



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 8th October 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.

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 10th September 2024 (minutes 235-242)
 - B. Approve minutes of the extraordinary meeting of the Parish Council held on Tuesday 17th September 2024 (minutes 243-246)
 - C. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 24th September 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** *(50 minutes)*
 - A. BANK RECONCILIATION - to consider approving bank reconciliation
 - B. OCTOBER PAYMENTS - to consider approving payments ([Appendix A](#))
 - C. FINANCE REPORT - to review Q2 2024/5 finances ([Appendix B](#))
 - D. SCHEME of DELEGATION - to note matters resolved ([Appendix C](#))
 - E. BANK SIGNATORIES - to review and approve bank signatories and signing mandates
 - F. FINANCE COMMITTEE - to set date for meeting
 - G. PERSONNEL COMMITTEE - to elect committee member
 - H. PLANNING COMMITTEE - to consider membership or dissolution of committee
 - I. VILLAGE HALL MANAGEMENT COMMITTEE - to consider amendment to Terms of Reference (*Delegated Authority*)
 - J. BUDGET - to receive suggestions for 2025/26 budget items
 - K. POLICIES - to review and approve Risk Assessment, General Reserves Policy and Terms of Reference Personnel Committee
 - L. NEIGHBOURHOOD PLAN - to consider approving administrative financial contribution
 - M. REMEMBRANCE SUNDAY - to appoint representative to lay wreath

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

6. PUBLIC AMENITIES *(20 minutes)*

A. BULL LANE RECREATION GROUND

1) to consider approving installation of muster point in car park

B. ALLOTMENTS

1) to receive allotment inspection report

C. CEMETERY

1) to consider appointment of new working party

2) to approve revision of cemetery regulations detailing new area for couples

D. TOILETS

1) to consider approving renewal of electricity supply

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

[\(Appendix D\)](#)

S. Muteham Clerk to the Parish Council

3rd October 2024

Parish Office, PO Box 310, Faversham, Kent ME13 3EA

clerk@boughtonunderblean-pc.gov.uk

07740 706189

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£67.96
Castle Water (Cemetery) - (D/D estimate for information only)	£13.00
Lloyds Bank (Chargecard) - (D/D for information only)	£559.44
British Gas (Public toilets) - (D/D estimate for information only)	£19.96
Staff costs – (D/D estimate for information only)	£2,255.90
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View), Bull Lane pitch repairs	£1,160.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£782.70
Bk Tfr - M. Wellington - Litter picker (Sep)	£192.00
Bk Tfr - T. Covell - Councillors Allowance Q2-2024/25	£169.65
Bk Tfr - J. Muteham - Councillors Allowance Q2-2024/25	£84.83
Bk Tfr - Boughton under Blean Village Hall - Hall hire	£50.00
Bk Tfr - C. Sherwood - Signwriting	£49.00
Bk Tfr - Business Stream - Waste water Jun-Sep (toilets)	£145.23
Bk Tfr - Safeplay - Playground repairs	£540.00
Bk Tfr - Clean Cut Tree - Tree maintenance (Poplar View)	£900.00
Bk Tfr - Streetlights - Maintenance contract - Q3 24/25	£984.79
Bk Tfr - Smart Plumbing - Plumbing works @ public toilets	£567.60
Bk Tfr - S. Muteham - Mileage	£44.10
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00

APPENDIX B

2024/25 2nd Quarter Finance Report	2024/25 Budget	2024/25 Actual
<u>OVERHEAD EXPENDITURE</u>		
Highways & Footways	12,424.15	5,399.56
Recreation Grounds	22,160.00	13,212.01
Cemetery	8,900.00	4,251.16
Public Toilets	10,380.00	4,711.54
Allotments	1,700.00	26.50
Miscellaneous	1,050.00	1,874.23
Administration	32,027.92	14,926.10
Donations & Grants made	2,025.00	350.00
Donations & Grants spent	0.00	3,339.89
	90,667.07	48,090.99
<u>INCOME</u>		
Income (Recreation Ground/Cemetery/Allotments)	3,000.00	3,956.98
Donations & Grants received	3,200.00	0.00
LIGHTING GRANT (SBC)	2,780.00	2,780.00
PRECEPT (SBC)	90,000.00	90,000.00
	98,980.00	96,736.98
Net Income less Expenditure	8,312.93	48,645.99
Plus transfer from EMR	0.00	0.00
Less transfer to EMR	6,000.00	6,000.00
Movement to/(from) General Reserves	2,312.93	42,645.99

