



## BOUGHTON-UNDER-BLEAN PARISH COUNCIL

**NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 10<sup>th</sup> September 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. APOLOGIES** *(1 minute)*
  - A. Receive apologies
  - B. Approve apologies
  
- 2. DECLARATION OF INTERESTS** *(1 minute)*
  
- 3. MINUTES** *(5 minutes)*
  - A. Approve minutes of the ordinary meeting of the Parish Council held on Tuesday 9<sup>th</sup> July 2024 (minutes 220-228)
  - B. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 13<sup>th</sup> August 2024
  - C. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 27<sup>th</sup> August 2024
  
- 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** *(25 minutes)*
  - A. BANK RECONCILIATION - to consider approving bank reconciliation
  - B. SEPTEMBER PAYMENTS - to consider approving payments
  - C. SCHEME of DELEGATION - to note matters resolved
  - D. EXTERNAL AUDIT - to review the external audit report
  - E. FINANCIAL REGULATIONS - to review and adopt new model financial regulations
  - F. SAFEGUARDING POLICY - to appoint new safeguarding contact
  - G. TRAINING - to consider approving Clerk's attendance at SLCC conference
  - H. WEBSITE - to consider approving new website
  - I. DEFIBRILLATOR - to consider approving acquisition of defibrillator to be located at church
  - J. PLANNING COMMITTEE - to consider appointing additional members
  - K. CHRISTMAS - to consider donation towards community activities
  - L. GRASS CUTTING - to review grass cutting on The Street

**6. PUBLIC AMENITIES**

*(50 minutes)*

**A. BULL LANE RECREATION GROUND**

- 1) to consider approving partial use of car park for private event
- 2) to review and approve playground inspection provider for 2024/5
- 3) to consider approving quote for tarmac repairs on access road
- 4) to review casual hire fees for football pitch
- 5) to consider future maintenance of toddler playground
- 6) to consider approving purchase of soil sampler kit for football pitch

**B. ALLOTMENTS**

- 1) to consider approving quotes for purchase of ground materials to cover vacant plots
- 2) to review annual rents and set date for allotment inspection

**C. TREES - to consider approving quotes for tree maintenance at Poplar View and Bull Lane**

**D. PUBLIC TOILETS**

- 1) to consider approving quote for ivy removal
- 2) to consider approving cost of isolating the water supply to individual areas

**E. CEMETERY**

- 1) to consider location for disposal of excess soil
- 2) to consider maintenance of wild flower area
- 3) to consider appointment of new working party

**F. POPLAR VIEW - to consider access arrangements for residents and emergency services**

**G. CONVEX MIRROR - to further consider request for convex mirror at junction of Colonels Lane/The Street**

**7. COUNCILLORS REPORTS**

*(10 minutes)*

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

**8. CHAIRMAN/CLERK'S REPORTS**

*(5 minutes)*

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

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*S. Muteham* Clerk to the Parish Council

4<sup>th</sup> September 2024

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