



BOBBING PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 2nd August 2023

Present:

| | |
|-------------------------------------------|---------------------------------------------|
| Cllr. G Randall - Chair | Sarah Poole - Locum Clerk |
| Cllr. P England – Vice-Chair (left 22.01) | Cllr James Hunt – Borough (left at 22.01) |
| Cllr. G. Herbert | 10 Parishioners (9 Parishioners left 20.20) |
| Cllr. A Gladwin | 1 Parishioner (left at 22.01) |
| Cllr. P. French | |
| Cllr M Baldock (left 22.01) | |
| Cllr A Cavanagh | |

BPC23/24 - 18 Welcome and Apologies for Absence

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

BPC23/24 - 19 Public Session

No Comments

BPC23/24 - 20 To receive any report from Borough Councillor Cllr James Hunt, Cllr Lloyd Chapman, Cllr Baldock, Cllr Roger Clarke, Cllr Ann Cavanagh

Cllr Cavanagh gave a detailed report on what she has been attending since she was last here in June. Cllr Cavanagh reported that the youth project was funded by Western Area Committee and details, including a report from Vibe (the name of the youth project) is included in the papers for the Western Area Committee meeting on 8th June <https://services.swale.gov.uk/meetings/ieListDocuments.aspx?CIId=334&MIId=3997&Ver=4>

Cllr Hunt reported that residents are still complaining about the parking on Archers Park and is pleased to see that it will be discussed later in the agenda.

Cllr Baldock reported on the Friends of Rose Hill. He asked if more parishioners would like to join them, there is a facebook page:

<https://www.facebook.com/groups/725070871892423/> he thanked everyone who helped with the recent litter pick, they are currently looking for volunteers to help remove by hand the self-seeded sycamores, as these are killing off the other plants in the area.

Cllr Baldock reported that Swale Borough Council will be reviewing the Local Plan in the early autumn.

BPC23/24 - 21 To receive any report from County Councillor

Cllr Baldock reported that he has objected to the Simpsons Crossing changes, this is now going to a regulation committee in September, we need to make sure that any route they suggest is viable and will be installed. They are also looking at taking out a part of the Swale Valley Walk in Iwade and doing a detour away from the edge, there is a consultation on this at the moment.

Cllr Baldock advised that the disposable vapes have now been banned with cross party support, Cllr Baldock also supported the Conservative group on writing to oppose the Mayor of London wanting to bring ULEZ out of London as this has a huge impact on people living in Kent.



Cllr Baldock has also written to the Cabinet member regarding children that are being sent to the Oasis School and not being given their choice of school or getting help with transport.

BPC23/24 - 22 To receive any report from Community Warden and PC Jez Chittim

Mrs Poole read out the report from Jez Chittim regarding various crimes of note and the anti-social behaviour.

Cllr Cavanagh asked how many PC's we have in the ward, Mrs Poole will write to Sgt Chaise as she is unsure, Cllr Hunt believes there is 6 PC for the whole area, one for The Meads and one for Grove Park as well as PC Chittim which covers Bobbing, Iwade and High Halstow.

Mrs Poole has had no communication from the Community Warden.

BPC23/24 - 23 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 Baldock has declared an interest in item BPC23/24 - 27 because he is the Chairman of the Borough Council Planning Committee and advised he will leave the meeting when this is being discussed.

Cllr Cavanagh also declared an interest in item BPC23/24 – 27 1 Norwood Walk, as she has written in as her Borough Cllr representing her ward.

BPC23/24 - 24 Co-option for New Councillors:

Cllr Randall explained that Joanne Griffin's circumstance have changed, and she is unable to join the council, so we are still looking to co-opt another parishioner, Mrs Poole gave out Swale Disclosable Pecuniary or Non-Pecuniary Interests form to fill in and return to her at the next meeting, Cllr Cavanagh also signed her Declaration of Acceptance and handed this back to the Clerk.

