



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Friday 20th October 2023 from 7:30pm to 9:48pm. (*At 21:29 it was unanimously agreed to suspend standing order 3.X and extend the meeting*)

Present:

Cllr C. Clayson, Cllr T. Covell, Cllr C. Goatham, Cllr J. Muteham, Cllr S. Moakes

Also present:

Mrs S. Muteham (Clerk), Cllr A. Gould (SBC)

096. Apologies

Cllr I. Linfield, Cllr A. Rice

097. Declaration of Interests

Cllr J. Muteham declared an interest in agenda item 9 (Personnel) and took no part in the discussion or resolution.

098. 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 12th September 2023 (minutes 068-077).
- B. Minutes of the extra ordinary meeting of the Parish Council held on Tuesday 19th September 2023 (minutes 078-081)
- C. Minutes of the Public Amenities Committee meeting held on Tuesday 3rd October 2023 (minutes 082-091)

Resolved: the minutes of the meetings held on Tuesday 12th September 2023, Tuesday 19th September 2023 and Tuesday 3rd October 2023 were approved.

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

- D. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 26th September 2023. **Resolved:** to accept the report of the meeting held on 26th September 2023.

099. Public Participation

Cllr A. Gould noted that the Community Infrastructure Grant may be beneficial to the Village Hall Management Committee, if it is still seeking funding towards solar panels.

100. Finance and Administration

- A. Bank Reconciliation - The bank reconciliation dated 31st September 2023 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 31st September 2023 were approved at the meeting. **Resolved:** the payments as detailed in [Appendix A](#) were approved for payment.
- C. Finance Report - those present reviewed the Q2 financial report of actual vs budgeted expenditure. **Resolved:** to accept the report.

Chairman's Initial.....

- D. External Audit - those present reviewed the external audit report from Mazars LLP. **Resolved:** to accept the report.
- E. Budget - Those present put forward proposals for items to be included in the 2024/25 budget. Items noted were kerbing on The Street and a new streetlight on Colonels Lane.
- F. Highway Improvement Plan - After discussion regarding highway improvements, it was agreed to request a 30mph toolkit from Kent County Council for distribution with the parish. Those present also considered that the proposal for a collaborative meeting between neighbouring parishes to discuss Highway Improvement Plan (HIP) requirements would be beneficial, before updating the individual HIP. **Resolved:** to arrange a meeting and request a toolkit.
- G. Village Upgrades - Following extensive discussion, it was agreed that the parish council would like to consider the following upgrades to the parish over time: increase in the number of overall buses serving the village and an increase in frequency of evening buses, upgrades for the village hall, upgrades for sporting facilities (including a pavilion) at Bull Lane, upgrade to the aesthetics of the Garden Hotel and promoting it as a community hub venue, speed indicator devices for the highway, kerbing on The Street, upgrades to the public conveniences, 3 new bus shelters, bat boxes and bird boxes.
- H. Faversham Neighbourhood Plan - After consideration by those present, it was agreed not to make a response to the consultation. **Resolved:** not to respond to the consultation.
- I. Committees - The item was moved to the November agenda.
- J. Website Privacy Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. After discussion and noting that the policy required amendments it was agreed to consider the policy further at the November meeting. It was also noted that the website required updating to incorporate cookie control notification. **Resolved:** to update the website with cookie notification.
- K. Grants & Donations Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. It was noted that the policy would be applicable to grant requests with an annual maximum of 4 grants at £250 per grant in the first instance. **Resolved:** to adopt the Grants & Donations Policy.
- L. Cost of Living Crisis - Those present considered options for supporting the community through the winter months. It was agreed to award a voluntary grant to the Queen's Head pub to assist with their community support in providing Sunday evening cost of living crisis meals. It was also agreed to request funding support from Borough and County Councillors and give further consideration to ways to support the community at the November meeting. **Resolved:** to award a £100 grant to support the provision of cost of living crisis meals (*LGA 1972 s.137*), to request funding from Borough and County Councillors.
- M. Remembrance Sunday - The Clerk informed those present that the Remembrance Sunday service would take place at 10:45am on 12th November. It was noted that Cllr T. Covell would lay the wreath on behalf of the Parish Council.

