



## **BOBBING PARISH COUNCIL**

### **MINUTES OF THE MONTHLY PARISH COUNCIL MEETING**

**Held on Wednesday 6<sup>th</sup> September 2023**

**Present:**

Cllr. G Randall - Chair  
Cllr. P England – Vice-Chair  
Cllr. G. Herbert  
Cllr. A Gladwin  
Cllr. P. French  
Cllr R Richardson  
Cllr A Cavanagh

Sarah Poole - Locum Clerk  
Cllr James Hunt – Borough (left at 22.01)  
Cllr Roger Clarke – Borough (left at 22.01)  
Cllr Lloyd Chapman (left at 22.01)  
2 Parishioners (left at 22.01)

**BPC23/24 - 43 Welcome and Apologies for Absence**

The Chair formally welcomed everyone to the meeting. Apologies received and accepted from Parish Cllr M Baldock. **Resolved: Accepted.**

**BPC23/24 - 44 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 comments.**

**BPC23/24 - 45 To receive any report from Borough Councillor** Cllr James Hunt, Cllr Lloyd Chapman, Cllr Baldock, Cllr Roger Clarke, Cllr Ann Cavanagh

Cllr Hunt reported that he has had notification regarding a proposed 5G telecommunications installation for Cignal Infrastructure UK Ltd at Staplehurst Road. This is a proposed installation prior to a planning submission. This is not normally done by planning permission this is done under lawful development certificate.

Cllr Hunt reported that the Aspire School next to the woodlands is now setting up a Forest School, on the piece of land behind the school this is held on lease by the Borough Council and it is just going through

Cllr Hunt reported that a resident has asked if we can let the HML know when the consultation will be live for the parking on Archers Park. The Clerk will email them the consultation, when it goes live.

Cllr Chapman reported the ongoing trouble at Pigeon Farm, which has been going on for more than 2 years, Cllr Clarke reported that the Police, Enforcement have been going down there but it is still going on. Cllr Randall reported that we have had confirmation from the enforcement team to say notice was served and they have until the 15<sup>th</sup> November to remove the erection of two wooden clad stables and construction of hard standing. The Clerk will talk to the enforcement team at Swale and report at the next meeting, of any further information.

Cllr Clarke gave an update on the water leak that supplies the Isle of Sheppey, Cllr Clarke oversaw the one outside the Woolpack, but there are another 2 just up the road from the original one.

Cllr Cavanagh gave a detailed report on what she has been attending since the last meeting. Cllr Cavanagh has now completed the dynamic Councillor training on the 24<sup>th</sup> August.



Cllr Cavanagh reported that herself and Cllr Hunt are looking at ways to improve the appearance of the cattle arch at the end of Woolett Road, with possibly some lighting. A finger post has also been broken, this will be reported to [https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way#:~:text=In%20an%20emergency%20\(something%20on,%40kent.gov.uk](https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way#:~:text=In%20an%20emergency%20(something%20on,%40kent.gov.uk).

**BPC23/24 - 46 To receive any report from County Councillor Cllr Baldock**

Nothing to report.

**BPC23/24 - 47 To receive any report from Community Warden and PC Jez Chittim**

No report from the Community Warden.

PC Chittim sent in a report: The Clerk read this out: In terms of calls into the police over the last month period there has not been anything significant to raise at the meeting. However, I have been informed of various acts of criminal damage, not all of which are being reported and some ASB and nuisance youths/young adults by the shops on Gadby Road. Reference the ASB, I have patrolled there at various times, however, have not experienced any issues in my time there. The damage I refer to is the graffiti in Archers Park; Swale Borough Council have sent their team out and removed this following being informed by police, however if I could encourage people in this instance to complete an online report to the police as it allows a better reflection as to where resources may be required.

I have also spent some time patrolling near the new zebra crossing in Sonora as I had received some complaints that vehicles were not stopping for pedestrians. Again, in my time there, unfortunately no pedestrians crossed the road. However, I did notice that the shrubs either side of the zebra crossing do limit the view of drivers and the location of the zebra crossing to the bus stop could also cause some issues. This may need to be looked into before any enforcement action is taken against drivers if caught committing an offence. Should there be any issues with the highway or concerns around such matters, it can be raised using the following link [Report a problem on a road or pavement - Kent County Council](#).