BPC23/24 - 25 Approval and Adoption of Minutes from the previous meetings Minutes of the Full Council Meeting on 5th July 2023

The minutes of the previous meeting of the 5th July 2023 are all correctly recorded.
Resolved: Accepted. The Chairman duly signed the Minutes.

BPC23/24 - 26 Matters arising from the minutes not covered by other agenda items.

a. Electrical Quote for Defib.

Cllr French explained that he had been in contact with 2 companies and is arranging a site visit with the Clerk and the Co-op Manager in a few weeks' time, to discuss where it will be sighted for installation, the Defibrillator is stored in the store in the Village Hall, ready for installation. **Resolved: Accepted.**

b. HIP draft consultation for double yellow lines.

This was discussed and the Clerk will write to KCC asking them to add yellow lines opposite the school, and update the draft consultation wording, which will be brought to next months meeting to get agreed before it is distributed to the residents, business, and Aspire and Grove Park schools on Archers Park.



c. Unity Bank update

The Clerk has spoken to Unity a few times asking for updates on the account, and we should have access by Friday, the Clerk will update everyone when we have access.

Resolved: Accepted.

d. Representatives for various committees

- * Highway Improvement Plan: Cllr Herbert, Cllr Randall, Cllr Baldock and Cllr Gladwin.
- * K.A.L.C Area Committee: Cllr French.
- * Planning Portfolio: Cllr England.
- * Western Area Committee: Cllr Richardson.
- * Bobbing Village Hall: Cllr Herbert.
- * Swale West Parishes Meeting: Cllr Herbert and Cllr Baldock.

e. KALC Training

The Clerk has given Councillors information on the up-and-coming training which includes KALC Post Election Dynamic Councillor, this should be completed by all Councillors when they first become a Parish Councillor, also she has information on Introduction to Planning for Local Councils and for the Chair and Vice Chair, Charing Meetings Effectively. The Clerk has asked if anyone would like to attend if they can let her know and she will book you on, some are online and some are in person.

BPC23/24 - 27 Planning Application – viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>;

Section 73 - Application for Removal of condition 3 (occupancy restriction) and 4 (use of the land) pursuant to application SW/09/0972 (allowed on appeal) for - Change of use of land to use as a residential caravan site for one gypsy family with two caravans (including one static caravan), erection of amenity block and laying of hardstanding (Revised description) Planning Application Land at Eden Top Sheppey Way Bobbing Kent ME9 8QP Ref. No: 22/503908/FULL

Bobbing Parish Council still stands by their original objection on the 8th September 2022. The Parish Council would like to point out to the planning committee that the site has already been developed beyond what was granted by the planning inspectors, as there is now a permanent building on the site and the mobile unit has been relocated and is not showing as per the site block plan.

The Parish Council believes the removal of occupancy restrictions would lead to a multi-site development, which is contrary to the inspector's permission.

It will violate the important Countryside Gap status, causing traffic problems and activities which would affect the neighbours, the Garden of England Crematorium and road users in general.

The Parish Council says the removal of these conditions would not be what one would reasonably expect. An appointed government inspector has applied the conditions for good reasons when he allowed the appeal re application SW/09/0972; overturning what was a majority vote for refusal by our elected members of the council.

The Parish Council would also like to point out, there is now another relevant factor to consider here: There is currently an application which is 'under consideration' for an



Operator's Licence at Edentop. OK2063348 THE GOODS VEHICLES (LICENSING OF OPERATORS) ACT 1995 APPLICANT: SIMON STEVENSON T/A SS SCRAP PROPOSED OPERATING CENTRE: EDEN TOP, SHEPPEY WAY, BOBBING, ME9 8QP.

The Parish Council describes this application indicates the intended use of Eden Top, if Conditions 3 and 4 were to be removed, is the likelihood that scrap metal lorries etc will be coming and going on a regular basis.

