



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 11th June 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)*
 - A. Receive apologies
 - B. Approve apologies

- 2. DECLARATION OF INTERESTS** *(1 minute)*

- 3. MINUTES** *(5 minutes)*
 - A. Approve minutes of the Annual Meeting of the Parish Council held on Tuesday 14th May 2024 (minutes 204-214)
 - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 28th May 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. BANK RECONCILIATION - to consider approving bank reconciliation
 - B. JUNE PAYMENTS - to consider approving payments ([Appendix A](#))
 - C. ANNUAL RETURN (GOVERNANCE SECTION) to be reviewed and approved for signature
 - D. ANNUAL RETURN (ACCOUNTS SECTION) to be reviewed and approved for signature
 - E. INTERNAL AUDIT REPORT - to receive report for year ending 31st March 2024
 - F. APPOINTMENT OF INTERNAL AUDITOR - to consider approving appointment for 2024/25
 - G. MEMBERSHIP - to consider approving membership of Institute of Cemetery & Crematorium Management
 - H. POLICIES - to review and approve Terms of Reference for Planning Committee, Terms of Reference for Finance Committee, Scheme of Delegation, General Privacy Notices
 - I. CONVEX MIRROR - to consider request for convex mirror at junction of Colonels Lane/The Street

- 6. PUBLIC AMENITIES** *(15 minutes)*
 - A. POPLAR VIEW - to consider extension of parking facilities
 - B. CEMETERY - to consider approving request for planting rose bush on burial plot

7. COUNCILLORS REPORTS

(10 minutes)

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

8. CHAIRMAN/CLERK'S REPORTS

(5 minutes)

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

[\(Appendix B\)](#)

S. Mateham Clerk to the Parish Council

6th June 2024

Parish Office, PO Box 310, Faversham, Kent ME13 3EA

clerk@boughtonunderblean-pc.gov.uk

07740 706189

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£34.83
Castle Water (Cemetery) - (D/D estimate for information only)	£15.78
Lloyds Bank (Chargecard) - (D/D for information only)	£105.25
British Gas (Public toilets) - (D/D estimate for information only)	£30.72
Staff costs – (D/D estimate for information only)	£1,547.89
Bk Tfr - April Skies Accounting - Internal audit fee	£162.50
Bk Tfr - The Great Outdoor Gym Company - Outdoor gym repairs	£150.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View)	£1,760.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£350.70
Bk Tfr - R. Marsh - Memorial stability testing	£80.00
Bk Tfr - Boughton under Blean Village Hall - Meeting Room Hire/Social Hubs	£225.00
Bk Tfr - M. Wellington - Litter picker (May)	£204.00
Bk Tfr - S. Morrow - Toilets - Cleaning (May)	£660.00
Bk Tfr - Safeplay playground - Play equipment repairs	£1,648.80
Bk Tfr - Citizens Advice Bureau - Donation	£50.00

APPENDIX B

CLERKS REPORT 09-05-24 to 05-06-24

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Attended memorial stability testing at cemetery - 17 memorials marked and recorded as unsafe
3. Letters sent to all cemetery EROB holders with unsafe memorials
4. Attended site meeting for football pitch maintenance works
5. Reviewed contractor work to repair outdoor gym equipment (Bull Lane)
6. Reviewed contractor work to repair playground equipment (Bull Lane)
7. Attended site meeting with new allotment tenant
8. Requested quotes for door access modifications at public toilets, noting 24 hour access to disabled toilets not an option
9. Liaised with football teams for annual renewal of contracts

General

10. Kept website up to date with meeting agendas and minutes, road closures, news items
11. Kept facebook page up to date with meetings, road closures and news items
12. Carried out monthly defibrillator check
13. Attended CiLCA training sessions
14. Internal audit process completed for 2023/24
15. Gate access letters sent to all residents at Poplar View
16. Requested permission to install bench on KCC land at Arthur Kennedy Close
17. Reported various public footpaths as overgrown and requested strimming

(Summary of tasks in progress)

1. Draft risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
2. Digital scan of all cemetery burial ground documentation
3. Obtaining quotes for cemetery bench repairs
4. Review of new financial regulations

(Summary of tasks to be done)

1. Review all outstanding ERoB renewals on cemetery plots
2. Update HIP
3. Arranging educational visit to Miyawaki project
4. Photo catalogue Garden of Remembrance (cemetery) plots
5. Request quotes for tree maintenance
6. Request quotes for wall repair at car park
7. Attend GMA training for football pitch
8. Attend SCRIBE accounting software demonstration