



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

**Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 9<sup>th</sup> January 2024 from 7:30pm to 8:45pm.**

**Present:**

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

**Also present:**

Mrs S. Muteham (Clerk), Cllr A. Gould (Swale Borough Council), PC Matthew Ongley

**146. Apologies**

Cllr C. Goatham, Cllr I. Linfield, Cllr R. Lehmann (Kent County Council)

**147. Declaration of Interests**

None

**148. 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 12<sup>th</sup> December 2023 (minutes 130-137)

**Resolved:** the minutes of the meeting held on Tuesday 12<sup>th</sup> December 2023 were approved.

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

- B. Minutes as a report of the Planning Committee meeting held on Tuesday 19<sup>th</sup> December 2023  
C. Draft minutes as a report of the Village Hall Management Committee meeting held on Wednesday 20<sup>th</sup> December 2023  
D. Draft minutes as a report of the Planning Committee meeting held on Tuesday 2<sup>nd</sup> January 2024

**Resolved:** to accept the reports of the committee meetings held on Tuesday 19<sup>th</sup> December 2023, Wednesday 20<sup>th</sup> December 2023 and Tuesday 2<sup>nd</sup> January 2024.

Confirm minutes of the ordinary meeting of the Parish Council held on Tuesday 12<sup>th</sup> December 2023 (minutes 130-137)

**149. Public Participation**

The local Community Support Officer from Kent Police gave an update on local crime and anti-social behaviour issues within the parish. It was also reported that the police had been doing speed checks at the bottom of Boughton Hill.

**150. Finance and Administration**

- A. Bank reconciliation - The bank reconciliation dated 31<sup>st</sup> December 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 31<sup>st</sup> December 2023 were approved at the meeting. **Resolved:** the payments as detailed in Appendix A were approved for payment.

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- C. Automatic payments - A schedule of automatic payments (direct debits/standing orders) as detailed in Appendix B were reviewed. **Resolved:** to approve automatic payments for 1 year.
- D. Finance report - Those present reviewed the Q3 financial report of actual vs budgeted expenditure as detailed in Appendix C. **Resolved:** to accept the report.
- E. Committees - It was noted that there was a requirement for additional members on the Public Amenities Committee and Personnel Committee. **Resolved:** Cllr A. Rice be appointed to the Public Amenities Committee and Personnel Committee.
- F. Electricity- The Clerk circulated quotes from EDF Energy and SSE to renew the electricity supply contracts for street lighting. After consideration by those present it was agreed to renew with EDF on a 24 month contract. **Resolved:** to renew electricity supply for 24 months with EDF Energy.
- G. Village Hall - Those present considered whether to re-charge Boughton under Blean Village Hall (registered charity) for the costs involved in meetings for the governance of the charity. After discussion it was agreed that the Parish Council would continue to pay the costs. **Resolved:** the Parish Council to pay meeting governance costs.
- H. Speed Limit Signs - Cllr Muteham noted that there had been a positive response to the 30mph toolkit provided by KCC. To extend this scheme, those present considered the purchase of additional 30mph wheelie bin stickers to be distributed in the community. **Resolved:** to purchase 100 stickers at a cost of £135.00 including VAT.

#### 151. Public Amenities Matters

- A. Poplar View - Those present considered participating in the Trees Outside Woodlands project as promoted by Kent County Council (KCC). After discussion about the project, which is a trial of the Miyawaki planting method, it was agreed that further information was required to make a fully informed decision. The Clerk was requested to facilitate a meeting between councillors and KCC.
- B. Poplar View - The Clerk provided quotes to remove the bramble adjacent to the car parking area. It was noted that the fence also required replacement in parts. The Clerk was asked to obtain further quotes for consideration at the February meeting.
- C. Meeting - Members of the Public Amenities Committee (PAC) set a date for the next meeting. **Resolved:** The next PAC meeting to be held on Tuesday 23<sup>rd</sup> January 2023.
- D. Cemetery - Those present reviewed the fee schedule for cemetery services as detailed in Appendix D. **Resolved:** to approve the revised fee schedule.
- E. Bull Lane - The Clerk reported that the recent timber survey of the log climbing frame had identified 3 timbers which required attention. It was noted that the existing vertical timbers had been installed directly into the ground without any rot protection in the form of metal sleeves. After consideration of whether to replace the entire climbing frame or replace parts as needed, councillors agreed to replace parts as required. Quotes presented were to replace on a like for like basis, however councillors agreed that new replacement vertical timbers should be installed with metal sleeves. It was agreed that Safeplay would be requested to undertake the work at a cost of £1,390.00 + VAT and if any additional cost was to be incurred by the provision of metal sleeves it would be considered at the February meeting. **Resolved:** to purchase additional upright timbers at a cost of £1,390.00 + VAT
- F. Bull Lane - The Clerk noted that there were many potholes on the access road in need of urgent repair. Having obtained quotes in December 2023 and then again in January 2024, it was agreed to request J&M Resurfacing to undertake the work at a cost of £2,810.00 + VAT. **Resolved:** to instruct tarmac repairs at a cost of £2,810.00 + VAT.

