



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 10th December 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 12th November 2024 (minutes 247-254)
 - B. Receive draft minutes as a report of the Finance Committee meeting held on Tuesday 19th November 2024
 - C. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 26th November 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** *(40 minutes)*
 - A. BANK RECONCILIATION - to consider approving bank reconciliation
 - B. DECEMBER PAYMENTS - to consider approving payments ([Appendix A](#))
 - C. BANK ACCOUNT - to note new Lloyds Bank charges
 - D. SCHEME of DELEGATION - to note matters resolved ([Appendix B](#))
 - E. BUDGET - to receive recommendations from Finance Committee and set budget for 2025/26 ([Appendix C](#))
 - F. PRECEPT - to set precept for 2025/26 ([Appendix C](#))
 - G. POLICIES - to adopt Community Engagement Policy, Risk Management Policy
 - H. FRAUD PRESENTATION - to consider holding a joint police presentation with neighbouring parishes
 - I. MEETING DATES - to set meeting schedule for 2025 ([Appendix D](#))
 - J. JOINT PLANNING MEETING - to consider hosting next joint Parish Planning Process Meeting
 - K. HIGHWAYS IMPROVEMENT PLAN - to consider items to add to HIP
 - L. DUCHY MEETING - to reconsider previous resolution on taking part in meeting
 - M. DEFIBRILLATOR - to consider contributing towards cost of a defibrillator at the church

6. PUBLIC AMENITIES

(15 minutes)

A. GENERAL

1) to consider approving quotes for annual mowing contracts at amenity sites

B. BULL LANE RECREATION GROUND

1) to consider approving quotes for maintenance/repairs on play equipment

C. CEMETERY

1) to consider replacing dilapidated bench with new bench

D. TOILETS

1) to consider approving quotes for replacement LED lighting, door renovations and guttering repairs

7. PLANNING

(25 minutes)

To consider the following planning applications and approve comments to be submitted to Swale Borough Council:

A. 24/502944/FULL - Erection of riding menage. *Nailbourne Oast, South Street*

<https://pa.midkent.gov.uk/24/502944/FULL>

B. 24/504770/FULL - Replacement of single glazed white timber windows and door with white UPVC woodgrain effect double glazed windows and door. *Myrtle Cottage, George Lane*

<https://pa.midkent.gov.uk/24/504770/FUL>

C. 24/504168/TCA - to consider researching land ownership

<https://pa.midkent.gov.uk/24/504168/TCA>

8. COUNCILLORS REPORTS

(10 minutes)

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

9. CHAIRMAN/CLERK'S REPORTS

(5 minutes)

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

[\(Appendix E\)](#)

S. Muteham Clerk to the Parish Council

5th December 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) | £39.39 |
| Castle Water (Cemetery) - (D/D estimate for information only) | £13.00 |
| Lloyds Bank (Chargecard/Service charge) - (D/D for information only) | £174.09 |
| British Gas (Public toilets) - (D/D estimate for information only) | £31.99 |
| Staff costs – (D/D estimate for information only) | £2,162.00 |
| Bk Tfr - Bourne to Garden - Bull Lane pitch maintenance | £720.00 |
| Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street) | £350.70 |
| Bk Tfr - M. Wellington - Litter picker (Nov) | £192.00 |
| Bk Tfr - Kent Association of Local Councils - Training | £60.00 |
| Bk Tfr - Boughton under Blean Village Hall - Hall hire | £37.50 |
| Bk Tfr - S. Morrow - Toilets - Cleaning (Nov) | £343.20 |
| Bk Tfr - P. Reynolds - Phone box cleaning | £5.00 |
| Bk Tfr - R. Marsh - Grave digging services | £70.00 |
| Bk Tfr - SLCC - Membership/training | £382.00 |
| Bk Tfr - Hughes & Son - Mowing (xmas tree) | £150.00 |
| Bk Tfr - Oliver Fisher SCB Trust - Gordon Ottaway Award - Donation | £100.00 |
| Bk Tfr - Paul Beale - Ivy clearance @ public toilets | £150.00 |
| Bk Tfr - Clean Cut Tree Services - Emergency tree works @ Poplar View | £350.00 |
| Bk Tfr - Forvis Mazars LLP - External Audit | £504.00 |

APPENDIX B

Matters resolved under schemes of delegation:

Full Council

Cllr T. Covell and Cllr J. Muteham approved payment of £434.20, being the annual renewal of the council's PO Box mailing address.

