



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 11th April 2023 from 7:30pm to 10:10pm.

Present: Cllr P. Ray Cllr T. Covell Cllr C. Clayson Cllr T. Fitchett
Cllr E. Green Cllr C. Goatham Cllr J. Owens Cllr T. Owens

Also present: Mrs S. Muteham (Clerk), Cllr A. Gould (SBC) and 1 member of the public

609 APOLOGIES

Cllr D. Clayson

610 DECLARATION OF INTERESTS

None

611 MINUTES

The minutes of the following meetings, having been circulated to all Members, were taken as read and confirmed by the chairman of the meeting.

- Confirm minutes of the Ordinary Parish Council meeting held on Tuesday 14th March 2023 (minutes 591-604) Resolved: The minutes of the meeting held on 14th March 2023 were approved.

612 PUBLIC PARTICIPATION

None

613 PUBLIC AMENITIES MATTERS

- CEMETERY** - The cemetery working party informed those present that they were awaiting further information before formulating and circulating a report to full council.
- ALLOTMENTS** - Cllr Clayson reported that the "Men's Sheds" scheme should be able to set up a group at the allotment site, however further clarification on the mechanics of the scheme were needed. Resolved: that Cllr C. Clayson, Cllr E. Green and Cllr C. Goatham would investigate the matter and report back at the next meeting.
- BULL LANE** - The Clerk reported that following the recent equipment inspection report, two items had been identified as moderate risk. The metal bench required replacing and it was agreed by those present that the new bench would commemorate the King's coronation. The area in front of the bench also needed addressing and the Clerk was requested to get quotes for an additional concrete base. The basket swing required new parts. Resolved: To purchase a black anti-vandal bench and replacement parts for the basket swing.

Chairman's Initial.....

614 ENVIRONMENTAL MATTERS

- A. **NO MOW MAY** - Cllr E. Green and Cllr C. Goatham reported that they had identified areas of grass within the parish that should not be cut in May. The areas were at Bull Lane recreation ground, Poplar View recreation ground and The Street. Resolved: to request that contractors do not cut in May the areas of grass identified.
- B. **VERGES MOWING** - No alternative cutting schedule was considered.
- C. **BULL LANE** - The Clerk reported that the football pitch was in need of repair and upgrades to facilitate the current teams using the pitch in the next season.

615 TRANSPORTATION MATTERS

- A. **BOUGHTON HILL** - The Clerk reported that she had not received any further direct updates from KCC. Cllr R. Lehmann had sent a report noting that the road was still scheduled to partially re-open on 2nd May.
- B. **ROYAL MAIL VEHICLES** - The Clerk reported that she had received complaints from members of the public regarding the number of Royal Mail vehicles parked on the highway in association with the local business use at Woods Garage. Those present considered the concerns and agreed that members of the public should be directed to contact Woods Garage directly to discuss their concerns.

616 FINANCE AND ADMINISTRATION

- A. **BANK RECONCILIATION** - The bank reconciliation dated 31st March 2023 was circulated prior to the meeting and approved by those present. Resolved: The bank account balances and reconciliations were approved.
- B. **ITEMS FOR PAYMENT** - All payments as detailed on the bank reconciliation dated 31st March 2023 were unanimously approved at the meeting and it was agreed that payments were to be made on-line by two authorised signatories. Details of the payments are in *Appendix A*. Resolved: The payments as detailed in *Appendix A* were approved for payment.
- C. **MATTERS RESOLVED UNDER DELEGATED POWERS** - Approval for online payment of £250.00, being the deposit for No Limits Street Band (Coronation event). Approved by Cllr P. Ray and Cllr T. Owens
- D. **DIRECT DEBIT** - The Clerk requested that a direct debit be set up to pay HMRC in relation to payroll. Two signatories agreed to sign the direct debit mandate at the meeting. Resolved: to set-up direct debit to HMRC.
- E. **MEETINGS** - Prior to the meeting the Clerk circulated information on voice recording equipment for meetings. It was requested that a further comparison between two models be made and quotes for accidental insurance be provided, for review at the next meeting.
- F. **COMPLAINTS POLICY** - Prior to the meeting the Clerk circulated a draft policy for adoption. Those present made amendments to the policy at the meeting and agreed to adopt the policy. Resolved: to adopt the Complaints Policy.
- G. **EQUALITY & DIVERSITY POLICY** - Prior to the meeting the Clerk circulated a draft policy for adoption. Those present made amendments to the policy at the meeting and agreed to adopt the policy. Resolved: to adopt the Equality & Diversity Policy.
- H. **PHONE BOXES** - The Clerk reported that the brambles needed to be cut back to allow access to the phone box on South Street, in order to facilitate inspection for converting to a book exchange. Cllr Ray noted that he would request this. The Clerk provided a quote of £400 to repair and install the replacement door to the phone box on The Street. Those present considered and approved the quote. Resolved: to pay £400 for repair/installation of the new door.

- I. **KING'S CORONATION** - The Clerk reported that the Queen's Head would be providing advertising to be circulated for the event on Sunday 7th May but nothing had yet been received.
- J. **ELECTIONS** - It was reported that there was an uncontested election and that the new council would consist of 8 councillors. Cllr T. Fitchett, Cllr T. Owens and Cllr J. Owens were all standing down from office.

617 COUNCILLORS REPORTS

- Cllr J. Owens thanked those present for her time on the council.
- Cllr T. Covell reported significant potholes at the entrance to The Ridgeway.
- Cllr C. Clayson reported that the drain outside 148 The Street was regularly blocked.
- Cllr E. Green reported that she would like to attend a walkabout site meeting with KCC.
- Cllr T. Fitchett thanked those present for his 20 years on the parish council.
- Cllr C. Goatham reported issues at the public toilets including a cubicle door not closing and a lack of soap/sanitiser.

