



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF MEETING SUMMONS AND AGENDA

THE ANNUAL MEETING OF BOUGHTON-UNDER-BLEAN PARISH COUNCIL
WILL BE HELD IN ST BARNABAS PARISH CENTRE ON
TUESDAY 16th MAY 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. **ELECTION OF CHAIRMAN** and sign Declaration of Acceptance of Office *(3 minutes)*
 2. **ELECTION OF VICE-CHAIRMAN** *(2 minutes)*
 3. **TO CONSTITUTE STANDING COMMITTEES** *(10 minutes)*
 - A. Planning Committee
 - B. Finance Committee
 - C. Village Hall Management Committee
 - D. Public Amenities Committee
 - E. Public Footpaths Committee
 4. **APOLOGIES** *(1 minute)*
 5. **DECLARATION OF INTERESTS** *(1 minute)*
 6. **MINUTES** *(2 minutes)*
 - A. Confirm minutes of the Ordinary Parish Council meeting held on Tuesday 11th April 2023 (minutes 609-621)
 - B. Receive minutes as a report of the Planning Committee meeting held on Tuesday 4th April 2023 (minutes 605-608)
 - C. Receive minutes as a report of the Village Hall Management Committee meeting held on Tuesday 25th April 2023
 - D. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 2nd May 2023 (minutes 622-626)
 - E. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 2nd May 2023
 7. **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.
 8. **PUBLIC AMENITIES MATTERS** *(15 minutes)*
 - A. CEMETERY - Receive reports from Cemetery Working Group and Clerk regarding concerns over cemetery regulations and agree further action. ([Appendix A](#))
 - B. ALLOTMENTS - Receive update on "Mens Sheds" scheme and agree action for use of vacant plot
 - C. BULL LANE - Consider and approve quotes for pitch maintenance and grant funding application
 - D. BULL LANE - Consider and approve quote for vegetation clearance and turfing

- 9. ENVIRONMENTAL MATTERS** (5 minutes)
A. ELECTRIC VEHICLES - Consider and approve application for charging points at village hall car park and amendments to bylaws as required ([Appendix B](#))
- 10. TRANSPORTATION MATTERS** (5 minutes)
A. BOUGHTON HILL - Update on road closure of Boughton Hill
- 11. FINANCE AND ADMINISTRATION** (40 minutes)
A. APPROVE BANK RECONCILIATION
B. APPROVE MAY PAYMENTS ([Appendix C](#))
C. MATTERS RESOLVED UNDER DELEGATED POWERS ([Appendix D](#))
D. ANNUAL ACCOUNTS FOR Y/E 31ST MARCH 2023 to be approved and signed
E. ANNUAL RETURN (GOVERNANCE SECTION) to be reviewed and approved for signature
F. ANNUAL RETURN (ACCOUNTS SECTION) to be reviewed and approved for signature
G. REVIEW OF INTERNAL AUDIT REPORT FOR 2022/23
H. APPOINTMENT OF INTERNAL AUDITOR FOR 2023/24
I. REVIEW OF BUDGET PERFORMANCE Y/E 31ST MARCH 2023 ([Appendix E](#))
J. STANDING ORDERS - Review and approve Standing Orders
K. FINANCIAL REGULATIONS - Review and approve Financial Regulations
L. CODE OF CONDUCT - Review and approve new model code of conduct
M. CONTRACTORS - Consider and approve increase in litter picker contractor rate
N. VILLAGE HALL - Consider request and approve terms for providing donation funding to the hall
O. MEETINGS - Consider and approve quotes for technology to enable recording of meetings ([Appendix F](#))
P. PHONE BOXES - Consider and approve setting up Working Group to address options for conversion of South Street phone box to a book exchange
Q. CHRISTMAS - Consider and approve quotes for installation of electricity connections to light 2 x christmas trees
R. YOUTH COUNCIL - Consider setting up a Youth Council and approve how to progress forward
S. VACANCY - Agree closing date for advertising co-option councillor vacancies
T. TRUSTEE MEETING - Set date for next Trustee meeting
U. COST OF LIVING CRISIS - Consider and approve application for additional grant funding
V. PERSONNEL - Consider and approve Clerk's request for work laptop and council bank account chargecard to be used for parish council related expenses (e.g. repairs/maintenance)
W. PERSONNEL - Consider and approve overtime and review contracted hours
- 12. COUNCILLORS REPORTS** (10 minutes)
To receive reports on activities/matters brought to the attention of individual councillors
- 13. CHAIRMAN/CLERK'S REPORTS** (5 minutes)
To receive reports on activities/matters brought to the attention of the Chairman and Clerk ([Appendix G](#))
- 14. CORRESPONDENCE**
A. Email detailing annual subscription rates for membership KALC/NALC (circulated)
B. Letter of thanks from KSSX (Air Ambulance) for recent donation