Village Hall Management Committee

Cllr P. Ray and Cllr J. Muteham approved the following monthly VHMC payments, due to the committee meeting being inquorate for approving finances:

| | |
|---|---------|
| Castle Water (D/D for information only) | £54.65 |
| British Gas Gas (D/D for information only) | £369.44 |
| British Gas Elec (D/D for information only) | £267.37 |
| Broadband for Rural Kent | £30.00 |
| Bank Fee | £6.00 |
| Bk Tfr - Cleaner - Invoice - November 2024 | £742.00 |
| Bk Tfr - Key Holder - Invoice - November 2024 | £60.00 |
| Bk Tfr - Boughton PC - Phone SIM - 24/038 | £12.00 |
| Bk Tfr - Howard Myers - Fire Risk Assessment - 147-24 | £150.00 |
| Bk Tfr - Kent Wood Flooring - Cleaning - INV-05510 | £127.20 |
| Bk Tfr - KCS - Cleaning - 11564 | £177.73 |

APPENDIX C

| 2025/26 Budget | |
|--|-------------------|
| <u>OVERHEAD EXPENDITURE</u> | |
| Highways & Footways | 14,420.00 |
| Recreation Grounds | 27,200.00 |
| Cemetery | 6,650.00 |
| Public Toilets | 5,325.00 |
| Allotments | 2,200.00 |
| Miscellaneous | 2,500.00 |
| Administration | 46,020.00 |
| Donations & Grants made | 2,025.00 |
| | 106,340.00 |
| <u>INCOME</u> | |
| Income (Recreation Ground/Cemetery/Allotments) | 3,000.00 |
| Donations & Grants received | 3,200.00 |
| LIGHTING GRANT (SBC) | 0.00 |
| | 6,200.00 |
| | |
| <u>Net Income less Expenditure</u> | (100,140.00) |
| PRECEPT | |
| | 100,140.00 |

APPENDIX D

MEETING SCHEDULE 2025

| FULL COUNCIL | VHMC |
|---|---------------------------------------|
| St Barnabas Parish Centre (7:30pm) | Library, Village Hall (6:30pm) |
| January 14 th | January 28 th |
| February 11 th | February 25 th |
| March 11 th | March 25 th |
| April 8 th | April 29 th |
| May 13 th | May 27 th |
| June 10 th | June 24 th |
| July 8 th | July 29 th |
| No meeting in August | August 26 th |
| September 9 th | September 30 th |
| October 14 th | October 28 th |
| November 11 th | November 25 th |
| December 9 th | December 16 th |

APPENDIX E

CLERKS REPORT

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Laid turf on bare patches at football pitch
3. Instructed electricity renewal at public toilets
4. Attended site meeting with contractor for car park wall repairs (Bull Lane)
5. Arranged 2 interments at cemetery
6. Renewed electricity contract at public toilets
7. Attended 2 site meetings with contractors for lighting repairs (public toilets)
8. Attended 1 site meeting with contractor for door renovations (public toilets)
9. Received second year of Football Foundation Grant Funding
10. Instructed and reviewed contractor work to remove brambles around xmas tree
11. Instructed emergency tree work on fallen branch at Poplar View
12. Reviewed contractor work to remove ivy at public toilets
13. Attended 1 site meeting with contractor for grounds maintenance quotes
14. Reviewed contractor work to remove moss at cemetery

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. Instructed contractor work to trim brambles around xmas tree
19. Addressed 1 x Freedom of Information request
20. Advertised and arranged GO Award presentation
21. Prepared advertising material for Christmas Fayre
22. Switched on xmas lights at Stockers Hill
23. Drafted 2 new policies
24. Attended UK Digital Telephone Switchover webinar
25. Attended joint Parish Council Planning Process meeting
26. Updated bank account signatories
27. Attended Clerk's Networking Forum
28. Reported to SBC the poor quality workmanship in grass cutting at The Charltons
29. Attended Grass Pitch Improvement webinar
30. Promoted the Parish Council at village Christmas Fayre
31. Responded to remote meetings consultation

(Summary of tasks in progress)

32. Obtaining quotes for cemetery bench repairs
33. Photo catalogue Garden of Remembrance (cemetery) plots
34. Reviewing cemetery headstone stability testing plots
35. Obtaining necessary permissions for replacement bench at Arthur Kennedy Close
36. Requested quotes for play equipment repairs at Bull Lane
37. Researching S106 agreements and Community Infrastructure Levy

(Summary of tasks to be done)

38. Review all outstanding EROB renewals on cemetery plots
39. Update HIP

Complaints

40. Addressed resident complaint regarding access at Poplar View
41. Reported to SBC the poor quality workmanship in grass cutting at The Charltons
42. Reported to SBC the continuing lack of bins/increase in dog waste on Colonels Lane