



BOBBING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held on Wednesday 7th February 2024

Present:

Cllr. G. Randall - Chair

Sarah Poole - Clerk

Cllr. G. Herbert

Cllr. A. Gladwin

Cllr. P. French

Cllr. R. Richardson (Vice Chair)

Cllr. A. Cavanagh

4 Parishioners in attendance (2 parishioners left 20.38 and 2 left 20.48) and P.C. James Tancock (left 19.57)

BPC23/24 - 176

Welcome and Apologies for Absence

Cllr. Randall thanked everyone for attending tonight and lovely to see Parishioners at the meeting, along with the local Police. Apologies for not being able to attend this meeting from Cllr. Baldock. **Resolved: Accepted.**

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.

Mr John Emery asked who owns the Village Hall as on the Land Registry it says the Parish Council own it but the Trustees I understand say otherwise. Mrs Crawford explained there are clauses to this under the Trust. Cllr. Randall explained that the Trust that is set up currently is designated to run the Village Hall.

Mr Ball asked people to read Section 36 and Section 38 of the Charity Commission Act (<https://www.legislation.gov.uk/ukpga/1993/10/section/36/enacted> <https://www.legislation.gov.uk/ukpga/1993/10/section/38/enacted#:~:text=38Restrictions%20on%20mortgaging,court%20or%20of%20the%20Commissioners>. which explains why the Parish Council is registered as the Owners of the Village Hall, Mr Ball suggest that the Parish Council should take Legal Advice on this matter about ownership. Cllr French also suggested maybe to get some Legal Advice as it may be beyond the Parish Council and then we would have a better understanding. Mrs Crawford felt this was not necessarily.

Mr Emery asked if the minutes of the Village Hall trustee meeting could be uploaded to the Parish Council website as this is what happens in his Parish of Borden. The Clerk advised this would be down to the Village Hall Trustees to supply this information if they wanted it published, it is not up to the Parish Council.

BPC23/24 - 178

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 - 179

To receive any report from County Councillor Cllr. Baldock

No report.



BPC23/24 - 180 **To receive any report from Community Warden Jack Gilbey and P.C. Jez Chittim/Sgt. Ryan Chase.**

PC. James Tancock gave a report on what has been happening in the Parish, Cllr. Cavanagh asked when the PC's do the Police Surgeries could they hold them in venues, and not a Police Car in very odd places like laybys etc, also if the Police surgeries could be better advertised to the Parishioners. PC Tancock reported he will take this back to PC. Chittim but asked the Parishioners to sign up with

<https://www.kent.police.uk/advice/advice-and-information/wsi/watch-schemes-initiatives/kent/my-community-voice/> as this is a two way communication. PC. Tancock said currently we are working at 40% and a new P.C. is due to start in March. The Clerk gave P.C. Tancock a map of the Parish so he had a better understanding as the Police areas are not the same as the Parish area.

Peter Richards asked P.C. Tancock what is happening with the parents outside the school at drop off and collection time, as he feels that a child will be seriously injured or killed as parents are parking illegally on pavements, and double parking. Mr Richards has also commented about the amount of HGV's that are now using Sheppey Way. P.C. Tancock will take this back, and look at the Crash Map, the Police are only able to deal with obstruction, and it is Highways which will deal with the HGV's. Parking Wardens which is part of the Local Council will deal with people parking over cross hatches/ zig zags or cross hatches.

Cllr. French asked P.C. Tancock on who carried out the Speed Watch which has been reported as he had not seen or heard that anyone had carried this out, and often sees cars speeding in this area.

Cllr. French reported the next Police surgery is at Sainsbury on Saturday 10th at 10am till 12pm in the car park.

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**

Cllr. Richardson declared an interest in item BPC23/24 – 183a as he knows one of the employees whose company has provided a quote for the Fire System.

BPC23/24 - 182 **Approval and Adoption of Minutes from the previous meetings Minutes of the Extraordinary Council Meeting on 31st January 2024**

Cllr. Herbert and Cllr. French abstained as they have not read the minutes, all other Cllrs. present **Agreed. Resolved: Accepted.** The Chairman duly signed the Minutes.

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.

