



# 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> December 2024 from 7:35pm to 10:14pm** (*the meeting was adjourned at 8:28pm and resumed at 8:51pm. At 9:35pm it was resolved to suspend standing order 3.X and extend the meeting*)

**Present:**

Cllr T. Covell (Chairman), Cllr J. Muteham, Cllr S. Moakes, Cllr S. Harper, Cllr I. Linfield

**Also present:**

Mrs S. Muteham (Clerk) and 2 members of the public

**270. Apologies**

A. Apologies received from Cllr R. Lehmann (SBC/KCC), Cllr A. Gould (SBC)

**271. Declaration of Interests**

None

**272. 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 12<sup>th</sup> November 2024 (minutes 261-269)

**Resolved:** the minutes of the meeting held on Tuesday 12<sup>th</sup> November were approved.

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

B. Draft minutes as a report of the Finance Committee meeting held on Tuesday 19<sup>th</sup> November 2024

C. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 26<sup>th</sup> November 2024

**Resolved:** to accept the reports of the committee meetings held on Tuesday 19<sup>th</sup> and Tuesday 26<sup>th</sup> November 2024.

**273. Public Participation**

One attending member of the public spoke with councillors to give clarity in relation to a current planning application, whilst another member of the public questioned the council's recent decision on its co-option process.

*The Chairman in agreement by those present changed the order of business on the agenda to discuss one planning application at the start of the meeting, before all other business was conducted.*

**274. Planning**

24/502944/FULL - Erection of riding menage. *Nailbourne Oast, South Street*  
Councillors recorded no objection to the application.

*Chairman's Initial.....*

## 275. Finance and Administration

- A. Bank reconciliation - The bank reconciliation dated 30<sup>th</sup> November 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 30<sup>th</sup> November 2024 were approved by those present at the meeting. **Resolved:** the payments as detailed in [Appendix A](#) were approved for payment.
- C. Bank account - The Clerk reported that Lloyds Bank were now charging £8.50 a month for the bank account facility. **Noted:** a monthly service fee was now applicable to the bank account.
- D. Matters resolved under the scheme of delegation - Members present reviewed the reported details of payments made under the Scheme of Delegation. **Resolved:** to accept the report.
- E. Budget - The Clerk circulated the draft budget for the year 2025/2026. as proposed by the Finance Committee. Those present agreed the budget, details of which are included in [Appendix B](#). Members present also approved the committee's recommendation to transfer £6,000 of ear-marked reserves currently held for kerbing to the ear-marked reserves for tarmac. **Resolved:** the proposed budget be adopted for the financial year ending 31<sup>st</sup> March 2026 and to transfer ear marked reserves.
- F. Precept - Councillors present considered the costs of running the parish council, noting that the increasing maintenance of play equipment at Bull Lane was having a significant financial impact. It was unanimously agreed that the precept to be ordered from Swale Borough Council would be £100,140.00 (increase of £10,140.00 or 11.27% on previous year), giving a tax of £141.57 per Band D property (£13.60 or 10.62% increase on previous year). **Resolved:** to apply to Swale Borough Council for a precept amount of £100,140.00, for the financial year ending 31<sup>st</sup> March 2026.
- G. Policies - The Clerk circulated draft copies of a Community Engagement and a Risk Management Policy for consideration. Those present had reviewed the policies and voted to adopt the new policies. **Resolved:** to adopt the new policies.
- H. Fraud presentation - The Clerk reported that she had received correspondence from the police, offering to provide a fraud presentation in the community. Councillors present discussed how this could benefit the wider community and wished to engage with both the police and the public through a face to face presentation. It was also noted that neighbouring parish councils were considering the same presentation and that a collaborative approach may be beneficial. **Resolved:** the Clerk to progress the matter with neighbouring parish councils.
- I. Meeting dates - The Clerk circulated a schedule of proposed meeting dates for 2026. **Resolved:** to accept the proposed meeting dates.
- J. Joint Planning Meeting - following attendance at a recent joint planning meeting in Dunkirk with neighbouring parishes, it was suggested that different parishes host a regular meeting on a rotational basis. After consideration, those present agreed to host the next meeting. **Resolved:** to host the next joint planning meeting..
- K. Highways Improvement Plan - in preparation for a joint HIP meeting in January, members discussed items to be considered for inclusion in HIP proposals. It was agreed to propose double yellow lines on the bend in Colonels Lane (in the vicinity of Chestnut Cottage) and to extend the double yellow lines on Brenley Lane as vehicles are now parking very close to the T-junction. **Resolved:** to propose double yellow lines for inclusion in HIP.
- L. Duchy meeting - Having previously resolved (minute 274.O) not to engage with the Duchy of Cornwall (planning), all members present voted to reverse the resolution. After further discussion, noting that several members had since attended planning meetings and training, it was agreed to engage with the developer. Councillors proposed that members engaging with the developer would not then take part in any votes relating to the relevant planning application, so as to ensure transparency and uncompromised opinions. **Resolved:** to engage with the developer.

