



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 8th April 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 11th March 2025 (minutes 298-306)
 - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 25th March 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. APRIL PAYMENTS - to consider approving payments ([Appendix A](#))
 - C. POLICIES - to review Equality & Diversity Policy, Complaints Policy
 - D. GRANTS - to consider approving grant application
 - E. BIG LUNCH - to receive update on event plans and consider any further action
 - F. VE DAY - to further consider hosting a celebration event

- 6. PUBLIC AMENITIES** *(10 minutes)*
 - A. ALLOTMENTS - to consider approving cost for maintenance of untenanted plot
 - B. PUBLIC TOILETS - to review cleaning contractor services

7. PLANNING

(30 minutes)

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

- A. 24/501118/FULL - Erection of a two-storey side and single storey rear extensions and extension to roof to form 1st floor within roof space, including installation of 3no. front dormers, and a juliette balcony on the rear elevation. Erection of a pitched roof porch canopy to the front elevation. 146 The Street <https://pa.midkent.gov.uk/25/501118/FULL>
- B. NEIGHBOURHOOD PLAN
 - 1) to receive an update from latest neighbourhood plan meeting and consider any further action

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
[\(Appendix B\)](#)

S. Muteham

S. Muteham PSLCC
Clerk to the Parish Council

2nd April 2025

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)	£34.22
Castle Water (Cemetery) - (D/D estimate for information only)	£13.00
Castle Water (Allotments) - (D/D estimate for information only)	£168.46
Starboard Systems (Software) - (S/O for information only)	£58.80
Swale Borough Council (Cemetery) - (S/O for information only)	£28.42
Lloyds Bank (Chargecard/Service charge) - (D/D for information only)	£214.67
British Gas (Public toilets) - (D/D estimate for information only)	£22.63
Bk Tfr - P. Reynolds - Phone box cleaning	£5.00
Bk Tfr - M. Wellington - Litter picker (Jan)	£192.00
Bk Tfr - S. Morrow - Toilets - Cleaning (Jan)	£343.20
Bk Tfr - Boughton PCC - Room hire	£60.00
Bk Tfr - Force 5 Engineering Ltd - Cemetery bench fixings	£18.00
Bk Tfr - KALC - Membership subscription	£754.94
Bk Tfr - Pro Dynamic Contracts - Cemetery bench removal	£240.00
Bk Tfr - Boughton under Blean Village Hall - Capital Grant/Room hire	£775.00
Bk Tfr - J. Muteham - Councillors Allowance Q4-2024/25	£84.83
Bk Tfr - T. Covell - Councillors Allowance Q4-2024/25	£169.65
Bk Tfr - ICCM - Membership subscription	£105.00
Bk Tfr - PHS Group - Hygiene disposal services	£168.00
Bk Tfr - Starboard Systems Ltd - Accounting software	£598.80
Bk Tfr - Safeplay Ltd - Playground repairs	£2,360.40
Bk Tfr - S. Muteham - Mileage	£47.70
Bk Tfr - KSSX Air Ambulance - Donation	£50.00
Bk Tfr - Envisage Groundcare - Mowing/Pitch maintenance/Allotments	£1,851.30

APPENDIX B

CLERKS REPORT

Summary of tasks completed

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Reviewed completed work for football goalmouth repairs
3. Attended site meeting for access road/car park refurbishment quotation at Bull Lane recreation ground
4. Instructed work to replace boundary fence at Bull Lane recreation ground
5. Instructed and reviewed completed work to clear waste/tidy plot at allotment site
6. Instructed periodic verti-drain on football pitch
7. Completed public consultation on the future of timber play equipment
8. Requested quotes and instructed work for urgent replacement of 2 cradle swing seats
9. Attended site meeting and reviewed completed work for repairs to play equipment
10. Reviewed new contractor mowing works at all amenities sites

General

11. Kept website up to date with meeting agendas and minutes, road closures, news items
12. Kept facebook page up to date with meetings, road closures and news items
13. Carried out monthly defibrillator check
14. Finalised year end accounts
15. Prepared for annual internal audit
16. Set-up of new accounts software
17. Attended Freedom of Information online training
18. Contacted planning case officer regarding trees to replace felled Lime trees on South Street
19. Drafted and circulated NP Terms of Reference in conjunction with Dunkirk Parish Council (Clerk)
20. Attended Kent SLCC AGM & conference
21. Sent attendee invites for Annual Parish Assembly
22. Arranged Ward Planning Process meeting for 17th June
23. Requested quotes and booked DJ entertainment (Big Lunch)
24. Attended Faversham Community Networking Group meeting

(Summary of tasks in progress)

25. AGAR (external audit)
26. Transfer of deeds for three cemetery plots (ERoB)
27. Photo catalogue Garden of Remembrance (cemetery) plots
28. Reviewing cemetery headstone stability testing plots
29. Obtaining necessary permissions for replacement bench at Arthur Kennedy Close
30. Researching funding opportunities for play equipment
31. Reviewing covenant restrictions on public toilets premises

(Summary of tasks to be done)

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