



BOBBING PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 4th October 2023

Present:

Cllr. G Randall - Chair
Cllr. P England – Vice-Chair
Cllr. A Gladwin
Cllr R Richardson
Cllr M Baldock

Sarah Poole - Locum Clerk
Cllr. G. Herbert
Cllr. P. French
Cllr A Cavanagh

BPC23/24 - 66 Welcome and Apologies for Absence

The Chair formally welcomed everyone to the meeting. Apologies received and accepted from Borough Cllr J Hunt and Cllr L Chapman. **Resolved: Accepted.**

BPC23/24 - 67 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 Parishioners in attendance.

BPC23/24 - 68 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 the last meeting.

Cllr Baldock gave an update on Swale Borough Councils finance, and the finances have been looked at and reduced where possible. Inflation is running between 7-9% for the last 2 years and the Borough Council can only increase the precept by 3%, contracts are going up between 23-33% which is a concern as this is a large gap on what local authorities have coming in and what is going out.

This does mean that it gives the opportunity for Parish Council to take on some of the services that Swale Borough Council will not be able to provide. This could include Parish Councils taking on some land, with transfer of ownership.

Cllr Baldock advised that the next Swale West Parish Group is on the 21st November at Iwade Village Hall starting 19.00, the speaker is from Brogdale CIC and will talk about how we can look at youth provision in the villages over holiday periods, Cllr Baldock advised that 2 representatives can go, Cllr Richardson and Cllr Herbert agreed to attend this meeting.

Cllr Baldock attended the Joint Transport Board Meeting on Monday, there is a proposal by a member in Swale to look at the active travel and form a group with Swale, Local Parishes, KCC, KCC Highways, Utilities to monitor the works that are going on as there is not much coordination at present, as we have 3 lots of large roadworks going on, on the A249 which include M2 Junction 5, Key Street and Grovehurst, also there is a lot of smaller roads shut all at the same time, and the people that are putting the diversions in do not understand the area and what the roads are like which could include single lane roads.



BPC23/24 - 69 To receive any report from County Councillor Cllr Baldock

Cllr Baldock gave an update on Kent County Councils finance for next year. The cost for Social Care is increasing more than the Council Tax, which is a concern for the services.

Cllr Baldock advised that the crossing at Simpsons Crossing will be discussed in November.

BPC23/24 - 70 To receive any report from Community Warden and PC Jez Chittim

No report or communication from the Community Warden.

There is no report from PC Chittim, Sgt Chase has emailed regarding the communication with the Police and Parish Council, he has promised that we will get a local Police Office to a meeting 1 in 3 months but will carry on providing reports of crime in the area. Cllr Richardson asked if we could invite them to a online Team's meeting for their part of the Parish Council meeting. The Clerk will investigate this.

BPC23/24 - 71 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 - 79 because he is the Chairman of the Borough Council Planning Committee and advised he will leave the meeting when this is being discussed.

Cllr Randall declared an interest in item BPC23/24 – 80 a.

BPC23/24 - 72 Freedom of the Parish Scroll to be presented.

This has been deferred until November.

BPC23/24 - 73 Approval and Adoption of Minutes from the previous meetings Minutes of the Full Council Meeting on 6th September 2023

The minutes of the previous meeting of the 6th September 2023 are all correctly recorded. **All Agreed Resolved: Accepted.** The Chairman duly signed the Minutes.

BPC23/24 - 74 Matters arising from the minutes not covered by other agenda items.

a. Update on installation for defib 27.09.23

Cllr Randall thanked Cllr French and the Clerk for getting this installed and registered to The Circuit (an online register of defibrillators). The Clerk will produce a letter to pass ownership over to the Co-op for the new installation of the Defibrillator. **Resolved: Accepted**

The Clerk produced a document which is the 10 closest locations of the defibrillators within Bobbing, a discussion was had regarding the various ones that are not registered including the one we donated to Grove Dairy Farm Business Centre, Bobbing Hill, as well as others in known locations, Cllr Gladwin will investigate this and remind the owners that they should be registered to The Circuit.

b. Unity bank update

The Clerk informed that the majority of Councillors are able to authorise banking, Cllr Baldock just needs to provide 2 forms of ID before they can complete his application. **Resolved: Accepted**



c. **KALC Training Cllr Randall – Chair training 19.09.23**

Cllr Randall reported that he attended the training and it was very useful.

