



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 9th April 2024 from 7:34pm to 9:09pm.

Present:

Cllr T. Covell (Chairman), Cllr J. Muteham, Cllr D. Clayson, Cllr S. Moakes, Cllr I. Linfield, Cllr S. Harper, Cllr K. Harper, Cllr P. Ray

Also present:

Mrs S. Muteham (Clerk), Cllr A. Gould (Swale Borough Council) and four members of the public

192. Apologies

Cllr R. Lehmann (Kent County Council)

193. Declaration of Interests

None

194. 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.

- A. Minutes of the ordinary meeting of the Parish Council held on Tuesday 12th March 2024 (minutes 177-186)

Resolved: the minutes of the meeting held on Tuesday 12th March 2024 were approved.

Report containing minutes of the following meeting was circulated to all Members.

- B. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 26th March 2024

Resolved: to accept the report of the committee meeting held on Tuesday 26th March 2024.

195. Public Participation

Members of the public spoke briefly to note that the neighbourhood plan team were working on their response to the planning application on Duchy land near Brenley Corner. Other members of the public representing Selling Parish Council noted that they were also working on their response to the same planning application. All members of the public offered their support to work collaboratively.

196. Finance and Administration

- A. Bank reconciliation - The bank reconciliation dated 31st March 2024 was circulated at the meeting and approved by those present. **Resolved:** the bank account balances and reconciliation were approved.
- B. Items for payment - All payments as detailed on the bank reconciliation dated 31st March 2024 were approved at the meeting. An additional payment for cleaning at the public conveniences was also approved. **Resolved:** the payments as detailed in [Appendix A](#) were approved for payment.
- C. Finance Report - Those present reviewed the Q4 financial report of actual vs budgeted expenditure as detailed in [Appendix B](#). **Resolved:** to accept the report.
- D. Matters resolved under the scheme of delegation - Those present reviewed the list of payments approved under the Scheme of Delegation. **Resolved:** to accept the report.

Chairman's Initial.....

- E. Village Hall Management Committee - It was noted that the Village Hall Management Committee (VHMC) required a mobile phone and SIM card for the emergency contact person. Payment being required upfront, it was agreed that the Parish Council would pay using the chargecard and recharge the village hall for the costs. **Resolved:** to recharge mobile phone associated costs to the VHMC.
- F. Committees - With new members joining the Council, membership of the Standing Committees was reviewed. **Resolved:** Cllr P. Ray be appointed and Cllr D. Clayson to leave the Planning Committee. Cllr P. Ray, Cllr S. Harper and Cllr K. Harper be appointed to the VHMC.
- G. Planning - Prior to the meeting the Clerk circulated various documents relating to planning application 23/505533/EIYHB being Duchy Land at Brenley Corner. Councillors' attention was drawn to note that all documentation was available online. A member of the public stated that Swale Borough Council wanted to charge £1,900 for a hardcopy version of the full documents. After much discussion, Councillors agreed to resolve formal comments at a future meeting. The Clerk noted that preparation of documentation on such a large scale application would be time consuming, planning knowledge required beyond current skill set and suggested a professional planning consultant be tasked with the work. It was agreed to increase advertising of the planning application to members of the public and to hold a public information session including details on how to make planning comments. **Resolved:** to hold a public information session on Tuesday 30th April from 5pm-7:30pm to be immediately followed by an extraordinary meeting of the Council. The Clerk to purchase large scale paper copies of appropriate documents.

197. Public Amenities Matters

- A. Cemetery - The Clerk circulated an amendment of the regulations which were considered by those present. **Resolved:** to accept the amended regulations.
- B. Bull Lane - The Clerk reported that the roundabout and swings required repairs. A quote was present for consideration by those present and approved. **Resolved:** to instruct Safeplay to undertake the repairs works at a quoted cost of £1,374.00 + VAT.

198. Councillors Reports

Cllr Linfield reported that the zip wire at Bull Lane recreation ground was operating slowly, requested that the mowing contractors on The Street do not cut the grass when wet and had been contacted by a member of the public who expressed concern about the condition/working of the clock at St Barnabas.

Cllr Muteham reported that the trial mini-forest of 836 trees had been planted at Poplar View. Cllr Covell noted that the bench on the corner of Arthur Kennedy Close should be replaced and requested that the matter be placed on the agenda for the May meeting.

199. Chairman/Clerk's Reports

The Clerk's report was received by those present and is detailed in [Appendix C](#).

