



## BOUGHTON-UNDER-BLEAN PARISH COUNCIL

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**NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 14<sup>th</sup> January 2025 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.

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### **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 10<sup>th</sup> December 2024 (minutes 270-279)
  - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 17<sup>th</sup> December 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. JANUARY PAYMENTS - to consider approving payments ([Appendix A](#))
  - C. SCHEME of DELEGATION - to note matters resolved ([Appendix B](#))
  - D. AUTOMATIC PAYMENTS - to review and approve direct debits and standing order payments ([Appendix C](#))
  - E. FINANCE REPORT - to review Q3 2024/5 finances ([Appendix D](#))
  - F. FINANCE - to consider approving new accounting software package ([Appendix E](#))
  - G. POLICIES - to adopt Vexatious & Unreasonable Behaviour Policy
  - H. VILLAGE HALL MANAGEMENT COMMITTEE - to appoint new committee members
  - I. ACTION PLAN - to consider approving plan for 2025 ([Appendix F](#))
  - J. ANNUAL PARISH MEETING - to set date and agree format of meeting (presentation/speaker)
  - K. NEIGHBOURHOOD PLAN - to appoint a representative to join the Neighbourhood Plan team
  - L. PERSONNEL - to note Clerk's completion of CiLCA qualification

## 6. PUBLIC AMENITIES

(15 minutes)

### A. BULL LANE RECREATION GROUND

- 1) to consider approving order of priorities for shared use of car parking spaces
- 2) to consider approving a public consultation on future use of timber play equipment

### B. CEMETERY

- 1) to consider approving new fee schedule ([Appendix G](#))
- 2) to consider request for financial assistance with cemetery fees

### C. ALLOTMENTS

- 1) to consider approving annual membership of National Allotment Society

## 7. PLANNING

(25 minutes)

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

- A. 24/505123/FULL - Erection of a single storey flat roof front extension. *Boughton Golf Club, Brickfield Lane* <https://pa.midkent.gov.uk/24/505123/FULL>
- B. 24/505316/FULL - Erection of 2 holiday lets and associated parking provision. *Land at Bullfinch Cottage, Fox Lane* <https://pa.midkent.gov.uk/24/505316/FULL>
- C. 24/503858/FULL - Demolition of single storey rear extension and erection of single storey rear extension with changes to fenestration and addition of 6no rooflights and bifold door (part retrospective). *Oak Tree Cottage, Fox Lane* <https://pa.midkent.gov.uk/24/503858/FULL>
- D. 24/504168/TCA - to receive an update on researching land ownership/consent for tree works <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 H](#))

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*S. Muteham* Clerk to the Parish Council

8<sup>th</sup> January 2025

Parish Office, PO Box 310, Faversham, Kent ME13 3EA  
[clerk@boughtonunderblean-pc.gov.uk](mailto: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)	£112.30
British Gas (Public toilets) - (D/D estimate for information only)	£17.58
Staff costs – (D/D estimate for information only)	£3,457.00
Bk Tfr - Bourne to Garden - Cemetery moss clearance	£408.00
Bk Tfr - Countrywide Grounds Maintenance - Mowing (Bull Lane/The Street)	£350.70
Bk Tfr - M. Wellington - Litter picker (Dec)	£192.00
Bk Tfr - Streetlights - Lighting maintenance	£207.30
Bk Tfr - Boughton under Blean Village Hall - Hall hire	£50.00
Bk Tfr - T. Covell - Councillors Allowance Q3-2024/25	£169.65
Bk Tfr - J. Muteham - Councillors Allowance Q3-2024/25	£84.83
Bk Tfr - Boughton Community Group - Social hub / donation	£548.05
Bk Tfr - Business Stream - Water @ public toilets (Sep-Dec)	£117.37
Bk Tfr - BuB Electrical Ltd - Maintenance @ public toilets	£414.00
Bk Tfr - Boughton & Dunkirk PCC - Meeting room hire	£285.00
Bk Tfr - McCabe Ford Williams - Payroll services	£150.00
Bk Tfr - S. Muteham - Mileage (Oct-Dec)	£63.45

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## **APPENDIX B**

Cllr T. Covell and Cllr J. Muteham approved payment of £1,160.40, being a routine invoice from Bourne to Garden for mowing at three amenity sites.

