



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

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**Minutes of the ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 10<sup>th</sup> September 2024 from 7:41pm to 10:22pm (at 9:30pm it was resolved to suspend standing order 3.X and extend the meeting)**

**Present:**

Cllr T. Covell (Chairman), Cllr J. Muteham, Cllr D. Clayson, Cllr S. Moakes, Cllr S. Harper, Cllr I. Linfield, Cllr P. Ray

**Also present:**

Mrs S. Muteham (Clerk), Cllr A. Gould (SBC) and 13 members of the public

**235. Apologies**

Apologies received from Cllr R. Lehmann (Kent County Council),

**236. Declaration of Interests**

None

**237. Minutes**

The minutes of the following meeting, 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 9<sup>th</sup> July 2024 (minutes 220-228)

**Resolved:** the minutes of the meeting held on Tuesday 9<sup>th</sup> July 2024 were approved.

A report containing minutes of the following meeting was circulated to all Members.

- B. Draft minutes as a report of the Planning Committee meeting held on Tuesday 13<sup>th</sup> August 2024
- C. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 27<sup>th</sup> August 2024

**Resolved:** to accept the reports of the committee meetings held on Tuesday 13<sup>th</sup> and Tuesday 27<sup>th</sup> August 2024.

**238. Public Participation**

Attending members of the public spoke to request financial assistance in christmas festivities for the community, to request support for an event at the village hall, to question the parish council's consideration of the recent planning application at The Vicarage and to express views over the resident access at Poplar View.

**239. Finance and Administration**

- A. Bank reconciliation - The bank reconciliation dated 31<sup>st</sup> August 2024 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 31<sup>st</sup> August 2024 were approved by those present at the meeting. **Resolved:** the payments as detailed in [Appendix A](#) were approved for payment.
- C. Matters resolved under the scheme of delegation - Members present reviewed the reported

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details of payments made under the Scheme of Delegation. **Resolved:** to accept the report.

- D. External Audit - those present reviewed the external audit report from Mazars LLP. **Resolved:** to accept the report.
- E. Financial Regulations - The Clerk provided all members with a new policy based on the revamped NALC model financial regulations. **Resolved:** to adopt the new financial regulations.
- F. Safeguarding Policy - The Clerk noted that the named safeguarding contact on the policy was required to be updated. **Resolved:** Cllr P. Ray to become the named safeguarding contact.
- G. Training - The Clerk reported that she wished to attend the SLCC Practitioners' Conference in January 2025. After consideration by those present it was agreed for the Clerk to attend. **Resolved:** the Clerk to attend the SLCC Practitioners' Conference.
- H. Website - Members were provided with a report to consider moving to a new website host, which could provide a website package solution that meets the compliance requirements and provide the Clerk with the tools needed to run the website. After discussion, those present agreed to move to a new website hosted by Aubergine with first year costs totalling £798 + VAT. **Resolved:** to move website hosting to Aubergine with costs totalling £798 + VAT.
- I. Defibrillator - The Clerk reported that the community had received the offer of a free defibrillator. After consideration of whether to accept the offer, where to locate it and the ongoing maintenance costs, it was agreed to investigate the matter before further consideration at the October meeting.
- J. Planning Committee - Existing members of the Planning Committee requested that additional members were required in order to facilitate quorate attendance at meetings. **Noted:** no councillors were able to commit to joining the committee.
- K. Christmas - Following the public participation session and a request to support a christmas activity in the village, councillors present how best they could support the community. It was agreed to make a donation of £250 towards a special event, in accordance with the Grants & Donations Policy. **Resolved:** to make a donation of £250.
- L. Grass Cutting - Members noted that consideration be given to the cutting regime of the verges on The Street. The Clerk reported that the cutting season would finish in the autumn and schedules and contracts were to be renewed at the end of the year. **Noted:** to review all aspects of grass cutting at the end of the year.