Cllr. Randall gave some background on the reasons this has come up after the Parish Council undertook a Risk Assessment which was asked for by the Policy and Procedure Working Group for the Parish Council's purpose, which included where meetings are held and Cllr. Richardson was proposed to do this as he is a Professional Health and Safety Consultant. Cllr. Richardson reported this on the 3rd January at the Parish Council meeting. A vote took place at the extraordinary meeting for the Clerk to get 3 quotes, the Clerk went to 3 companies and 2 companies came back with costings, the Clerk advised that the quote, which was received from Facet, from the previous meeting



be accepted as this was a very in-depth report and Cllr. Randall and Cllr. Richardson had met the assessor. Cllr. Richardson abstained from this under BPC23/2 – 181 a vote was taken, and it was proposed and accepted that we speak to the Village Hall Trustees to see if they would like to accept our offer of providing a fire system for the village hall which will be funded by the Parish Council. Cllr. Herbert and Cllr. Richardson both abstained, all other presented **Agreed. Resolved: Accepted.** The Clerk will write to the Trustees of 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.

Cllr. Randall has offered to represent the Parish Council on the Village Hall, the Clerk will write to the Trustees advising them who will be representing the Parish Council. **All Agreed. Resolved: Accepted**

- c. Report back on the Constitution of the Village Hall.

Cllr. Randall reported that at the time of writing the agenda, we were unsure if we had all of the constitution as there were 4 pages, Mrs Crawford has since clarified there are 3 pages and 1 extra page which is part of the minutes of a Parish Council meeting. It was discussed and it was felt that the Constitution should be on the Parish Council website for anyone to see. The Clerk will circulate this now to all Councillors and uploaded to the Parish Council website. **All Agreed. Resolved: Accepted**

- d. Inform the Parish Council of the nomination made to KALC for the Volunteer Award.

The Clerk informed everyone that the nomination has been accepted by KALC and the Award will be posted to the Clerk in April, ready for the Parish Assembly on 1st May 2024

- e. Update on information from Paul Casey Swale Borough Council.

The Clerk read out a report from Paul Casey explaining “There are no further updates at this time, but what I can say is that the owner is currently in active discussion with us on how to resolve the breaches identified in the Planning Contravention Notice” Cllr. Herbert asked if he could have a look at the maps, the Clerk will circulate this. Cllr. Herbert has asked now with this information can we please write to Residents.

- f. Update on Neighbourhood Plan and information supplied by Jeff Tutt – KALC Swale Chairman.

This has been deferred to a future meeting.

- g. Bobbing Reporter update.

Cllr. Randall reported this has now all been delivered, thanks to Cllr. Herbert for doing all of Bobbing Hill and surrounding areas South of the Railway, Cllr. Richardson, Cllr. Gladwin and Cllr French have completed The Meads, the Clerk has completed Archers Park and Cllr. Randall has completed Grove Park and Sheppey Way.

- h. New date for HIP working group.

The Clerk has suggested for this meeting to be 19th February at 19.00. The Clerk will email out the date to see who is available.



- i. Contribution to the Church for allowing us to have the meetings in the Church.

Cllr. Randall is delighted that we can publicly contribute to and support the church building and the people who help the Church, Cllr Randall reported we normally pay the Village Hall £60.00 per night and would like to purpose that we do the same to the Church straight away with a donation of £120.00 for the cost of the two meetings (Wednesday 31st January and Wednesday 7th February 2024). Cllr Cavanagh said how lovely it is to be working closer with the Church. Cllr. Randall also reported that according to the Constitution the Church also get to appoint a Trustee to the Village Hall. **All Agreed. Resolved: Accepted**

- j. Update on Training which has been undertaken and report from the Clerk on the Internal Audit training on the 1st February.

The Clerk reported that she attended the training on the 1st February which she felt was very beneficial and more aware of what the Internal Auditor has to look at as part of their Audit, and was pleased to say that everything that our Internal Auditor is doing is correct.

- k. Update on Barclays and Unity Credit Card Application.

The Clerk updated the Councillors that she has now received a form and removed various people that are no longer with the Parish Council from the Barclays account and now Cllr. French, Cllr. Cavanagh and Cllr. Richardson have tonight signed the forms and the Clerk will send these off in the post. Barclays have now confirmed that she is the main point of contact on the account. Cllr. Randall and Cllr. Herbert remain on the account as well.

