



## BOUGHTON-UNDER-BLEAN PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council held in the Linda Weaver Room of the Village Hall on Wednesday 8<sup>th</sup> May 2019 from 7:40pm to 9:20pm.**

**Present:** Cllr D. Clayson (Chairman)  
Cllr T. Covell                      Cllr C. Clayson                      Cllr T. Owens                      Cllr J. Martin  
Cllr T. Fitchett                      Cllr J. Owens                      Cllr G. Bobbin

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

Prior to the start of the meeting, all Councillors signed a Declaration of Acceptance of Office.

### **001 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.

### **002 ELECTION OF VICE-CHAIRMAN**

Cllr T. Owens proposed and Cllr T. Fitchett seconded the motion that Cllr G. Bobbin be elected as Vice-Chairman for the ensuing civic year.

### **003 TO CONSTITUTE STANDING COMMITTEES**

#### **A. PLANNING COMMITTEE**

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

#### **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, Cllr T. Covell, Cllr J. Owens

#### **E. VILLAGE HALL MANAGEMENT COMMITTEE**

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

### **004 APOLOGIES**

None

### **005 DECLARATION OF INTERESTS**

None

## **006 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 held on Wednesday 10<sup>th</sup> April 2019 (minutes 616-625)
- Minutes of the Planning Committee Meeting held on Tuesday 16<sup>th</sup> April 2019 (minutes 626-628)
- Minutes of the Planning Committee Meeting held on Tuesday 30<sup>th</sup> April 2019 (minutes 629-631)

## **007 HIGHWAYS AND TRANSPORTATION MATTERS**

### **A. HIGHWAYS AND FOOTWAYS**

- The Clerk reported that she was notified by Kent County Council of a complaint regarding the start of the cutting season on the grass verges on The Street. The complainant was advised by KCC to contact the Parish Council directly with the complaint but no correspondence has been received. Unfortunately, immediately following the complaint the grass cutting contractors ceased the work for the day without completing the task as requested. This has meant that the grass will now be too long at the next cut and the excess cutting will need to be transported offsite at a cost of £275.00 + VAT. Those present agreed to the expenditure. The future of the grass cutting schedule was also discussed by those present and it was agreed that in 2020, the first cut should take place in the first week in May and that a one off fee be paid at that time to take all cuttings off-site.
- It was noted that the potholes on Colonels Lane have not yet been repaired, although the have already been reported to Kent County Council (KCC).
- The Clerk reported that she has spoken with KCC regarding tidying up the vegetation which is over-gowing the footway on the Canterbury Road by Nash Court. The response was that the landowner rather than the tenant has now been contacted and requested to resolve the matter.
- The Clerk reported that she has contacted Swale Borough Council (SBC) and requested that BIFFA undertake a litter clearance on the verges between Nash Court and the A2. .

### **B. PUBLIC FOOTPATHS**

- It was reported that there was now a step between the footpath and the bridge on the ZR609 which runs between The Street and Poplar View Recreation Ground.
- The Clerk noted that she had reported the metal sticking out of the ground on the ZR604, which runs parallel to The Street through Bounds Farm.

### **C. PUBLIC LIGHTING**

- The Clerk reported that there is a lighting column in The Ridgeway that is leaning towards residential properties and that the lighting contractor has been requested to investigate the matter.

### **D. TRANSPORTATION**

- Nothing new to report.

## **008 ENVIRONMENTAL MATTERS**

### **A. RECREATION GROUNDS**

#### **BULL LANE**

- The new enlarged disabled bay markings at the village hall car-park have been completed, along with 3 new speed roundels on the perimeter road.
- The Clerk reported that she had received two quotes for the installation of concrete bases for the proposed picnic tables. These quotes were at a cost of £601 + VAT and £697 + VAT per base. It was agreed that as it was an out of budget consideration, the Clerk would try to obtain grant funding for the project before proceeding any further.

- It was noted that there were significant nettles growing on the recreation ground behind the gardens from The Charltons. The Clerk is to obtain a quote for removing the nettles.

#### POPLAR VIEW

- It was reported that the fence between the car parking area and the recreation ground has been damaged. The Clerk will seek quotes for repairs/replacement of the fence.
- It was noted that the nettles around the edge of the recreation ground were significant and that rubbish was being deposited in the same area. The Clerk is to obtain a quote for removing the weeds.
- The abandoned car is still located in the parking area and the Clerk is to investigate the legal position of removing the car, which is located on private Parish Council owned land.

#### **B. BURIAL GROUNDS**

- Nothing new to report.

#### **C. PUBLIC TOILETS**

- Swale Borough Council are arranging a site survey of the area, with a view to concerns over both parking and disability access issues.

