



## **BOBBING PARISH COUNCIL**

### **MINUTES OF PARISH COUNCIL MEETING**

**Held on Wednesday 7<sup>th</sup> August 2024**

**Present:**

Cllr. G. Randall - Chair	Sarah Poole - Clerk
Cllr. R. Richardson (Vice Chair)	Cllr. A. Gladwin
Cllr. A. Cavanagh	Cllr. M. Bencych
Cllr. P. French	

**BPCM24/25 – 50**

**Welcome and Apologies for Absence**

Cllr M Baldock and PC Clemens.

**BPCM24/25 – 51**

**Public Session** as per our Standing Orders 3 f, g & h and shall not exceed 30 minutes unless directed by the chairman of the meeting. An individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting. The chairman of the meeting may direct that a written or oral response be given.

No public present.

**BPCM24/25 – 52**

**To receive any report from Borough Councillor** Cllr. James Hunt, Cllr. Lloyd Chapman, Cllr. Mike Baldock, Cllr. Roger Clarke, Cllr Ann. Cavanagh

Cllr. Cavanagh reported various items, including giving out certificates to all those gardens that participated in Bobbing In Bloom including the winners who were awarded there trophies last month. Since PURDAH has finished, she has attended 7 borough council meetings as well as learning new skills.

Parish Councillors were disappointed that Bobbing Borough Councillors have not been active or attending meetings or been sending in a report on what they have been doing for their wards. The Clerk reported that they are sent the agenda and asked if they are not able to attend that they send in a report for the clerk to read out.

**BPCM24/25 – 53**

**To receive any report from County Councillor** Cllr. Mike Baldock

Nothing received.

**BPCM24/25 – 54**

**To receive any report from Community Warden** Jack Gilbey **and PC** Philip Clemens/**Sgt** Ryan Chase.

No report has been received, but PC Clemens asked if anything is brought up during the meeting to let him know of interest.

**BPCM24/25 – 55**

**For Members to make or receive declarations of Disclosable Pecuniary or Non-Pecuniary Interests in regard to items on the agenda under the Council's adopted Code of Conduct**

Cllr. Randall, Cllr. Richardson, Cllr. Cavanagh and the Clerk are all trustees of the Village Hall.

**BPCM24/25 – 56**

**Approval and Adoption of Minutes from the previous meetings Minutes of the Council Meeting on 3<sup>rd</sup> July 2024.**

These were all circulated before the meeting. These were proposed by Cllr. Bencych and seconded by Cllr. Randall. All agreed. **Resolved: Accepted.** The Chairman duly signed the Minutes.



**BPCM24/25 – 57** **Matters arising from the minutes not covered by other agenda items.**

**BPCM24/25 – 38** ii. Lanyards for Councillors

A good discussion was had with councillors on the benefits of the lanyards, especially when doing community events, it was proposed by Cllr. French and seconded by Cllr. Randall that we should definitely get these. **Resolved: Accepted.** Cllr. French reported that in previous years around 10 years ago, this was supplied by Swale Borough Council for Parish Councils. The Clerk produced a quote for 20 as there is only a few pounds difference between 10 and 20, and if we have volunteers then they can also wear one when they are doing events with the Parish Council. The Clerk will produce the part which will contain the photo and who they are, the quotes were just for the material lanyard and fixings. Cllr. Bencych will also supply a quote for the next meeting, for approval on which company to approve.

**BPCM24/25 – 38** v. The current website is not compliant and accessible, online meeting request from Aubergine.

The Clerk was asked at the last meeting to find out what was not compatible with the website. The Clerk has emailed this around to Councillors and also printed a version for Cllr. Randall which is a 117-page document regarding the website accessibility WCAG2.2AA which comes into force in October 2024. Cllr. Randall will investigate and report back at the next meeting. Cllr. Richardson asked what it does, the Clerk explained it is for the visual impaired as it opens up separate pages and reads everything on the page.

