



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 14th May 2024 from 7:30pm to 8:59pm.

Present:

Cllr T. Covell (Chairman), Cllr J. Muteham, Cllr D. Clayson, Cllr S. Moakes, Cllr S. Harper, Cllr K. Harper, Cllr P. Ray

Also present:

Mrs S. Muteham (Clerk), Cllr A. Gould (Swale Borough Council) and four members of the public

204. Election of Chairman

Cllr J. Muteham proposed and Cllr P. Ray seconded the nomination of Cllr T. Covell for the role of Chairman. Those present voted in favour of Cllr T. Covell. **Resolved:** Cllr T. Covell was elected as Chairman for the ensuing civic year and signed a Declaration of Acceptance of Office (Chairman).

205. Election of Vice-Chairman

Cllr T. Covell proposed and Cllr S. Harper seconded the nomination of Cllr J. Muteham for the role of Vice-Chairman. Those present voted in favour of Cllr J. Muteham. **Resolved:** Cllr J. Muteham was elected as Vice-Chairman for the ensuing civic year.

206. To constitute Standing Committees

- A. PLANNING COMMITTEE
Cllr I. Linfield, Cllr P. Ray, Cllr S. Moakes
- B. FINANCE COMMITTEE
Cllr T. Covell, Cllr J. Muteham, Cllr D. Clayson, Cllr P. Ray
- C. PERSONNEL COMMITTEE
Cllr T. Covell, Cllr P. Ray, Cllr K. Harper
- D. VILLAGE HALL MANAGEMENT COMMITTEE
Cllr J. Muteham, Cllr T. Covell, Cllr P. Ray, Cllr S. Harper, Cllr K. Harper, Cllr I. Linfield

207. Apologies

- A. Apologies received from Cllr I. Linfield, R. Lehmann (Kent County Council)
- B. Reasons for absence approved. **Resolved:** to accept apologies for absence from Cllr I. Linfield.

208. Declaration of Interests

None

209. 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 ordinary meeting of the Parish Council held on Tuesday 9th April 2024 (minutes 192-199)
- B. Minutes of the extraordinary meeting of the Parish Council held on Tuesday 30th April 2024 (minutes 200-203)

Resolved: the minutes of the meetings held on Tuesday 9th April 2024 and Tuesday 30th April

Chairman's Initial.....

2024 were approved.

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

- C. Draft minutes as a report of the Planning Committee meeting held on Tuesday 9th April 2024
- D. Draft minutes as a report of the Village Hall Management Committee (VHMC) meeting held on Tuesday 23rd April 2024

Resolved: to accept the report of the committee meetings held on Tuesday 9th April 2024 and Tuesday 23rd April 2024..

210. Public Participation

Members of the public spoke with councillors regarding resident access arrangements across the recreation ground at Poplar View. It was also requested that the parking area be expanded and councillors agreed that the matter be placed on the agenda for consideration at the next full council meeting.

211. Finance and Administration

- A. Bank reconciliation - The bank reconciliation dated 30th April 2024 was circulated at the meeting and approved by those present. **Resolved:** the bank account balances and reconciliation were approved.
- B. Items for payment - All payments as detailed on the bank reconciliation dated 30th April 2024 were approved by those present at the meeting. **Resolved:** the payments as detailed in [Appendix A](#) were approved for payment.
- C. Matters resolved under the scheme of delegation - Members present reviewed the reported details of payment made under the Scheme of Delegation. **Resolved:** to accept the report.
- D. Direct Debit - The Clerk requested that the council set-up a new direct debit to pay the annual Information Commissioner's Office fee. Those present unanimously agreed to the request. **Resolved:** to set-up an annual direct debit.
- E. Annual Accounts - The annual accounts were circulated prior to the meeting. There were no questions. Those present unanimously approved the accounts. **Resolved:** that the annual accounts for the year ended 31st March 2024 be approved.
- F. Standing Orders - The revised document was circulated to councillors prior to the meeting. Those present unanimously agreed to approve the revised Standing Orders. **Resolved:** to approve Standing Orders.
- G. Financial Regulations - The revised document was circulated to councillors prior to the meeting. Those present unanimously agreed to approve the revised Financial Regulations. **Resolved:** to approve Financial Regulations.
- H. Terms of Reference VHMC - The Clerk read aloud the revised document. Those present agreed to approve the revised Terms of Reference. **Resolved:** to approve the Terms of Reference for the VHMC.
- I. Training & Development Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. **Resolved:** to adopt the Training & Development Policy.
- J. Training - The Clerk reported that the previously approved Football Grounds Maintenance training course had increased in price to £71. After noting that the course was a requirement as part of the terms and conditions of receiving Football Foundation grant funding, those present approved the additional cost. **Resolved:** to purchase training at a cost of £71.00.
- K. Public Seating - Cllr T. Covell highlighted the lack of seating to replace the damaged/removed bench on the corner of Arthur Kennedy Close. After much discussion, councillors present agreed that the Clerk should request the landowner's permission (Kent County Council) to replace the bench and if granted submit a planning application for the installation of a new bench. Councillors also agreed to purchase a bench at a cost of approximately £1,400.00. **Resolved:** to facilitate permissions for purchase and installation of a bench.