APPENDIX C

Matters resolved under scheme of delegation:

Planning comments submitted to Swale Borough Council

Reference: 24/502944/FULL Erection of riding ménage, Nailbourne Oast, South Street

Boughton under Blean Parish Council (Planning Committee) record an objection to the application with the following comments: The application contains a number of misleading assertions and in certain key areas is worryingly short on detail.

The applicant's claim that there is 'policy support for appropriate and necessary equine development in the countryside' is not supported by evidence. Local plan policy DM 27 whilst conceding that equestrian activities 'can bring economic benefits to the rural area' cautions that 'they can, individually, and especially cumulatively, adversely change the rural character of the area with stables, paddocks, fencing, on-site riding facilities and other visual clutter.' It goes on to say that 'planning permission will only be granted for development involving the use of land for the keeping or grazing of horses and ponies...if they are... of a scale and intensity that is acceptable in landscape character, biodiversity, amenity and highways terms.'

The applicant assures us that 'the scheme would not result in any visual or amenity harm'. The fact is this is an area of high landscape sensitivity. The Kent Downs national landscape is located approximately 700 m south-west of the site, on the other side of the railway line, and it is no exaggeration to say that the landscape here is of equal quality.

Policy DM 27 suggests that 'landscapes with an open character are less likely to be capable of accommodating such development. The new fenced paddocks are located on a hillside and will feature prominently within the landscape.

It is argued that, being outside the conservation area, 'there would be no harmful impact to the setting of the listed buildings.' Although the proposal is located just outside the Boughton Church conservation area, it nonetheless falls within its setting. Local plan policy DM 33 states that 'Development...within, affecting the setting of, or views into and out of a Conservation Area, will preserve or enhance all features that contribute positively to the area's special character or appearance. Amongst the objectives listed in the Boughton Church Conservation Area Appraisal include: 'Protection of the landscape around the Conservation Area and the important role this plays in providing it with an attractive and contextually appropriate rural setting.'

The construction of an all-weather surface manège will have a negative visual impact on the landscape as will the parcelling up of what is currently an open field into 4 symmetrically-sized, individually-fenced enclosures. If these are to be grazing paddocks then why couldn't electric fencing be used – much less obtrusive than post and rail. In view of their uniformity, are they to be used for the schooling of horses and include showjumping courses and their associated 'visual clutter'? They look quite small for grazing purposes; a single horse requires an average of 1.5 acres.

A further detracting feature will be the substantial new access road, the construction of which is somewhat disingenuously described as a 'formalising' of an existing track leading to the stable block. This will have an urbanising effect on what is at present a rural field, not to mention have implications for highway safety, given that it will be used by large vehicles such as horseboxes and lorries. There are concerns about the access onto South Street from the proposed site. It is a country lane which is well used by vehicular traffic and is a key route to the local church. Detailed diagrams of the layout of the access road are requested and a report from KCC ensuring that there are adequate visibility splays, prior to Swale Borough Council taking further consideration on the application.

The application states that the land in question is 'equestrian land, thus no change of use is sought.' Judging by the Defra Magic map, the north-west field is being managed as part of Countryside Stewardship Mid Tier scheme – in other words for the purposes of boosting biodiversity and improving the environment. An objective that would seem incompatible with equestrian use.

According to NPPF paragraph 185, planning decisions should 'protect and enhance biodiversity'. The field currently provides habitat for ground-nesting birds such as Skylark and Quail, both of conservation concern. The provision of 2 bird boxes will not help these species once they have been displaced.