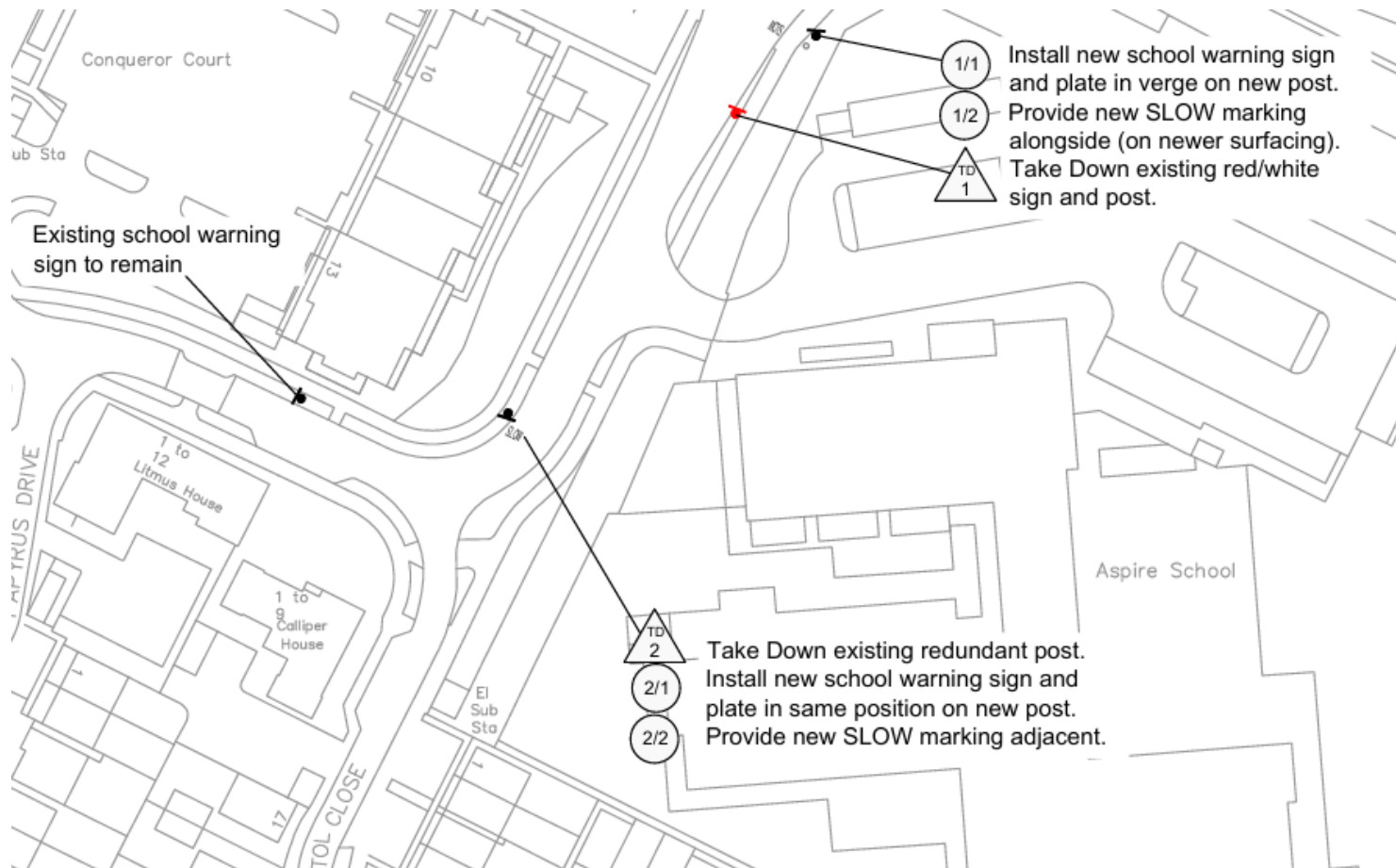
The Clerk has been in contact as requested with Hugofox and they have advised that they are currently working on a new build to our system that will allow our clients to do more. They have said they will let all our clients know in due course on the specific.

Cllr. Richardson has asked if we can have a section on the website on each Councillor and why they enjoy being a Parish Councillor to get more community engagement from the Parishioners. The Clerk has asked all councilors to give them a brief description of themselves, before the next meeting.