- M. Defibrillator - Members present considered contributing to the installation and maintenance of a defibrillator to be located at St Peter & St Paul Church on South Street. After discussion, it was agreed not to provide any financial contribution. **Resolved:** to not provide financial contribution to a defibrillator.

## 276. Public Amenities Matters

- A. Mowing - The Clerk provided quotes for renewing the mowing contracts across all amenity sites (Bull Lane recreation ground, Poplar View and the Civic Cemetery). Members present also discussed the cost and implications of continuing to maintain the verges on The Street, and after further consideration agreed to hand back the service to Kent County Council for maintenance in 2025. **Resolved:** to award a 3 year mowing contract to Envisage Groundcare and revoke KCC Devolved Maintenance contract.
- B. Bull Lane Recreation Ground
- 1) Play equipment - The Clerk provided a quote from Safeplay Playground Services of £3,275.00 + VAT for maintenance/repairs based on the most recent equipment inspection report. Those present considered the quote and agreed that the area should be safely maintained. **Resolved:** to instruct works at a cost of £3,275.00 + VAT.
- C. Cemetery
- 1) Bench - The Clerk reported that she had been unsuccessful in obtaining reasonable quotes to repair the dilapidated bench in the Garden of Remembrance. Following a discussion by those present, it was agreed to remove the existing old bench and to purchase a replacement timber bench. **Resolved:** to purchase a bench at a cost of approximately £930.00 + VAT and remove the existing bench.
- D. Public Toilets - The Clerk provided quotes for replacement LED lighting, door renovations and guttering repairs in the unisex toilet. After discussion, it was agreed that the door should be painted in dark green. **Resolved:** to instruct works and approve payments at a cost of approximately £440.00 + VAT.

## 277. Planning

- A. 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*  
Councillors recorded an objection to the application noting that the proposed white UPVC windows do not preserve or enhance the conservation area and the application represents overdevelopment in a rural area.
- B. 24/504168/TCA - To fell three lime trees which have been pollarded at about 3/3.5 metres with two trees planted to replace these. *The Lichen, South Street*  
Councillors noted that the Local Planning Authority had recorded no objection to the application. However, members present were concerned about the need to comply with the requirement to obtain the tree owner's consent for works beyond the applicant's boundary. It was agreed that Cllr I. Linfield would seek further clarification on the matter, to be discussed at the next meeting.

## 278. Councillors Reports

Cllr P. Ray noted that the council should deal appropriately with vexatious or unreasonable behaviour towards members or employees.

Cllr S. Moakes raised concerns over the number and location of domestic wheelie bins at Methodist Chapel.

## 279. Chairman/Clerk's Reports

The Clerk's report was received by those present and is detailed in [Appendix C](#).

Chairman's Initial.....

The next ordinary meeting of the Parish Council was scheduled for Tuesday 14<sup>h</sup> January 2025 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

*Chairman's Initial*.....

## **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

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## **APPENDIX B**

<b>2025/26 Budget</b>	
<b><u>OVERHEAD EXPENDITURE</u></b>	
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
	<b>106,340.00</b>
<b><u>INCOME</u></b>	
Income (Recreation Ground/Cemetery/Allotments)	3,000.00
Donations & Grants received	3,200.00
	<b>6,200.00</b>
<b><u>Net Income less Expenditure</u></b>	(100,140.00)
<b>PRECEPT</b>	100,140.00

Chairman's Initial.....

## **APPENDIX C**

### **(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

Chairman's Initial.....