



## BOUGHTON-UNDER-BLEAN PARISH COUNCIL

**NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 11<sup>th</sup> March 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.

### **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 11<sup>th</sup> February 2025 (minutes 289-297)
  - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 18<sup>th</sup> February 2025
  
- 4. PUBLIC PARTICIPATION** *(15 minutes)*

Members of the public will be given up to 15 minutes to talk with Councillors on matters relating to the agenda. Further items may then be added to the agenda for the next meeting if agreed by Councillors.
  
- 5. FINANCE AND ADMINISTRATION** *(30 minutes)*
  - A. BANK RECONCILIATION - to consider approving bank reconciliation
  - B. MARCH PAYMENTS - to consider approving payments ([Appendix A](#))
  - C. STANDING ORDERS - to consider approving new standing orders ([Appendix B](#))
  - D. DELEGATED AUTHORITY (in urgent situations) - to note matters resolved ([Appendix C](#))
  - E. POLICIES - to review Lone Worker Policy (*document attached to email*)
  - F. ANNUAL PARISH MEETING - to consider and agree format for the event
  - G. SOCIAL EVENTS - to note schedule of events utilising Parish Council Support Scheme funding and agree councillor attendance ([Appendix D](#))
  - H. VE DAY - to consider supporting any celebration events
  - I. BIG LUNCH - to consider and approve format for event
  - J. HIGHWAYS IMPROVEMENT PLAN - to consider adding Quiet Lanes to the plan and receive update on traffic audit
  - K. BOSSENDEN WOOD MEMORIAL - to note completion of appeal
  
- 6. PUBLIC AMENITIES** *(10 minutes)*
  - A. BULL LANE RECREATION GROUND
    - 1) to consider approving purchase and installation of replacement fencing

B. ALLOTMENTS

- 1) to consider approving quotes for removal of excess rubbish on allotment plots

**7. PLANNING**

*(30 minutes)*

A. NEIGHBOURHOOD PLAN

- 1) to receive an update from latest neighbourhood plan meeting and consider any further action
- 2) to consider future process of neighbourhood plan review

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

- B. 5/500537/LDCEX - Non compliance with condition (iv) of approved application with reference NK/9/64/149/7974 for a period in excess of the last ten years

*Langdon Vine Farm, Stockers Hill* <https://pa.midkent.gov.uk/25/500537/LDCEX>

C. 22/501534/FULL

- 1) Conversion and redevelopment of the former Garden Hotel to 3 dwellings, including erection of a single storey rear extension, and the erection of 16 dwellings including access, parking and associated works, together with alterations to front and rear chapel wall.

*167-169 The Street (Garden Hotel)* <https://pa.midkent.gov.uk/22/501534/FULL>

- 2) To consider findings of report by independent tree expert and transport consultant in relation to planning application 22/501534/FULL

**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  
[\(Appendix E\)](#)

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*S. Muteham*

S. Muteham PSLCC  
Clerk to the Parish Council

6<sup>th</sup> March 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)	£34.22
Castle Water (Cemetery) - (D/D estimate for information only)	£13.00
Castle Water (Allotments) - (D/D estimate for information only)	£168.46
Lloyds Bank (Chargecard/Service charge) - (D/D for information only)	£256.37
British Gas (Public toilets) - (D/D estimate for information only)	£20.38
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00
Bk Tfr - M. Wellington - Litter picker (Jan)	£204.00
Bk Tfr - S. Morrow - Toilets - Cleaning (Jan)	£316.80
Bk Tfr - SLCC - Membership subscription	£45.83
Bk Tfr - Safeplay - Playground maintenance/repairs	£3,930.00
Bk Tfr - KALC - Training	£42.00
Bk Tfr - Clive Sherwood - Signwriting	£49.00
Bk Tfr - Boughton under Blean Village Hall - Room Hire	£327.50
Bk Tfr - Business Stream - Water @ public toilets (Jan-Mar)	£117.18
Bk Tfr - Broxap Ltd - Bench	£1,134.00
Bk Tfr - Envisage Groundcare - Mowing	£360.00

## APPENDIX B

Payee	Service	Method	Frequency	Amount
Starboard Systems	Scribe Accounts	Standing Order	Monthly	£58.80
Swale Borough Council	Cemetery rates	Standing Order	Monthly	£29.00

## APPENDIX C

Cllr P. Ray & Cllr J. Muteham used the VHMC delegated authority to approve the payments below since the February committee meeting was inquorate for approving finances.