The Clerk has circulated some training which is for a whole year, if anyone would like to attend any training, please let the Clerk know. **Resolved: Accepted**

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

i. **Standing Orders Working Group**

The Clerk will email the relevant Councillors to get a meeting set up so this can be signed off for the next meeting. Cllr Randall, Cllr Herbert and Cllr Baldock

ii. **Financial Regulations Working Group**

The Clerk reported that the Financial Regulations Working Group have met up and gone through the Financial Regulations and this will be signed later in the meeting. The Clerk will also arrange for the group to meet up before the next meeting to put forward a budget for next year's precept. **Resolved: Accepted**

iii. **Policy and Procedures Working Group**

The Clerk will email the relevant Councillors to get a meeting set up so this can be signed off before Christmas. Cllr Randall, Cllr Herbert and Cllr Baldock

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

Cllr French and Cllr Herbert collected the items from the Old Clerk, and the filing cabinet has now been donated. The files will be stored at the Village Hall until we are ready to pass them over to KCC archives. **Resolved: Accepted**

f. **Laptop Update**

The laptop has been bought and is working well, Cllr Randall will be looking at the emails on it as they are not coming through at present.

g. **DPI's (Disclosable Pecuniary Interests)**

The Clerk asked for the rest of the DPI's to be handed in so these can be sent to Swale Borough Council.

BPC23/24 - 75 General matters raised by Parish Councillor's Reports for discussion.

Cllr England gave a report on the progress of the top of Sonora Way, there is still the protective fencing missing, and the bushes have not been replanted.

Cllr England reported about the flying tipping in Parsonage Lane this has now been cleared. The Clerk reminded everyone there is an app called Countryeye <https://countryeye.co.uk/> which you can take photos of the relevant problem which includes fly tipping, potholes etc and it will automatically report it to the relevant authority.

Cllr Richardson reported within the working group of finance he was asked to look at all the items on the asset list and they are all in good order, apart from the noticeboard on the Village Hall. Cllr Richardson has offered to do a Risk Assessment if necessary.

Cllr Richardson spoke about the maintenance that the gardener does, and if there is anything we could do to help the Village Hall with the maintenance of the trees, bushes,



shrubs etc. Cllr Herbert will talk to the Village Hall as it is owned by the Village Hall. Cllr Baldock asked if the Council are Custodial Trustees of the Village Hall, Cllr Herbert said no, the Clerk said that is something that the Village Hall might want to look at if the Council are willing to take this responsibility on if anything happens with the Village Hall.

Cllr Herbert believes that the gardener only cuts as and when necessary, some of the verges, the Finance working group will look at getting a meeting with him and discussing the Parish Council's needs, as there is no contract.

Cllr Gladwin reported that she has been in contact with KCC Highways about the overgrown vegetation within The Meads, they have now carried out some of the cutting but not the main part that needed cutting by Cinnabar Drive, Cllr Gladwin will follow this up. Cllr Gladwin reported that the hoods for the Pelican Crossing are still not in place, as well as the bollards to stop the Travelling community getting access to grass land at Staplehurst Way.

Cllr Gladwin attended a meeting where they were talking about all the roadworks in the local area, they have suggested to do a Highway Utility Committee, Cllr Gladwin expressed her concern about the amount of roadworks and the alternative routes. They are working with National Highways to do a traffic survey at Bobbing roundabout for 2 weeks, twice a day. Cllr Gladwin reported that next year the roadworks will start on Key Street roundabout for 7 months.

Cllr Baldock reported that Jennie Watson from KCC has been in contact and said that the roundabout that was suggested by McDonalds on Sheppey Way will not be possible, so they are now looking at traffic signals.

Cllr Baldock reported that at the last Swale Western Area Committee they talked about the Heritage list for the area. Cllr Herbert reported that he has already done some work on this previously, but it will need updating. Cllr Baldock said a letter should be sent soon, also at the next meeting there will be someone coming to talk about the Conservation Areas and Heritage Areas.

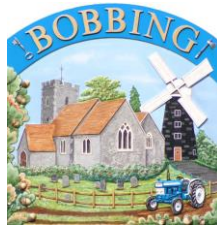
Cllr Baldock asked the question would The Meads like a Parish Council, would the Parish Council want to add The Meads to their Parish, a discussion was had, and it was felt this needs to be discussed at a future meeting, when more information was available. The Chairman noted that Bobbing Parish Council had recently voted for no changes to its current boundaries in the meeting on 5th July 2023, agenda item BPC23/24-09c. Community Governance Review

Cllr Herbert reported that a lamp post is bent over from what looks like a traffic accident, the lamppost is ESIA051. **Post minute note:** Your reference number is: **749613**.

