



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

**Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 13<sup>th</sup> February 2024 from 7:33pm to 9:20pm.**

**Present:**

Cllr C. Clayson (Chairman), Cllr T. Covell, Cllr J. Muteham, Cllr D. Clayson, Cllr S. Moakes

**Also present:**

Mrs S. Muteham (Clerk) and four members of the public

**160. Apologies**

Cllr I. Linfield, Cllr J. Martin, Cllr A. Gould (SBC), Cllr R. Lehmann (KCC)

**161. Declaration of Interests**

Cllr D. Clayson and Cllr C. Clayson declared an interest in agenda item 6A and took no part in the discussion or resolution.

**162. 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 9<sup>th</sup> January 2024 (minutes 146-153)
- B. Minutes of the meeting of the Public Amenities Committee held on Tuesday 23<sup>rd</sup> January 2024 (minutes 154-159)

**Resolved:** the minutes of the meetings held on Tuesday 9<sup>th</sup> January 2024 and Tuesday 23<sup>rd</sup> January 2024 were approved.

**163. Public Participation**

Representatives from Boughton and Dunkirk Village Group noted their support for the proposed project to develop a mini forest at Poplar View. Representatives from the Boughton and Dunkirk Neighbourhood Plan requested that the Parish Council address the issue of the development of Duchy land at Brenley Corner.

**164. Finance and Administration**

- A. Bank reconciliation - The bank reconciliation dated 31<sup>st</sup> January 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 31<sup>st</sup> January 2024 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 Village Hall Management Committee (VHMC) list of payments approved under the VHMC Scheme of Delegation. After noting that the report had excluded the refusal of payment to 1st Accounts for the Independent Examination fee, those present accepted the report. **Resolved:** to accept the report.
- D. Annual Parish Meeting - Those present set a date for the Annual Parish Meeting. **Resolved:** the Annual Parish Meeting to take place on Tuesday 12<sup>th</sup> March at 7pm.

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- E. Grievance Policy - Prior to the meeting the Clerk circulated an amended policy for consideration. **Resolved:** to accept the Grievance Policy amendments.
- F. Public Participation Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. **Resolved:** to adopt the Public Participation Policy.
- G. Working Groups - Those present reviewed the validity of having a cemetery working group now that several members had resigned from the council. **Resolved:** to dissolve the Cemetery Working Group.
- H. Committees - Those present reviewed the validity of having a Public Amenities Committee now that meetings were often inquorate. It was agreed that all public amenities matters would now be considered at full council meetings. **Resolved:** to dissolve the Public Amenities Committee.
- I. Grant Funding - The Clerk reported that KCC were again offering a Kent Parish Council Winter Support Scheme. Those present requested that the Clerk apply for funding, which if successful could be utilised to further support warm hub style events in the community. **Resolved:** to apply for grant funding.

### 165. Planning Matters

- A. **24/505744/LBC** - Listed Building Consent to build a party wall in the loft space to comply with current building regulations to safeguard the property from fire. Those present considered the application and unanimously recorded no objection. **Resolved:** to record no objection to the application.

### 166. Public Amenities Matters

- A. Poplar View - The Clerk provided quotes to replace the fencing adjacent to the parking. After consideration, members supported the installation of chestnut post and two rail fencing by Clean Cut Tree Services Ltd. **Resolved:** to install fencing at a cost of £1,758.00 + VAT
- B. Poplar View - The Clerk, Chairman and one councillor attended an online meeting with KCC to gain further information on participating in the Trees Outside Woodlands programme. Additional information was also circulated to all members. After consideration it was agreed to proceed with the project for the planting of trees using the Miyawaki method, noting that it would align with the council's Biodiversity Policy. **Resolved:** to proceed with the Trees Outside Woodlands programme.
- C. Bull Lane - Further to the previous meeting where it was agreed that Safeplay would be requested to undertake work to replace timbers on the climbing frame at a cost of £1,390.00 + VAT, the Clerk provided an updated quote including an additional cost for the provision of metal sleeves and additional works to replace rotten upright timbers in the toddler playground. The Clerk reported that there was also a requirement for repairs at the outdoor gym. Those present considered the quotes and approved the works. **Resolved:** to instruct repairs from Safeplay at a cost of £2,535.00 + VAT and TGO at a cost of £125.00 + VAT.
- D. Bull Lane - Following the previously approved purchase of goal posts, the Clerk proposed the purchase of additional sockets to enable the goals to be relocated outside of the pitch out of season. Those present agreed. **Resolved:** to purchase goal posts and sockets from Mark Harrod Ltd at a cost of £1,135.47 + VAT.
- E. Allotments - The allotment inspection report from 28<sup>th</sup> October 2023 suggested use of skip for tenants to remove rubbish. After consideration, those present felt that there was no requirement to provide this service. **Resolved:** not to provide a skip at the allotment site.
- F. Cemetery - The Clerk circulated a report from the cemetery inspection on 3<sup>rd</sup> February 2024. There were no questions. **Resolved:** to accept the report.
- G. Cemetery - Following a burst pipe at the tap, it was suggested that the tap be turned off in winter. **Resolved:** the tap to be left on all year round.

