

BOBBING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING

Held on Wednesday 2nd October 2024

Present:

Cllr. G. Randall - Chair	Sarah Poole - Clerk
Cllr. R. Richardson (Vice Chair)	Cllr A. Gladwin
Cllr. M. Bencych	Cllr. P. French
Cllr. L. Blake-Knowles (left 21.15)	

2 Parishioners

BPCM24/25 – 90

Welcome and Apologies for Absence

Cllr. Randall welcomed everyone to the meeting and thanked everyone for coming, he welcomed Jan and Trevor Phillips from St Bartholomew's Church Bobbing for coming along.

Cllr. A. Cavanagh, Cllr. M. Baldock, Cllr. L. Chapman, and Cllr. J. Hunt due to Full Council at Swale House and PC Clements is on light duties.

BPCM24/25 – 91

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 Phillips gave an update on the work that is being carried out within the church yard including the bench that the Parish Council donated to them, this has been sanded back and they will now be preserving it with a Danish oil coat.

Mrs Phillips reported that the area at the back of the church yard which is open to all faiths, where they can sit on various size logs, have now been secured into the ground, as people were gaining access to the school, the school have also raised the height of their fence to make sure they are not able to gain unauthorised access.

BPCM24/25 – 92

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

Cllr. Cavanagh sent in a detailed report which the Clerk has circulated to everyone.

Cllr. Hunt sent in a report which the Clerk has circulated to everyone this is in regards to the dangerous parking that has been happening in Vellum Drive, and the anti-social behaviour that is going on within Bristol Close.

BPCM24/25 – 93

To receive any report from County Councillor Cllr. Mike Baldock

No report received.

BPCM24/25 – 94

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

PC Clemens sent in a report that the Clerk read out and circulated, the main issue he reported was the obstructions with vehicles at Bobbing School, and has asked everyone to report any badly parked cars/vans so this can be followed up correctly..

Cllr. Blake-Knowles has reported a number of anti-social behaviours including fire which were around 3 meter by 3 meters of flames, he has been into Sittingbourne

Police Station who advised that they are passing these details onto the Fire Brigade when it is reported, Cllr. Blake-Knowles reported that no fire engines have been present, the Clerk advised Cllr. Blake-Knowles to let her know all the report numbers so this can be reported to Cllr. Baldock at KCC. Cllr. Randall would also like this followed up with Matthew Scott as Kent Police and Crime Commissioner.

BPCM24/25 – 95

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 has declared an interest in item BPC24/25 – 100b and c because he is a Trustee on the Village Hall and the treasurer of Sittingbourne Christmas Lights.

Cllr. Richardson has declared an interest in item BPC24/25 – because he is a Trustee on the Village Hall.

BPCM24/25 – 96

Approval and Adoption of Minutes from the previous meetings Minutes of the Council Meeting on 4th September 2024.

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

BPCM24/25 – 97

Matters arising from the minutes not covered by other agenda items.

BPCM24/25 – 38 ii. Lanyards for Councillors

Cllr. Bencych is awaiting to get the formal quote.

BPCM24/25 – 74

Yellow Lines Bristol Close/Vellum Drive

The Clerk reported that she has received a number of complaints about the parking, and showed Councillors photographs of the vehicles involved, she has been in contact with Jennie Watson at KCC who has advised this would be a Police matter. Cllr. Hunt sent in a report which was circulated to all Councillors stating the major safety concerns and what he thinks is the minimum required as intervention. A parishioner has also sent in videos and photographs of the dangerous driving and parking, which has been circulated. After a long discussion it was decided that Councillors would do a site visit on Saturday 12th October at 09.00 to look at the whole area of Archers Park and the parished area of The Meads.

The Clerk has spoken to other Parish Councils to see if they have any TRO on their agenda's unfortunately they do not have this so it would be a cost to the Parish Council of about £6k for this to be implemented. The Clerk reminded all Councillors that they also need to look at all other areas within the Parish before committing to one specific TRO.

BPCM24/25 – 84 ii Demelza - Rook Lane ME9 8DZ

The Clerk read out an email from the Operations Manager at Demelza, regarding the speeding traffic, and also reminded Councillors that another parishioner has been in contact about these issues.

Cllr. Richardson would like this to be addressed at the next Highways Improvement working group meeting, and maybe a site visit is also required. Cllr. Richardson would also the Clerk to write to Esquire Developments homes (Hill Farm) to see if they can help with any additional signage.

