



BOBBING PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 1st November 2023

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

3 Parishioners in attendance

BPC23/24 - 90 Welcome and Apologies for Absence

The Chair formally welcomed everyone to the meeting. Apologies received and accepted from Cllr. P. England – Vice-Chair, Cllr. M. Baldock, Borough Cllr. J. Hunt and PC Chittim and Community Warden. **Resolved: Accepted.**

BPC23/24 - 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.

No comments

BPC23/24 - 92 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.

BPC23/24 - 93 To receive any report from County Councillor Cllr. Baldock.

No report.

BPC23/24 - 94 To receive any report from Community Warden and PC Jez Chittim

Adam McKinley advised currently Swale has 3 wardens when he can. He encouraged, that if Bobbing Parish Council has any issues you think a Warden can help with we should let him know.

PC Chittim advised of a dog attack in Bobbing Hill which has now been passed onto the owners of the deceased dog for Civil Action.

BPC23/24 - 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

None

BPC23/24 - 96 Freedom of the Parish Scroll to be presented

Cllr. Randall gave a speech on behalf of the Parish Council to Mr Robert Ball and Mr Larry Major who have given a considerable amount of time to the Parish Council over the years and awarded them with a Scroll which gives them the Freedom of the Parish. Mr Major was unable to attend in person so his Son was presented the Scroll on his behalf.



Standing Orders were suspended at 19.48 for 20 minutes for refreshments and to thank and to talk to them. Photographs were taken and have been uploaded to the website.

Standing Orders were resumed at 20.08. Cllr. Randall thanked the Clerk for organising everything for the Scrolls and refreshments.

BPC23/24 - 97 Approval and Adoption of Minutes from the previous meetings Minutes of the Full Council Meeting on 4th October 2023

Cllr. Randall reported that the Working Group had met and produced the Standing Orders which have been circulated to all members. All agreed. **Resolved: Accepted**

BPC23/24 - 98 Matters arising from the minutes not covered by other agenda items

a. Update on locations of defibrillators which are not on the list from British Heart Foundation

Cllr. Gladwin advised she has spoken to the Bobbing Hill Vets and The Meads Community Centre and they will make sure this is added onto [The Circuit - the national defibrillator network](#) the current list can be found <https://www.defibfinder.uk/> The Clerk has produced a list of all the Defibrillators within Bobbing which will be put on the website, facebook and Noticeboards if there is enough room.

Cllr. Richardson suggested that maybe people should attend a training session as it is not always clear how to use the equipment. The Clerk advised that we are allowed to put training on for the Parishioners on CPR Training. This will be discussed at the Precept working group to discuss costs etc.

b. Working groups Item BCP23/24 – 31 Policy and Procedures Working Group – meeting 6th November 2023

Cllr. Randall, Cllr. M Baldock, Cllr. R Richardson and Cllr. Gladwin will be meeting at 19.00 along with the Clerk to go through all the Policies and Procedures that are required.

c. Financial Regulations Working Group re Budget - meeting 20th November 2023

Cllr. Randall, Cllr. P England and Cllr. R Richardson will be meeting at 19.00 along with the Clerk to go through the previous 6 months and work out expenditure for 2024/2025 to bring to Parish Council on the 6th December.

BPC23/24 - 99 General matters raised by Parish Councillor's Reports for discussion.

Cllr. Richardson suggested various ways to engage with the community and this will be discussed more at the next meeting and will be put on the Agenda for Full Council.

Cllr. Richardson is concerned about the amount of Asbestos roughly 2 tons uncovered and polluting the air, that has been dumped on a public highway just outside Jackson Civil Welfare Unit. Cllr. Richardson has reported this to Cllr. James Hunt. The Clerk advised Cllr. Richardson to report it direct to KCC, Swale Borough Council as well as HSE as this is a hazardous material and needs removing safely ASAP. The Clerk also advised all Councillors about if they see anything that should not be in areas to report it via the [Country Eye](#) or download the Countryside app as this will report it directly to the various authorities.



Cllr. Richardson asked if we have heard any more with regards to **BPC23/24 – 68** which Cllr. Baldock reported on regarding the joint meeting with Parishes, Swale and KCC and contractors regarding various roadworks within the Parish, the Clerk will email Cllr. Baldock and ask if anything else has been put forward.

Cllr. Gladwin suggested we should bring back the Bobbing Reporter which used to be sent out.