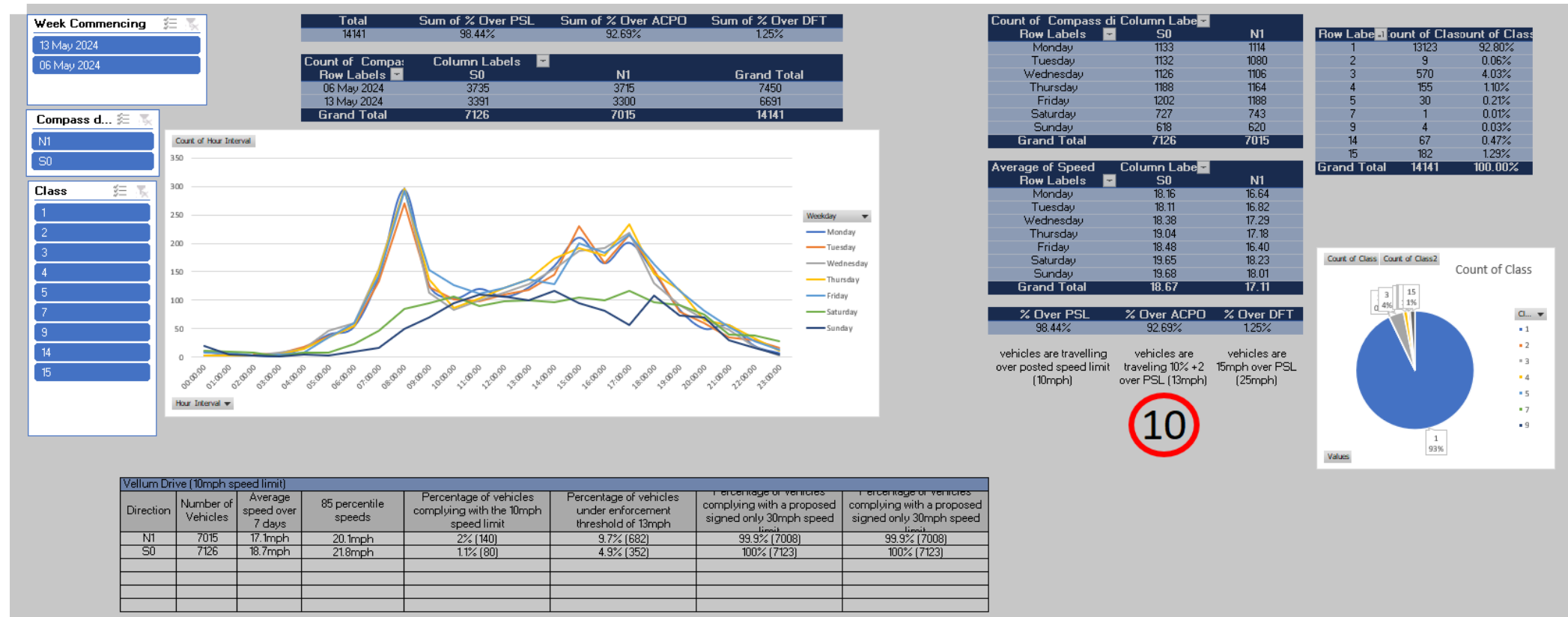
**BPCM24/25 – 38** iii. Highways Improvement Plan working group.

The Clerk talked about the meeting which was held with Cllr. Randall and Cllr. French along with Jennie Watson from KCC, she discussed the findings and results with the councillors, and due to the results, KCC will be installed a school sign in Vellum Road, and removing the contractors “New Road Layout” sign, and this area will be a 20mph zone. Cllr. French proposed that we accept this and it was seconded by Cllr. Randall, All agreed, **Resolved: Accepted.** The Clerk will go back to Jennie Watson at KCC to formal accept this works.