BPCM24/25 – 84 **ii** Disposals and Community Asset Transfer response

The Clerk asked for feedback from the document she handed out at last meeting.

Cllr. Richardson reported that he would like to look at the green public spaces, especially The Grove, children's play areas, and feels that if the Borough Council are gifting these to Parishes then it should be accepted.

Cllr. French and Cllr. Randall would like more information on this due to costings etc.

A large discussion was had on this and it was asked that the Clerk will say to Martin Cassell on principle we are looking at taking on the assets but this depends on how much it would cost to take areas on, and what is involved with the areas, and set up a meeting with Martin to discuss this in further detail. Proposed by Cllr. Richardson and seconded by Cllr. Blake-Knowles, all agreed.

BPCM24/25 – 86 T.R.O's & Yellow Lines

This was covered under **BPCM24/25 – 74.**

BPCM24/25 – 98 **Community Engagement**

i. Update VE Day Working Group 8th May 2025.

Cllr. Richardson reported that a working party met on the 7th September and has put together a budget for VE Day, that himself and the Clerk have got a meeting with the head at The Grove school tomorrow. Cllr. Richardson advised the representative from the Church about what the Parish Council are going to do with VE Day, it was asked if the official guidance from Government can be shared with the Church so they can get involved, with the event. The next meeting is on Monday 14th October at 19.00.

Cllr. Richardson advised that we will be putting in a planning application for a permanent flag pole to be sited at the Village Hall.

Cllr. French advised that he has a contact with a bag piper who might be available on the 8th May in the evening and will invite him to the next meeting.

The Clerk advised that the following timings have been set by Government on the 8th May 2025. 09.00 raising of the flag, 18.30 ringing the bells, 21.15 lamp of light, bag piper and church service.

ii. Bobbing Reporter

The Clerk has produced a second draft of the new style Bobbing Reporter and asked for councillors to get all their information to me and any comments by the 15th October for proof reading so it can go to Swale Borough Council for printing on the 18th October so it can be delivered by the end of October 2024. The Clerk reminded councillors this needs to be a quarterly reporter to keep the information fresh and current, as the last one was in March 2024. Mrs Phillips asked if copies could also be left in the church for people to pick up.

iii. Photographs for Meet the Parish Councillor's on the website.

The Clerk advised that she will be taking photographs at the next meeting, along with their information on them being a Parish Councillor.

BPCM24/25 – 99

General matters raised by Parish Councillor's Reports for discussion.

- a. Cllr. Baldock would like to put forward 2 chat benches to help combat Social Isolation and Loneliness.

Cllr Richardson advised that he attended the meeting of Swale West parishes meeting and it was proposed at this meeting that this should be put on the agenda, Cllr Richardson reported that we understand it is not just the elderly that suffer from loneliness/isolation but the younger generation do too, to purchase 2 benches these would be a Blue bench, this has just been recently done at a neighbouring parish and is working well, it was discussed on which area's would benefit from them, it was talked about possibly Grove Park, Mrs Phillips advised that a lot of people use the churchyard to go and sit in there, Cllr. French suggested maybe a bench could be out at the front of the church yard, or a walk through at Jacinth. Cllr. Richardson and seconded by Cllr. Blake-Knowles. All agreed. **RESOLVED**

The Clerk advised that maybe in the next Bobbing Reporter that could be an article on what the benches are for and where to find them.

- b. Cllr. Baldock proposed that Bobbing Parish Council takes control of setting up this project: Swale West Community

The Clerk advised that at the meeting Aisha Cuthbert attended the meeting and gave the group ideas that she had implemented when she was in Bromley, the clerk reported that the group would look at things like soup and a roll for the elderly once a week during the winter months to bring them to a warm space, Cllr Richardson proposed that we should get involved with this and this was seconded by Cllr. Bencych. Cllr. French abstained all others agreed. **RESOLVED**

The Clerk advised it was proposed at the Swale West meeting that Bobbing would create an account for a "Swale West Community", which would include Borough Councils and Parish Councils paying into the account for a website to be created by Borden Parish Council for free and all events be advertised on there for the surrounding area.

- c. Cllr. Richardson proposed that we get a Remembrance Day Wreath and discuss who will present.

Cllr Richardson proposed that we buy a wreath for £50.00 including a donation towards the Charity Cllr Randall seconded this. All agreed, **RESOLVED.**

The service will be at 10.45, Cllr. Richardson and Cllr. French will attend to lay the wreath on behalf of the Parish Council.