11th May 2023

S. Muteham Clerk to the Council

APPENDIX A

Clerk's Report on Civic Cemetery

Statistical information as at 01 May 2023

48	Plots in the Garden of Remembrance
113	Plots in the Burial Ground
27	Plots identified by members of Public Amenities committee in 2022 and letters sent to those plot owners
10	Plot holders agreed to be contacted by the Working Group (under GDPR regulations)
4	Complaints received by Clerk from plot holders who have conformed, expressing concern over those who had not conformed
2	Complaints received by Clerk from plot holders about stress caused by letter

Summary timeline of council matters relating to the civic cemetery

Apr 2015	Existing ploholders in GR contacted regarding reallocating rose bushes
May 2015	Council approved installation of rose garden.
May 2021	Members of the Public Amenities committee noted that some cemetery plots were not well maintained
May 2021	Council agreed to install noticeboard to display summary cemetery regulations
Oct 2021	Noticeboard installed with summary regulations
Oct 2021	Council approved revised cemetery regulations
Dec 2021	Council approved revised fees with effect from 01/01/2022
Jan 2022	New cemetery gardening contractor
Jan 2022	Council declined to purchase additional litter bin for cemetery
Oct 2022	Council approved renovating rose garden
Oct 2022	Members of the Public Amenities committee held site visit to identify plots not conforming to regulations
Nov 2022	Council requested Clerk contact the identified plot holders (letter reviewed by members of the Public Amenities committee before being sent)
Feb 2023	Council approved working party to address plot holder concerns.

