



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council Meeting held in the Linda Weaver Room of the Village Hall on Wednesday 9th May 2018 from 7:30pm to 9:15pm.

Present: Cllr D. Clayson (Chairman)
Cllr T. Covell Cllr T. Fitchett Cllr C. Clayson Cllr T. Owens

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

474 ELECTION OF CHAIRMAN

Cllr T. Fitchett proposed and Cllr T. Owens seconded the motion that Cllr D. Clayson be nominated for chairman. Cllr D. Clayson accepted and was elected as Chairman for the ensuing civic year and signed a Declaration of Acceptance of Office.

475 ELECTION OF VICE-CHAIRMAN

Cllr T. Fitchett proposed and Cllr T. Covell seconded the motion that Cllr G. Bobbin be elected as vice-chairman for the ensuing civic year.

476 SWINGS AT BULL LANE RECREATION GROUND

Ava Gyertson (a young person who attends the village school) attended the meeting to give reason for a request for adult style swings at Bull Lane recreation ground. The Parish Council agreed to use the remaining money from the Boughton Park Supporters fund (approximately £1,650) towards expenditure for swings. Ava explained that she was aiming to fund raise £1,000 towards the project. The Parish Council are in the process of obtaining quotes for a 2 bay adult style swing at approximately £2,000 + VAT.

477 TO CONSTITUTE STANDING COMMITTEES

A. PLANNING COMMITTEE

Cllr D. Clayson, Cllr T. Fitchett, Cllr T. Owens, Cllr C. Clayson

B. PUBLIC AMENITIES COMMITTEE

Cllr D. Clayson, Cllr J. Martin, Cllr G. Bobbin, Cllr T. Owens, Cllr C. Clayson

C. PUBLIC FOOTPATHS COMMITTEE

Cllr D. Clayson, Cllr T. Covell, Cllr C. Clayson

D. FINANCE COMMITTEE

Cllr D. Clayson, Cllr T. Fitchett, Cllr C. Clayson

E. VILLAGE HALL MANAGEMENT COMMITTEE

Cllr D. Clayson, Cllr T. Fitchett, Cllr T. Owens, Cllr C. Clayson

478 APOLOGIES

Cllr A. Bowles, Cllr G. Bobbin, Cllr B. Collyer

479 DECLARATION OF INTERESTS

None

480 MINUTES

The minutes of the following meetings, having been circulated to all Members, were taken as read, confirmed and signed by the Chairman

- Minutes of the Parish Council Meeting held on Wednesday 11th April 2018 (minutes 458-467)
- Minutes of the Extraordinary Parish Council Meeting held on Tuesday 24th April 2018 (minutes 468-470)
- Minutes of the Planning Committee Meeting held on Tuesday 24th April 2018 (minutes 471-473)

481 HIGHWAYS AND TRANSPORTATION MATTERS

A. HIGHWAYS AND FOOTWAYS

- The Clerk reported that she had received a quote from Countrywide Grounds Maintenance for cutting the banks on The Street. The quote was £1,050 per annum for 8 cuts and those present agreed that Countrywide should be awarded the contract for the cutting going forward. Other quotes received were from Landscape Services and Grasstex, the former was not competitive and the latter was no longer able to offer the service.
- Cllr C. Clayson expressed concern over the recent Vintage Fair held at Faversham Showground and the traffic routed along Chalkey Road. The Clerk will make enquiries if traffic management for large events needs to be requested through the local authorities.
- Cllr D. Clayson reported that the gully at The Ridgeway is still blocked, that there was flooding on Colonels Lane (following a recent deluge of rain) and requested that the footway by Nash Court be cleared as the vegetation is heavily overgrown.

B. PUBLIC FOOTPATHS

- The footpath between Bull Lane recreation ground and Staplestreet is overgrown and needs cutting back.
- The missing fence on the footpath by Poplar View (bridge) has not yet been replaced and the Clerk was asked to follow up on progress.

C. PUBLIC LIGHTING

- The Clerk was asked to obtain a quote for an additional light and column at the village hall carpark and also to obtain a quote for a replacement (white LED) bulb for the existing light at the corner of the village hall carpark/School Lane. The Clerk was also asked to write to residents on School Lane to request that vegetation be cut back to facilitate the visibility of the existing light at the corner of the carpark so that it can illuminate School Lane.