Conditions 7 and 8 of the inspector's decision in application SW/09/0972, refer to restrictions on the size of vehicles allowed at the site and also the use of the land. The Inspector's Condition 7 states: - No vehicle over 3.5 tonnes shall be stationed, parked or stored on this site other than one horse box with a gross laden weight not exceeding 7.5 tonnes. All parking of vehicles, commercial or otherwise, shall take place on the proposed gravel hardstanding shown on the 1:500 site layout plan, unless otherwise agreed in writing with the local planning authority. The inspector's Condition 8 states: - No commercial activities shall take place on the land, including the storage of materials, other than the keeping of horses. The inspector's summing up in Section 23 states: - My personal conditions 3 and 4, go further, indicating that a permanent approval to Mr Beck arises from his strong economic links to horses and that this particular need for a residential presence in the countryside is an overriding reason for granting permission to him. If he leaves the site, all of the approved development, including the hardstanding and amenity block should go too.

The Parish Council says if this application is approved it does not maintain the integrity or spirit of the inspector's conditions, which have been made in such a way that the site remains in the occupation of Robert Beck and his family. A variation to condition 3 could be sought on the basis that his adult children with their spouses and children, should be allowed to stay on the site. This would be reasonable; but what is being sought now is neither reasonable, nor acceptable.

The Parish Council says if this Condition 3 of Appeal APP/V2255/A/10/2129278 were to be removed and if Robert Beck and his resident dependants leave the site, then Condition 4 would apply. Condition 4 states: - 4) When the land ceases to be occupied by Robert Beck and his resident dependants, the use hereby permitted shall cease and all caravans, structures, materials and equipment brought on to the land in connection with the use, including the amenity block hereby approved, shall be removed, within six months of that time, the land shall be restored in accordance with a scheme previously submitted to and approved in writing by the local planning authority. If Robert Beck's adult children wish to remain at Eden Top, then the application would need to be submitted as a 'Variation to Condition 3'. The occupants must be named to preserve the inspector's occupancy conditions.

Eden Top is located in an important Countryside Gap and is in a sensitive area. It is directly opposite the Garden of England Crematorium and adjacent to Upper Toes, a Grade II, 16 century listed building. Swale Borough Council has already met the need for traveller pitches as indicated below.

Report to Planning Committee on the 9th January 2020, Item 2.1, 10, 5.18. Based on the Gypsy and Traveller Accommodation Assessment, and taking into account the Council's current supply position, the following can be said: current 5-year pitch need = 13.75; current annual pitch need = 2.75; current supply of pitches = 16; current 5 year supply = 5.8 year supply. The Parish Council believe to remove an inspector's Appeal Condition



would make a mockery of the whole appeal process. There would be little point in the Appeal process if a local council can then remove those conditions. The Parish Council believe that any removal of Appeal Conditions, would need to be referred back to the Inspectorate for its' determination.

The Parish Council Object to the removal of Section 73 as they believe it is not what the Planning Inspector granted the conditions for it to be removed. Resolved and accepted.

Pitched roof extension to existing rear extension, including new dormer window and fenestration changes to the front elevation. Planning Application 31 Bobbing Hill Bobbing Sittingbourne Kent ME9 8NY Ref. No: 23/503034/FULL

The Parish Council discussed this and felt there was no objection to this application. **No objection resolved and accepted.**

Erection of a two storey side extension to House in Multiple Occupation (HMO) (Revised description) Planning Application 1 Norwood Walk West Sittingbourne Kent ME10 1QF Ref. No: 23/500616/FULL

This was discussed at great length and the view of Bobbing Parish Council is still to object, the Parish Council previously objected to the planning application in 2019, and again on the 2nd March. The Parish Council has asked the planning committee to look at the recent letter from Southern Water dated 28th July 2023, explaining that the proposed developer is looking to build over the existing public sewer. The Parish Council wants to reiterate the previous comments of the extension would block light to neighbouring properties. The proposed extension would overlook neighbouring properties. Could lead to more parked cars on the roads which is then increasing congestion on the road. The property would be out of character for the area. Southern Water have problems with sewage in the area and it is known by residents that the drainage capacity is not the correct specification for the area. The increase in property size could add to the existing problem. **The Parish Council Object to this revised description as we believe it is an over development of the area. Resolved and accepted.**