Cllr Herbert reported more fly tipping near Pigeon Farm, on the land that is believed to be owned by KCC.

Cllr Herbert reported that the parishioners in Bobbing Hill/Rooks Lane have heard that this area is going to be closed along for a month along with Hill Farm Close, Cllr Baldock has posted a link on the Bobbing Area Friends and Residents Group advising them of the closures.

Cllr Herbert advised Councillors of a Murder Mystery evening on the 18th November at 19.00 which is run by the WI.



Cllr French reported that various hedges are overgrown along the paths, these are owned by various parties including KCC, Swale and some residents. Cllr French will speak to Cllr Hunt on this.

Cllr French reported that there is a broken lockable bollard which is a health and safety hazard, Blenwood come every day to check the play area but have not fixed the bollard. Cllr Gladwin has already reported this to Swale Borough Council.

Cllr French reported on what was happening at the Community Woodland.

The Clerk has distributed all the Public Rights of Way within Bobbing Parish, if you see any of defects when walking please report them 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.)

The Clerk reported that she has also attended training on Monday 18th September with Swale Borough Council on Planning, it was reported that Swale were disappointed with the amount of people that are taking up the training, which is FREE, and to help the Parish Council with planning needs.

The Clerk reported that she attended the Clerks Conference on Wednesday 27th September which was very good, it talked about how to make more post engaging with the community, the different sources that are available like Survey Monkey, Canva and Chat AI which will be very beneficial to the Parish Council.

The Clerk also attended the Local Council Liaison Forum on Wednesday 27th September, it was noted on there that Robert Ball is still showing as an apology, the Clerk has circulated the minutes from this meeting. The Clerk expressed Councillors to look at the corporate plan and when considering the budget this year there is an opportunity for the Parishes to step in and take up areas that the Council can no longer carry out and choose to provide the services. Swale will let Parishes know of budget direction to enable them to take over. Parishes can hold a conversation with Swale on how they can help with budget deficit soon as possible and would welcome input.

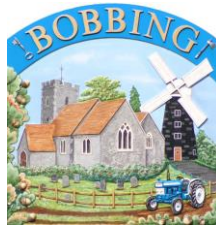
The Clerk reminded everyone that they need to complete their Good Councilor training, as this explains what the Parish Council can do and what you as a Parish Councilor should be doing, at the training you will be given a book, if this does not happen with the online training then the Parish Council will buy some. The Clerk has given out the whole years training for KALC training, which she will book for you.

Cllr Randall reported the graffiti by the cattle arch, Cllr Randall has managed to get some off but where the Community Warden has painted white paint on it, he was unable to remove all of it.

Cllr Randall asked when Cllr Richardson did the asset list if he came across the wheelchair friendly table on the Grove, as he was unsure if they are still owned by the Parish Council, the Clerk will look into this.

BPC23/24 - 76 Remembrance Wreath and Remembrance Day representation

The Clerk confirmed that the wreath has been purchased and due to arrive this week. Cllr Richardson has offered to lay the wreath on behalf of the Parish Council, the Clerk will pass the wreath over to him at the next meeting. All agreed. **Resolved: Accepted**



BPC23/24 - 77 Councillor's Email update

The Clerk has sent out all details on everyone's email address if there are any reasons you are not able to log in, please contact the Clerk and Cllr Randall who will help you set this up, as from next month all correspondence will only be sent through the Councils email addresses, from next month the licenses for Microsoft will be reduced just to the Clerk for the laptop which will reduce the cost again.

BPC23/24 - 78 Adopt Financial Regulations from the working group.

Cllr Randall reported that the working group has met and produced the Financial Regulations which have been circulated to all members, it was All agreed. **Resolved: Accepted**

BPC23/24 - 79 Planning Application – viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>;

- a. **Conversion of existing garage to new bedroom with ensuite under stairs.**
Planning Application Ref. No: 23/503736/FULL, 57 Balas Drive Sittingbourne Kent ME10 5AS

All agreed. No objection resolved and accepted.

- b. **Erection of a two storey side, a single storey rear and front extensions including Juliet balconies and rooflights and changes to fenestration. Erection of an ancillary workshop building.**

Planning Application Ref. No: 23/504207/FULL Stickfast House Sheppey Way Bobbing Sittingbourne Kent ME9 8QP

All agreed. No objection resolved and accepted.