BPCM24/25 – 100

Financial Statement and Authorisation of Payments

- a. Budget for VE Day "Celebration of Peace"

Cllr. Richardson proposed that we should budget £6k towards the VE Day celebrations this includes purchasing a flag pole, planning permission, lamp of light, various entertainment for all the family, to make the activities either free or very low cost. It was proposed by Cllr. Bencych and seconded by Cllr. French all agreed. **RESOLVED.**

b. Loan to the Village Hall for 6 months.

Cllr. Randall updated the councillors on where the Village Hall Trustees are at present and that the heating system has been de commissioned by the Gas company as not being safe, and that the Trustees are wanting to install a heating and cooling system. This was discussed at great length Cllr Richardson advised he feels that the Village Hall should pay for this and if in future requires financial support that the Parish Council then steps in, along with the proxy vote, a vote was taken on this, votes against the hall being lent £10k was received by Cllr. Richardson, Cllr. Bencych, Cllr. Cavanagh (Proxy Vote), and Cllr. Baldock (Proxy Vote), Cllr. Gladwin abstained.

Another vote was taken on lending the hall £6k for a maximum of 6 months. Votes against was Cllr. Richardson, Cllr. Cavanagh (Proxy Vote), and Cllr. Baldock (Proxy Vote), Cllr. Gladwin abstained. Cllr. Bencych, Cllr. French, Cllr. Blake-Knowles Cllr. Randall was for. It was agreed that this would be actioned to lend the Village Hall the money. **RESOLVED.**

c. Financial support for Sittingbourne Christmas Lights.

Cllr. Richardson read out a letter from Sittingbourne Christmas Lights association about the request of a donation for the Santa run, Cllr. French proposed that we do a donation of £250.00 this was seconded by Cllr. Bencych all agreed. **RESOLVED.**

d. Update on Scribe costing.

The Clerk gave out copies to all councillors copies of all the detailed reports that can be produced by Scribe Professional, the Clerk has added in Cllr. Richardson onto the system so he can do the Internal Controls and check all the invoices online before the meeting, Cllr. Richardson proposed that we go with the Scribe Professional at £31.00 per month and a one of cost for training of £249.00 and this was seconded by Cllr. Bencych all agreed. **RESOLVED.**

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

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Salary/Employers Contribution	03/10/2024 - 06/10/2024				Confidential			1,030.97		1,030.97
54	2t - Travel Allowance	03/10/2024		Unity Trust Bank	54	Expenses - Clerk	Mrs Sarah Poole	X	78.32		78.32
54	2b - Working from home Allowi	03/10/2024		Unity Trust Bank	54	Expenses - Clerk	Mrs Sarah Poole	X	26.00		26.00
54	2j - Office Stationery	03/10/2024		Unity Trust Bank	54	Expenses - Clerk	Mrs Sarah Poole	Z	1.85		1.85
54	2n - Website Domain Cloud Ne	03/10/2024		Unity Trust Bank	54	Expenses - Clerk	Mrs Sarah Poole	S	99.99	19.99	119.98
58	2s - Training Councillors	05/10/2024		Unity Trust Bank	58	Training - Cllr	KALC	S	50.00	10.00	60.00
59	2d - Telephone/Broadband	13/10/2024		Unity Trust Bank	59	Telephone/Broadband	BT	S	45.85	9.17	55.02
57	Subscription Scribe	15/10/2024		Unity Trust Bank	57	Scribe Accounting	Scribe	S	31.00	6.20	37.20
56	2l - Website - Hugofox	31/10/2024		Unity Trust Bank	56	Gold Subscription	Hugofox	S	29.99	6.00	35.99
Total									1,393.97	51.36	1,445.33

The Clerk confirmed the bank balance was before all of the above was paid.

Barclays Savings Account £31,773.88

Unity Trust Account £58,114.52 which includes the second half of the precept £25,882.00.

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

RESOLVED. Accepted

BPCM24/25 – 101 Updates from Working Groups:

i. Finance/Staffing working group.

The next meeting is on 17th October 19.00 at the Jenny Wren

ii. Assets/Properties working group.

Cllr. Richardson reported that this just gets carried out twice a year and the last time it was carried out was 1st September so will be another 6 months (March 2025)

iii. Open Spaces/Bobbing in Bloom working group.

This will take place in January 2025

iv. Policies and Procedure working group

The next meeting will be the 21st October at 19.00 at the Jenny Wren

v. Heritage map working group.