101. Public Amenities Matters

- A. Allotments - The Public Amenities Committee reported that the allotment inspection did not take place on Sunday 8th October. A new date of Saturday 28th October at 2pm was set. The Clerk would notify tenants of the revised date. **Resolved:** to hold an allotment inspection on Saturday 28th October at 2pm.
- B. Bull Lane - The Clerk noted that following the recent inspection report, the clamber stack required attention. After consideration, it was agreed to request a resistograph drilling survey of the timbers prior to ordering any replacement parts. **Resolved:** to request a resistograph survey at a cost of £395.00 + VAT.
- C. Poplar View - The Clerk reported that the trees adjacent to the public footpath outside the houses required pruning. No quotes had yet been received and the item was moved to the November agenda.

Chairman's Initial.....

- D. Cemetery - After consideration by those present, it was agreed to approve the updated regulations. **Resolved:** the revised Cemetery Regulations be approved.
- E. Cemetery - Following a discussion, it was agreed that fees for memorial trees and seating plaques would be considered on an individual basis. **Resolved:** memorial tree and seating plaque fees be noted as “price on application”.
- F. Cemetery - Those present considered the quote of £150 to salvage the metal seat from the recreation ground and use it to replace the wooden bench at the far end of the Garden of Remembrance. It was also agreed to explore repainting the bench to a maximum cost of £100 in the first instance. **Resolved:** to salvage the metal bench at a cost of £150 and seek to repaint the bench.

102. Councillors Reports

Cllr Goatham reported that the parish had recently received a new vicar.

Cllr C. Clayson reported that the establishment of a local youth council had been delayed.

103. Chairman/Clerk’s Reports - The Clerk’s report was received by those present and is detailed in [Appendix B](#).

It was resolved that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

104. Personnel

- A. Training - Following the Clerk’s recent appraisal, it was noted that there was a requirement for professional training as detailed in a confidential report. **Resolved:** to approve professional training for the Clerk.
- B. Overtime - Those present reviewed the Clerk’s overtime for September 2023 as detailed in a confidential report. **Resolved:** to authorise the Clerk’s overtime for September 2023.
- C. Contracted Hours - Following the Clerk’s recent appraisal, it was noted that there was a requirement for an increase in weekly hours as detailed in a confidential report. **Resolved:** to increase the Clerk’s contracted hours.

The meeting was opened to the public.

The next full meeting of the Parish Council is scheduled for Tuesday 14th November 2023 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

Signed by the CHAIRMAN of the meeting

Chairman’s Initial.....

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)	£306.08
British Gas (Public toilets) - (D/D estimate for information only)	£35.47
EDF Energy (Streetlighting) - (D/D estimate for information only)	£860.47
Staff costs – (D/D estimate for information only)	£1,258.85
Bk Tfr - P. Reynolds - Phone box cleaning (Sep)	£5.00
Bk Tfr - S. Morrow - Toilets - Cleaning (Sep)	£686.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£274.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£1,160.40
Bk Tfr - Boughton under Blean Village Hall - Grant	£2,000.00
Bk Tfr - Councillor Allowances Q2-2023/24	£339.12
Bk Tfr - Royal British Legion - Wreath donation (LGA 1972 S137)	£75.00
Bk Tfr - C. Sherwood - Signwriting	£46.00
Bk Tfr - SLCC - Reference books	£224.30
Bk Tfr - Swale Borough Council - Election expenses	£179.07
Bk Tfr - N. Power - Festive lighting (electricity)	£8.56
Bk Tfr - Mazars - Limited Assurance Review	£504.00
Bk Tfr - Streetlights - Maintenance contract - Q3 23/24	£984.79
Bk Tfr - McCabe Ford Williams - Payroll services	£150.00
Bk Tfr - Business Stream - Waste water Jun-Sep (toilets)	£55.17