It is planned to relocate the site's Pyramidal orchids, protected under the Wildlife & Countryside Act 1981, to the field margins. Orchids are sensitive to disturbance since they depend on mycorrhizal fungi that grow around their roots. The applicants should be asked to provide a translocation method statement. In addition to having questionable benefits for biodiversity, the proposals could lead to severe environmental harm. NPPF paragraph 191 states that 'Planning policies and decisions should also ensure that new development is appropriate for its location taking into account...the potential sensitivity of the site or the wider area to impacts that could arise from the development.'

The site is entirely within a groundwater Source Protection Zone 1. As it is, their dunghill is a mere stone's throw from South East Water's Boughton pumping station, one of whose drinking water boreholes is currently out of action due to unacceptable levels of nitrates in the supply (caused in particular by the overuse of fertiliser). In this connection it is concerning that fertiliser will be employed as a way of 'managing' the grassland.

By far the greatest potential hazard is that posed by the manège itself. No details relating to its construction and surfacing are supplied. Noting that it is customary practice to use rubber chippings as a top layer which are made of shredded tyres, it would be reprehensible to allow toxic runoff from the manège – containing microplastics and heavy metals – to be channelled into the watercourse which runs along the field boundary as part of their SuDS scheme. Swale Borough Council are requested to obtain details of the proposed materials prior to considering the application further.

It is imperative that a proper specification is provided along with details of the proposed drainage arrangements, noting that currently the drainage is stated as 'SuDS compatible.' It is imperative that the application be referred to the Environment Agency and Natural England for their consideration. The fact that the proposal received planning approval back in 2016 is no reason it should be allowed to escape proper scrutiny now.

It is noted that at the time of the grant of the previous planning permission, a condition was imposed requiring that the facilities be used by the applicant only, and not operated as a business.

Payments between meetings

Payment to Cloudnext of £99.99 + VAT as part of costs for the website as approved at September meeting. Payment authorised by Cllr T. Covell and Cllr J. Muteham.

Transfer of funds

Transfer of £2,580.97 from NatWest to Lloyds bank account, being earmarked funds allocated to maintenance of graves in the name of "Wheeler".

Village Hall Management Committee

Cllr Jason Muteham and Cllr Paul Ray used the Scheme of Delegation to accept the quote given by roofing contractor M Brabon to enable works to be carried out immediately and prevent damage inside the hall.

APPENDIX D

CLERKS REPORT

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Reviewed work to trim vacant allotment plots
3. Reviewed work to replace cable runway surface
4. Attended 1 interment
5. Renewed annual allotment tenancies
6. Instructed tarmac repairs at Bull Lane recreation ground

7. Requested quotes to clean toddler play area at Bull Lane
8. Reviewed contractor work to clear vegetation on footpath adjacent to Bull Lane car park
9. Instructed/reviewed tree work at Poplar View
10. Instructed tree work at Bull Lane
11. Renewed annual contract for playground inspections
12. Amended PHS contract at public toilets
13. Installed weed membrane covers on vacant allotment plots
14. Instructed/reviewed plumbing work at public toilets

General

15. Kept website up to date with meeting agendas and minutes, road closures, news items
16. Kept facebook page up to date with meetings, road closures and news items
17. Carried out monthly defibrillator check
18. Liaised with solicitors regarding judicial review on planning application
19. Submitted quarterly VAT reclaim
20. Submitted request to KCC for convex mirror at junction of Colonels Lane
21. Instructed implementation of new website
22. Requested renewal quotes for electricity at public toilets
23. Attended training sessions for new website

(Summary of tasks in progress)

1. Draft risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
2. Obtaining quotes for cemetery bench repairs
3. Photo catalogue Garden of Remembrance (cemetery) plots
4. Reviewing cemetery headstone stability testing plots
5. Testing new website
6. Obtaining necessary permissions for replacement bench at Arthur Kennedy Close

(Summary of tasks to be done)

1. Review all outstanding EROB renewals on cemetery plots
2. Update HIP
3. Obtain quotes for wall repairs at Bull Lane