also been installed inside the Guildhall, enabling residents to follow the progress of the restoration by visiting #29 (next door).

In addition, works are due to begin shortly on the Custom House, one of King's Lynn town centre's most iconic and historic buildings.

Progress has also continued on both the King's Lynn and Hunstanton Masterplans. Public consultations have taken place throughout the year, providing residents with the opportunity to help shape the future of both towns. This work ensures that the incoming unitary authority will inherit a strong pipeline of well-developed, deliverable projects.

Financial Position and Achievements

To deliver a balanced budget this year, Council Tax was increased by £5 per household alongside a 7% increase in discretionary fees and charges. This results in a Borough Council charge of £152.87 for a Band D property, (remembering only 7p in every £1 of total Council Tax paid goes to the Borough Council).

The Borough Council continues to contribute 40% of its Council Tax receipts towards the funding of Internal Drainage Boards (IDBs). We continue to press for a fairer national funding solution for IDBs, alongside more efficient delivery of existing County-level services.

Since taking administration responsibility, efficiencies of 15% have already been delivered, with a further 10% built into the 2026/27 financial plan. This has enabled the Council to rebuild its General Reserve to £10 million and move away from the significant financial challenges previously inherited. We are now in a stronger position to begin making meaningful investments within our communities.

Coastal Investment

Many residents will recall the extensive work undertaken to coordinate the removal of oil nurdles from the North Coast beaches. More recently, significant repairs have been completed to address the major sinkhole on the promenade. In addition, several million pounds have been earmarked for future coastal repairs and protection works.

Our capital programme also includes substantial investment in public welfare facilities and infrastructure improvements across the coast.

Planning and Housing

As previously reported, the Local Plan was formally approved by Government in March 2025. However, we have now been instructed to begin work on a new Local Plan due to significantly increased housing targets.

The annual housing requirement has risen from 554 to 989 homes per year, with only 30 months allocated to complete the revised plan — an extremely challenging timeframe.

Housing Delivery Programme

The Borough Council's housing programme aims to deliver 1,000 homes, primarily for rent, with a strong emphasis on affordability.

To date:

- 972 homes have been completed or are under construction
- 260 homes are market sale properties
- 127 affordable homes are now occupied
- 27 homes have been sold through shared ownership
- 92 properties are occupied within the private rental sector

Grants and Community Infrastructure

Community Infrastructure Levy (CIL) funding continues to be available, although the allocation process has changed.

Twenty percent of total CIL receipts will continue to support local projects, and Parish Councils may still apply for funding in the usual way. The previous points-based system has now been replaced with a simpler and fairer process, with all applications considered directly by the CIL Funding Committee.

The remaining 80% of CIL funding is retained by the Borough Council for strategic infrastructure projects.

Parish Councils are encouraged to develop Parish Infrastructure Investment Plans, which can greatly strengthen future CIL applications. Support and guidance remain available to assist with this process.

Waste and Fly-Tipping

The Council has invested in a dedicated enforcement team to tackle the increasing issue of fly-tipping and waste crime. Strong enforcement powers are available, including prosecution and fixed penalties, and the Council remains committed to taking firm action where necessary.

Cabinet Role

My Cabinet portfolio for Culture, Heritage and Events continues to be both active and rewarding. Throughout the year we have maintained a wide-ranging programme of free events while also supporting numerous organisations delivering activities within our communities.

My responsibilities also include liaison with Parish and Town Councils, ensuring local councils remain informed on key Borough matters. I work closely with the communications team to provide timely updates on issues directly affecting local communities.

Parish and Town Councils play a vital role in supporting residents, and I remain committed to maintaining strong working relationships and providing ongoing support wherever possible.

Supporting Local Projects

I have been pleased to support several local initiatives across villages within the Wissey Ward through the Borough Council Community Grant Fund, including:

- Boughton PCC – Breakfast Club and Coffee Mornings

- Wereham Village Hall – Short Mat Bowls Carpet

I look forward to visiting these groups in the near future.

In addition, I worked closely with the Stoke Ferry Village Hall Committee to help secure a £62,000 FCC Communities Foundation grant towards internal renovation works — an excellent outcome for the village.

I have also supported Northwold Village Hall in securing funding for a new flat roof and associated internal improvement works.

Recognition and Awards

The Borough Council has recently been shortlisted for two Local Council Awards:

1. Most Improved Council
2. Housing Scheme of the Year

While we await the final adjudication, being recognised alongside some of the country's strongest local authorities reflects the significant progress made in recent years. Although our powers remain limited until the transition to unitary government is complete, we remain committed to continuous improvement and delivering the best possible outcomes for our residents.

Representing You at Borough Level

I continue to serve on the Planning Committee, contributing to decisions that directly affect our communities.

I also attend Cabinet briefings and scrutiny meetings regularly to remain fully informed on emerging issues and ensure Parish Councils are kept updated on matters affecting their areas.

Looking Ahead

I will continue to keep Parish Councils and residents informed on developments relating to Local Government Reform and any other issues impacting our villages and communities.

As always, I remain committed to representing and supporting the residents of Wissey Ward and ensuring your voices continue to be heard clearly at Borough level.

Thank you for your continued support.

Warm regards,

Cllr Sue Lintern

Borough Councillor for Wissey Ward