



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY PARISH COUNCIL MEETING, to be held on Tuesday 12 December 2023 at 19:30 in St Barnabas Parish Centre. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda. Any item on the agenda may be heard in private when considered to be confidential.

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. **Members of the public wishing to address or ask questions of the Council are requested to do so in writing or by email to the Parish Clerk at least 24 hours before the meeting.**

AGENDA

- 1. APOLOGIES** *(1 minute)*
- 2. DECLARATION OF INTERESTS** *(1 minute)*
- 3. MINUTES** *(5 minutes)*
 - A. Confirm minutes of the ordinary meeting of the Parish Council held on Tuesday 14th November 2023 (minutes 114-122)
 - B. Confirm minutes of the Finance Committee meeting held on Tuesday 21st November 2023 (minutes 127-129)
 - C. Receive draft minutes as a report of the Personnel Committee meeting held on Wednesday 1st November 2023
 - D. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 21st November 2023
 - E. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 29th November 2023
- 4. PUBLIC PARTICIPATION** *(15 minutes)*

Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.
- 5. FINANCE AND ADMINISTRATION** *(45 minutes)*
 - A. APPROVE BANK RECONCILIATION
 - B. APPROVE DECEMBER PAYMENTS ([Appendix A](#))
 - C. MATTERS RESOLVED UNDER SCHEME OF DELEGATION - Approve matters resolved ([Appendix B](#))
 - D. BUDGET - to set budget for 2024/25 ([Appendix C](#))
 - E. PRECEPT - to set precept for 2024/25 ([Appendix C](#))
 - F. MEETINGS - to set meeting schedule for 2024 ([Appendix D](#))
 - G. INTERNAL AUDIT - to receive interim internal audit report
 - H. DIGNITY AT WORK POLICY - to review and adopt policy
 - I. COMMITTEES - to consider requirements for new members on committees
 - J. WEBSITE - to consider and approve future domain/hosting options ([Appendix E](#))
 - K. FILE STORAGE - to consider and approve request for additional digital file storage ([Appendix F](#))
 - L. TRUSTEE - to consider and approve Clerk's time to be allocated for Trustee duties

- 6. PUBLIC AMENITIES MATTERS** *(15 minutes)*
- A. MEETING - to set date for committee meeting
 - B. POPLAR VIEW - to consider and approve quotes for tree maintenance
 - C. BULL LANE - to consider and approve costs for replacement parts to timber clamber stack
 - D. PUBLIC CONVENIENCES - to consider and approve quotes for ongoing maintenance
- 7. COUNCILLORS REPORTS** *(10 minutes)*
- To receive reports on activities/matters brought to the attention of individual councillors
- 8. CHAIRMAN/CLERK'S REPORTS** [*Appendix G*](#) *(5 minutes)*
- To receive reports on activities/matters brought to the attention of the Chairman and Clerk

6th December 2023

S. Miteham Clerk to the Parish Council

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 - Gordon Ottaway Award - donation	£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

Chargecard payments:

£31.90 - Printer ink

£ 5.20 - Parking (training)

£ 6.00 - Clerk's phone

£50.38 - Cemetery bench paint

£19.95 - Planning documents

£ 5.98 - Line-marking paint

£ 3.00 - Land registry fees

£15.00 - Keys

APPENDIX B

Online payments: Approval of prompt online payment for contractor service. Approved and authorised by Cllr T. Covell and Cllr J. Muteham.

Bk Tfr - R. Marsh (<i>gravedigging services</i>)	£400.00
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APPENDIX C

BOUGHTON UNDER BLEAN PARISH COUNCIL – BUDGET 2024/25	
	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

Precept

The council tax base is defined as the number of Band D equivalent properties in a local authority's area. An Authority's Tax Base is taken into account when it calculates its council tax

The finance committee proposed a precept of £90,000 which would provide an estimated £28 increase for a Band D property over the year. Committee members were mindful of finding a balance during the cost of living crisis and its effect on parishioners, along with escalating costs on the services that the Parish Council provides

APPENDIX D**MEETING SCHEDULE 2024**

FULL COUNCIL	PLANNING COMMITTEE	VILLAGE HALL MANAGEMENT COMMITTEE
<u>VENUE</u>		
St Barnabas Parish Centre	St Barnabas Parish Centre	Library, Village Hall
January 9 th	January 2 nd , 16 th & 30 th	January 30 th
February 13 th	February 20 th	February 27 th
March 12 th	March 5 th , 19 th	March 26 th
April 9 th	April 2 nd , 16 th & 30 th	April 30 th
May 14 th	May 21 st	May 28 th
June 11 th	June 4 th , 18 th	June 25 th
July 9 th	July 2 nd , 16 th & 30 th	July 30 th
No meeting in August	August 13 th	August 27 th
September 10 th	September 2 nd , 17 th	September 24 th
October 8 th	October 1 st , 15 th & 29 th	October 29 th
November 12 th	November 19 th	November 26 th
December 10 th	December 3 rd , 17 th	December 17 th

APPENDIX E

Following the adoption of .gov.uk email addresses for the parish council, it should now be reviewed how to maintain the website address. The current website address boughtonunderbleanpc.org could be amended to boughtonunderblean-pc.gov.uk as the council now owns this domain name.

Our website is currently hosted by WIX and is due for renewal in January. We currently pay for two annual hosting packages (one on Wix to support the website and one on Cloudnext to support the email addresses) and two domain names (boughtonunderbleanpc.org and boughtonunderblean-pc.gov.uk). We would need to continue to pay for the boughtonunderbleanpc.org domain name in perpetuity so that it cannot be used by anyone else, although it does not need to be an active domain. The three options for council to consider are:

1. The website can remain being hosted on Wix alongside another host provider (Cloudnext) who can facilitate a .gov.uk website, the two sites can be linked so that the end user only sees the boughtonunderblean-pc.gov.uk site. No additional fees for this. Annual running costs approx £333.
2. The website can be rebuilt and hosted entirely on a new platform with a new provider. This would involve a one off set-up cost. Capital expenditure as a one-off fee to rebuild the website is quoted at £650 - £900). Annual running costs approx £265.
3. Do nothing and the website can remain being hosted on Wix using the boughtonunderbleanpc.org domain name. Annual running costs approx £333.

<u>ANNUAL PRICING (complete package for each provider)</u>			
Supplier/host	Aubergine /CloudyIT	Cloudnext/Eyelid	WIX
	Aubergine262	Cloudnext	Wix
<i>All prices ex. VAT</i>			
Set-up (one off)	£700.00	£650.00	£0.00
Hosting (annual)	£199.00	£99.99	£267.99
Domain registration (annual)	£100.00	£65.00	£65.00
Site transfer (per hour) - <i>hours??</i>	£25.00	£0.00	£0.00
Site transfer (fixed)	£0.00	£0.00	£0.00
Support/maintenance (annual)	£0.00	£100.00	£0.00
Example site	Example	Example	
	£1,024.00	£914.99	£332.99
ANNUAL RUNNING COSTS (approx)	£300.00	£264.99	£332.99

APPENDIX F

Additional digital storage required on google drive (files also backed up on work laptop). The council currently has 15GB and is at 82% capacity.

100GB: £0.39 pcm for 3 months then £1.59 pcm (billed monthly) *or*
£1.19pcm for 3 months then £15.99 per annum (billed annually)

APPENDIX G

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
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