APPENDIX B

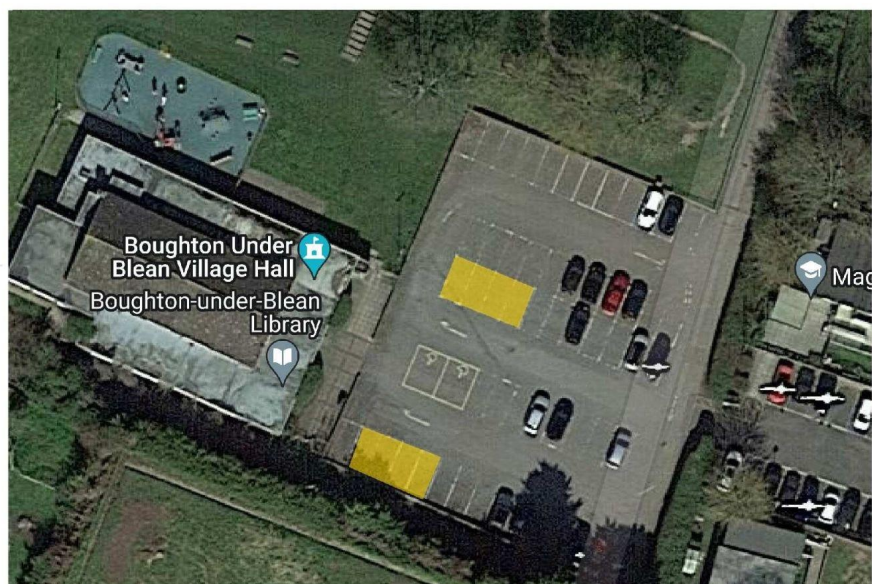
EV Charging Bays



EV Charging Option A



EV Charging Option B



APPENDIX C

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)	£22.41
Staff costs – (estimate for information only)	£1,258.85
Bk Tfr - S. Morrow - Toilets - Cleaning (March)	£633.60
Bk Tfr - Countrywide Grounds Maintenance - Mowing & Grounds Maint. (Bull Lane/The Street)	£814.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£1,820.40
Bk Tfr - S. J. Harris - Plumbing repairs (Allotments)	£60.00
Bk Tfr - T. Covell - Councillors Allowance Q4-2022/23	£84.83
Bk Tfr - Streetlights - Maintenance contract - Q1 23/24	£984.79
Bk Tfr - McCabe Ford Williams - Payroll services	£222.00
Bk Tfr - M. Wellington - Litter clearance (Mar)	£170.00
Bk Tfr - KALC - Annual subscription	£704.14
Bk Tfr - S. Muteham - Expenses (stamps/reflectors/mileage)	£185.34
Bk Tfr - Pro Dynamic Contracts - Bollards (St Barnabas bench)	£1,074.00
Bk Tfr - L. Robbins - Internal audit fee	£120.00
Bk Tfr - Zurich - Annual insurance	£1,345.18
Bk Tfr - Safeplay - Basket swing repairs	£2,394.00
Bk Tfr - Mayarc Ltd - Phone box repairs	£400.00

APPENDIX D

Matters resolved under S101 LGA1972 from 12th April 2023 to 11th May 2023: Approval for online payment of £281.96, being the quarterly PAYE payment to HMRC. Approved by Cllr P. Ray and Cllr T. Owens.

APPENDIX E

	2022/23 Budget	2022/23 Actual
EXPENDITURE		
Highways & Footways	£15,040.00	£11,231.29
Recreation Grounds	£23,120.00	£32,104.10
Burial Grounds	£7,500.00	£8,424.50
Public Toilets	£9,200.00	£11,614.46
Allotments	£500.00	£2,097.28
Miscellaneous	£2,825.00	£3,805.07
Administration	£4,940.00	£4,562.18
Salaries	£10,000.00	£14,310.55
Village Hall	£750.00	£1,158.00
Grants	£0.00	£1,800.00
TOTAL EXPENDITURE	£73,875.00	£89,307.43
INCOME		
Income (Carpark/Cemetery/Football/Allotments)	£3,000.00	£4,601.00
Grants	£0.00	£1,800.00
LIGHTING GRANT (SBC)	£5,560.00	£5,560.00
PRECEPT (SBC)	£65,000.00	£65,000.00
TOTAL INCOME	£73,560.00	£76,961.00
TOTAL - (From reserves)	£315.00	£12,346.43
<i>General Reserves</i>		<i>£2,646.43</i>
<i>Allocated Reserves - Tarmac</i>		<i>£5,700.00</i>
<i>Allocated Reserves - Demolition</i>		<i>£4,000.00</i>
		£12,346.43

APPENDIX F

Zoom H2N handy recorder

<https://www.scan.co.uk/products/zoom-h2n-field-handy-recorder-x-y-mid-side-2channel-surround-and-4channel-surround-recording-modes-5>

Zoom APH-2n Accessory Pack for Zoom H2n

<https://www.scan.co.uk/products/zoom-aph-2n-accessory-package-for-zoom-h2n-handy-recorder>

32GB SD card (no bigger than 32gb) x 2

https://www.amazon.co.uk/SanDisk-microSDHC-Adapter-Performance-SDSQUA4-032G-GN6MA/dp/B08GY9NYRM/ref=sr_1_4?crd=19AP5CDSNBCQO&keywords=32gb+sd+card&qid=1679047656&srefix=32gb%2Caps%2C92&sr=8-4

Allianz Music Insurance @ £25 per annum

<https://yourquote.allianzmusicalinsurance.co.uk/ami/instrument/yourInstrument.faces>