D. TRANSPORTATION

- Nothing new to report.

482 ENVIRONMENTAL MATTERS

A. RECREATION GROUNDS

BULL LANE

- The replacement post at the lay-by area at the bottom of the recreation ground has been installed.
- The new litter bin has been installed at the lower part of the recreation ground.
- The Clerk has received a request for replacement manhole/inspection covers over the drains at the lower part of the recreation ground.

POPLAR VIEW

- It was noted that the tree cut down earlier this year has still not been removed and the Clerk was asked to follow up on progress.
- The Clerk was requested to follow up on obtaining a grant for additional trees at the

recreation ground.

B. BURIAL GROUNDS

- The Clerk reported that there is some subsidence in the burial ground and that a headstone is leaning over. The cemetery gardener will remedy the situation.

C. PUBLIC TOILETS

- The light bulbs need replacing but are proving tricky to remove. The Clerk will ensure that the matter is resolved as quickly as possible.

D. TELEPHONE KIOSKS

- The Clerk will continue to investigate the possibility of using the telephone kiosk for installation of an additional defibrillator in the village.

E. ALLOTMENTS

- Nothing new to report.

483 FINANCE AND ADMINISTRATION

A. BANK RECONCILIATION

The bank reconciliation dated 1st May 2018 was circulated at the meeting, approved and signed by the Chairman.

B. ITEMS FOR PAYMENT

All payments as detailed on the bank reconciliation dated 1st May 2018 were approved at the meeting, and cheques signed by two authorised signatories.

C. ANNUAL ACCOUNTS FOR YEAR ENDED 31st MARCH 2018 to be approved and signed.

Cllr D. Clayson proposed and Cllr T. Fitchett seconded that the accounts be approved. Cllr D. Clayson signed the accounts. Resolved: that the annual accounts for the year ended 31st March 2018 be approved.

D. ANNUAL RETURN (Governance Section) to be signed

Cllr D. Clayson signed the Governance Section of the Annual Return. Resolved: That the Governance Section of the Annual be approved and signed.

E. ANNUAL RETURN (Accounts Section) to be signed

Cllr D. Clayson signed the Accounts Section of the Annual Return. Resolved: That the Accounts Section of the Annual be approved and signed.

F. APPOINTMENT OF INTERNAL AUDITOR 2018/19

The Clerk proposed that the new internal auditor be retained for the following year. Those present agreed to appoint Lionel Robbins as internal auditor for 2018/19.

G. NEIGHBOURHOOD PLAN

- Cllr T. Fitchett reported that the team are still awaiting for the submitted documentation to be approved.

H. APPOINT REPRESENTATIVE FOR K.A.L.C

- Those present decided not to appoint a specific representative, but to take turns in attending meetings as considered suitable.

484 COUNCILLORS REPORTS

- Cllr C. Clayson reported that she had met with a representative from the Coffee Project and that the village was considered to be a suitable location to be serviced by the scheme. Land at The Ridgeway was identified as a suitable spot and the Clerk will make enquiries with the local authority to ensure any permissions needed to use the area are given before the scheme starts in June.
- Cllr T. Owens reported that the new village sign has been ordered.

485 CORRESPONDENCE

- A. Invitation to Duchy of Cornwall “Enquiry by Design” workshops
- B. Invitation to register comments on Swale Borough Council consultation for review of the

Local Plan

C. March newsletter from Kent County Councillor Andrew Bowles.

486 CHAIRMAN/CLERK'S SUNDRY REPORTS

- The Clerk informed those present that she is working on ensuring that the Parish Council will be compliant with the new GDPR rules which take effect on 25th May 2018.
- The Clerk informed those present that the defibrillator fund raising has reached a level whereby a new defibrillator can be purchase for the community. Donations have been received from Shepherd Neame, Foundation Estate Agents, Boughton Big Bite, patrons of the White Horse, Canterbury Lions and KCC.

487 ADDITIONAL ITEMS TO BE PLACED ON JUNE AGENDA

- Review of Standing Orders
- Review of Financial Regulations
- Review of Risk Assessment
- Review of Social Media Policy
- Defibrillator
- Swings
- Coffee Project
- Village Sign

The next full meeting of the parish council is scheduled for Wednesday 13th June 2018 at 7:30pm. There being no further business, the Chairman declared the Meeting closed.

Signed by the CHAIRMAN of the meeting