The Clerk has filled in the form for the Credit Card application and Cllr. Randall has now signed this and authorised that it will be in the name of Bobbing Parish Council, for the Clerk to use which was proposed at the January's meeting.

- l. Update from Jhilmil Kishore Senior Conservation & Design Officer- Projects Conservation & Design Team Swale Borough Council

The Clerk confirmed that Jhilmil Kilshore will be attending the Full Council meeting on 6th March at 19.00. she will do a presentation for 15 minutes and then 15 minutes for questions the Full Council meeting will then start at 19.30.

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

It was proposed that all of the following Policies and Procedures which were agreed at the Policy and Procedure Working Group be accepted and signed.

- i. Biodiversity & Crime Disorder – Deferred back to Working Group
- ii. Complaints Procedure **Resolved: Accepted.**
- iii. Environmental Policy Deferred back to Working Group
- iv. Grant Awarding Policy - Deferred back to Working Group
- v. Quality Policy **Resolved: Accepted.**
- vi. Reserves Policy **Resolved: Accepted.**
- vii. Time of in lieu Policy **Resolved: Accepted.**
- viii. Value for Money Policy **Resolved: Accepted.**
- ix. Vexatious Complaints Policy **Resolved: Accepted.**
- x. Volunteers Policy **Resolved: Accepted.**
- xi. Annual Governance Statement Policy - Deferred back to Working Group



Cllr. Randall reported these were all circulated before the meeting, the Clerk has also produced hard copies for this meeting. The Clerk explained that these are the model Policies and Procedures which SLCC produce and the only things that are changed are directly relating the Parish Council, these have been thoroughly gone through at the Policy and Procedure Working Group meeting. Cllr. Herbert and Cllr. French abstained as they have not read their emails, with the documents all other Cllrs. present **Agreed. Resolved: Accepted.** Cllr. Randall reported that these will be looked at every year now on the anniversary of signing them off.

Cllr. Richardson reported that we will need to put additional information into the Environmental Policy which is a legislation Environmental register. Cllr. Richardson will report this back to the working group so would like to defer this policy as well.

The Clerk has put them all into plastic wallets and a plastic folder to put in the Policy Folder which already has the previous Standing Orders, Financial Regulations and the Policy and Procedures that have been previously approved.

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

Cllr. Gladwin reported that the trees have been cut back in Sonora Way also the drains have been cleaned out. Cllr. French reported that they have been cleaning the drains throughout The Meads. Cllr. French reported that the drain on the right-hand side of Archers Park is still blocked and has been since the works were carried out. Cllr. Randall reported that he has been trying to get a list together of blocked drains to see if the Parish Council could pay to get them cleared. A Councillor asked whether this would be accepting liability and whether KCC/Swale would then stop doing this service.

Cllr. Randall, Cllr. French and Cllr. Cavanagh thanked Cllr. Richardson for all his hard work in getting the Risk Assessments done and all the other work that has gone on with it. Cllr. Richardson thanked Cllrs. And the Clerk for the support he has received.

Cllr. Randall produced a post card of Bobbing which he has suggested could go into the history of Bobbing under the Grove as he thought it was taken around the year 1900.

Cllr. Randall thanked the Church for allowing us to have recent meetings

BPC23/24 – 186 Community Engagement

a. Update on Heritage Map of Bobbing.

The Clerk reported that the Working Group meet, and she is now working to get a first draft for a meeting end of March or beginning of April.

b. Bobbing in Bloom – Spring 2024 – Update on trophies in the cupboard.

The Clerk reported that she has found 2 trophies in the cupboard in the Village Hall, it might be nice to start engraving them with people names on which will go down in history. The Clerk has also suggested certificates for runner ups. Cllr. French suggested that they could also have something to keep.

c. Update on Bobbing Reporter – Spring edition on where is still to be delivered.

