



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held at St Barnabas Parish Centre on Tuesday 14th January 2025 from 7:33pm to 9:14pm.

Present:

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

Also present:

Mrs S. Muteham (Clerk) and 3 members of the public

280. Apologies

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

281. Declaration of Interests

None

282. 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 10th December 2024 (minutes 270-279)

Resolved: the minutes of the meeting held on Tuesday 10th December were approved.

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

- B. Draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 17th December 2024

Resolved: to accept the reports of the committee meeting held on Tuesday 17th December 2024.

283. Public Participation

Two attending members of the public spoke to provide information on the progress of the Neighbourhood Plan.

284. Finance and Administration

- A. Bank reconciliation - The bank reconciliation dated 31st December 2024 was circulated at the meeting and approved by those present. **Resolved:** the bank account balances and reconciliation were approved and signed by Cllr P. Ray.
- B. Items for payment - All payments as detailed on the bank reconciliation dated 31st December 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 details of payments made under the Scheme of Delegation. **Resolved:** to accept the report.
- D. Automatic Payments - A schedule of automatic payments (direct debits/standing orders) as detailed in [Appendix B](#) were reviewed. **Resolved:** to approve automatic payments for 1 year.
- E. Finance Report - Those present reviewed the Q3 2024/25 financial report of actual vs budgeted expenditure as detailed in [Appendix C](#). **Resolved:** to accept the report.
- F. Accounting Software - Members present considered the case for introducing an accounting software package to be used for the administration of the council's finances. Three quotes

Chairman's Initial.....

were presented and it was agreed to use 'Scribe Accounts' software. **Resolved:** to enter into a contract with Scribe.

- G. Policies - The Clerk circulated a draft copy of a Vexatious & Unreasonable Complaints Policy for consideration. Those present had reviewed the policy and voted to adopt the new policy. **Resolved:** to adopt the new policy.
- H. Committee membership - Those present reviewed membership of the Village Hall Management Committee and appointed a new member. **Resolved:** Cllr S. Moakes to join the committee.
- I. Action Plan - The Clerk presented a proposed one year action plan for the council. Members considered and approved the plan. **Resolved:** to adopt the action plan.
- J. Annual Parish Meeting - Councillors present extensively discussed the format and date for the 2025 Annual Parish Meeting, before setting a date and noting that local community groups would be invited to make a written/verbal report and if desired accompanied by a physical demonstration/representation. **Resolved:** to hold the meeting on May 13th May at 6:30pm.
- K. Neighbourhood Plan - It was noted that no members had been formally appointed as representatives of the Parish Council on the Neighbourhood Plan team. After consideration by all present, it was agreed to appoint two representatives, noting that representatives did not have delegated authority to make decisions on behalf of the Parish Council. **Resolved:** to appoint Cllr P. Ray and Cllr S. Moakes as representatives.
- L. Personnel - It was reported that the Clerk had been awarded the Certificate in Local Council Administration. **Noted:** the Clerk's pay increased on completion of the qualification by one pay grade as per employment contract.

285. Public Amenities Matters

- A. Bull Lane Recreation Ground
 - 1) Car Park - The Clerk requested clarification from members on the priority use of the carpark, noting that the school were heavy users of the parking facility. After discussion by those present, it was agreed that users of the village hall would have priority over all other users of the car park. **Resolved:** users of the village hall have priority use.
 - 2) Play Equipment - Those present considered the use of a public consultation to enable the Parish Council to make an informed decision on the future use of the aging timber play equipment. After a lengthy discussion, it was agreed to have a 6 week consultation and bring the results back to the council for further consideration and an action plan. **Resolved:** to have a public consultation.
- B. Cemetery
 - 1) Fee Schedule - The Clerk proposed a revised fee schedule for use of the cemetery as detailed in [Appendix D](#). Those present reviewed and approved the schedule. **Resolved:** to approve the revised fees.
 - 2) Fees - It was noted that there was a request for financial assistance in transferring the Exclusive Right of Burial on a burial plot at the cemetery. The council considered the request. **Resolved:** to waive the transfer fee.
- C. Allotments
 - 1) Members present considered the benefits of joining the National Allotment Society and agreed to subscribe to one year's membership at a cost of £70 + VAT in the first instance. **Resolved:** to join the National Allotment Society.

286. Planning

- A. 24/505123/FULL - Erection of a single storey flat roof front extension. *Boughton Golf Club, Brickfield Lane*
Councillors recorded no objection to the application.

Chairman's Initial.....