Bk Tfr - Cleaner - Invoice - February 2025	£714.00
Bk Tfr - Key Holder - Invoice - 82	£60.00
Bk Tfr - Boughton under Blean PC - Mobile Phone - Inv: 25/004	£12.00
Bk Tfr - Keith Harper - Control Knobs for cooker - Receipts	£181.69
Bk Tfr - KCS - Cleaning Materials - Invoice 43754	£306.98
Bk Tfr - Nine Ash Electrical - Hall Lights - Invoice 024-25106 & 25108	£1,483.98
Bk Tfr - Handy Man - Invoice - 159	£377.52
Bk Tfr - MAYARC LTD - Fire Assembly Pole - INV-172	£320.00

## APPENDIX D

Event			Chief Host	Hall Hire	
Friday 21 March 2025	Coffee morning/lite lunch	11am-1pm	BAD Group	10:30am-1:30pm	VH
Thursday 27 March 2025	Coffee morning/lite lunch	11am-1pm	BAD Group	10:30am-1:30pm	VH
Tuesday 15 April 2025	Coffee morning + outside representatives + activities	10am-12pm	Parish Council	9:00am-1:00pm	VH
Thursday 24 April 2025	Coffee morning + mental health presentation (MIND)	10:30am-12pm	Parish Council	9:30am-12:30pm	St B's

## **APPENDIX E**

### **CLERKS REPORT**

#### **Summary of tasks completed**

##### **Public Amenities**

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Completed 1 cemetery plot transfer (ERoB)
3. Applied for and received confirmation of free hedging at Bull Lane recreation ground
4. Instructed play equipment repairs at Bull Lane recreation ground
5. Allocated two allotment plots to new tenants
6. Reviewed contractor work to remove cemetery bench
7. Attended site meetings for replacement boundary fence at Bull Lane recreation ground
8. Attended Allotment Officers Forum webinar
9. Requested quotes and attended site meetings for allotment site clearance
10. Completed bi-annual football pitch inspection (for grant funding)
11. Instructed football goalmouth repairs at a cost of £429.00 + VAT at Bull Lane recreation ground
12. Received delivery of new cemetery bench
13. Instructed play equipment repairs at a cost of £1,694.00 + VAT at Bull Lane recreation ground
14. Attended Play Area Inspection & Maintenance webinar

##### **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. Attended Duchy developer meeting
19. Attended Local Councils Liaison Forum (Devolution) meeting
20. Attended National Highways meeting on A2 resurfacing works
21. Attended Fraud Presentation/coffee morning
22. Researched food safety requirements for hosting community events
23. Attended Faversham Community Networking Group meeting
24. Received confirmation of £1,000 Parish Council Support Scheme grant funding awarded
25. Requested and received £150 grant funding for playground repairs
26. Complete VAT refund for Q4 2025
27. Attended Neighbourhood Planning advice session
28. Arranged schedule of coffee mornings utilising grant funding money received

##### **(Summary of tasks in progress)**

29. Photo catalogue Garden of Remembrance (cemetery) plots
30. Reviewing cemetery headstone stability testing plots
31. Obtaining necessary permissions for replacement bench at Arthur Kennedy Close
32. Transfer of deeds for three cemetery plots (ERoB)
33. Researching funding opportunities for play equipment
34. Arranging joint Planning Process meeting
35. Reviewing covenant restrictions on public toilets premises
36. Setting up new accounts software

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

37. Review all outstanding ERoB renewals on cemetery plots (Garden of Remembrance)
38. Update Risk Policy to include IT
39. Investigate grant funding for war memorial cleaning/repairs
40. Sign up to Civility & Respect pledge