



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 10th May 2017 from 7:30pm to 9:15pm.

Present: Cllr D. Clayson (Chairman)
Cllr B. Collyer Cllr T. Covell Cllr T. Fitchett Cllr L. Weaver
Cllr C. Clayson Cllr J. Owens Cllr G. Bobbin Cllr T. Owens
Cllr J. Martin

Also Present: Mrs S. Muteham (Clerk) and 1 member of the public.

311 ELECTION OF CHAIRMAN

Cllr D. Clayson and Cllr G. Bobbin were both nominated for chairman. A vote took place and each nominee received an equal number of votes. The vice-chairman made a casting vote and Cllr D. Clayson was elected as Chairman for the ensuing civic year and signed a Declaration of Acceptance of Office.

312 ELECTION OF VICE-CHAIRMAN

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

313 TO CONSTITUTE STANDING COMMITTEES

A. PLANNING COMMITTEE

Cllr D. Clayson, Cllr T. Fitchett, Cllr B. Collyer, Cllr J. 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, Cllr L. Weaver

D. FINANCE COMMITTEE

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

E. VILLAGE HALL MANAGEMENT COMMITTEE

Cllr D. Clayson, Cllr T. Fitchett, Cllr B. Collyer, Cllr L. Weaver, Cllr T. Owens,
Cllr C. Clayson

314 APOLOGIES

Cllr A. Bowles

315 DECLARATION OF INTERESTS

None

316 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 Planning Committee meeting held on Tuesday 11th April 2017 (minutes 295-297)
- Minutes of the Parish Council Meeting held on Wednesday 12th April 2017 (minutes 298-307)
- Minutes of the Planning Committee Meeting held on Tuesday 25th April 2017 (minutes 308-310)

317 HIGHWAYS AND TRANSPORTATION MATTERS

A. HIGHWAYS AND FOOTWAYS

- The Clerk reported that the water leak on The Street (near the junction with Colonels Lane) and on School Lane have both been reported to South East Water.

B. PUBLIC FOOTPATHS

- Nothing new to report.

C. PUBLIC LIGHTING

- It was noted that a light had been reported as not working on St Peters Road and the Clerk will request that the lighting maintenance contractor repair the light.

D. TRANSPORTATION

- The Clerk had received a report that Stagecoach had reduced its morning school bus service between Faversham and Canterbury (route 3X), meaning that the existing bus service which passes through the village has at times been full when arriving in the village and children are unable to board. The Clerk has raised the matter with Stagecoach and is awaiting a response.

318 ENVIRONMENTAL MATTERS

A. RECREATION GROUNDS

BULL LANE

- Cllr T. Owens requested that the “5mph” road markings be re-instated on the perimeter road. The Clerk will obtain quotes for the work prior to the next meeting.
- The Clerk received a quote for work to remove several branches on trees at the recreation ground which are being used by young people to climb up and overlook residential property. The quote from Blean Tree Care of £290.00 + VAT was approved by those present.
- The gate at the toddler playground needs repairing as it does not close properly. The Clerk will facilitate the repairs.
- The Clerk reported that she is continuing to liaise with Furley Page with regard to attempting to obtaining the remaining land on the perimeter road.

POPLAR VIEW

- It was reported that the weeds around the edge of the recreation ground need spraying. The Clerk will liaise with the garden maintenance contractor to undertake the work.

B. BURIAL GROUNDS

- The Princess Diana memorial stone in the Garden of Remembrance can no longer be located.

C. PUBLIC TOILETS

- The two doors in the ladies toilets need to be repaired with new locks.

D. TELEPHONE KIOSKS

- The Clerk was requested to place posters in the phone box on The Street advertising the proposed changes at Kent & Canterbury Hospital.

E. ALLOTMENTS

- Nothing new to report.

319 FINANCE AND ADMINISTRATION

A. BANK RECONCILIATION

The bank reconciliation dated 28th April 2017 was circulated at the meeting, approved and signed by the Chairman.

B. ITEMS FOR PAYMENT

All payments as detailed on the bank reconciliation dated 28th April 2017 were approved at the meeting, and cheques signed by two authorised signatories.

C. ANNUAL ACCOUNTS FOR YEAR ENDED 31st MARCH 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 2017 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 2017/18

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 2017/18.

G. VILLAGE HALL

- The Clerk reported that she has ordered two brown tourism style “Village Hall & Library” sign to be located at the junction of Bull Lane/The Street and is awaiting delivery.
- Cllr L. Weaver reported that Mr G. Walsh has been appointed as the new general maintenance person.
- The Clerk provided a verbal report to the Parish Council in their capacity as sole trustee for the Village Hall, following recent discussions with the internal auditor. It was suggested that the village hall adopt a full set of policies and procedures to ensure clarity, openness and transparency. The Clerk will provide a set of templates to the village hall committee so that documentation can be updated and provided to all Councillors prior to the quarterly trustees meeting on 18th July 2017.

H. NEIGHBOURHOOD PLAN

- Nothing new to report.

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

- Cllr G. Bobbin agreed to be the representative for the Parish Council for the forthcoming year.

320 COUNCILLORS REPORTS

- Cllr J. Owens requested that the Clerk write a formal letter on behalf of the Parish Council to Mr D. Creed, thanking him for time served on the Parish Council.

321 CORRESPONDENCE

- A. Invitation to Dunkirk Parish Meeting
- B. Email advertising K.A.L.C. “Dynamic Councillor” courses in May
- C. Email asking for support of proposed changes at Kent & Canterbury Hospital.
 - A member of the public spoke to the Parish Council regarding the work being undertaken by “CHEK” and how possible downgrading/loss of services at the hospital may affect local residents. The Parish Council agreed to support “CHEK” and the Clerk will provide a formal response to the request for support.

322 CHAIRMAN/CLERK'S SUNDRY REPORTS

- The Clerk read out a letter from Mr D. Creed giving his resignation from all duties on the Parish Council.

323 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

The next full meeting of the parish council is scheduled for Wednesday 14th June 2017 at 7:30pm. There being no further business, the Chairman declared the Meeting closed.

Signed by the CHAIRMAN of the meeting