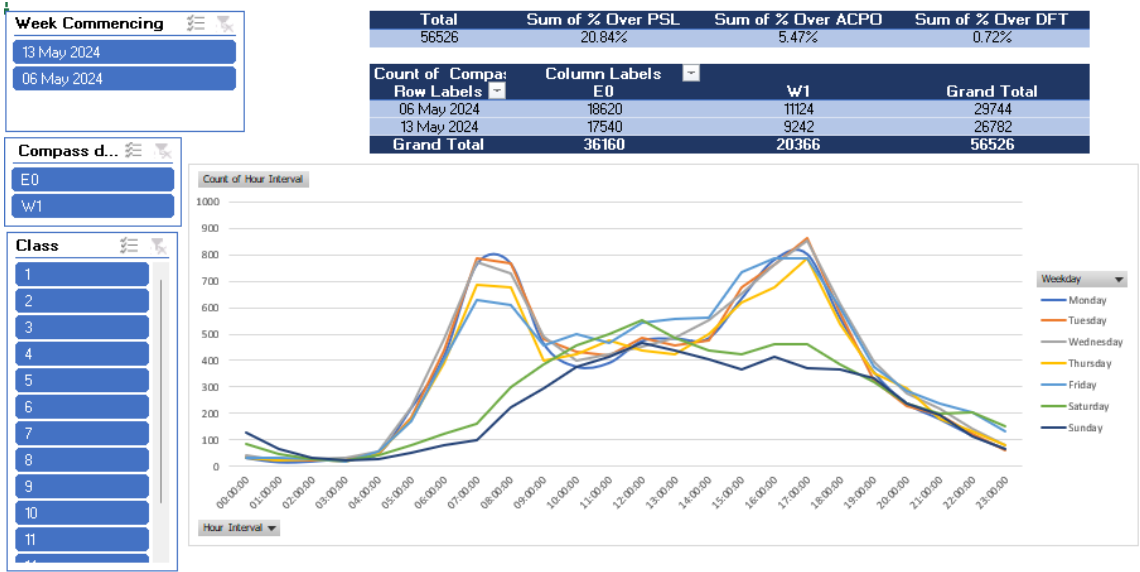
## Vellum Drive



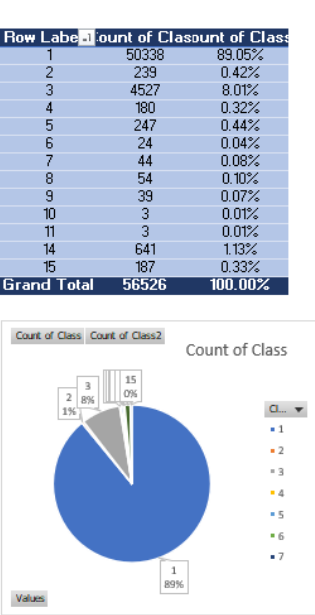
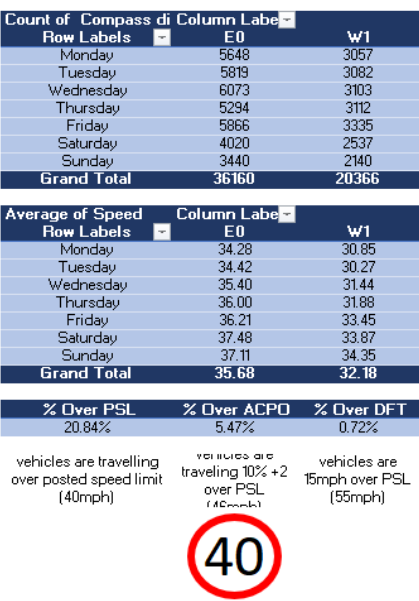
Cllr. Richardson went through the results of the above, in detail to all councillors.



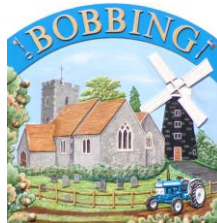
Sheppey Way



Sheppey Way (40mph speed limit)							
Direction	Number of Vehicles	Average speed over 7 days	85 percentile speeds	Percentage of vehicles complying with the 40mph speed limit	Percentage of vehicles under enforcement threshold of 46mph	Percentage of vehicles complying with a proposed signed only 30mph speed limit	Percentage of vehicles complying with a proposed signed only 30mph speed limit
E0	36160	35.7mph	41.8mph	77.3% (27956)	94.6% (34219)	16.4% (5919)	16.4% (5919)
W1	20366	32.2mph	40.9mph	82.4% (16791)	94.3% (19214)	37.6% (7659)	37.6% (7659)



Cllr. Richardson went through the results of the above, in detail to all councillors.



