



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

## NOTICE OF MEETING SUMMONS AND AGENDA

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A MEETING OF BOUGHTON-UNDER-BLEAN PARISH COUNCIL  
WILL BE HELD IN ST BARNABAS PARISH CENTRE ON  
TUESDAY 13<sup>th</sup> JUNE 2023 AT 7:30pm

**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.**

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. Any item on the agenda may be heard in private when considered to be confidential.

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1. **APOLOGIES** *(1 minute)*
2. **DECLARATION OF INTERESTS** *(1 minute)*
3. **MINUTES** *(2 minutes)*
  - A. Confirm minutes of the Annual Meeting of the Parish Council held on Tuesday 16<sup>th</sup> May 2023 (minutes 001-016)
  - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Wednesday 1<sup>st</sup> February 2023
  - C. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 30<sup>th</sup> May 2023
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** *(40 minutes)*
  - A. APPROVE BANK RECONCILIATION
  - B. APPROVE JUNE PAYMENTS ([Appendix A](#))
  - C. BANKING ARRANGEMENTS - Approve terms of new councillor as authorised signatory
  - D. PERSONNEL COMMITTEE - Appoint committee and adopt Terms of Reference
  - E. GRIEVANCE POLICY - Consider and adopt policy
  - F. DOCUMENT RETENTION & DISPOSAL POLICY - Consider and adopt policy
  - G. COMMUNICATIONS & MEDIA POLICY - Consider and adopt policy, revoke existing Media Policy
  - H. POLICIES - Review and approve updated policies; Committee Terms of Reference (Planning, Finance, Public Amenities), Scheme of Delegation.
  - I. POPLAR VIEW - Consider and approve quote for additional streetlight in parking area
  - J. COST OF LIVING CRISIS - Consider arrangements to utilise £1,000 grant money
  - K. PHONE BOX - Create a working party and agree terms of reference, to review use of phone box on South Street.
6. **TRANSPORTATION MATTERS** *(5 minutes)*
  - A. BOUGHTON HILL - Update on road closure of Boughton Hill
7. **PUBLIC AMENITIES MATTERS** *(15 minutes)*
  - A. BENCH - Consider whether to claim on insurance to replace bench on the corner of Arthur Kennedy Close

- B. CEMETERY - Consider creating a new working party and agree terms of reference to address matters raised at extraordinary meeting
  - C. CEMETERY - Agree wording to be provided, as a response to further enquiries regarding conforming to regulations. Agree wording to new plot holders regarding regulations under review
  - D. ALLOTMENTS - Agree and approve quotes for damage repairs/maintenance
- 8. ENVIRONMENTAL MATTERS** *(15 minutes)*
- A. POPLAR VIEW - Consider rewilding project for open space, create working party and agree terms of reference ([Appendix B](#))
  - B. BULL LANE - Consider and approve obtaining grant funding/contribution for new goal posts
  - C. BULL LANE - Consider and approve strimming of footpath between The Charltons and recreation ground
- 9. COUNCILLORS REPORTS** *(10 minutes)*
- To receive reports on activities/matters brought to the attention of individual councillors
- 10. CHAIRMAN/CLERK'S REPORTS** ([Appendix C](#)) *(5 minutes)*
- To receive reports on activities/matters brought to the attention of the Chairman and Clerk
- 11. CORRESPONDENCE** *(2 minutes)*
- A. Email received detailing Swale Parish council meeting with Helen Whately (*circulated*)
  - B. Email received detailing Parish to Town Cycling and Walking Project Final Report (*circulated*)
- 12. PERSONNEL** - Consider and approve overtime ([Appendix D](#)) *(5 minutes)*

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8<sup>th</sup> June 2023

*S. Muteham* Clerk to the Council

## **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)	£37.46
Staff costs – (estimate for information only)	£1,258.85
Bk Tfr - S. Morrow - Toilets - Cleaning (March)	£580.80
Bk Tfr - M. Wellington - Litter clearance (Mar)	£216.00
Bk Tfr - Countrywide Grounds Maintenance - Mowing & Grounds Maint. (Bull Lane/The Street)	£514.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£1,160.40
Bk Tfr - C. Hammond - Warm hub/Royal Coronation	£338.00
Bk Tfr - ICO - Data protection fee	£40.00
Bk Tfr - S. Muteham - Overtime/expenses (laptop/phonebox/mileage)	£741.75
Bk Tfr - Street Sustainables - Cleaning materials (toilets)	£26.57
Bk Tfr - Boughton PCC - Room hire	£258.00

## **APPENDIX B**

I would like to propose an opportunity for the rewilding of the old playing field at Poplar View. I believe that rewilding this area will bring numerous benefits to both the local ecosystem and the residents of our parish.

I would like to propose the formation of a working group, largely consisting of interested community members, to oversee the rewilding process. This group can be responsible for developing and implementing a comprehensive plan for the restoration of Poplar View into a thriving natural habitat. By involving community members in this project, we can ensure that the rewilding efforts align with the desires and needs of the parish.

One of the main considerations behind rewilding Poplar View is the futility of maintaining the current grass on the playing field. Traditional grass maintenance requires significant resources. This ongoing maintenance not only incurs financial costs for the parish council but also has negative environmental implications, such as air and noise pollution from machinery.

By transitioning part or all of the playing field into a rewilded area, we can transform it into a sustainable ecosystem that supports local flora and fauna. Rewilding will involve allowing native vegetation to grow naturally, which requires minimal maintenance. This will lead to reduced costs for the parish council and a significant decrease in the environmental impact associated with maintaining the grass currently present.

