



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 12th September 2023 from 7:31pm to 10:11pm. (At 21:25 it was unanimously agreed to suspend standing order 3.X and extend the meeting)

Present:

Cllr C. Clayson, Cllr T. Covell, Cllr E. Green, Cllr C. Goatham, Cllr J. Martin, Cllr J. Muteham, Cllr D. Clayson, Cllr A. Rice, Cllr I. Linfield, Cllr S. Moakes

Also present:

Mrs S. Muteham (Clerk) and 4 members of the public

068. Apologies

Cllr R. Lehmann (KCC), Cllr A. Gould (SBC)

069. Declaration of Interests

Cllr A. Rice declared an interest in agenda item 5.O (Duchy of Cornwall)

070. 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 11th July 2023 (minutes 046-056) **Resolved:** the minutes of the meeting held on Tuesday 11th July 2023 were approved.
- B. Minutes of the Extraordinary Meeting of the Parish Council held on Thursday 27th July 2023 (minutes 061-063) **Resolved:** the minutes of the meeting held on Tuesday 27th July 2023 were approved.

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

- C. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 4th July 2023. **Resolved:** to accept the report of the meeting held on 4th July 2023.
- D. Minutes as a report of the Village Hall Management Committee meeting held on Tuesday 25th July 2023. **Resolved:** to accept the report of the meeting held on 25th July 2023.
- E. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 29th August 2023. **Resolved:** to accept the report of the meeting held on 29th August 2023.
- F. Minutes as a report of the Planning Committee meeting held on Tuesday 18th July 2023. **Resolved:** to accept the report of the meeting held on 18th July 2023.
- G. Minutes as a report of the Planning Committee meeting held on Tuesday 15th August 2023. **Resolved:** to accept the report of the meeting held on 15th August 2023.
- H. Minutes as a report of the Cemetery Working Party meeting held on Monday 10th July 2023. **Resolved:** to accept the report of the meeting held on 10th July 2023.

071. Public Participation

One attending member of the public requested that the council consider cemetery matters at the start of the agenda. The council agreed to this request and adjusted the order of agenda items.

Chairman's Initial.....

072. Cemetery - Those present considered the working party recommendations to amend cemetery regulations. A new long term working party group was set up to care for and maintain the cemetery. After discussion, it was agreed to purchase a new bin to be located in the Garden of Remembrance. It was noted that to improve the process for the removal of damaged/worn graveside decorations a respectful suggestion to the plot holder to remove items should be carried out via a telephone call by a member of the Public Amenities Committee. If the grave remains unattended for 2 years the council will maintain the grave. It was also noted to draft a consent form to permit members of the Working Party to attend to and care for graves/plots of those who cannot care for them themselves. **Resolved:** to approve amendments to the cemetery regulations as detailed in Appendix A, to adopt the new Working Party Terms of Reference, to purchase bulbs at a maximum cost of £100 and to purchase a bin at a cost of £342.90 + VAT.

073. Finance and Administration

- A. Bank Reconciliation - The bank reconciliation dated 1st 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 1st September 2023 were approved at the meeting. **Resolved:** the payments as detailed in Appendix B were approved for payment.
- C. Bank Accounts - Those present discussed adding new councillors to the banking signatory lists. **Resolved:** Cllr A. Rice, Cllr I. Linfield and Cllr S. Moakes to be added as full signatories on all Parish Council bank accounts.
- D. Matters resolved under the Scheme of Delegation - Those present reviewed the report of matters resolved under the Scheme of Delegation. **Resolved:** to accept the report.
- E. Villag Hall Management Committee - Those present considered the election of a new member to join the committee. No member was appointed. The item was moved to the October agenda.
- F. Planning Committee - Those present considered the election of a new member to join the committee. **Resolved:** Cllr I. Linfield and Cllr S. Moakes join the Planning Committee.
- G. Safeguarding Policy - Those present considered the appointment of a new safeguarding officer. **Resolved:** Cllr A. Rice be appointed as the new safeguarding officer.
- H. Councillor Co-Option Policy - The policy was reviewed with no amendments. **Resolved:** to approve the policy.
- I. General Reserves Policy - The policy was reviewed with no amendments. **Resolved:** to approve the policy.
- J. Grievance Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. **Resolved:** to adopt the Grievance Policy.
- K. Freedom of Information Policy - Prior to the meeting the Clerk circulated a draft policy for consideration. **Resolved:** to adopt the Freedom of Information Policy.
- L. Risk Assessment - Those present reviewed and updated the risk assessment document. It was noted that more detailed risk assessments would be drafted for specific matters. **Resolved:** to approve the updated risk assessment document.
- M. Email addresses - Following recent guidance from the Joint Panel on Accountability & Governance (JPAG), those present discussed moving to a .gov.uk domain name to be used for email addresses. The Clerk circulated details of costs and suppliers of this service. **Resolved:** to adopt a domain name of boughtonunderblean-pc.gov.uk to be used for email addresses at a cost of £99.99 + VAT per annum alongside domain charges of £110.00 + VAT bi-annually.
- N. Village upgrades - The item was moved to the October agenda.

