



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY PARISH COUNCIL MEETING, to be held on Tuesday 9th January 2024 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 12th December 2023 (minutes 130-137)
 - B. Receive minutes as a report of the Planning Committee meeting held on Tuesday 19th December 2023
 - C. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Wednesday 20th December 2023
 - D. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 2nd January 2024
- 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** *(30 minutes)*
 - A. APPROVE BANK RECONCILIATION
 - B. APPROVE JANUARY PAYMENTS ([Appendix A](#))
 - C. AUTOMATIC PAYMENTS - to review and approve direct debits and standing order payments ([Appendix B](#))
 - D. FINANCE REPORT - Review Q3 2023 finances ([Appendix C](#))
 - E. COMMITTEES - to consider requirements for new members on committees
 - F. ELECTRICITY - to consider and approve supply contract ([Appendix D](#))
 - G. VILLAGE HALL - to consider and approve re-charge costs for Trustee governance
 - H. SPEED LIMIT SIGNS - to consider and approve purchase of 30mph wheelie bin stickers
- 6. PUBLIC AMENITIES MATTERS** *(30 minutes)*
 - A. POPLAR VIEW - to consider and approve participating in Trees Outside Woodlands programme (*supporting document Boughton Miyawaki*)
 - B. POPLAR VIEW - to consider and approve new fence and quotes for bramble clearance

- C. MEETING - to set date for committee meeting
- D. CEMETERY - to consider and approve new fee schedule ([Appendix E](#))
- E. BULL LANE - to consider and approve costs for replacement parts to timber clamber stack
- F. BULL LANE - to consider and approve quotes for tarmac repairs on access road

7. COUNCILLORS REPORTS *(10 minutes)*

To receive reports on activities/matters brought to the attention of individual councillors

8. CHAIRMAN/CLERK'S REPORTS ([Appendix F](#)) *(5 minutes)*

To receive reports on activities/matters brought to the attention of the Chairman and Clerk

3rd January 2024

S. Muteham 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)	£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

Chargecard payments:

- £396.00 - Royal Mail (PO Box)
- £ 9.99 - HDMI/VGA computer cable
- £ 51.00 - Cable protectors
- £ 19.98 - RCD adaptors
- £ 9.99 - Certificate paper
- £ 5.98 - Line-marking paint
- £ 6.00 - Mobile phone

APPENDIX B

EDF	Electricity (Streetlighting)	Direct Debit	Quarterly
Castle Water	Water (Public Conveniences)	Direct Debit	Monthly
Castle Water	Water (Allotments)	Direct Debit	Monthly
Castle Water	Water (Cemetery)	Direct Debit	Monthly
British Gas	Electricity (Public Conveniences)	Direct Debit	Monthly
Lloyds Bank	Chargecard	Direct Debit	Monthly
HMRC	PAYE	Direct Debit	Quarterly
Nest	Pensions	Direct Debit	Monthly
S. Muteham	Salary	Standing Order	Monthly
S. Muteham	Office Expenses	Standing Order	Monthly

APPENDIX C

2023/24 - 3rd Quarter finance	2023/24 Budget	2023/24 Actual
EXPENDITURE		
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
TOTAL EXPENDITURE	£78,920.00	£64,514.80
INCOME		
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
TOTAL INCOME	£73,000.00	£81,875.00
TOTAL - (From reserves)	£5,920.00	-£17,360.20

APPENDIX D

	<i>Estimates</i>	12 month		24 month	
		SSE	EDF	SSE	EDF
	MPAN				
	1900027428549	£152.25	£203.83	£321.06	£404.86
	1900060036050	£4,072.51	£4,340.32	£8,862.30	£8,566.64
<i>(outgoing)</i>	1900060036069	£51.60	£159.70	£103.20	£317.96
	TOTAL excluding outgoing MPAN	£4,224.76	£4,544.15	£9,183.36	£8,971.50
	TOTAL including outgoing MPAN	£4,276.36	£4,703.85	£9,286.56	£9,289.46

APPENDIX E

BURIAL FEES effective from January 2024

BURIAL GROUND (Burials)	ADULT FEES for current residents of:				CHILD FEES* for residents of:			
	Boughton under Bleau		Dunkirk/Outside		Boughton under Bleau		Dunkirk/Outside	
	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD
Interment	£400.00	£200.00	£800.00	£200.00	£100.00	£100.00	£200.00	£100.00
Purchase of Exclusive Right of Burial (50 yrs)	£300.00	£300.00	£600.00	£600.00	£150.00	£150.00	£300.00	£300.00
Permission to erect Headstone and first inscription	£125.00	£125.00	£250.00	£125.00	£125.00	£125.00	£250.00	£125.00
Permission to add second inscription	£25.00	£25.00	£50.00	£25.00	£25.00	£25.00	£50.00	£25.00
Permission to erect small wooden cross	£15.00	£15.00	£30.00	£15.00	£15.00	£15.00	£30.00	£30.00
Permission to place vase not exceeding 8" high	£35.00	£35.00	£70.00	£35.00	£35.00	£35.00	£70.00	£35.00
Maintenance fee (single payment)	£100.00	£75.00	£200.00	£75.00	£100.00	£75.00	£200.00	£75.00
Grave digger	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00
GARDEN OF REMEMBRANCE (Ashes)								
Interment	£150.00	£100.00	£300.00	£100.00	£75.00	£50.00	£150.00	£50.00
Purchase of Exclusive Right of Burial (20 yrs)	£125.00	£125.00	£250.00	£250.00	£62.50	£62.50	£125.00	£125.00
Permission to place Plaque/Tablet on grave	£50.00	£50.00	£100.00	£50.00	£50.00	£50.00	£100.00	£50.00
Permission to add second inscription	£25.00	£25.00	£50.00	£25.00	£25.00	£25.00	£50.00	£25.00
Maintenance fee (single payment)	£100.00	£75.00	£200.00	£75.00	£100.00	£75.00	£200.00	£75.00
Grave digger	£70.00	£60.00	£70.00	£60.00	£70.00	£60.00	£70.00	£60.00
Certified Extract of Entry in the Register of Burials	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
Transfer of ownership of Exclusive Right of Burial	£50.00	£0.00	£50.00	£0.00	£50.00	£0.00	£50.00	£0.00
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 child fees can be reclaimed from the government.

APPENDIX F

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