Insertion of drop kerb, creation of vehicle access to new drainable hard surface area, creating parking area, and relocation of front lamppost. Planning Application 26 Simpson Road Sittingbourne Kent ME10 1QD Ref. No: 23/502973/FULL

The Parish Council discussed this and felt there was no objection to this application. **No objection resolved and accepted.**

BPC23/24 - 28 Board of Parish Chairman in Village Hall

Cllr Randall gave a brief recap on what had been done before by Cllr Herbert, Cllr Herbert has found some records have been lost in 1960-70's. It was discussed to talk to Kent Archives at KCC as they should be able to give the information of Chairmans. Cllr Baldock also mentioned Allison who might be able to help, as she wrote some history books on Bobbing.

BPC23/24 - 29 Freedom of the Parish

The Clerk has found some information from Shaws on what was given out before to Cllr Duncan Dewar-Uhalley, Cllr Randall proposed due to the long service that Robert Ball and Larry Major both receive Freedom of the Parish. Cllr Baldock proposed anyone who does 3 terms in office receive this as well. **Resolved: Accepted.** It was proposed to ask the Clerk to get a quote. **Resolved: Accepted.**



BPC23/24 - 30 Review of Standing Orders and Financial Regulations set up a Working Group

The Clerk proposed that the Standing Orders are looked at on a yearly basis due to changes, and a working group is set up to deal with this. It was proposed that Cllr Randall, Cllr Herbert and Cllr Baldock be on this working group. **Resolved: Accepted.**

The Clerk proposed that the Financial Regulations are looked at on a yearly basis due to changes, and a working group is set up to deal with this. It was proposed that Cllr Randall, Cllr England, and Cllr Richardson be on this working group. **Resolved: Accepted.**

BPC23/24 - 31 Review of Policies and Procedures set up a Working Group

The Clerk proposed that the Policies and Procedures are looked at on a yearly basis due to changes, and a working group is set up to deal with this. It was proposed that Cllr Randall, Cllr Gladwin, and Cllr Baldock be on this working group. **Resolved: Accepted.**

BPC23/24 - 32 Microsoft & Website Domain 23.07.23

Cllr Randall explained to Council that due to time constraints on the domain expiring, he authorised Mrs Poole to go to Cloud Next to secure bobbing-pc.gov.uk as Orbital were ceasing doing .gov.uk domains. All agreed. **Resolved: Accepted.**

The Clerk spoke about the Microsoft account which we are being charged for each month for 9 email address, which we are able to run through our domain, the Clerk has suggested that we reduce this down to 4 which are the 4 that are currently using the account, as the other accounts have not been accessed yet and set them up through our domain, and in a few months' time we look at changing the remaining 3 accounts to the domain as well once we export the pst files. This was agreed to do this immediately. Once we set up the domain email addresses, we will be able to do new email address easily like consultation@newsletter@ etc. All agreed. **Resolved: Accepted.**

BPC23/24 - 33 Council Meeting Dates for the year and Contact Information for Cllrs

The Clerk presented a proposal with the date for the year, as it is a legal requirement to publish these at the Annual Meeting for the election of chairs and committees. This has been deferred to next month's meeting to agree the dates. The Clerk thanked all Cllrs for their information which will be passed to Cllrs for their information only. All agreed. **Resolved: Accepted.**

BPC23/24 - 34 Filling Cabinet to be moved from the old Clerk to the Village Hall.

