



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY PARISH COUNCIL MEETING, to be held on Tuesday 14 November 2023 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. Confirm minutes of the ordinary meeting of the Parish Council held on Friday 20th October 2023 (minutes 096-104)
 - B. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 31st October 2023
 - C. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 31st October 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** *(50 minutes)*
 - A. APPROVE BANK RECONCILIATION
 - B. APPROVE NOVEMBER PAYMENTS ([Appendix A](#))
 - C. GORDON OTTAWAY AWARD - to select award winner
 - D. COMMITTEES - To consider requirements for new members on committees
 - E. WEBSITE PRIVACY POLICY - To review and approve policy
 - F. BIODIVERSITY POLICY - To review and adopt policy
 - G. DISCIPLINARY POLICY - To review and adopt policy
 - H. ELECTRICITY - To consider and approve electricity renewal contracts
 - I. COST OF LIVING CRISIS - To consider ways to assist the community during winter
 - J. HIGHWAY IMPROVEMENT PLAN - To consider how to distribute 30mph toolkit
 - K. TRUSTEE - Set date for next Trustee meeting
- 6. PUBLIC AMENITIES MATTERS** *(20 minutes)*
 - A. POPLAR VIEW - To consider and approve quotes for vegetation clearance
 - B. BULL LANE - To consider and approve quotes for relining carpark spaces
 - C. BULL LANE - To consider and approve quotes for pothole repairs in carpark
 - D. CEMETERY - To consider and approve quote for installation of metal bench
 - E. MEETING - Set date for next committee meeting

F. PUBLIC CONVENIENCES - To consider and approve quotes for maintenance

7. COUNCILLORS REPORTS *(10 minutes)*

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

8. CHAIRMAN/CLERK'S REPORTS [*Appendix B*](#) *(5 minutes)*

To receive reports on activities/matters brought to the attention of the Chairman and Clerk

9. PERSONNEL *(10 minutes)*

A. To consider and approve request for changing business address [*Appendix C*](#)

B. To note pay award and backdated salary

C. To consider and approve Clerk's overtime

6th November 2023

S. Muteham Clerk to the Council

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£26.79
Castle Water (Cemetery) - (D/D estimate for information only)	£5.00
Castle Water (Allotments) - (D/D estimate for information only)	£12.62
Lloyds Bank (Chargecard) - (D/D for information only)	£137.28
British Gas (Public toilets) - (D/D estimate for information only)	£35.47
EDF Energy (Streetlighting) - (D/D estimate for information only)	£707.26
Staff costs – (D/D estimate for information only)	£2,190.89
Bk Tfr - Litter picker (Sep/Oct)	£420.00
Bk Tfr - Cleaning @ Public Conveniences (Oct)	£686.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street), Cemetery clearance	£814.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£1,160.40
Bk Tfr - SLCC - Clerk's training	£174.00
Bk Tfr - Cllr - Cemetery expenses	£99.99
Bk Tfr - Street Sustainables - Cleaning materials (public conveniences)	£43.80
Bk Tfr - Streetlights - Lighting repairs	£420.00
Bk Tfr - Boughton under Blean Village Hall - Room hire	£37.50
Bk Tfr - Phone box cleaning	£5.00

Chargecard payments:

£31.90 - Printer ink

£ 6.00 - DBS check

£56.03 - Train fare (SLCC conference)

£ 6.00 - Clerk's phone

£15.75 - Taxi (SLCC conference)

£15.60 - Taxi (SLCC conference)

APPENDIX B

CLERKS REPORT 16-10-23 to 08-11-23

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Requested quotes for repairs to public toilets (roof, gutters, floor, door)
3. Requested quotes for vegetation clearance at Poplar View
4. Attended site meeting at Bull Lane rec. to review pitch upgrades
5. Attended site meeting at public toilets to review water ingress
6. Attended site meeting at Bull Lane rec. to review clamber stack repairs
7. Attended site meeting at Bull Lane rec. to undertake bi-annual pitch inspection
8. Attended cemetery site inspection with Public Amenities Committee
9. Queried water bill for allotment site
10. Reported faulty water meter to Southeast Water (allotments)
11. Requested routine topping-up of graves
12. Attended site meeting for installation of electricity bollards
13. Requested quotes for tree surveys at recreation grounds and cemetery
14. Renewed allotment tenancies/re-allocated plots
15. Ordered litter bins for recreation grounds and cemetery
16. Requested quotes for removal of existing/installation of replacement bench at cemetery
17. Attended site meeting for lining works at Bull Lane car park
18. Attended site meeting for tarmac works at Bull Lane recreation ground
19. Attended site meeting for tree works at Poplar View
20. Arranged painting/installation of replacement bench at cemetery

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. Attended SLCC training session (Counter Terrorism)
26. Reviewed Website Privacy Policy and updated cookie control on website
27. Installed updated Chairman's board at Library
28. Requested 30mph toolkit from KCC Highways
29. Completed grant applications for warm hub funding (KCC & SBC)
30. Drafted annual budget
31. Investigated 2 x defibrillator usage (notified by authorities)
32. Obtained quotes for electricity in 2024
33. Requested quotes for installation of timer switches in new electricity bollards
34. Requested quotes for remarking of parking bay lines at Village Hall car park
35. Attended CiLCA training session
36. Re-registered defibrillator to new email address
37. Drafted Biodiversity policy
38. Prepared documentation for interim internal audit

(Summary of tasks in progress)

1. Tarmac patching at Bull Lane recreation ground
2. Updating NatWest bank signatories
3. Updating Lloyds bank signatories
4. Researching groundwater risk assessment at cemetery
5. Researching risk assessments

(Summary of tasks to be done)

1. Develop risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
2. Training & development policy
3. Review all outstanding ERoB renewals on cemetery plots
4. Update HIP

APPENDIX C

The Clerk is now aware that late payments on council invoices are getting tagged to her personal address, which has personal financial implications that are not considered acceptable. The Clerk is requesting that the Parish Council's registered address is changed to no longer be the Clerk's personal address. It would also be prudent to have a generic address so that personal information of the Clerk going forward is not published in the public domain.

Royal Mail can provide a PO Box address to which mail can be delivered in the normal way to a designated address (i.e, the Clerk's home address), which would provide a continuity of service. Whilst it is possible to have PO Box/Mailbox addresses where the Clerk can collect the post, the cost varies considerably in terms of fee payable and Clerk's time to attend the location multiple times a week. Below is a breakdown of costs.

Royal Mail - PO Box (deliver to home address option) £396.00 for 12 months

Royal Mail - PO Box (collect from customer service point option) £330.00 for 12 months

Need a space (Hickmans Green) - Mailbox (collect option) £168 for 12 months

Collection time - 1 time per week equates to £444.60 for 12 months

Total £612.60