Moreover, rewilding Poplar View has numerous benefits for the local community. It will create a natural habitat for wildlife, including insects, birds, and small mammals, promoting biodiversity in our area.

The rewilded area can also serve as an educational resource, providing opportunities for local schools and residents to learn about and connect with nature. It will be a tranquil and beautiful space for people to enjoy, encouraging recreational activities such as birdwatching, and nature photography.

I kindly request that the Parish Council consider my proposal for rewilding Poplar View and support the establishment of a working group to move this project forward.

I am confident that, together, we can make a positive impact on our environment while creating a unique recreational and educational space for generations to come.

Cllr J. Muteham

## **APPENDIX C**

### **Clerks report (summary of tasks completed) 12-05-23 to 07-06-23**

#### **Public Amenities**

1. Held site meeting at football pitch with Kent F.A. for pitch funding
2. Completed application for funding from F.A. Pitch Maintenance Grant Fund
3. Emails sent to regular football teams asking for funding assistance to purchase new goalposts
4. Cleared 4 sacks of graveside decorations rubbish at cemetery and took to household waste site
5. 1 interment at burial ground
6. Made complaint re cemetery contractors workmanship and matter resolved within 24 hours
7. Requested quotes for rotavating available allotment plot
8. Requested quotes for clearance of overgrown vegetation at allotments (into residential property)
9. Requested quotes for strimming communal paths at allotments
10. Cleared damaged materials & requested quotes for removal of remainder of bench at junction of Arthur Kennedy Close. Took damaged materials to household waste site.
11. Liaised with KCC to agree removal of damaged bench
12. Invoiced new tenant for allotment plot. All plots now taken
13. Requested quotes for CCTV survey of drains at Bull Lane (tree root ingress appearing)
14. Provided toilet cleaning services for 4 days while cleaner on holiday
15. Request received for unique interment. Investigated legalities of such a request.
16. Investigated locations of water supplies/hydrants to facilitate watering football pitch

#### **General**

17. Kept website up to date with meeting agendas and minutes, road closures, news items
18. Kept facebook page up to date with meetings, road closure and news items
19. Submitted monthly piece to community magazine
20. Carried out monthly defibrillator check
21. Published new advertising for parish councillor co-option vacancy
22. Drafted Scheme of Publication document
23. Queried cemetery insurance with insurers
24. Inspected allotments, recreation grounds, cemetery
25. Inspected toilets
26. Drafted cemetery risk assessment document
27. Drafted public participation policy
28. Reviewed schedule of policy updates
29. Allocated/recorded legislative powers against payments on financial reports (backdated to Apr)
30. Drafted Document Retention & Disposal policy document
31. Applied for Lloyds Bank chargecard. Made multiple complaints to Lloyds bank regarding application process
32. Purchased Parish Council laptop for Clerk
33. Assisted VH with accounting information
34. Applied for Helping Hands (Cost of Living) grant funding and subsequently received confirmation that grant will be awarded
35. Queried payroll anomaly with accountants
36. Chased Furley Page re legacy money
37. Circulated KCC Boughton Hill 40mph consultation
38. Liaised with KCC regarding footway closure on The Street (The Bounds)
39. Chased KCC regarding christmas trees
40. Chased painter regarding painting phone box on The Street
41. Liaised with KCC regarding road closure on The Street (service road)

- 42. Submitted request for 4 EV charge points and subsequently received confirmation that the submission was accepted, pending KCC obtaining appropriate funding and signing of legal documentation
- 43. Filed Annual Return with external auditor

**Parishioner correspondence**

- 44. Received & responded to telephone complaint regarding allotment site vegetation growing into residential property
- 45. Received & responded to telephone complaint regarding concerns over parish council removing items from graves
- 46. Received & responded to email complaint regarding weed spraying on The Street/George Lane
- 47. Received parishioner telephone compliment on facilitating installation of bollards adjacent to Queen’s Head
- 48. Received parishioner telephone request to join allotment waiting list
- 49. Received and responded to parishioner email request requiring information regarding village hall
- 50. Received and responded to email application for new allotment tenancy
- 51. Received and responded to email complaint regarding debris on grave
- 52. Received application for parish councillor co-option
- 53. Received and responded to telephone enquiry on brown bins
- 54. Received and responded to telephone complaint regarding overgrown public footpath
- 55. Received and responded to telephone complaint regarding overgrown tree

**Clerk’s Time**

Emails received: 490  
 Emails sent: 226  
 Complaints received: 6  
 Compliments received: 1

**APPENDIX D**

DATE	TIME		DATE	TIME		DATE	TIME
01/05/2023	2.35		13/05/2023	2.45		25/05/2023	1.29
02/05/2023	2.31		14/05/2023	1.22		26/05/2023	3.40
03/05/2023	2.29		15/05/2023	4.13		27/05/2023	0.38
04/05/2023	3.35		16/05/2023	3.56		28/05/2023	0.0
05/05/2023	4.40		17/05/2023	1.33		29/05/2023	4.0
06/05/2023	4.14		18/05/2023	3.22		30/05/2023	0.46
07/05/2023	0.0		19/05/2023	3.59		31/05/2023	0.0
08/05/2023	0.42		20/05/2023	0.43		<b>HOURS</b>	<b>76.19</b>
09/05/2023	2.54		21/05/2023	2.56			
10/05/2023	0.0		22/05/2023	1.46		Contracted hours	69
11/05/2023	5.54		23/05/2023	3.12		<b>Overtime hours</b>	<b>7</b>
12/05/2023	3.28		24/05/2023	2.57			