#### 152. Councillors Reports

None

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**153. Chairman/Clerk's Reports** - The Clerk's report was received by those present and is detailed in [Appendix E](#).

The next full meeting of the Parish Council is scheduled for Tuesday 13<sup>th</sup> February 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

## **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)	£498.29
British Gas (Public toilets) - (D/D estimate for information only)	£21.21
Staff costs – (D/D estimate for information only)	£2,487.89
Bk Tfr - M. Wellington - Litter picker (Dec)	£156.00
Bk Tfr - S. Morrow - Cleaning @ Public Conveniences (Dec)	£633.60
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£274.00
Bk Tfr - CSG Global Education - Cleaning supplies (public conveniences)	£14.18
Bk Tfr - Broxap - Litter bins	£1,639.02
Bk Tfr - CDALC - Training (Clerk)	£110.00
Bk Tfr - J. Stuart Roberts - Maintenance (Public Conveniences)	£30.00
Bk Tfr - Play Inspection Company - Timber survey (Bull Lane)	£474.00
Bk Tfr - J & M Resurfacing - Village Hall Car Park repairs	£5,640.00
Bk Tfr - Streetlights - Lighting repairs	£546.00
Bk Tfr - R. Marsh - Gravedigger fee	£60.00
Bk Tfr - Business Stream - Waste water Sep-Dec (toilets)	£83.10
Bk Tfr - T. Covell - Councillors Allowance Q3-2023/24	£84.83
Bk Tfr - C. Goatham - Councillors Allowance Q3-2023/24	£84.83
Bk Tfr - J. Muteham - Councillors Allowance Q3-2023/24	£84.83
Bk Tfr - Boughton under Blean Village Hall - Room hire	£25.00
Bk Tfr - Pro Dynamic Contracts - Street furniture installations	£777.60
Bk Tfr - S. Muteham - Mileage	£32.40

## **APPENDIX B**

Electricity (Streetlighting)	Direct Debit	Quarterly
Water (Public Conveniences)	Direct Debit	Monthly
Water (Allotments)	Direct Debit	Monthly
Water (Cemetery)	Direct Debit	Monthly
Electricity (Public Conveniences)	Direct Debit	Monthly
Chargecard	Direct Debit	Monthly
PAYE	Direct Debit	Quarterly
Pensions	Direct Debit	Monthly
Salary	Standing Order	Monthly
Office Expenses	Standing Order	Monthly

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## **APPENDIX C**

<b>2023/24 - 3rd Quarter finance</b>	<b>2023/24 Budget</b>	<b>2023/24 Actual</b>
<b>EXPENDITURE</b>		
Highways & Footways	£12,640.00	£8,558.43
Recreation Grounds	£23,380.00	£12,268.25
Burial Grounds	£11,200.00	£7,309.37
Public Toilets	£9,560.00	£7,420.16
Allotments	£500.00	£1,752.74
Miscellaneous	£825.00	£4,024.15
Administration	£5,065.00	£6,365.33
Salaries	£15,000.00	£15,122.37
Village Hall	£750.00	£1,694.00
Grants	£0.00	£1,306.00
<b>TOTAL EXPENDITURE</b>	<b>£78,920.00</b>	<b>£64,514.80</b>
<b>INCOME</b>		
Income (Carpark/Cemetery/Football/Allotments)	£3,000.00	£4,795.00
Grants	£0.00	£4,300.00
LIGHTING GRANT (SBC)	£0.00	£2,780.00
PRECEPT (SBC)	£70,000.00	£70,000.00
<b>TOTAL INCOME</b>	<b>£73,000.00</b>	<b>£81,875.00</b>
<b>TOTAL - (From reserves)</b>	<b>£5,920.00</b>	<b>-£17,360.20</b>