Cllr Randall explained that the old Clerk still has this at her address with the old documents in, it was agreed that Cllr Herbert & Cllr Baldock will contact the old clerk to arrange to pick the items up and go through them and archive what needs archiving. If there is no need for the filling cabinet which can be gifted to Iwade Parish Council or give to a charity. As there is no room in the Village Hall for Parish Council items to be stored. All agreed. **Resolved: Accepted.**



BPC23/24 - 35 Financial Statement and Authorisation of Payments

PAYMENT LIST JULY/AUGUST 2023

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

| EXPENDITURE | | | | |
|-------------|------------|----------------------------|-------------------------------------------------------------------------------------|-----------|
| Pay Date | Pay Method | Payable to | Reason | Amount |
| 02.08.23 | Chq | S Poole Expenses June/July | Expenses - Use of home as an office, Mileage and office Stationery/Noticeboard Keys | £204.11 |
| 02.08.23 | Chq | Cloud Next | Domain .Gov.uk | £132.00 |
| 10.08.23 | Chq | Clerk | Salary | £1,263.55 |
| 10.08.23 | | HMRC | Tax & NI for Clerk | £563.89 |
| | | | | |
| | SO | Invicta IT Solutions | 9 Microsoft 365 Mailboxes | £54.58p |
| | | | | |
| 31.07.23 | DD | HugoFox | Website monthly fee – Invoice No. 22624 | £35.99p |
| 18.07.23 | DD | NEST | Pension contributions previous Clerk | £22.42 |
| | DD | NEST | Pension contributions | £128.34 |
| INCOME | | | | |
| Pay Date | Pay Method | Payment From | Reason | Amount |

The Locum Clerk has not got access to the bank yet, so the previous Clerk provided a bank statement. This was agreed **RESOLVED: Accepted**.

Barclays Savings Account £31,344.14

Unity Trust Account £31,946.51

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

The Clerk proposed that from next month everyone will receive a budget sheet, so they can see what has been spent on each budget heading. This was agreed **RESOLVED: Accepted**.

BPC23/24 - 36 Reports from representatives

a. KALC Area Committee next meeting

The next meeting is November 2023

b. Western Area Committee

Cllr Gladwin attended the last meeting, where it was discussed the cycle routes in the area, Cllr Gladwin passed on literature to Cllrs for information.



c. Swale West Area Committee

No meeting has taken place.

BPC23/24 - 37 General matters raised by Parish Councillors Reports for discussion.

Cllr England advised that they have started work on the top of Sonora Way footpath.

Cllr England is concerned that children are still using Simpsons Crossing via Archers Park.

Cllr England has proposed that maybe we should buy some goal posts to go in the middle of the play area in Archers Park. Cllr Baldock is not sure if this has been adopted by Swale, this needs to be looked into before further action can be discussed.

Cllr Cavanagh reported that there is a lot of ragwort, in the area of Rose Hill Woods. Cllr French reported that this is on the list of things to do as it needs to be removed by hand, if anyone can help that would be appreciated.

Cllr Gladwin has reported various items to the relevant authorities.

Cllr Herbert gave an update on Larry Major.

Cllr Herbert is still concerned over Pigeon Farm, and asked if we have any update from the enforcement officers. The Clerk will talk again to Paul Cassey but we ask all Parishioners to report cases to <https://swale.gov.uk/planning-and-regeneration/planning-breaches-and-enforcement> this is all done anonymous and details are not shared with anyone. Cllr Baldock asked if the Clerk can email him regarding this information, as this is a KCC Highways issue.

Cllr Herbert reported that the footpath ZR105 is totally overgrown, this has been reported to KCC. The Clerk will also report this, the link for further reports is <https://webapps.kent.gov.uk/countrysideaccesscams/StandardMap.aspx>

Cllr Herbert reported that the white lines on the road at Keycol Hill have been worn away this is now dangerous as cars and lorries are driving in the middle of the road. The link again for people to report is <https://www.kent.gov.uk/roads-and-travel/report-a-problem> also the road sign is now obscured by vegetation this is near the roundabout, which is also dangerous to road users. The Clerk will make sure this is also on the HIP.