Cllr. Randall updated that he has spoken to Mr Herbert and he feels that the meeting should go ahead without him for the moment, Cllr. Richardson proposed that we do a meeting in November as there are already a number of meetings in October. Cllr. Randall reminded everyone present this is a working group and is open to non-parish councillors as this will be distributed to all houses within the Parish. Cllr. French reported on the information he has found out about the old Manor House at Bobbing Hill.

BPCM24/25 –102 Reports from representatives

i. Village Hall Committee 6th September @ 19.00

The next meeting is 15th October @ 19.00

ii. KALC Area Committee

The next meeting is 19th November 2024, 7pm @ Lower Halstow Memorial Hall, School Lane

iii. Friends of Rose Hill

Date to be confirmed.

iv. The Meads Community Woodland

Cllr. French has reported that there has been some anti-social behaviour, there has been some tree work and litter picking in the woodland.

v. Joint Transport Board

The next meeting is on the 7th October @ 17.30 online, Cllr. Gladwin is unable to attend, other Councillors were offered to attend online.

vi. Western Area Committee

Cllr. Richardson reported on the meeting of the 5th September 2024 which he attended with the Clerk. Janet Dart from Swale has provided the Clerk with questionnaires which have been distributed to the Village Hall and the Church for people to fill in.

vii. Local Council Liaison Forum

The Clerk attended this online on the 25th September and circulated the information to Councillors.

viii. Swale West Parish Group

Cllr. Richardson reported on the meeting of the 26th September 2024 which he attend with the Clerk, and this has already been reported in **BPCM24/25 – 99 a and b.**

BPCM24/25 –103 Planning Application – viewable on: Swale:
<http://pa.midkent.gov.uk/onlineapplications;>

Planning Application Ref. No: 24/503654/FULL **[Section 73 - Application for Minor Material Amendment to approved plans condition 3 \(to allow changes to layout, fenestration, terracing\) pursuant to 17/506010/FULL for erection of a 74 suite Care Home \(use class C2\) with associated car parking, refuse and external landscaping](#)** Southlands Rook Lane Bobbing Kent ME9 8DZ

It was discussed and no objection would be made, as it was felt that due to the planning application already been passed, and this was just internal amendments and ground works. This was proposed by Cllr. Randall and seconded by Cllr. Richardson. All others Agreed. **Resolved: Accepted.**

BPCM24/25 –104 Correspondence

- a. The Clerk circulated information from the Communication Manager from the Office of Kent Police and Crime Commissioner asking everyone to fill in the survey about anti-social behaviour.
<https://www.smartsurvey.co.uk/s/PoliceandCrimePlan2024/>
- b. The Clerk has circulated information on Call for Site and the consultation runs from the 3rd October to 14th November 2024. **[Swale Borough Council Consultation Portal - Keystone \(objective.co.uk\)](#)**
- c. The Clerk has circulated information from KCC LTP Project Team regarding the KCC Local Transport Plan this closes on the 8th October 2024. **[Local Transport Plan 5 - Striking the Balance | Let's talk Kent](#)**
- d. The Clerk has circulated information from Laura Dyer regarding the Community Wardens and the effect it has on the Parishes and the feedback is requested by the 18th October 2024. **[COMMUNITY WARDENS Survey \(surveymonkey.com\)](#)**
- e. The Clerk has circulated information from Laura Dyer regarding the Swale's Community Development Strategy and the feedback is requested. **[News - Help us Empower You \(swale.gov.uk\)](#)**
- f. The Clerk has circulated information from Laura Dyer regarding the Warm Welcome Campaign will host an online launch event on **Thursday 3rd October, from 6:30 PM to 7:30 PM** **[Warm Welcome Launch \(Winter 2024-25\) \(crowdcomms.com\)](#)**
- g. The Clerk has circulated information from The Walk and Talk Movement National group as Bobbing Parish Council has an interest in the health and wellbeing of local residents, they wrote to us introduce you the The Walk and Talk Movement and our aim to inspire and support more communities to start Walking and Talking. **[Start a](#)**

[Walk and Talk – The Walk and Talk Movement](#), the Clerk explained this will go into the discussions that was held at the Swale West Parishes meeting.

BPCM24/25 - 105 General matters raised by Councillors for discussion.

None.

BPCM24/25 –106 Recommendations to next Full Council

None

BPCM24/25 –107 Dates of Next Meeting

6th November Bobbing Village Hall at 19.00

The clerk is on holiday from 10th September – 24th September 2024

BPCM24/25 –108 Closure of Meeting

The meeting closed at 21.27

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

Signed: _____ **Date:** _____