- O. Duchy of Cornwall - An invite to meet and discuss proposals and consultation journey for development in Faversham had been received. Those present discussed the option and declined the offer, noting that the Parish Council does not engage with developers prior to a planning application being submitted.
- P. Village Hall - After discussion it was agreed to provide a one-off grant of £2,000 to the village hall, to be used to subsidise hiring fees for local groups. It was also agreed that the £750 per annum ring-fenced money would cease from April 2024 and be replaced with an annual grant of £750 to be used for capital expenditure projects. **Resolved:** to make grant payments to Boughton under Blean Village Hall.
- Q. Faversham Neighbourhood Plan - The item was moved to the October agenda.
- R. Lorry Watch - The council was approached to join the “Lorrywatch” scheme. After discussion, those present voted against joining the scheme. **Resolved:** to not join the “Lorrywatch” scheme.
- S. Funding request - The council had received a request for funding from a local establishment. It was noted that the Clerk should respond that the Parish Council is not able to assist at the current time along with information on alternative funding sources.
- T. Finance Committee - Those present set the date for the next meeting. **Resolved:** the next Finance meeting will take place on Tuesday 21st November 2023.

074. Public Amenities Matters

- A. Cemetery - The Clerk provided quotes for the removal of the large spoil pile in the burial ground. **Resolved:** to remove spoil pile at a cost of £450 + VAT
- B. Allotments - After discussion, it was agreed to increase allotment rents. **Resolved:** to increase allotment rents to £25 per annum from 1st October 2024.
- C. Allotments - The Public Amenities Committee set a date for the next allotment inspection. **Resolved:** to hold an allotment inspection on Sunday 8th October at 9am.
- D. Bull Lane - The Clerk provided a quote for the annual maintenance/service schedule of the outdoor gym. **Resolved:** to approve the annual maintenance/service schedule at a cost of £1,000.00 + VAT
- E. Bull Lane - The Clerk provided quotes to replace the damaged bins on the recreation ground. **Resolved:** to purchase two double bins at a cost of £ 498.95 + VAT each
- F. Public Amenities Committee - Those present set the date for the next meeting. **Resolved:** the next Public Amenities Committee meeting will take place on Tuesday 3rd October 2023

075. Personnel

- A. Administration - Those present considered the Clerk’s request for training manuals. **Resolved:** to purchase training manuals for the Clerk
- B. Appraisal - The chairman and Clerk set a date for the annual appraisal. **Resolved:** the Clerk’s annual appraisal will take place on Thursday 5th October 2023
- C. Personnel Committee - Those present set the date for the next meeting. **Resolved:** the next Personnel Committee meeting will take place on Wednesday 1st November.

076. Councillors Reports

Cllr Moakes reported that the crematorium is now up and running, and that there is now a new planning condition 15 out for consultation.

Cllr D. Clayson noted that the gateway sign on Boughton Hill has not been reinstated.

Cllr Martin reported that the wall at the village hall had been damaged.

Cllr C. Clayson reported that the footway on Canterbury Road (approaching Nine Ash Line) is heavily overgrown and needs cutting back.

- 077. **Chairman/Clerk’s Reports** - The Clerk’s report was received by those present and is detailed in Appendix C.

Chairman’s Initial.....

The next full meeting of the Parish Council is scheduled for Tuesday 10th October 2023 at 7:30pm.
There being no further business, the Chairman declared the meeting closed.

Signed by the CHAIRMAN of the meeting

APPENDIX A

Stones and memorials

- To extend the permitted range of stones to allow a greater choice in type of stone/material
- To extend the choice of colours permitted to include mid-grays, black stones & patterned granites
- To permit polished finishes to stones

Memorials

- To state a minimum overall height for headstones of 33" x 20" x 3" and equivalent metric measurement, which includes any base and the headstone itself
- The Registrar to mark out the position of the grave for the benefit of the gravedigger
- To permit tablets & books in place of a headstone or cross
- To permit photographs on memorials – a head or head and shoulders only and a limited size to be specified
- To exclude statuary that is on top of a gravestone
- To permit carvings within a gravestone

Plot sizes

- To specify the size of ashes plots and positioning of interments (Garden of Remembrance)
- To specify the positioning of interments of ashes in burial plots (Burial Ground)

Edging

- To permit all current types of fencing to a maximum height of that already in place
- To permit pressure treated wooden kerbs, with a maximum thickness of 4 inches/10cm.