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## **APPENDIX C**

ICO	Data protection fee	Direct Debit	Annually
HMRC	PAYE	Direct Debit	Quarterly
EDF	Electricity (Streetlighting)	Direct Debit	Quarterly
S. Muteham	Salary	Standing Order	Monthly
S. Muteham	Office Expenses	Standing Order	Monthly
Nest	Pensions	Direct Debit	Monthly
Lloyds Bank	Chargecard	Direct Debit	Monthly
Castle Water	Water (Public Conveniences)	Direct Debit	Monthly
Castle Water	Water (Allotments)	Direct Debit	Monthly
Castle Water	Water (Cemetery)	Direct Debit	Monthly
British Gas	Electricity (Public Conveniences)	Direct Debit	Monthly

**APPENDIX D**

<b>2024/25 3rd Quarter Finance Report</b>	<b>2024/25 Budget</b>	<b>2024/25 Actual</b>
<b><u>OVERHEAD EXPENDITURE</u></b>	£	£
Highways & Footways	12,424.15	8,227.67
Recreation Grounds	22,160.00	29,220.74
Cemetery	8,900.00	6,123.82
Public Toilets	10,380.00	7,024.44
Allotments	1,700.00	218.25
Miscellaneous	1,050.00	8,134.32
Administration	32,027.92	24,244.38
Donations & Grants made	2,025.00	2,025.00
	<b>90,667.07</b>	<b>85,218.62</b>
<b><u>INCOME</u></b>		
Recreation Grounds	1,000.00	5,008.39
Cemetery	1,350.00	2,395.00
Allotments	650.00	605.00
Miscellaneous	0.00	5,151.98
Donations & Grants received	3,200.00	3,200.00
LIGHTING GRANT (SBC)	2,780.00	2,780.00
PRECEPT (SBC)	90,000.00	90,000.00
Bank interest	0.00	318.89
	<b>98,980.00</b>	<b>109,459.26</b>
<b><u>Net Income less Expenditure</u></b>	8,312.93	24,240.64
Plus transfer from EMR	0.00	0.00
Less transfer to EMR	6,000.00	6,000.00
<b>Movement to/(from) General Reserves</b>	<b>2,312.93</b>	<b>18,240.64</b>

## **APPENDIX E**

The Clerk/RFO highlights that the current use of spreadsheets for managing the council's financial requirements is becoming more time consuming, in line with the increasing requirements to conform with legislative duties. The internal auditors have for several years also noted that a council of this size should look to move to a purpose built accounting software package, to reduce the maintenance burden for the Clerk/RFO and for the wider benefit of having a platform which is easier for external/future users to navigate.

The accounting spreadsheets have been built by the Clerk and provide detailed information including bank reconciliations, receipts & payments accounting, budgeting, real-time financial reporting, VAT returns, invoicing, the use of reserves, the provision and allocations of grant funding along with donations and S137 monies paid out.

The Clerk has researched accounting packages available for medium size parish councils, including attendance at online demonstrations for software. Factors for the council to consider should include ease of use and availability of back-up support.

The 2025/26 budget has allowed for £1,100 to provide an accounting package. Below is a breakdown of quotes received.

	Accounting software packages		
	SCRIBE - Professional	RIALTAS - Alpha	Edge
Set-up fee	£449.00	£1,036.00	£404.50
Annual subscription ( <i>rolling contract</i> )	£588.00	-	£707.00
Annual subscription ( <i>3 year contract</i> )	-	£203.00	£471.00
	<a href="https://scribeaccounts.com">scribeaccounts.com</a>	<a href="https://rialtas.co.uk">rialtas.co.uk</a>	<a href="https://edgeitsystems.com">edgeitsystems.com</a>

## APPENDIX F

ACTION PLAN 2025				
Category & Aim	Objective	Action	Timescale	Leader
Upgrade street lights	Bring all 66 streetlights up to modern standards by replacing 14 old style lanterns with energy saving cost efficient LEDs	- 7 lights to be replaced in 2025	ongoing	Clerk
Improve play park equipment	Collate information from residents on the future use of ageing play equipment at recreation ground. Use results to assist in decision making on whether to maintain/replace equipment or remove it.	- Design paper/digital consultation form - Promote consultation in the community - Council to hold consultation event	June 2025	Clerk
Upgrade Highways Improvement Plan	To make requests for highway improvements/interventions	- Contact Kent County Council for options available - Parish Council to consider which options to pursue and what budget is available - Meet with KCC to agree options, timescales and finances - Apply for Traffic Regulation Order	ongoing	Clerk / Councillors
Join Local Council Awards Scheme	Fulfil the requirements and apply for the Bronze award	- Complete registration for award scheme - Council to sign up to Civility & Respect Pledge - Clerk to ensure council can comply with all application criteria - Council to confirm application at a meeting - Clerk to complete application to accreditation panel	May 2025	Clerk
Complete memorial stability inspections	To ensure safety at the civic cemetery	- Get failed memorial headstones re-tested	July 2025	Clerk
Raise profile of the Parish Council	To promote the parish council	- Look to host regular community events e.g. coffee mornings, community presentations - Commence writing regular Chairman's article in monthly community magazine - Attendance at local community groups/meetings	Ongoing	Councillors
Engage on large scale planning applications	To engage with developers on large scale residential planning applications	- Contact developers to arrange face to face meetings - Discuss options/wishlist for potential S106 monies	Ongoing	Clerk
Improve sector specific knowledge/skillbase	All members of the council to attend regular training	- Councillors to be aware of all training sessions held by Kent Association of Local Councils	Ongoing	Clerk / Councillors