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- H. Cemetery - The Clerk advised that following recent cemetery training, the council should undertake memorial stability testing every five years. Quotes for this were provided and those present approved the expenditure. **Resolved:** to instruct Memsafe to undertake the works at an estimated cost of £355.50 + VAT.
- I. Covid Snake - The Public Amenities Committee noted at the January 2024 meeting that the Covid Snake required additional white stone chippings. Those present considered and approved the request. **Resolved:** to purchase additional white stone chippings.

**167. Councillors Reports**

Cllr Covell noted that there had been no progress in replacing the bench at the junction of Arthur Kennedy Close.

Cllr Muteham reported that he had received the 30mph wheelie bin stickers and requested that other councillors assist in distributing these.

Cllr Moakes reported that the crematorium has lights on all night.

Cllr D. Clayson reported that the road sign at Chalkey Road had been replaced and that the barbed wire fencing on the same road was on the wrong side.

Cllr C. Clayson noted that she had received one complaint regarding the pollarding of trees at Poplar View.

**168. Chairman/Clerk's Reports**

Cllr C. Clayson addressed all members saying that she was resigning from her role as Chairman and Parish Councillor at the end of the evening's meetings.

The Clerk's report was received by those present and is detailed in [Appendix B](#). The Clerk also noted that she had received two additional compliments to the Parish Council regarding the pollarding of trees at Poplar View

The next full meeting of the Parish Council is scheduled for Tuesday 12<sup>th</sup> March 2024 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

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Signed by the CHAIRMAN of the meeting

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## **APPENDIX A**

Castle Water (Public toilets) - (D/D estimate for information only)	£56.14
Castle Water (Allotments) - (D/D estimate for information only)	£29.08
EDF Energy (Streetlighting) - (D/D estimate for information only)	£1,076.33
Lloyds Bank (Chargecard) - (D/D for information only)	£145.73
British Gas (Public toilets) - (D/D estimate for information only)	£22.66
Staff costs – (D/D estimate for information only)	£1,505.89
Bk Tfr - M. Wellington - Litter picker (Jan)	£216.00
Bk Tfr - S. Morrow - Cleaning @ Public Conveniences (Jan)	£686.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£274.00
Bk Tfr - Bourne to Garden - Tree work (Poplar View)	£2,520.00
Bk Tfr - McCabe Ford Williams - Payroll services	£150.00
Bk Tfr - Streetlights - Lighting repairs	£1,414.39
Bk Tfr - Pro Dynamic Contracts - Street furniture installations	£300.00
Bk Tfr - Play Inspection Company - Operational Inspection (Bull Lane)	£170.40
Bk Tfr - TGO Ltd - Outdoor gym maintenance plan	£1,200.00
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00
Bk Tfr - J & M Resurfacing - Tarmac repairs (Bull Lane)	£3,372.00
Bk Tfr - Boughton under Blean Village Hall - Room hire	£25.00
Bk Tfr - S. Muteham - Expenses/Salary adjustment	£243.01
Bk Tfr - SLCC - Training	£450.00

## **APPENDIX B**

### **CLERKS REPORT 04-01-24 to 06-02-24**

#### **(Summary of tasks completed)**

##### **Public Amenities**

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Arranged road closure at Bull Lane access road
3. Attended site meetings and reviewed contractor tarmac repairs at Bull Lane access road
4. Chased goalpost grant funding and completed grant acceptance forms
5. Attended site meeting to install smart meter at public conveniences
6. Reviewed contractor work for pollarding trees at Poplar View
7. Attended burst water pipe at cemetery and turned off water until April
8. Attended multiple site meetings to obtain quotes for fencing at Poplar View
9. Attended Cemetery Legal Compliance training course
10. Produced all forms to allow transfer of Exclusive Rights of Burial (ERoB) at cemetery
11. Chased contractor for football pitch repairs at Bull Lane
12. Requested quotes for memorial inspections at cemetery
13. Requested urgent repairs of tap at public conveniences
14. Requested quotes for additional playground repairs at Bull Lane
15. Reviewed operational inspection reports for Bull Lane recreation ground
16. Attended cemetery inspection
17. Requested removal of fly-tipping (vegetation) at Bull Lane recreation ground

##### **General**

18. Kept website up to date with meeting agendas and minutes, road closures, news items
19. Kept facebook page up to date with meetings, road closures and news items
20. Carried out monthly defibrillator check
21. Renewed electricity contract for street lighting
22. Completed opening of Unity Trust for village hall (on behalf of Trustee)
23. Attended RoSPA Risk Assessment training course
24. Advertised/distributed 30mph wheelie bin stickers

#### **(Summary of tasks in progress)**

1. Updating NatWest bank signatories
2. Updating Lloyds bank signatories
3. Drafting risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
4. Scan all cemetery burial ground documentation

#### **(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

##### **Complaints/Compliments**

Received 1 compliment regarding pollarding at Poplar View

*Chairman's Initial.....*