



BOBBING PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING

Held on Wednesday 31st January 2024

Present: Cllr. G. Randall - Chair Sarah Poole - Clerk
Cllr. G. Herbert Cllr. A. Gladwin
Cllr. P. French Cllr. R. Richardson (Vice Chair)

3 Parishioners in attendance

BPC23/24 - 156 Welcome and Apologies for Absence

The Chair formally welcomed everyone to the meeting, and advised where the fire exit is and the bathroom. The Chair thanked Mrs Crawford for all the incredible service over the years she has given to the Village Hall. The Chair also apologised on behalf of himself and the Parish Council due to a misunderstanding where the Parish Council carried out a Risk Assessment for the Parish Council to hold their meetings within the Village Hall accordingly to the latest Fire regulations <https://www.gov.uk/government/publications/fire-safety-england-regulations-2022> <https://www.gov.uk/government/news/new-fire-safety-guidance-comes-into-force-on-1-october-2023> this was seen in the wrong light and no offence was meant, I would like to apologise for this and not making sure it was communicated properly.

Apologies for not being able to attend this meeting from Cllr. Cavanagh and Cllr. Baldock. **Resolved: Accepted.**

BPC23/24 - 157 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.

Mr Ball explained the history of the Village Hall and how this was funded in 1953 and in old money of £2,000.00 to pay for the land and build the Village Hall with local labour, which has over 61,000 bricks. This was designated to the Parishioners of the Parish. Mr Ball feels that the communication over this Fire Risk Assessment could have easily been resolved if the communicated skills and curiosity were applied, with a formal visit.

Mrs Crawford read out a statement, stating the due to the previous Trustees resigning en masse it was handed over to the Parish Council and as she was Parish Clerk at the time, she became a Trustee. Mrs Crawford met with Cllr. Randall and discovered a Risk Assessment had been carried out on the Village Hall, and she felt that the Risk Assessment was undertaken when the Village Hall was being used by another organisation, she explained that the Parish Council has offered to fund the findings of the Risk Assessment but does not believe this has been approved by the Parish Council, as she feels that the minutes are not detailed on what has been agreed, also she could not find any minutes from the Working Committee meeting. The Clerk explained that we do not have committees only working groups which do not require minutes. Mrs Crawford also does not believe the works need carrying out either. Mrs Crawford explained that she has all the documentation that is required and is handed out to all hirers. The Clerk has asked for a copy of this as she has not been given a copy. Mrs Crawford feels that a lack of communication between the Village Hall and the Parish



Council, Mrs Crawford was asked if an independent Fire Company could come in on Monday 29th January which she agreed, she believes only one quote has been sought and in good practice she believes 3 quotes should be received. Mrs Crawford has also stated that Swale Borough Council has not updated the Disclosable Pecuniary Interests (DPI) for 2 Parish Councillors. The Clerk will investigate this. Mrs Crawford asked to have copies of the 2 Parish Councillors DPI's that she has been unable to see on Swale Borough Council website, the Clerk will send this to her electronically this evening after the meeting.

BPC23/24 - 158 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. Herbert declared an interest in items BPC23/24 – 160, 161 and 162, as he is a Trustee of the Village Hall.

Cllr. Richardson declared an interest in item BPC23/24 – 160 a, 162, as he is a Health and Safety Commissioner and carried out the Risk Assessment as well as recommending the independent Fire Company.

BPC23/24 - 159 Approval and Adoption of Minutes from the previous meetings Minutes of the Full Council Meeting on 3rd January 2024

Cllr. French asked if item BPC23/24 – 146 was addressed by the Clerk, the Clerk reported that she had not at this time been in contact with the Village Hall Trustees, as the Chair had been in communication with the Trustees and part of the Risk Assessment was carried out for the Parish Council after our meeting on 3rd January 2024.

Cllr. Herbert abstained all other Cllrs present **Agreed. Resolved: Accepted.** The Chairman duly signed the Minutes.

BPC23/24 - 160 Health and Safety Risk Assessments

a. Results of the Fire safety audit.