Chippings (wood, stone & glass)

- To permit the use of chippings on graves when suitably contained

Flower vases/pots

- To permit vases (not glass) in the Garden of Remembrance and the Burial Ground
- To permit round flower pots (not glass or plastic) filled with soil in the Garden of Remembrance

APPENDIX B

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)	£6.00
British Gas (Public toilets) - (D/D estimate for information only)	£30.11
Staff costs – (D/D estimate for information only)	£1,258.85
Bk Tfr - M. Wellington - Litter picking (Jul/Aug)	£432.00
Bk Tfr - S. Morrow - Toilets - Cleaning (Aug)	£646.80
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£514.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Poplar View)	£1,160.40
Bk Tfr - Boughton under Blean Village Hall - Room hire	£62.50
Bk Tfr - Play Inspection Co - Operational Inspection (Bull Lane)	£141.60
Bk Tfr - Pro Dynamic Contracts - Bench/bollards installation (Bull Lane)	£930.00
Bk Tfr - S. Muteham - Expenses	£28.79
Bk Tfr - PHS Group - Hygiene disposal	£101.40

APPENDIX C

CLERKS REPORT (summary of tasks undertaken) 07-07-23 to 05-09-23

Public Amenities

1. Inspected completed work removing vegetation at allotment site
2. Requested and inspected completed work of brambles to be cut back at site of new hedge (Bull Lane rec.)
3. Request to SBC for hedge at toilets to be cut back #17815694
4. Change of tenant at allotments
5. Inspected allotments, recreation grounds, cemetery
6. Email sent to allotment tenant regarding condition of plot
7. Instructed and paid for urgent pest control works at allotments
8. Chased football foundation re grant funding
9. Renewed football contract with 1 team
10. Tried to trace owners of original goal posts @ Bull Lane prior to installation of new posts
11. Poplar view access compromised. Inspected and new padlock installed
12. Repeated vandalism at public toilets. Monitoring in conjunction with cleaner
13. Bins at Bull Lane recreation ground vandalised (inspected). Obtaining quotes for replacements
14. Inspected completed work on bench installation at Bull Lane recreation ground
15. Chased contractor for football pitch maintenance quotes
16. Requested quotes for clearance of spoil heap at cemetery
17. Requested quotes for removal of excess branches at cemetery

General

18. Kept website up to date with meeting agendas and minutes, road closures, news items
19. Kept facebook page up to date with meetings, road closure and news items
20. Submitted monthly piece to community magazine
21. Carried out monthly defibrillator check
22. Drafted Freedom of Information policy
23. Contacted SBC regarding tree overgrowing power cables on Colonels Lane #17815743
24. Requests to KCC for trees/shrubs overhanging footway on Colonels Lane to be cut back
25. Request to SBC for ground level vegetation clearance at Colonels #17815743
26. Requested brambles on Colonels Lane to be cut back #17815856
27. Submitted heritage asset nominations to SBC
28. Updated SBC with councillor member details
29. Updated Lloyds bank signatories/authorisers
30. Completed ILCA training
31. Chased NatWest regarding updating of bank signatories
32. Request to KCC for bollards to be installed on corner of Arthur Kennedy Close (response=no)
33. Request to KCC & Conservation Officer for bench installation on corner of Arthur Kennedy Close
34. New councillor welcome packs circulated to co-opted councillors
35. Amended criteria for receipt of cost of living grant funding (summer events)
36. Advertised and circulated nomination forms for Gordon Ottaway Award 2023
37. Responded to SBC enquiry regarding KCC Highways Improvement Plan
38. Queried pension contribution errors with accountants
39. Received and responded to external audit queries
40. Updated RBLI contact details for remembrance wreath
41. Received and responded to solicitors regarding legal matters at Bull Lane

42. Researched email address/website upgrades
43. Chased KCC for confirmation of potential christmas trees to be planted in village
44. Completed transfer of files to work laptop
45. Complaint made to contractor on cutting of verges on The Street
46. Drafted Grants & Donations policy
47. Researched transfer of exclusive right of burial (cemetery)

Parishioner correspondence

48. Received and responded to email enquiry regarding tree pruning on The Street
49. Received and responded to resident complaint regarding vermin at allotments
50. Received and responded to complaint regarding cemetery plot
51. Received and responded to complaint regarding overgrown vegetation on Colonels Lane

Clerk's Time

Emails received: 1,196

Emails sent: 285

Complaints received to the parish council: 3

Complaints made by the parish council: 1