BPCM24/25 –58

## **Community Engagement**

### **i. Kent ACRE membership**

The Clerk explained that Kent ACRE has been re started under the KALC umbrella after ACRE disbanded in 2022, this was designed as a “mobile pop-up café and information hub to help tackle loneliness and isolation in rural communities. We bring free tea, coffee and cake and welcome residents of all ages, helping them to build new relationships and rekindle community spirit.” The Clerk explained this was used a lot in rural parishes to bring communities together, the clerk contacted the organisers of Kent ACRE and this was discussed at great length, the joining fee for a Parish Council would be in the region of £150.00. It was decided to wait until it is properly up and running and see what benefits the membership can bring to the Parish Council.

### **ii. Pop Up Café with Kent ACRE sponsorship**

The Clerk talked about other Parish Council look at sponsoring pop-up cafes across the county to try to be a point for parishioners to meet councillors, police, and be able to get information on various

### **iii. VE Day Working Group 8<sup>th</sup> May 2025.**

The working group meet on the 23<sup>rd</sup> July to discuss what the Parish Council could do for VE Day on the 8<sup>th</sup> May 2025, due to restrictions on not having a beacon, it was decided that on the 8<sup>th</sup> May at 09.00 across with the rest of the county we raise a flag, hopefully with representatives from all 3 primary schools within the Parish.

The working group has decided to do a parish event on Sunday 11<sup>th</sup> May 2025 between 11.00-17.00.

All parties of the working group were given tasks which included:

Cllr. Richardson and the Clerk to make contact and meet with the schools to look at doing Vox Pops with the children to talk to the older generation to see what they remember about the war.

Cllr. Richardson is also going to talk to the Boys brigade.

Cllr. Bencych has been given the task to talk to vendors for fish and chips which is the official food in the guidance, organise a flagpole, bouncy castle, face painting, popcorn/candy floss, drinks etc. Cllr. Bencych is also going to talk to the cadets.

Cllr. Watson has offered help with information from the Sittingbourne Historical Society, War time singers, Sittingbourne Rotary, Various Military personnel, Scouts, Beavers, Guides etc as well as the Sally Army as we would like to do a parade after church to the hall.

The Clerk is going to be in contact with the church and see what they are doing and how we can get involved. The Clerk will also organise the afternoon tea with speciality teas, scones and savoury's, organise the crafts in the small hall and speak to the school on how they can get involved with this along with Cllr. Richardson.

The Clerk will also look at the prices for a professional commentator with speakers and it was proposed that the working group seek some financial contribution from





Borough Councillors, and County Councillors as well as the Parish Council in the region of £5,000.00.

Cllr. Richardson has asked the clerk to design a poster to go in the next Bobbing Reporter and on social media.

The next working group meeting for anyone who would like to attend is Monday 9<sup>th</sup> September at 19.00 at the Jenny Wren.

**BPCM24/25 –59**

### **Community Engagement**

#### **i. Bobbing Reporter**

Cllr. Randall is going to produce a draft Bobbing Reporter for the next meeting, Cllr. Cavanagh asked if this could be done in a leaflet/booklet form. This was discussed as it was felt we can do a nice double page spread of “Bobbing in Bloom” with the awards and the garden pictures, VE Day “celebration of Peace” D Day signs.

Cllr. Cavanagh would also like to see something from each councillor in the bobbing reporter as this starts to build community engagement.

Cllr. Richardson felt that for our community engagement we should mention all the working groups people can get involved in, as well as thinking of doing a pop up café, D Day, VE Day.

The Clerk will give access to Cllr. Randall to Canva to start work on this so we can do an 8-12 page booklet to start.