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212. Public Amenities Matters

- A. Public Toilets - The Clerk reported that there had only been one response to the public consultation on whether or not to reduce the facilities available. After a detailed discussion, those present agreed that the facilities should be reduced to just one toilet (being the unisex disabled toilet with full access to all users) and closing the mens/ladies toilets for a trial period. It was agreed that the Clerk would seek to obtain a suitable locking mechanism to facilitate access during the daytime and disabled access at all times where possible. **Resolved:** to reduce public toilet facilities and purchase locking mechanisms up to £500.00 + VAT.
- B. Allotments - The item to consider mowing quotes was no longer required.
- C. Poplar View - Following representations from members of the public during the public participation session, councillors reviewed residents’ access arrangements across the recreation ground at Poplar View. After much discussion it was agreed to allow access, at the council’s discretion, for residents who had a valid reason and had signed the appropriate forms. Any resident accessing the site would be responsible for making good any damage caused. Access would be provided via a combi-lock padlock code given to a resident on the day of access. Cllr P. Ray and Cllr K. Harper would enable the access, after the Clerk had been contacted with the request. The Clerk was also requested to send out new forms to all residents at Poplar View. **Resolved:** to allow approved access for residents.

213. Councillors Reports

Cllr D. Clayson queried the planning conditions of the crematorium.

214. Chairman/Clerk’s Reports

The Clerk noted that on behalf of Swale Borough Council, Cllr R. Lehmann was holding online Q&A sessions for councillors in regard to the new household-waste collection contracts. Additionally, the Clerk’s report was received by those present and is detailed in [Appendix B](#).

The next ordinary meeting of the Parish Council was scheduled for Tuesday 11th June 2024 at 7:30pm. There being no further business, the Chairman declared the meeting closed.



Signed by the CHAIRMAN of the meeting

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APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£34.63
Castle Water (Allotments) - (D/D estimate for information only)	£29.00
Castle Water (Cemetery) - (D/D estimate for information only)	£11.05
Lloyds Bank (Chargecard) - (D/D for information only)	£145.33
EDF Energy (Streetlighting) - (D/D estimate for information only)	£1,176.78
British Gas (Public toilets) - (D/D estimate for information only)	£28.38
Staff costs – (D/D estimate for information only)	£1,547.89
Bk Tfr - Streetlights - Maintenance contract - Q1 24/25	£984.79
Bk Tfr - Boughton PCC - Hall hire	£780.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View)	£1,160.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£813.90
Bk Tfr - KALC - Subscription	£708.00
Bk Tfr - Boughton under Blean Village Hall - Hall Hire/Social Hubs	£237.50
Bk Tfr - M. Wellington - Litter picker (Apr)	£204.00
Bk Tfr - S. Morrow - Toilets - Cleaning (Apr)	£686.40
Bk Tfr - D. Sephton - Tree survey	£750.00
Bk Tfr - Kent County Council - Electrical pillars	£2,127.68
Bk Tfr - Business Stream - Waste water Dec -Mar (toilets)	£106.88
Bk Tfr - Zurich Town & Parish Insurance - Annual insurance	£1,390.07
Bk Tfr - McCabe Ford Williams - Payroll services	£150.00
Bk Tfr - Boughton Community Group - Warm Hubs	£60.00
Bk Tfr - P. Reynolds - Phone box/bus stop cleaning	£15.00
Bk Tfr - S. Muteham - Expenses	£31.02
Bk Tfr - Play Inspections Company - Operational inspections (Bull Lane)	£170.40

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APPENDIX B

CLERKS REPORT 04-04-24 to 08-05-24

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Attended site meeting for completion of Miyawaki tree planting project (Poplar View)
3. Chased contractor for football pitch repairs (Bull Lane)
4. Attended 1 interment (Cemetery)
5. Arranged and instructed repairs to roundabout (Bull Lane)
6. Requested quotes for playground inspection contracts
7. Requested quotes for mowing/strimming at allotment site
8. Reported to water company allotment water supply/stopcock not working
9. Review of tree survey on 3 amenity sites
10. Arranged 1 interment (Cemetery)

General

11. Kept website up to date with meeting agendas and minutes, road closures, news items
12. Kept facebook page up to date with meetings, road closures and news items
13. Carried out monthly defibrillator check
14. Attended CiLCA training sessions. Passed first unit of CiLCA qualification
15. Liaised with KCC/SBC regarding dangerous building/footpath closure on The Street
16. Updated Parish Council and Trustee bank account signatories
17. Completed AGAR external audit documentation in preparation for signing
18. Obtained hard copy documentation from developer regarding Duchy planning application
19. Facilitated advertising/documentation for drop-in planning event (Duchy land)
20. Reported broken fencing on footpath ZR610 (The Street to Poplar View)
21. Reported various potholes for repairs
22. Liaised with KCC in regard to new schedule for cutting of garlic on The Street
23. Reviewed insurance schedule
24. Reviewed various policies

Correspondence

25. Letter of thanks received from KSSX Air Ambulance for £50 donation
26. Complaints made by BPC: 2
27. Complaints received to BPC: 1

(Summary of tasks in progress)

1. Drafting 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. Internal audit
5. External audit

(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

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