The Clerk confirmed with Sgt Chaise that PC Chittim is the only local bobby on the beat at present in Bobbing, he also covers other parishes as well, so please do report things through the correct links.

**BPC23/24 - 48 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**

None

**BPC23/24 - 49 Approval and Adoption of Minutes from the previous meetings.**

The minutes of the previous meeting of the 2<sup>nd</sup> August 2023 are all correctly recorded. **All Agreed Resolved: Accepted.** The Chairman duly signed the Minutes.



**BPC23/24 - 50 Matters arising from the minutes not covered by other agenda items**

**a. Update on electrical quote for defib**

Cllr French and the Clerk have a meeting with an electrical company and the Co-op Manager on 7<sup>th</sup> September, the Clerk did speak to various other electricians all who said they are too busy at present to do any work. It was **All Agreed** in principle that depending on the quotation and the agreement via email that this should proceed with an order with expenditure up to £500.00. **Resolved: Accepted**

**b. Unity bank update**

The Clerk has confirmed that Cllr French and Cllr England are now on the bank as well as herself. **Resolved: Accepted**

**c. KALC Training**

Cllr Cavanagh has carried out her Councillor Dynamic training on the 24<sup>th</sup> August and Cllr Randall has booked in for the Chairmans training on the 19<sup>th</sup> September. The Clerk has circulated some more training dates until October, if anyone would like to attend any training, please let the Clerk know. **Resolved: Accepted**

**d. Board of Parish Chairman in Village Hall**

Due to the amount of missing earlier years of Chairmanship this has been decided this project will not go ahead. **All agreed. Resolved: Accepted.**

**e. Freedom of the Parish**

Cllr French proposed that we should get 2 Freedom of the Parish scrolls from Shaws quote Q5847B to be presented at next month's meeting, if the designated previous Councillors are available or representatives of the Councillors. **All agreed. Resolved: Accepted.**

**f. Working groups Item BCP23/24 – 30 & 31**

The Clerk will email the working party with some dates to start working on these items. Cllr England asked all working group members to read through first what they are going to be looking at as a group.

**g. Hosting website and Microsoft**

The Clerk confirmed that she has spoken to Invicta IT Solutions and cancelled the emails that are not required, the Clerk has also researched the email address which should have been with the website (Hugofox with a Gold Package), unfortunately they do not do this.

**h. Meeting dates for 2023/2024**

The Clerk circulated, the dates were circulated and will now be published on the website and noticeboards. **All agreed. Resolved: Accepted.**

**i. Update on moving files and filing cabinet**

Cllr Herbert reported that he has been unable to sort this yet, Cllr French has offered to help him, and they will contact the old clerk, to be moved before the next meeting.

**j. HIP draft consultation for double yellow lines**

The Clerk circulated copies of the proposed consultation as well as the map provided by KCC. It was proposed that this is circulated to everyone in Archers Park including houses,



flats, Aspire School and businesses, Cllr French and Cllr Gladwin have offered to distribute the consultation to Archers Park. There will be a specific email address for this [parkingconsultation@bobbing-pc.gov.uk](mailto:parkingconsultation@bobbing-pc.gov.uk) once the date has passed the Clerk will then set it out in a report to KCC. Cllr Hunt has asked if the HML Group Ltd can be sent a copy of the consultation and he will provide the Clerk with details. **All agreed. Resolved: Accepted.**

**BPC23/24 - 51 Public Rights of Way and who to report issues to.**

The Clerk reported after last months meeting when it was reported that there was graffiti in the area, she has been in contact with KCC PROW and they have provided us with a map with footpaths on which has been circulated, all reports need to be reported to the relevant authorities. Cllr Hunt advised that Swale Borough Council deal with rubbish, KCC Highways will deal with public footpaths and National Highways are responsible for graffiti on the highways and under pass.