## 240. Public Amenities Matters

- A. Bull Lane Recreation Ground
  - 1) Private Event - An event to be held at the village hall also requested use of the carpark on 29<sup>th</sup> September 2024 for the provision of a food wagon. After a brief discussion, those present agreed to the request. **Resolved:** to allow a food wagon to use the car park.
  - 2) Playground Inspections - The Clerk reported that the current play area/outdoor gym inspection contract was due for renewal and gave quotes for playground inspection providers for 2024/5. Those present agreed to instruct the Play Inspection Company at a cost of £650.00 + VAT. **Resolved:** the Play Inspection Company provide the inspection reports at a cost of £650.00 + VAT.
  - 3) Access Road - Noting that there were a number of potholes in the access road, the Clerk provided one quote for remedial repairs, having requested a total of five quotes. The Clerk advised that when requesting quotes, previously approached companies who have not been awarded the business are subsequently reluctant to quote, reducing the pool of contractors willing to quote. On that basis, those present agreed that the Clerk could instruct the works up to the value of the quote received at £6,980.00 + VAT. **Resolved:** to instruct tarmac repairs.
  - 4) Pitch Hire - The Clerk reported that she had received several requests for casual hires from senior teams. Following a discussion on fees, it was agreed to offer the pitch at £40 per

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match to adult teams, noting that the junior teams were currently charged £25 per match.

**Resolved:** pitch hire rates to be updated to include adult team at £40 per match.

- 5) Toddler Playground - A member of the public had contacted the Clerk, requesting the toddler playground be cleaned and smartened up. Members present discussed the situation and requested that the Clerk obtain quotes for cleaning and possible repainting before considering the matter further. **Resolved:** the Clerk to obtain quotes.
  - 6) Football Grant - The Clerk reported that in order to comply with the £12,800 of grant funding awarded by the Football Association, there was a requirement to undertake regular pitch inspections and requested tools to assist in compliance with the inspections. Those present agreed to purchase a soil sampler kit at a cost of £305.23 + shipping. **Resolved:** to purchase soil sampler kit at a cost of £305.23 + shipping.
- B. Allotments
- 1) Vacant Plots - The Clerk reported that the vacant plots had recently been strimmed due to overwhelming weeds growing. To prevent the weeds returning it was recommended that the council purchase weed membranes to cover the plots. After a short discussion by those present, the recommendation was approved. **Resolved:** to purchase weed membranes up to a cost of £200.00 + VAT.
  - 2) Rents and Inspections - Members present reviewed the annual rents and agreed to increase the rents from £25 to £30 per plot from 1st October 2025. Councillors also agreed to undertake an allotment inspection site meeting on Monday 23<sup>rd</sup> September at 6pm, with the Clerk notifying all tenants. **Resolved:** to increase allotment rents to £30 per annum and undertake a site inspection.
- C. Trees - Following condition surveys of trees at Poplar View and Bull Lane recreation ground earlier in the year and noting that it was now the end of the nesting season, those present approved to instruct the recommended works at a cost of £1,660.00 + VAT at Bull Lane and £650.00 + VAT at Poplar View. **Resolved:** to undertake the recommended works at a total cost of £2,310.00 + VAT.
- D. Public Toilets
- 1) Roof - Following concerns about the ivy growing across the roof and undermining its integrity, it was agreed by those present that the ivy should be removed. **Resolved:** to remove the ivy at a cost of £150.
  - 2) Water supply - The Clerk reported that now the mens/ladies facilities were closed, it was advisable to isolate and turn off the water supply to those areas and a quote to undertake the work was provided. **Resolved:** to instruct Smart Plumbing to undertake the work at a total cost of £567.60.
- E. Cemetery
- 1) Soil disposal - The Clerk reported that a new area to dispose of excess soil was required. A lengthy discussion took place and those present agreed that a turfed mound should be instated for the purpose of storing excess soil at a cost of up to £350.00 + VAT. **Resolved:** to purchase turf at a cost of up to £350.00 + VAT.
  - 2) Wild flowers - Following a complaint regarding the maintenance and cutting of wild flowers, the Clerk advised that she had been in contact with the contractor and discussed the situation. **Noted:** the area did not appear to have been maintained and had been strimmed in the normal course of business.
  - 3) Working party - The Clerk reported that she had been contacted with a request for a cemetery working party meeting, to which she advised the group had been dissolved in February 2024 following the resignation of several councillor members. **Noted:** the item was moved to the October agenda for further consideration.
- F. Poplar View - Councillors present held a lively discussion on the resident access arrangements agreed in May 2024. Following the departure of Cllr K. Harper, it was agreed that Cllr S. Harper would become a designated member to enable resident access. The Clerk

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reported that following concerns from a resident, she had twice received confirmation from South East Coast Ambulance Service that they do not require access through the field to get closer to the properties at this location.