- B. 24/505316/FULL - Erection of 2 holiday lets and associated parking provision. *Land at Bullfinch Cottage, Fox Lane*

Councillors recorded an objection to the application with the following comments:

- Prior application 21/505982/FULL which was granted, noted that “Upon completion, no further development, whether permitted by Classes A, B, C, or D of Part 1 of Schedule 2 to The Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) (or any order revoking and reenacting that Order) or not, shall be carried out.” This application is considered as further development at the site.
 - Local plan policy DM3 states that ‘Development proposals for tourism and leisure will: provide for an expansion of tourist and visitor facilities in appropriate locations where identified needs are not being met by existing facilities in the locality.’ There are already a number of premises in the area, including the applicant’s, evidencing that the locality is already well served with accommodation of the type proposed. There is no supporting document supplied to evidence a need for further holiday accommodation in the locality.
 - The application is considered over-development of the site and is contrary to Policy ST3; it fails to ‘contribute to protecting and, where appropriate, enhancing the intrinsic value, landscape setting, tranquillity and beauty of the countryside, its buildings, and the vitality of rural communities.’
 - The supporting documentation for the application omits any reference to the proposed drainage.
- 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, South Street*
Councillors recorded an objection, noting that the objection comments previously submitted to the application still stand. It was recognised that while the applicant had made minor amendments to the application, the proposal however fails to preserve and enhance the appearance of the existing building and would have a harmful effect on the character and appearance of the surrounding area.
- D. 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*
It was reported that the trees had now been cut down. The Clerk was asked to highlight this to the planning officer.

287. Councillors Reports

Cllr P. Ray commented that he had researched with a solicitor how to deal appropriately with vexatious behaviours.

Cllr I. Linfield noted that she had been grateful to 81 Colonels Lane for their stunning Christmas lights display in the village.

Cllr S. Moakes expressed an interest in putting forward historic homes in the parish to be registered as listed buildings.

288. Chairman/Clerk’s Reports

The Clerk’s report was received by those present and is detailed in [Appendix E](#). The Clerk also noted that following the December meeting, the following events had been booked:

Fraud Presentations on Thursday 13th February and Thursday 20th March. Meeting with Duchy of Cornwall on Friday 7th February.

Chairman’s Initial.....

The next ordinary meeting of the Parish Council was scheduled for Tuesday 11^h February 2025 at 7:30pm. There being no further business, the Chairman declared the meeting closed.

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)	£112.30
British Gas (Public toilets) - (D/D estimate for information only)	£17.58
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 - S. Morrow - Toilets - Cleaning (Dec)	£343.20
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

APPENDIX B

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

Chairman's Initial.....

APPENDIX C

2024/25 3rd Quarter Finance Report	2024/25 Budget	2024/25 Actual
<u>OVERHEAD EXPENDITURE</u>	£	£
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
	90,667.07	85,218.62
<u>INCOME</u>		
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
	98,980.00	109,459.26
Net Income less Expenditure	8,312.93	24,240.64
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	18,240.64

Chairman's Initial.....

APPENDIX D

BURIAL FEES effective from January 2024				
	ADULT FEES for current residents of:		CHILD FEES* for residents of:	
BURIAL GROUND (Burials)	Boughton under Bleau	Dunkirk/Outside	Boughton under Bleau	Dunkirk/Outside
Interment	£400.00	£800.00	£100.00	£200.00
Purchase of Exclusive Right of Burial (50 yrs)	£300.00	£600.00	£150.00	£300.00
Permission to erect Headstone and first inscription	£125.00	£250.00	£125.00	£250.00
Permission to add second inscription	£25.00	£50.00	£25.00	£50.00
Permission to erect small wooden cross	£15.00	£30.00	£15.00	£30.00
Permission to place vase not exceeding 8" high	£35.00	£70.00	£35.00	£70.00
Maintenance fee (single payment)	£100.00	£200.00	£100.00	£200.00
Grave digger	£400.00	£400.00	£400.00	£400.00
GARDEN OF REMEMBRANCE (Ashes)				
Interment	£150.00	£300.00	£75.00	£150.00
Purchase of Exclusive Right of Burial (20 yrs)	£125.00	£250.00	£62.50	£125.00
Permission to place Plaque/Tablet on grave	£50.00	£100.00	£50.00	£100.00
Permission to add second inscription	£25.00	£50.00	£25.00	£50.00
Maintenance fee (single payment)	£100.00	£200.00	£100.00	£200.00
Grave digger	£70.00	£70.00	£70.00	£70.00
Certified Extract of Entry in the Register of Burials	£10.00	£10.00	£10.00	£10.00
Transfer of ownership of Exclusive Right of Burial	£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.**

APPENDIX E

CLERK'S 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