



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 11th July 2023 from 7:36pm to 9:32pm.

Present:

Cllr C. Clayson, Cllr T. Covell, Cllr E. Green, Cllr C. Goatham, Cllr J. Martin, Cllr J. Muteham

Also present:

Mrs S. Muteham (Clerk) and 5 members of the public

046. Apologies

Cllr D. Clayson, Cllr R. Lehmann (KCC), Cllr A. Gould (SBC)

047. Declaration of Interests

Cllr J. Muteham declared an interest in agenda item 10 and took no vote in the matter.

048. 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 extraordinary meeting of the Parish Council held on Tuesday 6th June 2023 (minutes 017-025) **Resolved:** the minutes of the meeting held on Tuesday 6th June 2023 were approved.
- B. Minutes of the ordinary meeting of the Parish Council held on Tuesday 13th June (minutes 026-038) **Resolved:** the minutes of the meeting held on Tuesday 13th June 2023 were approved.
- C. Minutes of the extraordinary meeting of the Parish Council held on Tuesday 20th June (minutes 039-041) **Resolved:** the minutes of the meeting held on Tuesday 20th June 2023 were approved.

049. Draft Minutes

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

- A. Draft minutes as a report of the Planning Committee meeting held on Tuesday 20th June 2023. **Resolved:** to accept the report of the meeting held on 20th June 2023.
- B. Draft minutes as a report of the Village Hall Management Committee (VHMC) meeting held on Tuesday 27th June 2023. **Resolved:** to accept the report of the meeting held on 27th June 2023.

050. Public Participation

Two attending members of the public spoke on behalf of Boughton & Dunkirk Village Group regarding their proposals to provide a series of summer hub events for families with children at the village school. The group also noted that they had applied for funding to provide kitchen utensils for the village hall.

051. Finance and Administration

- A. Bank Reconciliation - The bank reconciliation dated 30th June 2023 was circulated at the meeting and approved by those present. **Resolved:** The bank account balances and reconciliations were approved.

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- B. Items for payment - All payments as detailed on the bank reconciliation dated 30th June 2023 were approved at the meeting. **Resolved:** the payments as detailed in Appendix A were approved for payment.
- C. First quarter finances - Prior to the meeting the Clerk circulated Q1 2023 finances, detailing actual vs budget amounts. There were no questions or comments. **Resolved:** the first quarter finances were accepted.
- D. Banking arrangements - It was unanimously agreed to amend the financial regulations to reflect an updated payment authorisation process (to triple authorisation for payments). It was also unanimously agreed that the banking mandate would be updated from dual authorisation to triple authorisation for all payments. **Resolved:** to accept amendments to the financial regulations and revision of the banking mandate, both to triple authorisation for payments.
- E. Terms of Reference (VHMC) - It was unanimously agreed to update the Terms of Reference for the Village Hall Management Committee. **Resolved:** the revised terms of reference be accepted.
- F. Scheme of Delegation (VHMC) - It was unanimously agreed to adopt a scheme of delegation to enable the VHMC to conduct general business and function when unable to hold face to face meetings. **Resolved:** to adopt the Scheme of Delegation.
- G. Elect new committee member (VHMC) - The item was moved to the September agenda.
- H. Safeguarding Policy - To approve a new safeguarding officer. The item was moved to the September agenda.
- I. Publication scheme - To comply with legal requirements it was unanimously agreed to adopt a publication scheme (details of where to find Parish Council information). **Resolved:** to adopt the publication scheme.
- J. Grievance Policy - After consideration by those present, it was agreed that the proposed policy required further clarification and investigation to support the legalities of the document. The item was moved to the September agenda. **Resolved:** Cllr C. Clayson to contact professionals for further advice.
- K. Cost of Living Crisis - Those present considered a proposal by Boughton & Dunkirk Village Group to hold 6 events over the school summer holidays to support families in the cost of living crisis. The Parish Council had received £1,000 of grant funding for the cost of living crisis (COLS) from Kent County Council (KCC)/Helping Hands. Cllr C. Clayson also reported that the school had asked for support to provide hampers to families for the summer holidays. It was unanimously agreed in the first instance to facilitate the summer hubs as proposed and provide a donation of £200 to the school to support the provision of hampers. **Resolved:** To provide £1,000 of grant funding to facilitate summer hub events and to provide a donation (*LGA 1972 s.137*) of £200 to Boughton & Dunkirk School
- L. Local Heritage List - Swale Borough Council (SBC) requested nominations for local heritage sites. After discussion, it was agreed to nominate 177 The Street and the Bier House (underneath St Barnabas). **Resolved:** to submit nominations for 177 The Street and the Bier House.
- M. Sponsorship Sign - It was suggested that the council purchase an advertising banner to promote its presence/support at local events. Those present unanimously agreed to purchase a banner. **Resolved:** to purchase a banner at a maximum cost of £20.
- N. Councillor Vacancy - Three applications for co-option were considered Those present unanimously voted to accept all applications. **Resolved:** A. Rice, S. Moakes and I. Linfield be co-opted to the parish council with effect from the September meeting.

052. Public Amenities Matters

- A. Bench - Those present considered various options for the purchase of a new bench to be located on the corner of Arthur Kennedy Close. It was unanimously agreed to purchase a bench at a cost of £769.00 + VAT/postage. The Clerk was also asked to request that KCC

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install bollards along the corner of the footway in the same location. **Resolved:** to purchase a bench at a cost of £769.00 + VAT/postage

- B. Cemetery - Cllr Goatham noted that the working party had held a number of meetings, the most recent being 10th July. The Clerk was asked to formally thank Bourne to Garden for their work in maintaining the grounds at the civic cemetery. There was no information circulated for consideration and the item was moved to the September agenda.