- G. Convex Mirror - Councillors present further considered the request for a convex mirror at the junction of Colonels Lane/The Street and requested the Clerk investigate options with KCC. **Noted:** the item to be added to the October agenda for further consideration.

#### **241. Councillors Reports**

Cllr D. Clayson read aloud an email he had received regarding an upcoming funeral.

Cllr S. Moakes reported that in regard to the planning application at The Vicarage on The Street, she had been in personal contact with solicitors and a pre-action letter before a judicial review had been sent to Swale Borough Council. The letter had been sent in the name of the Parish Council, without the Parish Council's knowledge or consent. Cllr Moakes noted that the Parish Council could initially look into the matter further at an extraordinary meeting.

#### **242. Chairman/Clerk's Reports**

The Clerk's report was received by those present and is detailed in [Appendix B](#). The Clerk additionally advised all councillors that under legislation, no individual councillor has the authority to act on behalf of the Parish Council. Acting against legislation is a breach of the adopted Code of Conduct, to which matters should be referred to the monitoring officer.

The Chairman reported that the conduct of Cllr Moakes was not acceptable to the Parish Council.

An extraordinary meeting of the Parish Council was scheduled for Tuesday 17<sup>th</sup> September at 7:30pm.

The next ordinary meeting of the Parish Council was scheduled for Tuesday 8<sup>th</sup> October 2024 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

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Signed by the CHAIRMAN of the meeting

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## **APPENDIX A**

Castle Water (Public toilets) - (D/D estimate for information only)	£35.00
Castle Water (Cemetery) - (D/D estimate for information only)	£13.00
Lloyds Bank (Chargecard) - (D/D for information only)	£45.62
British Gas (Public toilets) - (D/D estimate for information only)	£30.86
Staff costs – (D/D estimate for information only)	£1,547.90
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View), Bull Lane pitch repairs	£3,080.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£350.70
Bk Tfr - S. Morrow - Toilets - Cleaning (August)	£528.00
Bk Tfr - M. Wellington - Litter picker (July/August)	£396.00
Bk Tfr - Boughton under Blean Village Hall - Hall hire	£50.00
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00

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## **APPENDIX B**

### **CLERKS REPORT**

#### **(Summary of tasks completed)**

##### **Public Amenities**

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Instructed/reviewed contractor work for additional goal post socket installation
3. Reviewed completed contractor work for toddler playground repairs
4. Instructed/reviewed contractor work for reinstatement of vandalised bollard at Bull Lane
5. Instructed/reviewed urgent work to remove tree limb at Poplar View
6. Attended site meeting with contractor to obtain tarmac repair quotes at Bull Lane
7. Public toilet facilities (mens & ladies) now closed
8. Attended site meeting with contractor to obtain plumbing quotes at public toilets
9. Requested quotes for door renovation work at public toilets
10. Instructed urgent work to clear overgrown vacant allotment plots
11. Applied for second year of Football Foundation grant
12. Attended site meeting with tenants at allotments to discuss waste disposal concerns
13. Instructed urgent work to replace cable runway surface

##### **General**

14. Kept website up to date with meeting agendas and minutes, road closures, news items
15. Kept facebook page up to date with meetings, road closures and news items
16. Carried out monthly defibrillator check
17. Investigated acquisition of additional defibrillator to be located on South Street
18. Updated bank account signatory lists
19. Insurance claim raised and money received for toddler playground damage
20. Advertised councillor vacancies and no responses received
21. Completed and passed GMA training for football pitch management
22. Applied for festive lighting electricity certificate
23. Advertised Gordon Ottaway Award 2024
24. Researched website compliance
25. Reviewed new model financial regulations
26. Requested planning advice regarding installation of bench at Arthur Kennedy Close
27. Attended SLCC Carbon Literacy workshop

#### **(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. Renew contracts for quarterly playground/gym inspections
6. Reviewing soil disposal at cemetery
7. Renewing annual allotment tenancies
8. Reviewing football pitch hire contracts

#### **(Summary of tasks to be done)**

1. Review all outstanding ERoB renewals on cemetery plots
2. Update HIP
3. Arranging educational visit to Miyawaki project
4. Obtain quotes for wall repairs at Bull Lane

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