



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY PARISH COUNCIL MEETING, to be held on Tuesday 12th March 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. Approve minutes of the ordinary meeting of the Parish Council held on Tuesday 13th February 2024 (minutes 160-168)
 - B. Approve minutes of the extraordinary meeting of the Parish Council held on Tuesday 27th February 2024 (minutes 174-176)
 - C. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 20th February 2024
4. **ELECTION OF CHAIRMAN** and signing of Declaration of Acceptance of Office *(3 minutes)*
5. **ELECTION OF VICE-CHAIRMAN** *(2 minutes)*
6. **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.
7. **FINANCE AND ADMINISTRATION** *(40 minutes)*
 - A. APPROVE BANK RECONCILIATION
 - B. APPROVE MARCH PAYMENTS [*\(Appendix A\)*](#)
 - C. COUNCILLOR VACANCIES - to consider co-option applications
 - D. WARM HUBS - to consider and approve how to utilise grant money awarded
 - E. MATTERS RESOLVED UNDER SCHEME OF DELEGATION [*\(Appendix B\)*](#)
 - F. COMMITTEES - to appoint chairman of Planning Committee
 - G. SAFEGUARDING POLICY - to review and approve policy
 - H. COUNCILLORS ALLOWANCE POLICY - to review and approve policy
 - I. ASSET REGISTER - to review and approve asset register [*\(Appendix C\)*](#)
 - J. GRANTS - to consider and approve grant request
 - K. HIGHWAY SAFETY - to consider and approve purchase of convex mirror adjacent to Poplar View car parking area

- L. DUCHY LAND - to consider engaging with Selling Parish Council regarding development site
 - M. EV CHARGING POINTS - to consider and approve revised scheme ([Appendix D](#))
 - N. PLANNING ENFORCEMENT CONSULTATION - To consider a response to consultation [Planning Enforcement Consultation](#)
 - O. MOWING CONTRACT - To consider and approve increase in fees for Bull Lane/The Street
- 8. PUBLIC AMENITIES MATTERS** *(15 minutes)*
- A. CEMETERY - to receive an update on cemetery bench repairs
 - B. CEMETERY - to review appointment of contractor for memorial stability testing
 - C. PUBLIC CONVENIENCES - to consider and approve ongoing maintenance and a reduction in services provided
 - D. TREES - to consider and approve quotes for tree survey at recreation grounds and cemetery
- 9. COUNCILLORS REPORTS** *(10 minutes)*
- To receive reports on activities/matters brought to the attention of individual councillors
- 10. CHAIRMAN/CLERK'S REPORTS** ([Appendix E](#)) *(5 minutes)*
- To receive reports on activities/matters brought to the attention of the Chairman and Clerk

6th March 2024

S. Muteham

(S. Muteham) - Clerk to the Parish Council

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£56.14
Castle Water (Allotments) - (D/D estimate for information only)	£29.08
Lloyds Bank (Chargecard) - (D/D for information only)	£214.40
British Gas (Public toilets) - (D/D estimate for information only)	£23.30
Staff costs – (D/D estimate for information only)	£1,537.89
Bk Tfr - Broxap - Street furniture (cemetery)	£1,306.80
Bk Tfr - Streetlights - Lighting repairs	£420.00
Bk Tfr - S. J. Harris - Plumbing repairs (Public Conveniences)	£210.00
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View)	£1,160.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£274.00
Bk Tfr - Npower Commercial Gas - Electricity (christmas lights)	£26.98
Bk Tfr - S. Morrow - Cleaning @ Public Conveniences (Feb)	£660.00
Bk Tfr - M. Wellington - Litter picker (Feb)	£180.00

Chargecard details

Tesco (Envelopes)	£1.80
Wix - Domain hosting	£201.60
Post Office - Postage	£2.25
Giffgaff - Clerk's phone	£6.00
Post Office - Postage	£2.75

APPENDIX B

Scheme of Delegation - matters resolved - 3rd February to 2nd March 2024

Payments: Approval for online payments due to no VHMC meeting being held on 30th January 2024 . Approved by VHMC Cllr T. Covell and Cllr J. Muteham. Online payments authorised by Cllr J. Muteham and Cllr D. Clayson.

