



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 12th December 2023 from 7:30pm to 8:10pm.

Present:

Cllr C. Clayson, Cllr T. Covell, Cllr J. Muteham, Cllr D. Clayson

Also present:

Mrs S. Muteham (Clerk)

130. Apologies

Cllr S. Moakes, Cllr C. Goatham, Cllr I. Linfield, Cllr A. Rice

131. Declaration of Interests

None

132. 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 14th November 2023 (minutes 114-122)
- B. Minutes of the Finance Committee meeting held on Tuesday 21st November 2023 (minutes 127-129)

Resolved: the minutes of the meetings held on Tuesday 14th November 2023 and Tuesday 21st November 2023 were approved.

Reports containing minutes of the following meetings were circulated to all Members.

- C. Draft minutes as a report of the Personnel Committee meeting held on Wednesday 1st November 2023
- D. Draft minutes as a report of the Planning Committee meeting held on Tuesday 21st November 2023
- E. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 29th November 2023

Resolved: to accept the report of the committee meetings held on Wednesday 1st November 2023, Tuesday 21st November 2023 and Tuesday 29th November 2023.

133. Public Participation

None

134. Finance and Administration

- A. Bank Reconciliation - The bank reconciliation dated 30th November 2023 was circulated prior to 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 30th November 2023 were approved at the meeting. **Resolved:** the payments as detailed in [Appendix A](#) were approved for payment.
- C. Matters resolved under the Scheme of Delegation - Those present reviewed the report of matters resolved under the Scheme of Delegation. **Resolved:** to accept the report.

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- D. Consider budget for 2024/2025 - The Clerk circulated the draft budget for the year 2024/2025. as proposed by the Finance Committee. Those present agreed the budget, details of which are included in [Appendix B](#). **Resolved:** the proposed budget be adopted for the financial year ending 31st March 2025.
- E. Consider and set precept 2024/25 - During a discussion, those present were mindful to find a balance between the cost of living crisis and its effect on parishioners, along with escalating costs on the amenities and services that the Parish Council provides. Councillors present agreed that the precept to be ordered from Swale Borough Council would be £90,000.00 (increase of £20,000.00 or 28.57% on previous year), giving an additional tax of £127.97 per Band D property (28.82% increase on previous year). **Resolved:** to apply to Swale Borough Council for a precept amount of £90,000.00, for the financial year ending 31st March 2025.
- F. Meetings - The Clerk circulated a schedule of proposed meeting dates for 2025. **Resolved:** to accept the proposed meeting dates.
- G. Internal Audit - The Clerk recently completed an interim internal audit and the auditors report was circulated to all councillors. It was noted that the Clerk would carry out the recommendation action prior to the full audit. **Resolved:** to accept the report.
- H. Dignity at Work Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. **Resolved:** to adopt the Dignity at Work Policy.
- I. Committees - The item was moved to the January agenda.
- J. Website - Those present considered future domain name and hosting options. After discussion it was agreed to use a new domain name for the website. **Resolved:** to change the website domain name to boughtonunderblean-pc.gov.uk.
- K. File Storage - The Clerk noted that the current digital file storage capacity for council files was limited and requested additional digital file storage space. Those present considered options and agreed for the Clerk to purchase additional storage at a cost of £15.99 per annum. **Resolved:** to purchase additional digital file storage.
- L. Trustee - The Trustee to Boughton under Blean Village Hall requested that the Parish Council loan some of the Clerk's working time to open a bank account on behalf of the Trustee. Those present considered the request and agreed. **Resolved:** the Parish Council to loan the Clerk's time to open a bank account on behalf of the Trustee.

135. Public Amenities Matters

- A. Meeting date - The item was moved to the January agenda.
- B. Poplar View - The Clerk previously reported that trees adjacent to the public footpath outside the houses required pruning. Three quotes were provided. Those present considered the quotes and noting the requirement to maintain the trees agreed to proceed with pollarding of 7 trees adjacent to the row of houses. **Resolved:** to instruct works at a cost of £2,100 + VAT.
- C. Bull Lane Play Equipment - The item was moved to the January agenda.
- D. Public Conveniences - The Clerk noted that she had received a quote to repair a cubicle door. After consideration it was agreed to make the repair. **Resolved:** to instruct repair work at a cost of £30.

136. Councillors Reports

Cllr D. Clayson reported that the sign for Chalkey Road was still awaiting replacement.

Cllr J. Muteham reported that the 30mph toolkit which contained wheelie bin stickers had been well received at the recent Indoor Christmas Market. It was noted that there were more options on wheelie bin stickers, which he would investigate and bring the matter to the next meeting.

Cllr C. Clayson reported that the footway on the Canterbury Road between Brickfield Lane and Nine Ash Lane was heavily overgrown and asked the Clerk to request that the vegetation be cut back.

137. Chairman/Clerk's Reports - The Chairman thanked those present for their contributions during the year and wished everyone a Merry Christmas and Happy New Year for 2024. The Clerk's report was received by those present and is detailed in [Appendix C](#).