053. Councillors Reports

Cllr Muteham reported that he had received positive feedback on the initial re-wilding proposals at Poplar View. Local residents had been contacted directly and the concept had been advertised on the council's media platforms and in the community magazine.

Cllr Green reported that the tarmac repairs on the perimeter road to Bull Lane recreation ground were sub-standard and expressed concern over the agreed location of the proposed electric vehicle charging points.

- 054. Chairman/Clerk's Reports** - The Clerk's report was received by those present and is detailed in Appendix B. The Clerk also reported that Faversham Town Council were organising a demonstration and petition against the closure of Faversham Household Waste Recycling centre and that she had received notification from Swale Borough Council of Tree Preservation Order No 3. 2023 being served on one Ash Tree at 112 The Street.

055. Correspondence

- A. Email received from KALC detailing KALC Swale Area Committee AGM minutes (*circulated*)
- B. Email received from Swale Borough Council detailing Tree Preservation Order No2. 2023 being served on trees on land to the rear of 167-185 The Street (*circulated*)

It was resolved that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

056. Personnel

- A. Personnel - **Resolved:** to authorise the Clerk's overtime for June 2023 as detailed in Confidential Appendix C.

The meeting was opened to the public

The next full meeting of the Parish Council is scheduled for Tuesday 12th September 2023 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)	£33.47
Castle Water (Cemetery) - (D/D estimate for information only)	£5.00
Castle Water (Allotments) - (D/D estimate for information only)	£11.22
British Gas (Public toilets) - (D/D estimate for information only)	£35.35
Staff costs – (estimate for information only)	£1,258.85
Bk Tfr - S. Morrow - Toilets - Cleaning (Jun)	£686.40
Bk Tfr - M. Wellington - Litter clearance (Jun)	£216.00
Bk Tfr - Countrywide Grounds Maintenance - Mowing/Grounds Maint.	£1,805.20
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£1,160.40
Bk Tfr - Broxap - Bench (Bull Lane)	£1,126.80
Bk Tfr - T. Covell - Councillors Allowance Q1-2023/24	£84.83
Bk Tfr - C. Goatham - Councillors Allowance Q1-2023/24	£84.83
Bk Tfr - E. Green - Councillors Allowance Q1-2023/24	£68.03
Bk Tfr - J. Muteham - Councillors Allowance Q1-2023/24	£68.03
Bk Tfr - Hogben & Partis - Return of payment made in error	£217.00
Bk Tfr - Business Stream - Water @ toilets (Mar-Jun)	£89.25
Bk Tfr - Complete Homes - Phone box repainting	£650.00
Bk Tfr - Kent County Supplies - Sundries for toilets/litter-picker/stationery	£118.67
Bk Tfr - R. Marsh - Gravedigger fee	£400.00
Bk Tfr - McCabe Ford Williams - Payroll services	£150.00
Bk Tfr - S. Muteham - Overtime/expenses (phonebox/mileage)	£128.79

APPENDIX B

Clerks report (summary of tasks completed) 08-06-23 to 06-07-23

Public Amenities

1. Arranged delivery of new bench for Bull Lane recreation ground
2. Chased playground equipment repairs
3. Chased outdoor gym repairs
4. Instructed vegetation works at allotment site
5. Instructed and inspected completed works for footpath strimming at Bull Lane
6. Arranged one interment at cemetery
7. Requested views of residents on potential rewilding at Poplar View
8. Chased football foundation re grant funding
9. Applied for goalpost grant funding
10. Chased contractor for football pitch maintenance quotes
11. Held site meeting with KentFA regarding spending of grant money
12. Reviewed timings of football pitch cutting schedules
13. Inspected completed works on painting The Street phone box
14. Requested quotes for clearance of spoil heap at cemetery

General

15. Kept website up to date with meeting agendas and minutes, road closures, news items
16. Kept facebook page up to date with meetings, road closure and news items
17. Submitted monthly piece to community magazine
18. Carried out monthly defibrillator check
19. Updated local Police Officer with meeting dates
20. Inspected allotments, recreation grounds, cemetery
21. Raised another complaint with Lloyds bank regarding application process for chargecard

22. Raised query for accidental payment received into bank account
23. Raised and resolved query with MFW regarding quarterly payroll and councillor allowances
24. Chased Lloyds bank regarding chargecard application
25. Chased NatWest regarding removal of bank signatories
26. Obtained quotes for replacement bench near Arthur Kennedy Close
27. Drafted cemetery risk assessment document
28. Drafted a revised format of cemetery regulations
29. Created confirmation receipt of cemetery regulations form
30. Received and responded to legal matters regarding access road at Bull Lane
31. Attended an SLCC (Kent) Clerk's event in Lenham
32. Published Annual Return documentation on website
33. Preparation of Village Hall Trustee agenda
34. Notification of additional "anti-idling" sign having been installed at The Charltons
35. Purchased plants for war memorial
36. Updated Delegated Powers document for VHMC
37. Updated VHMC Terms of Reference
38. Queried legalities of amendments to various policies & documents

Parishioner correspondence

39. Received & responded to email application for councillor co-option
40. Received & responded to phone complaint regarding block drains
41. Received telephone response from resident giving positive feedback on rewilding proposals

Clerk's Time

Emails received: 351

Emails sent: 197

Complaints received: 1

Compliments received: 0