



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY PARISH COUNCIL MEETING, to be held on Tuesday 9th April 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)*
- 2. DECLARATION OF INTERESTS** *(1 minute)*
- 3. MINUTES** *(5 minutes)*
 - A. Approve minutes of the ordinary meeting of the Parish Council held on Tuesday 12th March 2024 (minutes 177-186)
 - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 26th April 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** *(20 minutes)*
 - A. BANK RECONCILIATION - to consider approving bank reconciliation
 - B. APRIL PAYMENTS - to consider approving payments ([Appendix A](#))
 - C. FINANCE REPORT - to review Q4 2024 finances ([Appendix B](#))
 - D. MATTERS RESOLVED UNDER SCHEME OF DELEGATION ([Appendix C](#))
 - E. VILLAGE HALL MANAGEMENT COMMITTEE - to consider approving mobile phone costs
 - F. COMMITTEES - to appoint members to the Planning Committee
- 6. PLANNING** *(40 minutes)*
 - A. 23/505533/EIYHB Duchy Land - to consider response to planning application for 261 homes and approx 3,021m² non-residential space ([Planning Application](#))
- 7. PUBLIC AMENITIES** *(15 minutes)*
 - A. CEMETERY - to consider approving amendment of regulations
 - B. BULL LANE - to consider approving quotes to repair roundabout and swings
- 8. COUNCILLORS REPORTS** *(10 minutes)*

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

9. CHAIRMAN/CLERK'S REPORTS [*Appendix D*](#)

(5 minutes)

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

3rd April 2024

S. Muteham

(S. Muteham) - Clerk to the Parish Council

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£34.00
Castle Water (Allotments) - (D/D estimate for information only)	£29.00
Castle Water (Cemetery) - (D/D estimate for information only)	£15.00
Lloyds Bank (Chargecard) - (D/D for information only)	£61.98
British Gas (Public toilets) - (D/D estimate for information only)	£23.30
Staff costs – (D/D estimate for information only)	£1,830.17
Bk Tfr - Safeplay - Playground repairs	£3,042.00
Bk Tfr - CDALC - Training (Clerk)	£10.00
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View)	£1,160.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£350.70
Bk Tfr - PHS Group - Hygiene disposal services	£165.71
Bk Tfr - Boughton under Blean Village Hall - Grant (Toddler Group)/Hall Hire	£412.50
Bk Tfr - CSG Global Education - Stationery	£34.15
Bk Tfr - T. Covell - Councillors Allowance Q4-2023/24	£84.83
Bk Tfr - J. Muteham - Councillors Allowance Q4-2023/24	£84.83
Bk Tfr - Swale Borough Council - Cemetery rates 2024/25	£289.42
Bk Tfr - Clean Cut Tree - Fencing (Poplar View)	£2,253.60
Bk Tfr - Clive Sherwood - Signwriting	£45.00
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00
Bk Tfr - KSS Air Ambulance - Donation	£50.00
Bk Tfr - Boughton Community Group - Warm Hubs	£161.52
Bk Tfr - M. Wellington - Litter picker (Mar)	£192.00

Chargecard details

Amazon - Laminating pouches	£7.58
Giffgaff - Clerk's phone	£6.00
Aldi - Refreshments for Annual Parish Meeting	£10.86
Canterbury City Council - Parking (Lloyds Bank)	£3.50
Post Office - Postage	£3.05
Argos - VHMC phone	£24.99
Giffgaff - VHMC phone	£6.00

APPENDIX B

2023/24 - 4th Quarter finance	2023/24 Budget	2023/24 Actual
<u>EXPENDITURE</u>		
Highways & Footways	£12,640.00	£12,372.29
Recreation Grounds	£23,380.00	£26,105.34
Burial Grounds	£11,200.00	£9,947.65
Public Toilets	£9,560.00	£9,903.04
Allotments	£500.00	£1,825.04
Miscellaneous	£825.00	£2,979.08
Administration	£5,065.00	£7,991.77
Personnel	£15,000.00	£21,107.30
Village Hall	£750.00	£1,694.00
Donations & Grants made	£0.00	£731.00
Donations & Grants spent	£0.00	£1,720.00
TOTAL EXPENDITURE	£78,920.00	£96,376.51
<u>INCOME</u>		
Income (Amenities)	£3,000.00	£10,135.68
Donations & Grants received	£0.00	£9,320.00
LIGHTING GRANT (SBC)	£0.00	£2,780.00
PRECEPT (SBC)	£70,000.00	£70,000.00
TOTAL INCOME	£73,000.00	£92,235.68
TOTAL - (From reserves)	£5,920.00	£4,140.83

APPENDIX C

Scheme of Delegation - matters resolved - 15th March to 20th March 2024

Payments: Approval for direct payments on behalf of VHMC between full council meetings Approved by Cllr T. Covell and Cllr J. Muteham.

Chargecard - Mobile Phone	£24.99
Chargecard - SIM card	£ 6.00

APPENDIX D

CLERKS REPORT 06-03-24 to 03-04-24

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Attended site meeting for Miyawaki tree planting project (Poplar View)
3. Reviewed completed contractor work for installation of fencing (Poplar View)
4. Reviewed completed contractor work for replacement of play equipment (Bull Lane)
5. Instructed works for tree surveys (Poplar View, Bull Lane, Cemetery)
6. Instructed works for memorial stability testing (Cemetery)
7. Arranged 1 interment (Cemetery)
8. Liaised with village school on educational resources for Miyawaki project
9. Advertised consultation on future use of public toilets
10. Completed bi-annual football pitch inspection report
11. Requested quotes for removal of ivy (Public Toilets)
12. Chased contractor for football pitch repairs (Bull Lane)

General

13. Kept website up to date with meeting agendas and minutes, road closures, news items
14. Kept facebook page up to date with meetings, road closures and news items
15. Carried out monthly defibrillator check
16. Filed non-domestic rating review for cemetery with HMRC
17. Attended CiLCA training sessions
18. Liaised with KCC regarding identification/cutting of wild garlic on The Street
19. Filed and received monies for VAT return
20. Updated Parish Council and Trustee bank account signatories
21. Liaised with SBC/Police regarding community support in aftermath of tragic events
22. Reviewed & updated policies/documentation schedule

(Summary of tasks in progress)

1. Completing end of year accounts
2. Preparation of documents for annual external audit
3. Drafting risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
4. Digital scan of all cemetery burial ground documentation
5. Arranging educational visits to Miyawaki project
6. Obtaining quotes for cemetery bench repairs

(Summary of tasks to be done)

1. Training & development policy
2. Review all outstanding ERoB renewals on cemetery plots
3. Update HIP
4. Photo catalogue Garden of Remembrance (cemetery) plots