#### **D. TELEPHONE KIOSKS**

- The Clerk reported that she had researched options for placing shelving inside the phone box and the cost was approximately £120. It was also reported that the Clerk had emailed the Conservation Officer at SBC to ask for confirmation that it was acceptable to utilise the telephone kiosk as a proposed book exchange, given that it is located in a conservation area. It was agreed that no further action would take place to modify the kiosk until confirmation from the Conservation Officer had been received.

#### **E. ALLOTMENTS**

- Nothing new to report.

### **009 FINANCE AND ADMINISTRATION**

#### **A. jBANK RECONCILIATION**

The bank reconciliation dated 1<sup>st</sup> May 2019 was circulated at the meeting, approved and signed by the Chairman.

#### **B. ITEMS FOR PAYMENT**

All payments as detailed on the bank reconciliation dated 1<sup>st</sup> May 2019 were approved at the meeting, and cheques signed by two authorised signatories.

#### **C. ANNUAL ACCOUNTS as at 31<sup>st</sup> MARCH 2019 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 2019 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. REVIEW OF INTERNAL AUDIT REPORT for 2018/19**

The Clerk provided a copy of the internal audit report to the Chairman and read aloud the summary comments. There were no questions from those present and the report provided positive feedback on the Clerk's role and the running of the Parish Council.

#### **G. APPOINTMENT OF INTERNAL AUDITOR 2019/20**

The Clerk proposed that the internal auditor be retained for the following year. Those present agreed to appoint Lionel Robbins as internal auditor for 2019/20.

#### **H. NEIGHBOURHOOD PLAN**

- Nothing new to report.
- I. APPOINT REPRESENTATIVE FOR K.A.L.C.**
- Those present considered appointing a specific representative to attend K.A.L.C. meetings, however it was decided that Councillors would take it in turns to attend on behalf of the Parish Council. It was noted that the next meeting (AGM) would take place on 17th June 2019.
- J. CONSIDERATION FOR LOCATING FLOWER ARRANGEMENT IN THE VILLAGE**
- After discussion among those present, it was agreed to purchase two flower troughs to be located underneath the village gateway signs at either end of the village. Attending Cllr J. Tutt (Dunkirk Parish Council) reported that he would discuss at the next Dunkirk Parish Council meeting the location of the flower trough underneath the gateway sign on the hill into Dunkirk as it lies within the boundary of Dunkirk Parish. The Clerk provided quotes for suitable flower troughs and it was agreed to purchase two at a cost of approximately £40 each.
- K. CONSIDERATION OF DOG MICRO-CHIPPING EVENT TO BE HELD IN THE VILLAGE HALL**
- The Clerk reported that she had been in contact with Swale Borough Council who offer a free dog micro-chipping scheme. SBC agreed that subject to availability they could provide a service tagged on to an independent event taking place in the village. Those present proposed that the Clerk ask if SBC could attend one of the Friday pop-up cafe events at the village hall.

## **010 COUNCILLORS REPORTS**

- Cllr J. Owens reported that she had been in contact with Parish Councillors from Graveney with Goodnestone Parish Council and it had been suggested that local Parish Councils from Boughton and Courtenay Ward hold an informal meet-up. Those present agreed it would be a good idea and that the village hall might be a suitable location for such an event as it is reasonably central to the local parishes. Cllr J. Owens will contact the Parish Councils in the first instance to start formulating arrangements.
- Cllr C. Clayson reported that following the success of the pop-up coffee mornings at The Ridgeway, a further series of pop-up coffee mornings would take place on the first Friday of each month at the village hall.
- Cllr T. Fitchett reported that he had concerns over the cutting down of trees at Hickmans Green, opposite Blean House. It was noted that Swale Borough Council were aware of the situation and were monitoring the site.

## **011 CORRESPONDENCE**

- A. Invitation to Faversham Mayor Making Ceremony on 20<sup>th</sup> May 2019. Cllr G. Bobbin agreed to attend the event.
- B. March newsletter from Kent County Councillor Andrew Bowle (circulated via email)

## **012 CHAIRMAN/CLERK'S SUNDRY REPORTS**

- None

## **013 ADDITIONAL ITEMS TO BE PLACED ON JUNE AGENDA**

- Consideration of picnic tables to be placed at Bull Lane recreation ground
- Disability access to public toilets
- Flowers (located underneath village gateway signs)
- Telephone kiosk (use as a book exchange)
- Dog micro-chipping scheme
- Annual review of policies

- Nominate representative to attend K.A.L.C. meeting
- Weed maintenance at Poplar View

The next full meeting of the Parish Council is scheduled for Wednesday 12<sup>th</sup> June 2019 at 7:30pm. There being no further business, the Chairman declared the Meeting closed.

Signed by the CHAIRMAN of the meeting