## APPENDIX G

### CEMETERY FEES 2025

BURIAL GROUND (Burials)	ADULT FEES for current residents of:				CHILD FEES* for residents of:			
	Boughton under Blean		Dunkirk/Outside		Boughton under Blean		Dunkirk/Outside	
	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD
Interment	£400.00	£400.00	£800.00	£800.00	£200.00	£100.00	£400.00	£200.00
Purchase/renewal of Exclusive Right of Burial (50 yrs)	£450.00	£300.00	£900.00	£600.00	£200.00	£150.00	£400.00	£300.00
Permission to erect Headstone and first inscription	£150.00	£125.00	£300.00	£250.00	£150.00	£125.00	£300.00	£250.00
Permission to add second inscription	£50.00	£25.00	£100.00	£50.00	£50.00	£25.00	£100.00	£50.00
Permission to erect small wooden cross	£30.00	£15.00	£60.00	£30.00	£30.00	£15.00	£60.00	£30.00
Maintenance fee (single payment)	£150.00	£100.00	£300.00	£200.00	£150.00	£100.00	£300.00	£200.00
Grave digger	£450.00	£400.00	£450.00	£400.00	£450.00	£400.00	£450.00	£400.00
<b>GARDEN OF REMEMBRANCE (Ashes)</b>								
Interment	£150.00	£150.00	£300.00	£300.00	£75.00	£75.00	£150.00	£150.00
Purchase/renewal of Exclusive Right of Burial (20 yrs)	£200.00	£125.00	£400.00	£250.00	£75.00	£62.50	£150.00	£125.00
Permission to place Plaque/Tablet on grave	£75.00	£50.00	£150.00	£100.00	£50.00	£50.00	£100.00	£100.00
Permission to add second inscription	£25.00	£25.00	£50.00	£50.00	£25.00	£25.00	£50.00	£50.00
Maintenance fee (single payment)	£150.00	£100.00	£300.00	£200.00	£150.00	£100.00	£300.00	£200.00
Grave digger	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
Certified Extract of Entry in the Register of Burials	£15.00	£10.00	£15.00	£10.00	£15.00	£10.00	£15.00	£10.00
Transfer of ownership of Exclusive Right of Burial	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
Purchase of memorial tree with plaque	<i>Price on application</i>				<i>Price on application</i>			
Purchase of memorial plaque on bench (10 year lease agreement)	<i>Price on application</i>				<i>Price on application</i>			

\* *child fees apply to a person aged 18 or under at time of death. In most cases, it is likely that the child fees can be reclaimed from the Government's Children's Funeral Fund scheme.*

*For persons living outside of the Parish of Boughton under Blean, who wish to be buried in Boughton under Blean Civic Cemetery, a strong connection with the village must be demonstrated to the satisfaction of the Parish Council. In the event that such a burial is approved, all fees and payments will be doubled, subject always to the right of the Parish Council to waive the requirement to pay double fees at its discretion. The double payment will not apply to persons who have left accommodation in the village to go directly to a care home or hospital because of ill health or residential care requirements.*

## APPENDIX H

### CLERKS REPORT

#### (Summary of tasks completed)

##### **Public Amenities**

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Instructed and reviewed contractor work on replacement lighting at public toilets
3. Instructed contractor work to renovate door at public toilets
4. Instructed contractor work to replace bollard at Bull Lane recreation ground
5. Instructed new mowing contracts
6. Instructed play equipment repairs at Bull Lane recreation ground
7. Attended 2 interments at cemetery
8. Instructed and reviewed work to replace air vent at public toilets
9. Reviewed cemetery fees
10. Obtained quotes for football pitch maintenance
11. Researched support/guidance services for management of allotments

##### **General**

12. Kept website up to date with meeting agendas and minutes, road closures, news items
13. Kept facebook page up to date with meetings, road closures and news items
14. Carried out monthly defibrillator check
15. Revoked KCC Devolved Maintenance contract for mowing on The Street
16. Attended SLCC regional branch meeting
17. Attended Swale Clerks' meeting
18. Drafted 1 new policy
19. Attended site meeting with SBC regarding locations of street bins
20. Completed 3rd quarter VAT reclaim
21. Researched and reviewed finance/accounting software packages
22. Completed CiLCA qualification

#### (Summary of tasks in progress)

23. Photo catalogue Garden of Remembrance (cemetery) plots
24. Reviewing cemetery headstone stability testing plots
25. Obtaining necessary permissions for replacement bench at Arthur Kennedy Close
26. Updating HIP
27. VAT exemption training
28. Transfer of deeds for two cemetery plots (ERoB)
29. Interim internal audit
30. CIL/Section 106 training

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

31. Review all outstanding ERoB renewals on cemetery plots