Cllr. Gladwin reported about the various items which are still outstanding, including the drains, over hanging branches/bushes on pavements, Zebra Crossing are missing hoods with KCC to Mr Hare along with the Pelican Lights which are not working correctly. The Clerk will ask KCC and Swale for the map of what greenspaces they look after so we know who owns what when we are queering the pathways.

Cllr. Herbert asked regarding the roundabout scheme at Sheppey Way, Bobbing, as he is very concerned especially with the number of accidents on the road, and 3 people have been killed. The Clerk will forward the email on which was sent to Cllr. Baldock.

Cllr. French reported about the woodland project, and they are still looking at helpers with the project.

Cllr. French reported that Parishioners are really finding it difficult to walk along the pavements at the moment on The Meads due to the amount of foliage that is on the pavements, the Clerk will write to Paul Woodhatch who is the soft landscape Manager for KCC and Graeme Tuff from Swale to see what can be done.

Cllr. French suggested we put posters in The Meads Community noticeboard as at present there is nothing in it.

The Clerk has asked if anyone sends out any correspondence can she please be copied into everything and then I can chase things up as I am the Proper Officer and need to be kept in the loop, also any official emails to Swale, KCC etc must come from your Councillor email address and not a personal email address to comply with our Standing Orders and Policies and Procedures we have to follow.

Cllr. Randall confirmed that we have upped the email mailbox (GB) on the domain so all Councillors get 5GB rather than the 2GB we were getting, also the Clerk has suggested that we use Admin@bobbingpc.onmicrosoft.com for Microsoft Office, the Clerk will talk to Cllr. Randall outside the meeting.

Cllr. Randall requested if we could set up a new HIP Working Group as the HIP was written by the old Councillors, the Clerk will set this up for the new year.

BPC23/24 - 100 Remembrance Wreath and Remembrance Day representation

Cllr. Richardson has received the wreath and has been given the official email from Rev Sue Samson regarding the service which will take place on Sunday 12th November.

BPC23/24 - 101 Councillor's Email update

Cllr. Herbert and Cllr. Baldock is still having trouble getting access, Cllr. Randall will help them connect to the server.

BPC23/24 - 102 Adopt Standing Orders from the working group.

Cllr. Randall reported that the working group has met and produced the Standing Orders which have been circulated to all members. **All agreed. Resolved: Accepted**



BPC23/24 - 103 Planning Application – viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>;

No Planning Applications

BPC23/24 - 104 Financial Statement and Authorisation of Payments

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

| November Expenditure | | | | |
|----------------------|-----------------------|-----------|---------|-----------|
| | Mazars | £210.00 | £42.00 | £252.00 |
| | Clerk Salary | £274.83 | £0.00 | £274.83 |
| | NEST (Pension) | £765.14 | £0.00 | £765.14 |
| | KCC (Xmas Lights) | £37.00 | £0.00 | £37.00 |
| | Clerks Expenses | £126.66 | £5.62 | £132.28 |
| | Swale (Election Fees) | £223.01 | £0.00 | £223.01 |
| | RJA Electrical | £431.41 | £86.28 | £517.69 |
| | Hugofox | £29.99 | £6.00 | £35.99 |
| | HMRC | | | |
| | Christmas Lights | £200.00 | £0.00 | £200.00 |
| | | | | |
| | Monthly Total | £2,298.04 | £139.90 | £2,437.94 |
| | | | | |

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 £35,229.69

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

a. Date for Internal Auditor

The Internal Auditor will be meeting the Clerk on Monday 6th November at 10.00 to do a half yearly audit. A detailed report will then follow to go to Full Council. All agreed,
Resolved: Accepted

b. Mazars Report

The Clerk received notification from Mazars on the 10th October, which was then circulated to all members, the Parish Council has all passed and no queries, the Clerk will upload this onto the website and it will be printed off for the Noticeboards. This was agreed. **Resolved: Accepted**



BPC23/24 - 105 Heritage Trail - Map

A discussion was held regarding a map that Cllr. Herbert had previously produced in around 2006 with the top 12 sites to visit within Bobbing, Cllr. Randall wanted to expand on this, as Swale has recently asked about Heritage Sites within Bobbing, the Clerk showed some of the previous maps that she has helped create, it was proposed that a Working Group be set up to discuss this in more detail, Jhilmil Kilshore from the Conservation and Design Team for Swale has said she would like to attend a meeting but this would not be until the new year due to the amount of work at present. The Clerk will re circulate to Councillors what Cllr. Herbert had previously produced. All agreed.