The next ordinary meeting of the Parish Council was scheduled for Tuesday 14th May 2024 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

Signed by the CHAIRMAN of the meeting

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APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£34.00
Castle Water (Allotments) - (D/D estimate for information only)	£29.00
Castle Water (Cemetery) - (D/D estimate for information only)	£15.00
Lloyds Bank (Chargecard) - (D/D for information only)	£61.98
British Gas (Public toilets) - (D/D estimate for information only)	£23.30
Staff costs – (D/D estimate for information only)	£1,830.17
Bk Tfr - Safeplay - Playground repairs	£3,042.00
Bk Tfr - CDALC - Training (Clerk)	£10.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View)	£1,160.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£350.70
Bk Tfr - PHS Group - Hygiene disposal services	£165.71
Bk Tfr - Boughton under Blean Village Hall - Grant (Toddler Group)/Hall Hire	£412.50
Bk Tfr - CSG Global Education - Stationery	£34.15
Bk Tfr - T. Covell - Councillors Allowance Q4-2023/24	£84.83
Bk Tfr - J. Muteham - Councillors Allowance Q4-2023/24	£84.83
Bk Tfr - Swale Borough Council - Cemetery rates 2024/25	£289.42
Bk Tfr - Clean Cut Tree - Fencing (Poplar View)	£2,253.60
Bk Tfr - Clive Sherwood - Signwriting	£45.00
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00
Bk Tfr - KSS Air Ambulance - Donation	£50.00
Bk Tfr - Boughton Community Group - Warm Hubs	£161.52
Bk Tfr - M. Wellington - Litter picker (Mar)	£192.00
Bk Tfr - S. Morrow - Cleaning @ Public Conveniences (Mar)	£633.60

APPENDIX B

2023/24 - 4th Quarter finance	2023/24 Budget	2023/24 Actual
<u>EXPENDITURE</u>		
Highways & Footways	£12,640.00	£12,372.29
Recreation Grounds	£23,380.00	£26,105.34
Burial Grounds	£11,200.00	£9,947.65
Public Toilets	£9,560.00	£9,903.04
Allotments	£500.00	£1,825.04
Miscellaneous	£825.00	£2,979.08
Administration	£5,065.00	£7,991.77
Personnel	£15,000.00	£21,107.30
Village Hall	£750.00	£1,694.00
Donations & Grants made	£0.00	£731.00
Donations & Grants spent	£0.00	£1,720.00
TOTAL EXPENDITURE	£78,920.00	£96,376.51
<u>INCOME</u>		
Income (Amenities)	£3,000.00	£10,135.68
Donations & Grants received	£0.00	£9,320.00
LIGHTING GRANT (SBC)	£0.00	£2,780.00
PRECEPT (SBC)	£70,000.00	£70,000.00
TOTAL INCOME	£73,000.00	£92,235.68
TOTAL - (From reserves)	£5,920.00	£4,140.83

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APPENDIX C

CLERKS REPORT 06-03-24 to 03-04-24

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Attended site meeting for Miyawaki tree planting project (Poplar View)
3. Reviewed completed contractor work for installation of fencing (Poplar View)
4. Reviewed completed contractor work for replacement of play equipment (Bull Lane)
5. Instructed works for tree surveys (Poplar View, Bull Lane, Cemetery)
6. Instructed works for memorial stability testing (Cemetery)
7. Arranged 1 interment (Cemetery)
8. Liaised with village school on educational resources for Miyawaki project
9. Advertised consultation on future use of public toilets
10. Completed bi-annual football pitch inspection report
11. Requested quotes for removal of ivy (Public Toilets)
12. Chased contractor for football pitch repairs (Bull Lane)

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 closures and news items
15. Carried out monthly defibrillator check
16. Filed non-domestic rating review for cemetery with HMRC
17. Attended CiLCA training sessions
18. Liaised with KCC regarding identification/cutting of wild garlic on The Street
19. Filed and received monies for VAT return
20. Updated Parish Council and Trustee bank account signatories
21. Liaised with SBC/Police regarding community support in aftermath of tragic events
22. Reviewed & updated policies/documentation schedule

(Summary of tasks in progress)

1. Completing end of year accounts
2. Preparation of documents for annual external audit
3. Drafting risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
4. Digital scan of all cemetery burial ground documentation
5. Arranging educational visits to Miyawaki project
6. Obtaining quotes for cemetery bench repairs

(Summary of tasks to be done)

1. Training & development policy
2. Review all outstanding EROB renewals on cemetery plots
3. Update HIP
4. Photo catalogue Garden of Remembrance (cemetery) plots

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