**BPCM24/25 – 60**

### **Financial Statement and Authorisation of Payment**

Schedule of payments and bank reconciliation **agreed, RESOLVED: Accepted**

Date	PAYEE	Amount	VAT	Total
02/07/2024	NEST Pension June 2024	£585.43	£0.00	£585.43
08/07/2024	Hugofox	£29.99	£6.00	£35.99
08/07/2024	Clerks & Councils Direct	£62.00	£0.00	£62.00
08/07/2024	Swale Borough Council (Printing)	£85.00	£0.00	£85.00
08/07/2024	Clerks Salary	£473.54	£0.00	£473.54
08/07/2024	Bobbing Village Hall Loan	£2,918.39	£0.00	£2,918.39
08/07/2024	Crystal Safety Services	£650.00	£130.00	£780.00
08/07/2024	The Shoe Repairs	£14.50	£0.00	£14.50
08/07/2024	Coir Mats	£63.68	£12.74	£76.42
08/07/2024	Ebay	£6.58	£0.00	£6.58
08/07/2024	Must have ideas	£33.97	£0.00	£33.97
08/07/2024	CPA Property Services (Electrical)	£2,093.27	£418.65	£2,511.92
08/07/2024	Facet Fire	£2,621.88	£524.38	£3,146.26
08/07/2024	Facet Fire	£440.00	£0.00	£440.00
08/07/2024	Homeland	£3.99	£0.00	£3.99
08/07/2024	Jennychem	£46.99	£9.40	£56.39
08/07/2024	Amazon - First Aid Kit	£16.86	£3.37	£20.23
08/07/2024	Amazon - H& S Poster	£7.50	£1.50	£9.00
08/07/2024	Amazon - Accident Book	£4.98	£1.00	£5.98
08/07/2024	Amazon - Alarm Sign	£1.84	£0.36	£2.20



08/07/2024	Amazon - Person in charge	£14.25	£2.85	£17.10
08/07/2024	Amazon - Fire Assembly Point	£8.32	£1.67	£9.99
08/07/2024	Amazon - First Aid Kit	£16.86	£3.37	£20.23
08/07/2024	Amazon - 2x Bin	£41.66	£8.33	£49.99
08/07/2024	Amazon - 3x Bin	£41.66	£8.33	£49.99
08/07/2024	Amazon A Frame Signs (5)	£24.92	£4.99	£29.91
08/07/2024	Clerks Expenses Working from home	£26.00	£0.00	£26.00
08/07/2024	Clerks Expenses Travel	£123.10	£0.00	£123.10
08/07/2024	Bobbing In Bloom Thanks Yous	£105.00	£0.00	£105.00
08/07/2024	Amazon Paper	£16.62	£3.32	£19.94
08/07/2024	Gravesham Trophy Centre	£291.37	£58.28	£349.65
22/07/2024	Post Office	£7.95	£0.00	£7.95
22/07/2024	The Meads Woodlands	£157.00	£0.00	£157.00
25/07/2024	BT	£45.85	£9.17	£55.02
30/07/2024	Clerks Salary	£437.14	£0.00	£437.14

The Clerk confirmed the bank balance after the above was paid.

Barclays Savings Account £31,773.88

Unity Trust Account £31,562.71

These are the figures before the above payments are to be made. This was proposed by Cllr. Richardson and seconded by Cllr. French all agreed. **Resolved: Accepted**

#### **BPCM24/25 –61**

#### **Updates from Working Groups:**

- i. Finance/Staffing working group next meeting is 22<sup>nd</sup> August 19.00.
- ii. Assets/Properties working group next meeting is 1<sup>st</sup> September 10.00.
- iii. Open Spaces/Bobbing in Bloom working group

The Clerk explained that this has not meet yet due to various reasons but will meet again in August to report to the November/December.

- iv. Policies and Procedure working group

The next meeting is 21<sup>st</sup> October 19.00

- v. Heritage map working group.

The Clerk explained that this has not meet yet due to various reasons but will meet again in November/December.

#### **BPCM24/25 –62**

#### **Reports from representatives**

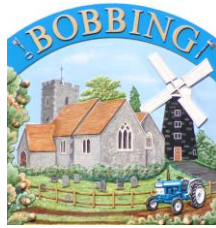
- i. Village Hall Committee

Cllr. Randall updated all councillors on the progress of the Village Hall, and they have also secured a large booking which operate 6 days out of 7 in the afternoon/evening. The next meeting will be Wednesday 14<sup>th</sup> August at 19.00

- ii. KALC Area Committee

Cllr. French reported from the last meeting. The next meeting will be 27<sup>th</sup> August at 19.00 at Faversham





iii. Friends of Rose Hill

No date has been set.

iv. The Meads Community Woodland

Cllr. French reported that there has been a spate of vandalism and setting fires and camps. Cllr. French thanked the Parish Council for their kind generous donation for the insurance for The Meads Community Woodland. The next meeting will be Wednesday 14<sup>th</sup> August at 19.00

v. Joint Transport Board

7<sup>th</sup> October at 17.30

vi. Western Area Committee

Bredgar 5<sup>th</sup> September at 19.00

vii. Swale West Parish Group

The next meeting will be 26<sup>th</sup> September at 19.30 at Bobbing Village Hall.