618 CHAIRMAN/CLERK'S SUNDRY REPORTS

The Clerk's report is attached (*Appendix B*).

619 ADDITIONAL ITEMS TO BE PLACED ON MAY AGENDA

- Men's Sheds
- South Street Phone Box
- Cemetery report

It was resolved that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

620 BULL LANE - Consideration of amendments to legal documents relating to access road. Resolved: to not accept requested amendments.

621 STAFFING - Consideration of request to review resolution on Clerk's pension. Resolved: to not review the resolution as agreed at the February meeting .

The next full meeting of the Parish Council is scheduled for Tuesday 16th May 2023 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

Signed by the CHAIRMAN of the meeting

Chairman's Initial.....

Appendix A

Castle Water (Public toilets) - (D/D estimate for information only)	£33.47
Castle Water (Cemetery) - (D/D estimate for information only)	£5.00
Castle Water (Allotments) - (D/D estimate for information only)	£11.22
EDF Energy (Streetlighting) - (D/D estimate for information only)	£1,200.00
British Gas (Public toilets) - (D/D estimate for information only)	£22.41
Staff costs – (estimate for information only)	£1,258.85
Bk Tfr - S. Morrow - Toilets - Cleaning (March)	£712.80
Bk Tfr - Countrywide Grounds Maintenance - Mowing & Grounds Maint. (Bull Lane/The Street)	£1,500.40
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£2,156.40
Bk Tfr - S. J. Harris - Plumbing repairs (Toilets)	£140.00
Bk Tfr - J. Gray - Warm hub	£124.95
Bk Tfr - KSSX - Donation	£50.00
Bk Tfr - Business Stream - Water (Toilets Dec-Mar)	£87.09
Bk Tfr - M. Wellington - Litter clearance (Mar)	£180.00
Bk Tfr - Play Inspection Company - Operational Inspection (Bull Lane)	£141.60
Bk Tfr - S. Muteham - Expenses (stamps/reflectors/mileage)	£66.19
Bk Tfr - Boughton under Blean Village Hall - Room hire	£112.00
Bk Tfr - X2Connect - Phone box door	£457.17
Bk Tfr - L. Robbins - Professional advice	£240.00
Bk Tfr - Kent Groundworks & Demolition - Cemetery bench removal	£210.00
Bk Tfr - No Limit Street Band - Coronation event	£1,310.00
Bk Tfr - PHS Group - Hygiene services (toilets)	£150.66

Appendix B

Clerks report (summary of tasks completed) - 08-03-23 to 03-04-23

Public Amenities

1. Repairs completed and work inspected at public conveniences
2. Reported hate crime graffiti at toilets to PCSO
3. Site meeting attended to discuss location of hedge planting
4. Hedge planting/bramble cutting at Bull Lane recreation ground completed and work inspected
5. Graves topped up and holes filled. Completed work inspected
6. Excess rubbish removed from cemetery and taken to household waste centre
7. Divots in the football pitch were repaired. Completed work inspected
8. Requested quote to remove fly-tipping/dumped vegetation at Bull Lane
9. Requested pitch improvement funding from Football Foundation
10. Responded to enquiry from new football team for hiring pitch 2023/24 season
11. Cemetery bench removed and work inspected
12. Bull Lane quarterly inspection report received. 2 items identified as moderate risk and requiring attention

General

13. Kept website up to date with meeting agendas and minutes, road closures, news items
14. Kept facebook page up to date with meetings, road closure and news items
15. Safety bollards adjacent to Queen's Jubilee bench installed and work inspected
16. Attended meeting with internal auditor regarding VHMC/PC/Trustee/Staffing matters
17. Requested site meeting with KCC to discuss traffic concerns near White Horse
18. Requested replacement road sign for "Chalkey Road" (at the Canterbury Rd junction)
19. Attended meeting with Queen's Head pub to formalise plans for Coronation event
20. Booked band for Coronation event
21. Letters sent out to cemetery plot holders as requested by Cemetery Working Party
22. Drafted Equality & Diversity policy
23. Drafted Complaints policy
24. Completed grant monitoring form (cost of living crisis)
25. Dealt with various parties regarding legal deeds at Bull Lane recreation grounds
26. Telephone meeting with solicitor regarding legal deeds at Bull Lane
27. Requested quote for installation of light in parking area at Poplar View
28. Requested quotes for repairs/renovation of South Street phone box
29. New door frame ordered for phone box
30. Chased KCC regarding christmas tree locations
31. Chased KCC for site meeting
32. Requested quotes for installation of replacement door on The Street phone box
33. Completed draft Annual Accounts for year ended 31st March 2023
34. Completed Annual Return for year ended 31st March 2023

Parishioner correspondence

35. Received & responded to parishioner email regarding concerns over turfing/grass seed at cemetery
36. Received & responded to parishioner email expressing concerns over post office vans parked on The Street
37. Responded to parishioner email/phone call expressing concerns over grass cutting of verges on The Street in March
38. Received & responded to parishioner phone call querying bollard installation adjacent to noticeboard
39. Received & responded to telephone complaint from plot holder at cemetery regarding graveside decorations in Garden of Remembrance
40. Received & responded to complaint email regarding access across the field to Poplar View houses
41. Received & responded to telephone complaint from resident expressing concerns over post office vans parked on The Street
42. Received & responded to telephone complaint from plot holder regarding receipt of letter on behalf of working party