The next full meeting of the Parish Council is scheduled for Tuesday 9th January 2024 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

Signed by the CHAIRMAN of the meeting

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)		£32.00
Castle Water (Cemetery) - (D/D estimate for information only)		£5.00
Castle Water (Allotments) - (D/D estimate for information only)		£32.00
Lloyds Bank (Chargecard) - (D/D for information only)		£137.41
British Gas (Public toilets) - (D/D estimate for information only)		£43.28
Staff costs – (D/D estimate for information only)		£1,671.89
Bk Tfr - M. Wellington - Litter picker (Nov)		£192.00
Bk Tfr - S. Morrow - Cleaning @ Public Conveniences (Nov)		£686.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)		£737.20
Bk Tfr - Bourne to Garden - Maintenance/mowing (Cemetery/Poplar View)		£180.00
Bk Tfr - CSG Global Education - Cleaning supplies (public conveniences)		£65.95
Bk Tfr - Tiny Toes - Donation (Gordon Ottaway Award)		£100.00
Bk Tfr - April Skies - Auditor fees		£162.50
Bk Tfr - SLCC - Membership/Training (Clerk)		£283.00
Bk Tfr - Streetlights - Lighting repairs		£420.00
Bk Tfr - RoSPA - Training (Clerk)		£369.60
Bk Tfr - P. Reynolds - Phone box cleaning		£5.00
Bk Tfr - Boughton under Blean Village Hall - Room hire		£562.50
Bk Tfr - Play Inspection Company - Annual inspection (Bull Lane)		£196.80
Bk Tfr - Abbey Roofing - Roof repairs (Public Conveniences)		£160.00
Bk Tfr - Grindall Ltd - Bench repairs		£150.00
Bk Tfr - KALC - Training (Councillors)		£40.83

APPENDIX B

<u>BOUGHTON UNDER BLEAN PARISH COUNCIL – BUDGET 2024/25</u>	
	2024/25 Budget
<u>OVERHEAD EXPENDITURE</u>	
Highways & Footways	12,424.15
Recreation Grounds	22,160.00
Burial Grounds	8,900.00
Public Toilets	10,380.00
Allotments	1,700.00
Miscellaneous	1,050.00
Administration	32,027.92
Donations & Grants made	2,025.00
General Reserves	0.00
	90,667.07
<u>INCOME</u>	
Income (Carpark/Cemetery/Football/Allotments)	3,000.00
Donations & Grants received	3,200.00
LIGHTING GRANT (SBC)	2,780.00
PRECEPT (SBC)	90,000.00
	98,980.00
<u>Net Income less Expenditure</u>	8,312.93
Plus transfer from Ear Marked Reserves (EMR)	0.00
Less transfer to EMR	6,000.00
Movement to/(from) General Reserves	2,312.93

APPENDIX C

CLERKS REPORT 09-11-23 to 06-12-23

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Reviewed contractor work in topping-up/turfing of multiple graves
3. Photo catalogued burial ground plots
4. Climbing frame condition survey took place @ Bull Lane - report yet to be received
5. Cleaning supplies for public conveniences replenished
6. Marked up Bull Lane access road/carpark for pothole repairs
7. Obtained quotes for tarmac repairs to access road at Bull Lane recreation ground
8. Arranged and attended 1 interment in burial ground
9. Ordered bench for cemetery (Bobbin legacy)
10. Chased goalpost grant funding

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11. Reviewed contractor work in roof repairs at public conveniences
12. Requested door maintenance at public conveniences
13. Trimmed vegetation around seating area at cemetery for installation of new bench
14. Cleared ground level branches from cemetery
15. Chased outstanding allotment renewals
16. Requested quotes for vegetation clearance at Poplar View carpark

General

17. Kept website up to date with meeting agendas and minutes, road closures, news items
18. Kept facebook page up to date with meetings, road closure and news items
19. Submitted monthly piece to community magazine
20. Carried out monthly defibrillator check
21. Responded to football pitch hire enquiry
22. Site meeting with streetlighting engineer to review new electricity pillars
23. Completed interim internal audit
24. Distributed 30mph toolkit
25. Requested quotes for renewing electricity supplies
26. Reported damaged highway from burnt out vehicle on The Street
27. Attended site meeting for installation of xmas trees
28. Attended CiLCA training courses
29. Completed online Safeguarding training

(Summary of tasks in progress)

1. Tarmac patching at Bull Lane recreation ground
2. Updating NatWest bank signatories
3. Updating Lloyds bank signatories
4. Researching groundwater risk assessment at cemetery
5. Researching risk assessments

(Summary of tasks to be done)

1. Develop risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
2. Training & development policy
3. Review all outstanding EROB renewals on cemetery plots
4. Update HIP
5. Photo catalogue Garden of Remembrance (cemetery) plots
6. Scan all cemetery plots documentation

Complaints received to the parish council: 2

Complaints made by the parish council: 1

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