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**APPENDIX D**

<b>BURIAL FEES effective from January 2024</b>				
	<b>ADULT FEES for current residents of:</b>		<b>CHILD FEES* for residents of:</b>	
<b><u>BURIAL GROUND (Burials)</u></b>	<b><u>Boughton under Bleau</u></b>	<b><u>Dunkirk/Outside</u></b>	<b><u>Boughton under Bleau</u></b>	<b><u>Dunkirk/Outside</u></b>
Interment	£400.00	£800.00	£100.00	£200.00
Purchase of Exclusive Right of Burial (50 yrs)	£300.00	£600.00	£150.00	£300.00
Permission to erect Headstone and first inscription	£125.00	£250.00	£125.00	£250.00
Permission to add second inscription	£25.00	£50.00	£25.00	£50.00
Permission to erect small wooden cross	£15.00	£30.00	£15.00	£30.00
Permission to place vase not exceeding 8" high	£35.00	£70.00	£35.00	£70.00
Maintenance fee (single payment)	£100.00	£200.00	£100.00	£200.00
Grave digger	£400.00	£400.00	£400.00	£400.00
<b><u>GARDEN OF REMEMBRANCE (Ashes)</u></b>				
Interment	£150.00	£300.00	£75.00	£150.00
Purchase of Exclusive Right of Burial (20 yrs)	£125.00	£250.00	£62.50	£125.00
Permission to place Plaque/Tablet on grave	£50.00	£100.00	£50.00	£100.00
Permission to add second inscription	£25.00	£50.00	£25.00	£50.00
Maintenance fee (single payment)	£100.00	£200.00	£100.00	£200.00
Grave digger	£70.00	£70.00	£70.00	£70.00
Certified Extract of Entry in the Register of Burials	£10.00	£10.00	£10.00	£10.00
Transfer of ownership of Exclusive Right of Burial	£50.00	£50.00	£50.00	£50.00
Purchase of memorial tree with plaque	<i>Price on application</i>		<i>Price on application</i>	
Purchase of memorial plaque on bench (10 year lease agreement)	<i>Price on application</i>		<i>Price on application</i>	

**\* child fees apply to a person aged 18 or under at time of death. In most cases, it is likely that the child fees can be reclaimed from the government.**

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## **APPENDIX E**

### **CLERKS REPORT 07-12-23 to 03-01-24**

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

##### **Public Amenities**

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Arranged and attended 2 interments at cemetery
3. Attended site meetings and reviewed contractor work at village hall car park
4. Chased goalpost grant funding
5. Reviewed contractor work on cubicle door at public conveniences
6. Attended site meeting and reviewed contractor work for installation of bench/bin at cemetery
7. Attended site meetings and reviewed contractor work for installation of bins at Bull Lane recreation ground
8. Attended site meetings and requested quotes for vegetation clearance at Poplar View car park
9. Reviewed timber survey (climbing frame @ Bull Lane recreation ground)
10. Attended site meeting to review plumbing issues at public conveniences
11. Cleared composting pile/litter at cemetery (twice)
12. Completed document scan of all records for Garden of Remembrance
13. Notified residents at Poplar View of scheduled tree maintenance

##### **General**

14. Kept website up to date with meeting agendas and minutes, road closures, news items
15. Kept facebook page up to date with meetings, road closures and news items
16. Carried out monthly defibrillator check
17. Requested quotes for renewing electricity supplies
18. Amended website domain address to boughtonunderblean-pc.gov.uk
19. Advertised councillor vacancies
20. Drafted business plan for village hall (on behalf of Trustee)
21. Continued opening of bank account for village hall (on behalf of Trustee)
22. Filed precept request with Swale Borough Council
23. Filed VAT refund
24. Queried accessibility of online banking facilities with NatWest

#### **(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 risk assessments
5. Scan all cemetery burial ground documentation

#### **(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