The Clerk distributed the document by the Fire Industry Association about the Fire Safety Law along with Cllr. Richardson's Risk Assessment for Parish Council meetings in the Village Hall. Cllr. Randall explained the Risk Assessment that has been circulated is a preliminary assessment, and Cllr. Richardson reported that as a Safety Professional he felt that he needed to act and had been in correspondence with the Chair of the Parish Council, as there is no grace period in Fire Safety. Cllr. Richardson sent the report to the Clerk and Chair on the 19th January 2024. Cllr. Randall had a meeting with one of the Trustees of the Village Hall (Mrs Crawford) on the 22nd January. Cllr. French thanked Cllr. Richardson for doing the report so quickly. Cllr. Richardson explained that this was done for the benefit of the public that come to the Parish Council meetings and was not a witch hunt, he went through the 12 page Fire Risk Assessment, in detail, which is supplied by SLCC (Society of Local Council Clerks) for reference

Cllr. French asked if this is required how long would it take if the Village Hall was in agreement, Cllr. Randall is hoping if it is agreed with the Trustees of the Village Hall, and approved at the next Full Council that we will be back in the Village Hall for meetings in March 2024.



BPC23/24 – 161 Offering to become custodial trustee of the Village Hall.

Cllr. Randall explained he did ask for this to be on the agenda but since this meeting agenda was published it is now apparent from Mrs Crawford that the Parish Council are Custodial Trustees of the Village Hall and should have a presence on the Trusteeship. It was discussed and decided that this should be on the next Full Council to who wishes to stand representing the Parish Council. Cllr. Randall read out the first part of Mrs Crawford's come off of the Trustees, which she sent to the Clerk and the Chair on 24th January 2024. Cllr. Randall asked Mrs Crawford for clarification on this resignation. Cllr. French believes this has been a misunderstanding as no intention was made for anyone to feel that people have gone behind people's backs. Cllr. Randall has been supplied the Constitution from Mrs Crawford which is a 3-page document and a supplement document which shows the amendment change of name which is also in the minutes from a previous meeting. Mrs Crawford explained that the Parish Council are effectively custodial Trustees according to records in 1949. Cllr. Randall explained that the Parish Council want to be involved in the Village Hall and as Trustees and will take this to the next meeting. Cllr Randall has expressed to the Trustees that he would like to become a trustee, Cllr. Herbert asked if it could be advertised further afield to parishioners join the Trustees. Cllr. Gladwin asked who could become a Trustee, the Clerk said it all depends on the Constitution which she has not got a copy of so is unable to answer but will find out for the next meeting.

BPC23/24 – 162 Finding from the independent Fire Company.

The Clerk explained that she felt that an independent Fire Company should be contacted to look at the Village Hall to see if anything was needed for the Fire Risk Assessment that Cllr. Richardson carried out. The Clerk distributed the document from the Independent Fire Company that had a look around the Village Hall on Monday 29th January along with his quote to do the work. Cllr. Randall, Cllr. Richardson and the Clerk met him, and he explained that if there were a fire in another room, we would not know in the room we were using as there was no fire alarm and people would not necessarily hear anyone shouting Fire. The Clerk will contact 2/3 companies for a quote based on the specification from the findings of this Independent Fire Company put a specification. A vote was taken, and all **Agreed. Resolved: Accepted**

BPC23/24 – 163 Finance:

a. Agreement in principle to fund fire safety system and any Health Safety requirement.

The Clerk will hopefully have all the costings available at the next Full Council meeting on the 7th February 2024, where it will be discussed if we are going to approach the Trustees to see if they wish to carry out installing the Fire Alarm which will be totally funded by the Parish Council, if this is not accepted, the Parish Council will need to look at alternative venues to hold future meetings. A vote was taken, and all **Agreed. Resolved: Accepted**

BPC23/24 – 172 Recommendations to next Full Council

- a. Look at quotes received regarding costings for a Fire Safety System at the Village Hall.
- b. To appoint 2 Trustees to the Village Hall.
- c. Report back on the Constitution of the Village Hall.



- d. Inform the Parish Council of the nomination made to KALC for the Volunteer Award.
- e. Bobbing Reporter update.
- f. New date for HIP working group.
- g. Contribution to the Church for allowing us to have the meetings in the Church.

Cllr. French reported that motorbikes are causing a nuisance in the woodland and also poaching is being reported, this was all reported to P.C. Jez Chittim at the last drop-in session on Bobbing Hill.

The Clerk thanked Cllr. Herbert for all the help he has given to the Clerk on starting the Bobbing Heritage Map.

Cllr. Randall thanked the Church for allowing us to have the meeting there tonight and requested if it is available next Wednesday 7th February for Full Council, and future meetings.

BPC23/24 - 173 Dates of Next Meeting

7th February 2024 at 19.30 at Bobbing Parish Church

BPC23/24 - 174 Closure of Meeting

The meeting closed at 21.12

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

Signed: _____ **Date:** _____