



**To: All Parish Councillors, in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the next meeting of Parish Council Meeting on Wednesday 7<sup>th</sup> February at 19.30**

**The meeting will be at St Bartholomew's Church, Sheppey Way, Sittingbourne, Kent. ME9 8PN**

**Sarah Poole Clerk and RFO to Bobbing Parish Council FSLCC  
02.02.24**

**AGENDA – PARISH COUNCIL MEETING - In accordance with Standing Orders**

**Meetings are recorded as per Standing Orders**

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

- BPC23/24 - 176      Welcome and Apologies for Absence**
- BPC23/24 - 177      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.
- BPC23/24 - 178      To receive any report from Borough Councillor** Cllr James Hunt, Cllr Lloyd Chapman, Cllr Baldock, Cllr Roger Clarke, Cllr Ann Cavanagh
- BPC23/24 - 179      To receive any report from County Councillor** Cllr Baldock
- BPC23/24 - 180      To receive any report from Community Warden** Jack Gilbey **and PC** Jez Chittim/**Sgt** Ryan Chase.
- BPC23/24 - 181      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**
- BPC23/24 - 182      Approval and Adoption of Minutes from the previous meetings Minutes of the Extraordinary Council Meeting on 31<sup>st</sup> January 2024**
- BPC23/24 - 183      Matters arising from the minutes not covered by other agenda items**
- 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, to then advise the Village Hall who is willing to stand on behalf of the Parish Council.
  - 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. Update on information from Paul Cassey Swale Borough Council.
  - f. Update on Neighbourhood Plan and information supplied by Jeff Tutt – KALC Swale Chairman.

Mrs Sarah Poole - Clerk - Bobbing Parish Council  
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- g. Bobbing Reporter update.
- h. New date for HIP working group.
- i. Contribution to the Church for allowing us to have the meetings in the Church.
- j. Update on Training which has been undertaken and report from the Clerk on the Internal Audit training on the 1<sup>st</sup> February.
- k. Update on Barclays and Unity Credit Card Application.
- l. Update from Jhilmil Kishore Senior Conservation & Design Officer- Projects Conservation & Design Team Swale Borough Council

**BPC23/24 – 184      Adopt Policies and Procedures from the working group.**

- i. Biodiversity & Crime Disorder
- ii. Complaints Procedure
- iii. Environmental Policy
- iv. Grant Awarding Policy
- v. Quality Policy
- vi. Reserves Policy
- vii. Time of in lieu Policy
- viii. Value for Money Policy
- ix. Vexatious Complaints Policy
- x. Volunteers Policy
- xi. Annual Governance Statement Policy

**BPC23/24 - 185      General matters raised by Parish Councillor's Reports for discussion.**

**BPC23/24 – 186      Community Engagement**

- a. Update on Heritage Map of Bobbing.
- b. Bobbing in Bloom – Spring 2024 – Update on trophies in the cupboard.
- c. Update on Bobbing Reporter – Spring edition on where is still to be delivered.

**BPC23/24 - 187      Financial Statement and Authorisation of Payments**

**BPC23/24 - 188      Reports from representatives**

- a. KALC Area Committee next meeting March 2024
- b. Western Area Committee March 2024
- c. Swale West Parish Group March 2024

**BPC23/24 - 189      Correspondence**

- a. Joint Swale Transport Board 4<sup>th</sup> March at 17.30
- b. Email from Parishioner.
- c. Environment Agency Officers gave to Clerk on 17<sup>th</sup> January 2024

**BPC23/24 – 190      General matters raised by Councillors for discussion.**

- a. Training available.
- b. Date for the HIP Working Group



- c. Date for the Neighbourhood Plan, Parish Statement and Design Action Plan Working group
- d. Policy & Procedure Working Group 8<sup>th</sup> January 2024.

**BPC23/24 – 191      Recommendations to next Full Council**

**BPC23/24 - 192      Dates of Next Meeting 6<sup>th</sup> March 2024 at 19.30**

**BPC23/24 - 193      Closure of Meeting**