Cllr Herbert advised that UK Power are closing Keycol Hill for a week starting on Monday 7th August.

Cllr Herbert reported that we might need to put signs on Sheppey Way regarding pedestrians using the highway as there is no footpath. The Clerk will also put this on the HIP.

The Clerk has had communication from the old Clerk and would like to thank everyone for her card.

The Clerk also spoke to Nick Stamp from East Kent Probation Service, who might be able to help us with various talks in the Parish, Cllr Randall has asked if they could clear graffiti from under the bridges, vegetation in various areas. The Clerk will put it on the Agenda for next month.



BPC23/24 - 38 Review of Parish Council Bylaws – Clerk to get these from Swale Borough Council

Cllr Randall asked the Clerk to look into Bylaws, the Clerk has done some work on finding the Bylaws, which she has circulated to Cllrs, if Cllrs would like specific Bylaws, she will arrange to go into Swale House as this is by appointment only with Robin Harris. Cllr Cavanagh took this to the Western Area Committee, and this was proposed that this is looked at by KALC Area Committee. This was agreed. **Resolved: Accepted**

Closed Session

BPC23/24 - 39 Internet Banking Authority and Signatures

The Clerk proposed for all Cllrs to have access to sign off BACS payments, this was agreed, Cllr Gladwin has asked not to be on the account, the Clerk will make sure the paperwork is ready for the next meeting for Cllr Baldock, Cllr Cavanagh, and Cllr Richardson. All agreed. **Resolved: Accepted.**

The Clerk also has proposed that the Barclays account that she was unaware of should be changed to her address as it is still currently under the previous Clerks address this was discussed, and a letter was signed by Cllr Randall and Cllr Herbert with authorisation. All agreed. **Resolved: Accepted.**

BPC23/24 – 40

a. Chairman and Locum Clerk to Sign Employment

Cllr Randall welcomed officially Mrs Poole and thanked her for agreeing to become the Locum Parish Clerk for 6 months, Mrs Poole signed the contract of employment along with Cllr Randall, along with the engagement letter, Mrs Poole will scan the signed copy of the contract of employment and send it to Cllr Randall, Cllr England as Chair and Vice Chair.

b. Working From Home Allowance

The Clerk has looked up on HMRC <https://www.gov.uk/tax-relief-for-employees/working-at-home> “You can claim tax relief on: £6 a week from 6 April 2020 you will not need to keep evidence of your extra costs”. All agreed. **Resolved: Accepted.**

c. Travel/Millage Allowance

The Clerk has looked up on HMRC “Approved mileage rates from tax year 2011 to 2012 to present date”:

| | | |
|------------------------------------|---------------------------------------------|------------------------------------------------|
| From tax year 2011 to 2012 onwards | First 10,000 business miles in the tax year | Each business mile over 10,000 in the tax year |
| Cars and vans | 45p | 25p |

All agreed. **Resolved: Accepted.**



d. Old Computer

Cllr Randall proposed that we should look at getting quotes for a laptop for the Clerk as the Desktop was bought prior to 2016 and has been told that it does not have a wifi connection. This is also in accordance with guidelines issued by the ICO <https://ico.org.uk/media/2615578/parish-councils-own-device-fact-sheet.pdf> Cllr Randall proposed a laptop as it can be used for meetings etc. **Resolved: Accepted.**

e. Update on Broadband/Telephone Line

Cllr Randall updated that the BT line has been authorised for a 24-month contract and this is a VOIP line and is being installed on 9th August 2023 as they had to move it from the 4th August as planned, also the BT Experts are coming in to go through the phone etc on the 11th August 2023.

BPC23/24 - 41 Dates of Next Meeting

6th September 2023 19.30 at Bobbing Village Hall

BPC23/24 - 42 Closure of Meeting

The meeting closed at 22.16

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

Signed: _____ **Date:** _____