Bk Tfr - Administration - Wages	£778.72
Bk Tfr - Cleaner - Wages	£770.00
Bk Tfr - Key Holder - Wages	£52.00
Bk Tfr - Maintenance man - Wages	£603.30
Bk Tfr - PPL/PRS - Music Licence	£417.26
Bk Tfr - Secom PLC	£286.67
Bk Tfr - Electrician - Library lights	£667.45
Bk Tfr - Kent Floral Art - Return of deposit	£50.00
Bk Tfr - Kent Poultry Club - Return of deposit	£25.00
Bk Tfr - Faversham Girl Guiding - Return of deposit/pmt	£250.00

Payments not approved:

Bk Tfr - Citron Hygiene - Sanitary/nappy bin collection	£480.96
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APPENDIX C

<u>BOUGHTON UNDER BLEAN PARISH COUNCIL</u>	
<u>ASSET REGISTER as at 5 March 2024</u>	
	<u>Purchase Cost</u>
Streetlighting	£22,373.39
Allotments	£2,500.00
Street Furniture	£15,786.78
Public Toilets	£1.00
Cemetery	£4,940.28
Recreation Grounds	£131,670.77
TOTAL	£177,272.22

APPENDIX D

EV Charging Points - Bull Lane car park

KCC have come back with a slightly revised scheme, to that which was approved in May 2023. The new breakdown would be as following:

- 1x7kWh charging column (2 connection sockets)
- 1x50kWh charging column (2 connection sockets)
- 4 parking bays required

The lease/licence period for all 4 bays would be preferred to be 15 years due to the expense and future proofness of the equipment.

There will be no expense to the Parish Council, all costs will be covered. If there is any damage/vandalism or malfunctioning this will be repaired within a period of 4 hours to 4 days depending on severity. All costs for this are covered by KCC and the Charge Point Operator (CPO).

On expiry of the lease/licence period there are two options.

- A) The equipment is removed at no cost to yourselves
- B) The existing or a new CPO can look to begin a new a lease with the bays but this can be negotiated between them and yourselves. Essentially, at the point of expiry WMPC would hold all the cards.

In terms of timescales KCC would envisage the chargers being installed and commissioned in perhaps June/July time at the latest.

Unfortunately, due to the expense of the project from a capital perspective there is no offer of a revenue share. However, it is important to stress that essentially the site will receive £50-60k of equipment and installation works at no cost and at no point during the 15 year period will this cost you any money whatsoever. The cost of the electricity supply to the chargers would be fully paid by KCC,

APPENDIX E

CLERKS REPORT 07-02-24 to 05-03-24

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Attended site meeting and reviewed contractor work to remove fly-tipping at Bull Lane rec.
3. Arranged and attended 1 interment at cemetery
4. Completed one deed transfer (ERoB) for cemetery plot
5. Ordered and received goal posts for Bull Lane recreation ground
6. Received goal post grant funding (Football Foundation)
7. Reviewed contractor installation of memorial bench at cemetery
8. Reviewed contractor work on repairs at public conveniences
9. Requested quotes and attended site meetings for tree surveys at all amenity sites
10. Instructed contractor to undertake fencing works at Poplar View
11. Letters sent to non-conforming cemetery plot holders
12. Requested quotes to remove ivy from roof at public conveniences
13. Received reports of acts of vandalism at public conveniences
14. Assisted KCC in sourcing contractors for Miyawaki tree planting project (Poplar View)
15. Reviewed revised scheme for EV parking (Bull Lane)

General

16. Kept website up to date with meeting agendas and minutes, road closures, news items
17. Kept facebook page up to date with meetings, road closures and news items
18. Carried out monthly defibrillator check
19. Attended site meeting regarding sinkhole on The Street
20. Successfully applied for KCC Parish Council Winter Support Scheme 2024 grant funding
21. Filed VAT return
22. Prepared documents for annual internal audit
23. Attended CiLCA training course
24. Distributed 30mph wheelie bin stickers
25. Reviewed policies for consideration at March meeting
26. Requested information on possible restructuring of Brenley Corner
27. Advertised and sent invites for Annual Parish Meeting
28. Reviewed grant monitoring and applications for grants (parish council awarding grants)
29. Completed KCC grant monitoring for warm hub grant (2023)
30. Reviewed and updated asset register
31. Reviewed various policies

(Summary of tasks in progress)

1. Updating bank signatories
2. Drafting risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
3. Digital scan of all cemetery burial ground documentation
4. Attending site meetings for Miyakawi tree project (Poplar View)
5. Photo catalogue Garden of Remembrance (cemetery) plots

(Summary of tasks to be done)

1. Training & development policy
2. Review all outstanding EROB renewals on cemetery plots
3. Update HIP