**BPCM24/25 –63**

**Planning Application – viewable on: Swale:**  
**<http://pa.midkent.gov.uk/onlineapplications;>**

- i. Planning Application Ref. No: 24/502766/FULL  
Erection of a single storey rear extension. Wood burner flue installation.  
50 Hilton Drive Sittingbourne Kent ME10 1PT

It was agreed that the Parish Council would not object to this application, this was proposed by Cllr. Randall and seconded by Cllr. Richardson, Cllr Cavanagh abstained, other councilors all agreed. **Resolved: Accepted**

**BPCM24/25 –64**

**Correspondence**

The Clerk circulated prior to the meeting some training on Event Management Training which is being hosted by Faversham Town Council, Cllr. Richardson and Cllr. Randall would like to attend this; this was proposed by Cllr. Bencych and Cllr. Cavanagh for Cllr Richardson to attend this training, all agreed. **Resolved: Accepted** The Clerk will confirm with Faversham Town Council.

The Clerk circulated prior to the meeting some training on Safer Street Training, Cllr. Bencych would like to do this training, the Clerk will contact Swale Borough Council and ask if there are still spaces for Cllr. Bencych to attend.

The Clerk circulated the KALC August newsletter.

The Clerk circulated the Hedgerow regulations booklet on being able to trim the woodland and hedges.

The Clerk also circulated the new good councillor guide for Councillors 2024.

The Clerk circulated the Award scheme for us to be able to enter in the future.



**BPCM24/25 –65**

**General matters raised by Parish Councillors for discussion.**

Cllr. Cavanagh reported that she has been in touch with the Invicta Arachnid club and Trevor from the church unfortunate he is not able to come tonight as he has Covid but look forward to coming along to future meetings.

Cllr. French is disappointed in the response from Suez and the Leader of the Council that has been published in Inside Swale. Cllr. French reported that he has only had his bins emptied 1 in 3 weeks correctly, the Borough Council are over spent by over £700,000 in the first 3 months of the contract. Cllr. French reported that he has been trying to get in touch with the customer service centre at Swale Borough Council but after being out on hold for 30minutes to 1 hour the phonenumber then goes dead. Cllr. Cavanagh tried to explain what happens when customers phone, and she has been involved with officers and gone around with officers trying to show where the bins have been left and get to the reason why they have been left.

Cllr. French reported that the bin at the bus stop has been removed and this has caused littering, Cllr. French also reported that the bins on Sheppey Way which were promised by Cllr. Hunt have never been installed either. The Clerk will chase this up with Cllr. Hunt. Cllr. Cavanagh reported that when Biffa left the yard they removed all the bins that had been bought.

Cllr. Gladwin reported that the plants have finally gone in on Sonora Way, but they do not seem to be watering them very well, so may not last. Cllr. Randall suggested that maybe the Parish Council could help with asking for people to look after them in the next Bobbing Reporter. The Clerk said you might want to do a feature of adopt a flower bed/planter.

Cllr. Richardson reported that he has recently used the bus service on Sonora Way and they do come on time and was impressed with the service.

**BPCM24/25 –66**

**Recommendations to next Full Council**

- a. Meet the Parish Councillor's on the website.
- b. Freedom of the Parish nomination.
- c. Budget for VE Day "Celebration of Peace"

**BPCM24/25 –67**

**Dates of Next Meeting**

5<sup>th</sup> September Grove Park Cricket Club at 19.00

**The clerk is on holiday from 10<sup>th</sup> September – 24<sup>th</sup> September 2024**

**BPCM24/25 –68**

**Closure of Meeting**

The meeting closed at 21.42

**These minutes are certified to be a true and just record.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**