Swale Borough: <https://swale.gov.uk/bins-littering-and-the-environment/littering/report-fly-tipping#:~:text=Use%20this%20service%20to%20tell,if%20you%20see%20it%20happening.>

KCC Highways: [https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way#:~:text=In%20an%20emergency%20\(something%20on,%40kent.gov.uk.](https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way#:~:text=In%20an%20emergency%20(something%20on,%40kent.gov.uk.)

National Highways: <https://report.nationalhighways.co.uk/>

If you have trouble knowing the area you are trying to report please use <https://what3words.com/pretty.needed.chill> or <https://countryeye.co.uk/> where you can upload pictures and it will send to the correct authority.

The Clerk is still waiting for a full map of Bobbing with all the Public Right of Way numbers which will be circulated at the next meeting.

**BPC23/24 - 52 Discussion on how long we debate an item on the agenda before closing the item.**

Requested by Cllr England.

This was discussed, it was proposed that a policy is written regarding this, but this was not voted on.

**BPC23/24 - 53 Remembrance Wreath Royal British Legion.**

This was discussed and it was proposed that we buy a wreath and do a donation for the value of £40.00. **All agreed. Resolved: Accepted.**

**BPC23/24 - 54 Councillors Email address on the Domain**

The Clerk circulated information about Cloud Next who we have our domain with who does email hosting at the cost of £49.99 plus VAT per year, it was proposed that this should be done immediately and over the next 6 months we look at moving Cllr Randall's, Cllr Herbert's and Cllr French email to the new hosting domain. **All agreed. Resolved: Accepted.**



**BPC23/24 - 55 Planning Application – viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>;**

- a. **Demolition of rear conservatory, erection of front porch and single storey rear extension.** Planning Application 6 Galena Close Sittingbourne Kent ME10 5GA Ref. No: 23/503542/FULL

**All agreed. No objection resolved and accepted.**

- b. **Erection of new fencing.** Planning Application Grove Park County Primary School Hilton Drive Sittingbourne Kent ME10 1PT Ref. No: 23/503180/FULL

**All agreed. No objection resolved and accepted.**

## **BPC23/24 - 56 Financial Statement and Authorisation of Payments**

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

September Expenditure						
Pay Date	Pay Method	Payable to	Reason	Amount	VAT	Total
01/09/23	DD	Hugofox	Website monthly fee	£29.99	£6.00	£35.99
01/09/23	SO	Invicta IT Solutions	Microsoft monthly fee	£29.60	£5.92	£35.52
	BACS	Clerk	Salary	£465.06	£0.00	£465.06
	BACS	Dean Wild	Grass Cutting Mar-May	£210.00	£0.00	£210.00
	BACS	Dean Wild	Grass Cutting June-August	£210.00	£0.00	£210.00
	BACS	S Poole Expenses	Expenses Use of home as an office, milage, office stationery	£90.26	£1.96	£92.22
	DD	Hugofox	Website monthly fee	£29.99	£6.00	£35.99
	DD	Nest Pension	Pension	£603.71	£0.00	£603.71
	DD	Unity Fees	Bank Fees	£18.00	£0.00	£18.00
	BACS	Bobbing Village Hall	Rent for Council meetings	£350.00	£0.00	£350.00
	SO	Invicta IT Solutions	Microsoft monthly fee	£16.17	£0.00	£16.17
		Monthly Total		£2,052.78	£19.88	£2,072.66

The Clerk gave an in depth spreadsheet to Council on what has been spent in the last 5 months including any variances that have been occurring, it also highlighted that we have had some DD from the old payroll company, which is incorrect, the Clerk confirmed she has spoken to Williams and Giles, and they are issuing a full refund. The Clerk proposed as of next month the SO are cancelled and we only pay either DD or BACS/Chq's the Clerk has also given out a spreadsheet on the predicted next 6 months.

The Clerk confirmed what is in the bank at present before any of the above payments are made.

Barclays Savings Account £31,344.14

Unity Trust Account £30,048.74

These are the figures before the above payments are to be made. This was agreed.  
**Resolved: Accepted**





## **BPC23/24 - 57 Reports from representatives**

### **a. KALC Area Committee next meeting**

The next meeting is November 2023.