Resolved: Accepted

BPC23/24 - 106 Data from Double Yellow Line Consultation

The Clerk reported that out of 280 leaflets that were delivered to all residents, businesses and the school 49 people returned the consultation which relates to 17.5%

| | | |
|---|--------------|----------------------------|
| Q 1A. Do you support the proposal to install double yellow lines on the corners of Archers Park? | | |
| Agree | Disagree | Neither agree nor disagree |
| 85.7% | 6.1% | 6.1% |
| Q 2A. Do you think that the installation of yellow lines on those corners will improve the bad parking? | | |
| Agree | Disagree | Neither agree nor disagree |
| 75.5% | 12.2% | 10.2% |
| Q 3. Do you think that the installation of yellow lines on those corners will cause any secondary problems? | | |
| Agree | Disagree | Neither agree nor disagree |
| 46.9% | 22.4% | 26.5% |
| Q 4. Do you think installation of double yellow straight lines opposite the school is a good idea or not? | | |
| Agree | Disagree | Neither agree nor disagree |
| 83.6% | 10.2% | 6.1% |

The Clerk will now pass the data onto KCC who will carry out their own consultation and report back to the Parish Council.

BPC23/24 - 107 Reports from representatives

a. KALC Area Committee next meeting

Cllr. French advised the next meeting is the AGM on the 18th November 2023, at Ditton Community Centre.



b. Western Area of Sittingbourne Committee

Cllr. Richardson reported that the next meeting will be 30th November 2023 at the Committee Room at Swale House.

c. Swale West Parish Group

Cllr. Herbert will be attending the meeting on the 21st November 2023 at 19.00

BPC23/24 - 108 Update on Christmas Lights Application

The Clerk reported that everything has been agreed with KCC, KCC Lighting has been in contact with the Clerk today and has signed this off with the understanding that the power is taken further up the Street Light. The Clerk will inform Gala Lights and make sure they understand.

a. Electricity Supplier

The Clerk has finally found a supplier that will take on unmetered accounts which are called 100Green, it was proposed and agreed that we should take this contract, Cllr. Randall duly signed this along with the Clerk on behalf of the Parish Council. Cllr. French did a vote of thanks to the Clerk for all the work on this.

BPC23/24 - 109 Correspondence

The Clerk received correspondence from Grove Park Developers, it was discussed that they would be invited for a meeting on the 6th December at 18.00 for one hour.

The Clerk received something from the Hedgehog Highway Project this was discussed, and it was felt that we were not able to participate at this time.

The Clerk circulated an invitation regarding Parish and Town Councils Climate Action Day on the 4th December, Cllr. Richardson has offered to attend this on behalf of the Parish Council.

The Clerk has been advised by Swale that only emergency works will take place during the Storm Ciaran which is due in tonight and tomorrow.

The Clerk has been advised by Jackson Civil Engineering that there will be no works taking place during the Storm Ciaran which is due in tonight and tomorrow.

BPC23/24 – 110 General matters raised by Councillors for discussion

The Clerk reported that she attended the KALC Finance Training 10th October which was very good, it will be very beneficial to all those on the Finance Working Group to attend this.

The Clerk also attended the KALC VAT Section 106 Training on the 31st October and today attended the Anti-Terrorism training with the SLCC in Faversham, Martins Law will be coming out very soon and will effect Village Halls and possibly Council meetings.

The Clerk has now written to everyone advising of the change of Clerk and contacted HMRC and NEST to get everything to the correct address and set up the DD per our Standing Orders regarding HMRC. The Clerk advised that when she spoke to NEST Bobbing actually have 2 accounts with them, so she is in the middle of merging the accounts, so we do not get letters from the Pension Regulators.



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 various important courses and the whole year's KALC training, which she will book for you.

BPC23/24 – 111 Recommendations to next Full Council

Reinstate Bobbing Reporter, Precept figures, Policies and Procedures, Bobbing in Bloom, Map for the Village

BPC23/24 - 112 Dates of Next Meeting

6th December 2023 at 19.30

BPC23/24 -113 Closure of Meeting

The meeting closed at 21.48

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

Signed: _____ **Date:** _____