



## BOUGHTON-UNDER-BLEAN PARISH COUNCIL

**Minutes of the Parish Council Meeting held remotely via ZOOM on Wednesday 20<sup>th</sup> May 2020 from 7:37pm to 8:53pm.**

**Present:** Cllr D. Clayson (Chairman)  
Cllr C. Clayson            Cllr T. Owens            Cllr T. Fitchett            Cllr J. Owens  
Cllr P. Ray

**Also present:** Mrs S. Muteham (Clerk)

### **148 APOLOGIES**

Cllr G. Bobbin, Cllr T. Covell, Cllr A. Bowles, Cllr T. Valentine

### **149 DECLARATION OF INTERESTS**

None

### **150 MINUTES**

The minutes of the following meetings, having been circulated to all Members, were taken as read and confirmed by the Chairman. The minutes will be circulated for signature.

- Minutes of the Parish Council meeting held on Wednesday 11th March 2020 (minutes 131-141)
- Minutes of the Extraordinary Parish Council meeting held on Friday 20th March 2020 (minutes 142-144)
- Minutes of the Planning Committee meeting held on Tuesday 12th May 2020 (minutes 145-147)

### **151 MATTERS RESOLVED UNDER THE SCHEME OF TEMPORARY DELEGATION (LGA72/S101)**

The Clerk provided an update on matters resolved under S101 LGA1972 during the period 21st March 2020 to 8th May 2020. These were:

- Planning applications considered by councillors of the Planning Committee prior to the end of Friday 3rd April: 20/501172/FULL - 2 Parsonage Farm Oast = No objection. 20/501257/LBC = No objection. 20/501316/FULL - 19 The Street = No objection.
- Following an application for the litter picker vacancy, it was decided to put consideration for applications on hold during the coronavirus pandemic. Approved by Cllr D. Clayson and Cllr G. Bobbin.
- April bank reconciliation and payments. Approved by Cllr D. Clayson and Cllr G. Bobbin. Cheques signed by Cllr T. Fitchett and Cllr T. Owens.
- Consideration and appointment of Miriam Layton, Architect to submit a planning application for the new bus shelter on The Street at a cost of £380.00. Approved by Cllr D. Clayson and Cllr G. Bobbin.
- Change payment source from cheque to direct debit on payments to Castle Water for water supply to allotments, cemetery and public toilets. Approved by Cllr D. Clayson and Cllr G. Bobbin. Direct debit mandate signed by Cllr T. Fitchett and Cllr T. Owens.

## **152 HIGHWAYS AND TRANSPORTATION MATTERS**

- A. The Clerk has been in contact with the police regarding vehicles parking on the wide footway at the bottom of School Lane, causing an obstruction to pedestrians. Following discussion among those present at the meeting, it was agreed that the Clerk should ask Kent County Council for suggestions on how to prevent vehicles from continuing to park on the footway in this location.
- B. The Clerk circulated (prior to the meeting) the proposed planning application for the new bus shelter on The Street. Councillors present approved the application, which will now be forward for submission to Swale Borough Council.
- C. Cllr J. Owens and Cllr T. Owens reported that a small area of land at the bottom of Stockers Hill has become very overgrown and inaccessible to pedestrians. The Clerk has been in contact with Kent County Council (who it is believed own the land) to request that the vegetation be cut back.

## **153 ENVIRONMENTAL MATTERS**

- A. The Clerk reported that she had received a response from Southern Gas Networks regarding proposed gas works at Poplar View. After further consideration by those present at the meeting, the proposal to use the playing field at Poplar View has for installation of additional gas mains been declined by the Parish Council and Southern Gas Networks are to seek an alternative option, possibly using the footpath adjacent to the houses at Poplar View.
- B. The Clerk asked Councillors present if they would be happy for her to seek grant funding to support an increase in maintenance costs for the football pitch at Bull Lane. Those present agreed that applications should go ahead.
- C. Cllr C. Clayson asked if local groups could hire the football pitch. Councillors present considered the request and agreed the pitch could be hired if it didn't clash with the proposed use by Faversham Strike Force team.

## **154 FINANCE AND ADMINISTRATION**

### **A. BANK RECONCILIATION**

The bank reconciliation dated 1<sup>st</sup> May 2020 was circulated prior to the meeting and approved by those present. The reconciliation will be circulated to the Chairman for signature.

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

All payments as detailed on the bank reconciliation dated 1<sup>st</sup> May 2020 were approved at the meeting, and cheques will be circulated for signature by two authorised signatories.

### **C. ANNUAL ACCOUNTS as at 31<sup>st</sup> MARCH 2020 to be approved**

Cllr D. Clayson proposed and Cllr T. Fitchett seconded that the accounts be approved. The accounts will be circulated for signature. Resolved: that the annual accounts for the year ended 31<sup>st</sup> March 2020 be approved.

### **D. ANNUAL RETURN (Governance Section) to be signed**

Cllr D. Clayson read and approved the Governance Section of the Annual Return. Resolved: That the Governance Section of the Annual be approved. The paperwork will be circulated to the Chairman for signature.

### **E. ANNUAL RETURN (Accounts Section) to be signed**

Cllr D. Clayson read and approved the Accounts Section of the Annual Return. Resolved: That the Accounts Section of the Annual be approved. The paperwork will be circulated to the Chairman for signature.

### **C. LITTER PICKER**

- Following a recent application, Councillors present agreed that the Parish Council should not appoint a new contractor in the current phase of the Covid-19 pandemic..

### **D. INSURANCE**

- The Clerk asked Councillors present on how best to get insurance valuations for the pavilion at Poplar View and the public toilets at School Lane. It was agreed to get quotes for demolition of the pavilion and rebuild valuations for the toilets.

**E. TELEPHONE KIOSK**

- The Clerk provided the two quotes for the replacement door to the kiosk. After consideration it was agreed to ask X2Connect to supply a new door at a cost of £1,248.10 + VAT.

**155 COUNCILLORS REPORTS**

- None

**156 CORRESPONDENCE**

- A.** The Clerk reported that she had received an email from a local resident asking for a reduction in speed limit on Bull Lane. Those present agreed that the Clerk should ask Kent County Council for advice on whether or not this would be a suitable consideration.

**157 CHAIRMAN/CLERK'S SUNDRY REPORTS**

- The Clerk reported that a damaged tree at Poplar View had been cut down and removed recently.

**158 ADDITIONAL ITEMS TO BE PLACED ON JUNE AGENDA**

- Annual review of policies
- Appointment of internal auditor 2020/2021

The next full meeting of the Parish Council is scheduled for Wednesday 10<sup>th</sup> June 2020 at 7:30pm. There being no further business, the Chairman declared the Meeting closed.

Signed by the CHAIRMAN of the meeting