APPENDIX G

Clerks report (summary of tasks completed) 04-04-23 to 11-05-23

Public Amenities

1. Obtained quotes & instructed repairs - play equipment at Bull Lane recreation ground
2. Reported damage & instructed repairs - outdoor gym at Bull Lane recreation ground
3. Requested quotes & ordered replacement bench at Bull Lane recreation ground
4. Attended site meeting for quotes to remove fly-tipping/dumped vegetation at Bull Lane
5. Instructed & inspected completed works to remove fly-tipping/dumped vegetation
6. Purchased bedding plants for war memorial
7. Inspected catch-pit drain at Bull Lane recreation ground and requested quotes to address tree-root ingress issues in drains
8. Arranged & held site meeting with grounds maintenance contractors regarding No Mow May arrangements
9. Arranged & held site meeting with grounds maintenance contractor regarding football pitch improvements and funding
10. New door frame received for phone box on The Street
11. Instructed & inspected works - installation of replacement door on The Street phone box
12. Instructed & inspected works - removal of bench at Bull Lane recreation ground
13. Requested quotes to re-purpose metal bench (to replace broken bench at cemetery)
14. Attended site meeting with KCC to agree electricity supply point for xmas trees
15. Requested quote for turfing bramble area and strimming vegetation at side of VH
16. Purchased replacement posts for noticeboard on The Street
17. Instructed & inspected works - urgent replacement of noticeboard posts
18. Investigating nozzle replacements for dispensers at public toilets
19. Purchased taps, arranged repairs, inspected works - leaking taps at allotments
20. Prepared pitch assessment report to support grant funding application (football pitch)

General

21. Kept website up to date with meeting agendas and minutes, road closures, news items
22. Kept facebook page up to date with meetings, road closure and news items
23. Submitted monthly piece to community magazine
24. Carried out monthly defibrillator check
25. Published new advertising for VHMC volunteers

26. Created welcome pack for new council
27. Arranged and held site meeting with KCC to discuss traffic concerns near White Horse
28. Requested information on Lloyds Bank Chargecard
29. Liaised with Queen's Head pub to formalise plans for Coronation event
30. Drafted Staffing Committee Terms of Reference
31. Updated Standing Orders and Financial Regulations
32. Updated Code of Conduct
33. Attended SLCC seminar (Get Councillors off to a Flying Start)
34. Attended Local Councils Liaison Forum meeting
35. Reviewed and clarified various VH administration/finance documents/charity law
36. Assisted/requested information from VH relating to PC donations/subsidising hire fees
37. Started process to open new bank account for VH
38. Reviewed Trustee responsibilities to VH/Trust Deed
39. Requested quotes on professional advice to further revise Trust Deed
40. Uploaded VHMC redacted minutes onto Parish Council website
41. Queried payroll invoice with accountant
42. Arranged, validated and received completed DBS check for safeguarding policy
43. Liaised with solicitors on legal matters regarding Bull Lane access road
44. Email sent to KCC requesting permission for No Mow May on The Street
45. Updated online banking signatories
46. Arranged & held site meeting with KCC streetlighting engineer regarding xmas tree/lights
47. Requested legal advice on service agreements for contractors
48. Completed grant monitoring form (cost of living crisis)
49. Dealt with various parties regarding legal deeds at Bull Lane recreation grounds
50. Completed draft Annual Accounts for year ended 31st March 2023
51. Completed Internal Audit for year ended 31st March 2023
52. Updated year end related financial data on website
53. Enquired about Parish Council Community Cost of Living Scheme grant funding
54. Dealt with complaint over courier delivery of new phone box door
55. Investigated storage options for existing christmas lights
56. Receipt of lighting grant from Swale Borough Council

Parishioner correspondence

57. Received & responded to email regarding concerns TPOs at Garden Hotel
58. Received & responded to parishioner email reporting faulty streetlight
59. Received & responded to phone call reporting rotting timber on noticeboard
60. Received & responded to email complaint regarding cemetery regulations
61. Received & responded to email reporting overgrown footpaths
62. Received & responded to phone call regarding concerns over cemetery regulations
63. Received & responded to email complaint regarding verges being cut in May