This has been covered under BPC23/24 – 183g



BPC23/24 - 187 Financial Statement and Authorisation of Payments

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

February Expenditure				
	Hugofox	£29.99	£6.00	£35.99
	Swale (Printing)	£130.00	£0.00	£130.00
	Clerks Salary	£331.17	£0.00	£331.17
	CPRE	£36.00	£0.00	£36.00
	NEST Pension	£750.00	£0.00	£750.00
	S Poole Expenses Travel	£108.88	£0.00	£108.88
	S Poole Expenses Working from home	£26.00	£0.00	£26.00
	Amazon	£6.91	£1.38	£8.29
	Amazon	£18.32	£3.67	£21.99
	Morrisons	£1.45	£0.00	£1.45
	Monthly Total	£1,478.72	£11.05	£1,489.77

The Clerk confirmed what is in the bank at present before any of the above payments are made.

Barclays Savings Account £31,428.12

Unity Trust Account £26,278.15

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

Resolved: Accepted

BPC23/24 - 188 Reports from representatives

- KALC Area Committee next meeting March 2024
- Western Area Committee 15th February 19.00 – Swale House

The Clerk confirmed the agenda has just come out for this Cllr. Richardson will be attending, along with the Clerk.

- Swale West Parish Group March 2024

BPC23/24 - 189 Correspondence

- Joint Swale Transport Board 4th March at 17.30

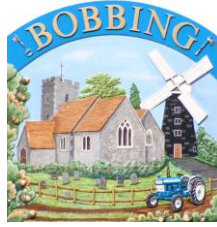
The Clerk confirmed the agenda has just come out for this Cllr. Gladwin will be attending, along with the Clerk.

- Email from Parishioner.

The Clerk read out the email regarding parking with engines running, it was discussed and felt this is a school matter not a Parish Council matter.

- Environment Agency Officers gave to Clerk on 17th January 2024

The Clerk reported that she attended an online meeting and if anyone wants a copy of the slides, please let the Clerk know, Cllr. French asked for a copy.



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

Cllr. Cavanagh asked for confirmation as she was unsure if the Village Hall have committee meetings, and what will happen now with the Village Hall, Cllr. Herbert confirmed that committee meetings are held with himself and Mrs Crawford. The Clerk confirmed that she has written to the Trustees this week, asking for information which she was informed at the last meeting that is given out to all hirers, but has been told as the Parish Council are not hiring it at present, it was not relevant, the Clerk will write to the Trustees advising them that Cllr. Randall has been appointed onto the Trustees on behalf of the Parish Council and she will also write to them offering them a fire safety system with the company that has been agreed this evening, which the Parish Council will fund, it is up to the Trustees if they take this offer, if not then the Parish Council will seek alternative venues throughout the Parish.

Cllr. Richardson reported that Stockbury Roundabout and Church Hill will be closed for five weeks more information can be found here: <https://nationalhighways.co.uk/our-roads/south-east/m2-junction-5-improvements>

Cllr. French asked about the carbon monoxide detector as this was brought up at a previous meeting. The Clerk confirmed that it is mentioned in the report and that the Parish Council will buy one from a hardware store and put them around where necessary. The Clerk will not purchase these until we have agreement with the Trustees of the Village Hall.

a. Training available.

The Clerk reminded the Councillors of the training that is available, and reminded Councillors that she had produced a document on who has done what training and how important it was to be trained if only in the “Good Councillor Training” and this should be completed within month’s of becoming re-elected or co-opted.

b. Date for the HIP Working Group

The Clerk has suggested for this meeting to be 19th February at 19.00. The Clerk will email out the date to see who is available.

c. Date for the Neighbourhood Plan, Parish Statement and Design Action Plan Working group.

The Clerk has suggested this is deferred for the time being as this is NOT a Parish Council led project this is a Parishioner and Business led project where Parish Council only have a representative of 2 people on the working group.

d. Policy & Procedure Working Group 8th January 2024.

The Clerk has suggested for this meeting to be 28th February at 19.00. The Clerk will email out the date to see who is available.



BPC23/24 – 191 Recommendations to next Full Council

The Great British Spring Clean 17th March – 2nd April 2024.

Funding from National Highways Stockbury roundabout M2/A249 as Bobbing is not mentioned in literature.

2x Bins on Sheppey Way – James Hunt to update

BPC23/24 - 192 Dates of Next Meeting

6th March 2024 at 19.00

BPC23/24 - 193 Closure of Meeting

The meeting closed at 21.35

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

Signed: _____ **Date:** _____