



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING of the PARISH COUNCIL, to be held on Tuesday 14th May 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. 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. Personnel Committee
 - D. Village Hall Management Committee
- 4. APOLOGIES** *(1 minute)*
 - A. Receive apologies
 - B. Approve apologies
- 5. DECLARATION OF INTERESTS** *(1 minute)*
- 6. MINUTES** *(5 minutes)*
 - A. Approve minutes of the ordinary meeting of the Parish Council held on Tuesday 9th April 2024 (minutes 192-199)
 - B. Approve minutes of the extraordinary meeting of the Parish Council held on Tuesday 30th April 2024 (minutes 200-203)
 - C. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 9th April 2024 (minutes 187-191)
 - D. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 23rd April 2024
- 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. FINANCE AND ADMINISTRATION

(40 minutes)

- A. BANK RECONCILIATION - to consider approving bank reconciliation
- B. MAY PAYMENTS - to consider approving payments ([Appendix A](#))
- C. MATTERS RESOLVED UNDER DELEGATED POWERS ([Appendix B](#))
- D. DIRECT DEBIT - to consider approving set up of direct debit payment to ICO
- E. ANNUAL ACCOUNTS FOR Y/E 31st MARCH 2024 - to approve and sign
- F. STANDING ORDERS - to review and approve Standing Orders
- G. FINANCIAL REGULATIONS - to review and approve Financial Regulations
- H. TERMS OF REFERENCE - to review and approve Terms of Reference for Village Hall Management Committee
- I. TRAINING & DEVELOPMENT POLICY - to review and adopt policy
- J. TRAINING - to consider approving increase in cost of Clerk's training course
- K. PUBLIC SEATING - to consider purchase of bench and making a planning application for installation of bench at junction of Arthur Kennedy Close/The Street

9. PUBLIC AMENITIES

(15 minutes)

- A. PUBLIC TOILETS - to receive responses from consultation and consider future action plan
- B. ALLOTMENTS - to consider approving quotes for mowing
- C. POPLAR VIEW - to consider access arrangements across council owned land

10. COUNCILLORS REPORTS

(10 minutes)

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

11. CHAIRMAN/CLERK'S REPORTS

(5 minutes)

To receive reports on activities/matters brought to the attention of the Chairman and Clerk
[\(Appendix C\)](#)

8th May 2024

S. Muteham Clerk to the Parish Council

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

APPENDIX B

Matters resolved under Scheme of Delegation LGA1972 s101. Approval for VHMC online payment of £32.40, being the DBS check fee. Approved by Cllr J. Muteham and Cllr I. Linfield.

APPENDIX C

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