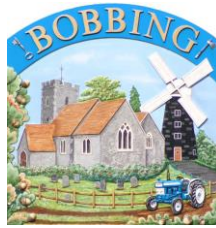
BPC23/24 - 80 Financial Statement and Authorisation of Payments

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

October Expenditure				
02/10/2023	Invicta IT Solutions (Difference)	£16.17	£0.00	£16.17
	Cloud Next	£49.99	£9.99	£59.98
	Shaws	£500.95	£100.19	£601.14
	Invicta IT Solutions (Microsoft)	£29.60	£5.92	£35.52
	Royal British Legion	£26.29	£3.71	£30.00
	Clerk (Salary)	£485.30	£0.00	£485.30
	S Poole Expenses	£376.04	£57.12	£433.16
	Nest Pension	£563.33	£0.00	£563.33
	Hugofox (Website)	£29.99	£0.00	£29.99
	Monthly Total	£2,077.66	£176.93	£2,254.59

The Clerk confirmed that the refund from Williams & Giles has been received.

The Clerk also has communication from this year's Internal Auditor April Skies asking for a date for the Winter one, the Clerk felt this was quite expensive as the Internal Auditor does not live nearby and the local Internal Auditor Lionel Robbins is available if we require his service, it was agreed that we should keep things local and go with Lionel



Robbins, the Clerk will arrange a meeting with him to go through everything. **All agreed**
RESOLVED: Accepted

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 £28,217.76

The Clerk confirmed that we have received today the Precept for the second half of this year, the Clerk is also chasing Barclays as they have not acknowledged her letter, and Unity despite to old Clerk not being on the account is still sending statements there.

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

a. Request for a donation for Sittingbourne Christmas Lights and Sleigh Rounds

The Clerk read out the request from the Treasurer at the Sittingbourne Christmas Lights and Sleigh Rounds and it was agreed that we would donate £200.00 to them. All Agreed
Resolved: Accepted.

BPC23/24 - 81 Conservation Areas

The Clerk reported that she has been in contact with Jhilmil Kishore Senior Conservation & Design Officer Projects has offered to come and talk to the whole of the Parish Council regarding this, as at present we do not have any areas listed. It was suggested to invite her to December meeting. Cllr Baldock asked if we can also talk at that meeting about Historical points as well. All agreed. **Resolved: Accepted.**

BPC23/24 - 82 Update on response from Double Yellow Line Consultation

Cllr French and Cllr Gladwin reported that all the consultation documents have gone out to all the properties and the Clerk reported that people have already started replying via email with them.

BPC23/24 - 83 Reports from representatives

a. KALC Area Committee next meeting

Cllr French reported the last meeting was very poorly attended as the main speakers could not attend and ended up like an informal meeting. Cllr French talked about the training they are offering and the lack of response to them, the Clerk asked if he could remind the committee that the Clerk talks about training at every meeting and produces information on what is being provided. As the committee have stated in their minutes that they do not believe the Clerks are advising Councillors of this. Cllr Baldock suggested that maybe they need to look at the agenda to have some good speakers which would encourage Parish Councils to attend.

b. Western Area Committee

Cllr Baldock reported the next meeting should be about the 28th/29th November 2023

c. Swale West Parish Group

Cllr Herbert and Cllr Richardson will attend the next meeting is 21st November 2023,



BPC23/24 - 84 Update on Christmas Lights Application

The information has all gone to KCC and we are awaiting the load testing certificate.

BPC23/24 - 85 Co-option Interview

Parishioner did not attend.

Closed Session

BPC23/24 – 86 Matters arising from the minutes not covered by other agenda items BCP23/24-61

Cllr Cavanagh requested this to be on the agenda and did not want it to be left to the last minutes to find a suitable Clerk if needed. A discussion was had, and it was decided that the Locum Clerk be offered the position of Clerk, on the same terms and conditions as the locum Clerk, which she duly accepted. All agreed. **Resolved: Accepted.** Cllr Randall will write a formal letter to the Clerk.

BPC23/24 – 87 Enforcement Update

The Clerk advised the response from Paul Cassey Senior Planning Enforcement Officer.

BPC23/24 – 87 Pre-Planning Application protocol

The Clerk updated the members on what Swale Borough Council are planning to do.

BPC23/24 - 88 Dates of Next Meeting

1st November 2023 at 19.30

BPC23/24 - 89 Closure of Meeting

The meeting closed at 22.10

Cllr England has given his apologies for the next meeting.

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

Signed: _____ **Date:** _____