### **b. Western Area Committee**

Cllr Richardson reported that he went to the meeting on 31<sup>st</sup> August, the main area they talked about was conservation areas, Cllr Richardson asked how we can make a conservation area, the Clerk will investigate this. Cllr Richardson also reported they are trying to update their corporate plan priorities.

### **c. Swale West Parishes Group Meeting**

No meeting has taken place.

## **BPC23/24 - 58 Christmas Lights**

Cllr Randall explained to the Councillors that the Parish Council own 3 Christmas Trees (lights) which are placed opposite Bobbing McDonalds, The Meads and Grove Park. The Clerk reported that the cost to fit them is around £1,500.00 per year to install them, maintain and store them. Cllr England asked if we have a contract with Gala Lights, the Clerk will investigate this and report back at the next meeting. Cllr Richardson said if we need Risk Assessments, he can help with this as he is trained in this area. Cllr Hunt asked if we could advertise that these are from the Parish Council as Parishioners were apparently unaware who put them up last year.

### **a. Power Supplier**

The Clerk has emailed the power supplier UK Power asking for the certificate we are awaiting to hear back from them. UMSO has confirmed that this is all in place, so it is just waiting to hear from UK Power.

### **b. KCC Application for Christmas Trees**

The Clerk is speaking to KCC regarding the application for the Christmas trees, we are awaiting confirmation from the power supplier for the certificate to give to KCC before the application can be finished.

### **c. Load Testing Certificate**

The Clerk reported that the last load testing certificate was 24/11/2022, we are just awaiting to hear from KCC if this needs to be re done last year as we were fined for not having all the paperwork in place, and the lights were not high enough from the ground.

### **d. Installation Date**

This was discussed and it was agreed to put them up subject to KCC approval end of November and take them down first week of January 2024.

## **BPC23/24 - 59 Communication from the Community Payback - Swale**

The Clerk has been talking to Nick Stamp from the Community Payback, they are unable to do the graffiti that was reported due to it being out of his area and has thanked us for the information regarding Happy Pants, they will need facilities for the payback workers. If there is anything else that we can send his way so, he can put it on his list for the workers



to do. Cllr Cavanagh reported that there is a small area on Grove Park that is not owed by anyone and is very overgrown could you ask if they would do this area. The Clerk will report back to them.

**BPC23/24 - 60 Review of Asset List as circulated by the Clerk.**

**a. Would we like to formally donate certain items to the Village Hall. Requested by Cllr Randall**

Cllr Randall explained that this was last updated in 2023 but there are now items that have been donated he proposed that this be updated and amended. This was agreed. **Resolved: Accepted.** Cllr French asked if the noticeboard on the Village Hall which is not being used if it could be donated to the Woodlands Community Group. Cllr Herbert will talk to the Village Hall to make sure they agree that this can be donated. This was agreed. **Resolved: Accepted.** The Clerk explained to Councillors that in Local Government the Assets do not depreciate over years, they stay on the Asset list with the amount we paid for them.

**BPC23/24 - 61 General matters raised by Parish Councillors Reports for discussion.**

Cllr Herbert reported that now the evenings are getting darker the Demelza Estate signs advertising the houses for sale on Keycol Hill are going to cause an accident with the reflective lights from cars. The Clerk will report this again to Enforcement to see what can be done.

Cllr French reported the amount of speeding cars on Sonora Way.

Cllr French also reported the state of the verges and bushes within The Meads, which is now causing people to be pushed into the roads. The Clerk will report this on the website tool. Cllr England asked if we could ask the Community Payback to do.

Cllr England reported the amount of rubbish pilling up by the shops in The Meads, there is a broken fence which will start banging again and air conditioning unit has been broken, which needs reporting to Crabtree. Cllr Hunt will provide an email for Crabtree.

Cllr England reported the missing hoods on the new Pelican crossing on Sonora Way, as they are very bright in people houses, he asked the Clerk to report this to KCC on the portal.