APPENDIX B

CLERKS REPORT 06-09-23 to 15-10-23

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Sent out allotment renewal notices to holders of 26 site plots
3. Researched and drafted documentation for transfer of exclusive right of burial
4. Attended site meeting and instructed works to remove spoil pile at cemetery
5. Requested quotes for bin installation/concrete bases at recreation ground/cemetery
6. Applied for football goal post grant
7. Attended site meeting to review salvaging metal bench (for cemetery)
8. Updated cemetery application forms
9. Inspected long-term ingress of ground water at public toilets
10. Researched and documented transfer of exclusive right of burial
11. Drafted revised cemetery regulations
12. Researched soil samplers to facilitate football pitch inspection
13. Requested quotes on tree pruning at Poplar View
14. Responded to query over groundwater risk at cemetery
15. Attended gas leak emergency at Poplar View
16. Requested quotes for replacement timber log on climbing stack at Bull Lane
17. Responded to enquiry regarding no mow may at the cemetery
18. Attended site meeting with resident to discuss purchase of EROB at cemetery
19. Reviewed quarterly play equipment inspection report
20. Requested quotes for play equipment repairs (clamber stack)
21. Requested quotes for new play equipment (clamber stack)
22. Requested quotes for play equipment resi-PD survey on timber structures
23. Drafted football pitch repair schedule
24. Attended public toilets (out of hours) to lock-up

General

25. Kept website up to date with meeting agendas and minutes, road closures, news items
26. Kept facebook page up to date with meetings, road closure and news items
27. Submitted monthly piece to community magazine
28. Carried out monthly defibrillator check
29. Chased KCC regarding installation of christmas trees
30. Applied for and retrospectively updated festive lighting MPAN (electricity supply)
31. Applied to KCC for street lighting attachment permit
32. Placed order with KCC for 2 x electrical pillars (for christmas tree/light connections)
33. Placed order with KCC for 2 x growing christmas trees
34. Obtained quote for repairs to metal bench (for cemetery)
35. Submitted payroll to accountants
36. Set date for interim internal audit (17 Nov)
37. Requested clarification from KCC on new bollards installed at St Pauls Road
38. Reported to Southeast Water a water leak on The Street
39. Chased SBC conservation officer for a response on bench installation
40. Applied for DBS check (safeguarding policy)
41. Requested new .gov.uk domain name and created new councillor email accounts
42. Enquired about archiving documents at KCC
43. Completed KCC COLS (grant funding) evaluation

Chairman's Initial.....

44. Reported streetlight not working in Highview Close to lighting maintenance contractor
45. Reported footpaths ZR605, ZR534 to KCC for vegetation clearance
46. Queried election cost invoice with SBC
47. Submitted festive lighting details for annual electricity supply certificate
48. Attended site meeting for installation of electrical pillars (christmas trees)
49. Attended HIP review meeting with KCC
50. Researched HIP documentation and options for parish
51. Filed VAT126 reclaim (half year)
52. Attended SLCC National Conference

Parishioner correspondence

53. Received and responded to telephone enquiry regarding replacement bollards on St Pauls Road
54. Received and responded to email enquiries regarding overgrown vegetation at Poplar View

Clerk's Time

Emails received: 1,093

Emails sent: 288

Complaints received to the parish council: 0

Complaints made by the parish council: 1

(Summary of tasks in progress)

1. Researching biodiversity policy
2. 2024/2025 draft budget
3. Updating NatWest bank signatories
4. Updating Lloyds bank signatories
5. Researching groundwater risk assessment at cemetery
6. 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. Update accessibility compliance on website
4. Review all outstanding ERoB renewals on cemetery plots
5. Update HIP
6. Biodiversity policy