Cllr England reported that there has been a road traffic accident on Quinton Road by the railway bridge and gone through the temporary fence, and there is also fly tipping in that area.

Cllr Cavanagh reported that some Parishioners who came to last months meeting could not hear the meeting, and asked if we can summarise decisions for the public to understand of the outcome.

Cllr Cavanagh also asked if we have made provisions for the Clerk, as the current Locum Clerk only has a contract for 6 months which finishes on the 18<sup>th</sup> December 2023, as I think this should be discussed at the next meeting to what we wish to do for the future of the Parish Council.

Cllr Richardson reported the state of the pathways especially near Staplehurst Road (Mud Alley). The Clerk asked if this could be reported on the online tool to KCC fault reporting.

Cllr Richardson has offered to do Risk Assessments on the asset list and report this back to Council.



Cllr Gladwin reported that it is unclear if the works have finished on Sonora Way, as the planting has not been done.

Cllr Gladwin reported that Parishioners are having trouble with zebra crossing as Southern Water have dug it up and it is not finished yet.

Cllr Gladwin has reported lots of drains that are not working which she has reported to KCC, there is speeding on The Meads and parking continues to be a problem. Cllr Gladwin asked if we could request a No Through Road sign when they do work on Archers Park as lorries are not allowed to go through there, this was suggested by KCC that it be requested by Cllr Hunt or the Parish Council.

Cllr Randall reported that he has attended the Sittingbourne Area Forum which was an online meeting with a suggestion of a circle line bus route, but this was disagreed with by the bus company.

The Clerk asked for the Disclosable Pecuniary Interests that she has not received back yet from last meeting to be returned to her so she can send them to Swale.

The Clerk advised she is attending the planning training on the 18<sup>th</sup> September at Swale House.

The Clerk has received an email from the Church thanking us for agreeing to donate a bench to them, they are just awaiting planning agreement from Swale before the bench can be ordered.

The Clerk circulated the notice of extension of an order temporarily closing public footpath ZR109 from the 26<sup>th</sup> March 2021 to 26<sup>th</sup> September 2023.

The Clerk has received correspondence from The Garden of England Crematorium if we could display the 20<sup>th</sup> Anniversary of the Crematorium up on the noticeboards. This was agreed. **Resolved: Accepted**

The Clerk circulated the Public Spaces Protection Order consultation which closes soon.

The Clerk has circulated the guidance notes if we want to revoke any of the Bylaws in the Parish.

The Clerk has received an email from a resident in Kemsley and asked who she should report things too as she was not sure if we covered that area in our Parish. The Clerk was advised to respond saying this would be a Swale matter.

The Clerk shared the information that has been given to us regarding any events we wish to hold for DDay.

The Clerk said the next Swale and Transport Board meeting is 2<sup>nd</sup> October Cllr Gladwin will attend.

The Clerk has circulated the current HIP which will need to be looked at in the future.

### **Closed Session**

#### **BPC23/24 - 62 Internet Banking Authority and Signatures**

The Clerk has filled in application form for Cllr Baldock, Cllr Cavanagh, and Cllr Richardson, this was duly signed and returned to the Clerk. The Clerk will get Cllr Baldock to sign the form and get the ID required for Unity. **Resolved: Accepted.**





The Clerk has filled in the application to remove the old Councillors from the bank, the Chair and Vice Chair signed the document. **Resolved: Accepted.**

**BPC23/24 – 63 Matters arising from the minutes not covered by other agenda items BPC23/24 – 40**

**a. Old Computer and quote for a laptop.**

The Clerk circulated quotes for laptops it was agreed that this could be purchased and dispose of the old computer once everything is transferred can be given to a school/charity. **All agreed. Resolved: Accepted.**

**b. Update on Broadband/Telephone Line**

The Clerk advised that the telephone line is live, she has had some trouble with BT and there is a complaint being dealt with, with a hope of some compensation due to not setting up when they said and the service not running smoothly yet.

**BPC23/24 - 64 Dates of Next Meeting 4<sup>th</sup> October 2023**

**BPC23/24 - 65 Closure of Meeting**

The meeting closed at 22.12

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

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