



**BOBBING PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**

**Held on Wednesday 3<sup>rd</sup> April 2024**

**Present:**

Cllr. G. Randall - Chair  
Cllr. G. Herbert  
Cllr. P. French

Sarah Poole - Clerk  
Cllr. A. Gladwin  
Cllr. R. Richardson (Vice Chair)

4 Parishioners in attendance (1 parishioners left 20.01 and 1 left 20.18, 1 left 21.05, 1 left 21.38)

**BPC23/24 - 218      Welcome and Apologies for Absence**

Cllr. Randall thanked everyone for attending tonight and lovely to see Parishioners at the meeting. Cllr. Randall did some housekeeping points on where the lavatories are where the fire exits are and fire alarm. Apologies for not being able to attend this meeting from Cllr. Baldock and Cllr. Cavanagh due to a Swale Borough Council meeting. **Resolved: Accepted.**

**BPC23/24 - 219      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.**

- a. Mrs Caroline Chambers who is the Assistant Manager at Bobbing McDonalds came to talk about how they can engage with the community more and get involved with various projects like litter picking and how they can help, with supplying litter picking equipment. She can also offer people to help with organised litter picking days.

Cllr. French suggested various things, which she felt were unsuitable due to GDPR. He also has suggested that maybe they could sponsor the installation of the new litter bins on the Old Sheppey Way one by the school and one by the Timber company as people seem to be driving along this road or parking up and throwing it out of their cars. Ms Chambers will take this back to look at costs to see if this is feasible.

The Clerk asked if they could supply 20 litter picking equipment this was agreed and Ms Chambers has offered staff for the organised litter picking days.

Ms Chambers has been talking to Cllr. Hunt about the area underneath the railway bridge as this has been reported as a high area of littering. On inspection by Ms Chambers she reported it was not too bad, but the area that runs alongside the railway by Asda petrol station towards the bridge is very heavy in litter but this is not just McDonalds and is un reachable as this is behind a fenced area, Ms Chambers has spoken to Cllr. Hunt regarding McDonalds team and a community team doing a litter pick there.

Cllr. Richardson asked Ms Chambers if she could help with all Community Engagement, but unfortunately this is down to the Business Manager who she can put us in contact with.



Mr Smith came to take about BPC23/24 -234c, so this was brought forward to public session.

A member of the public complained about the off-road bikes that are causing nuisance on the estate and had spoken to the local Police officer yesterday. The Clerk has asked if this can be reported to 101 or online to the police as this needs to be recorded more so we have more police in the area, this is a countrywide problem unfortunately if anyone has any footage of things like this there is a QR code where it can be uploaded to the police specific to Bobbing and they can then take action on the offenders.

A member of the public commented about the amount of bulky waste fly tipping that has been dumped around Quinton area by the Old Sheppey Way. The Clerk has asked the member of public to report this to Swale Borough Council as they will need to remove this. There is also an app called CountryEye <https://countryeye.co.uk/> where you can also upload all photos with their GPS etc. or Cllr. Randall said you could report it via email to [csc@swale.gov.uk](mailto:csc@swale.gov.uk)

**BPC23/24 - 220** **To receive any report from Borough Councillor Cllr. James Hunt, Cllr. Lloyd Chapman, Cllr. Baldock, Cllr. Roger Clarke, Cllr. Ann Cavanagh**

The Clerk read out Cllr. Cavanagh's detailed report on what she has been attending since the last meeting.

**BPC23/24 - 221** **To receive any report from County Councillor Cllr. Baldock**

No report.

**BPC23/24 - 222** **To receive any report from Community Warden Jack Gilbey and PC Philip Clemens/Sgt Ryan Chase.**

The Clerk circulated the report from the new PC Philip Clements, Cllr. Gladwin asked where this is published and can it go on noticeboards and the website. The Clerk will make this available for everyone.

**BPC23/24 - 223** **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 received.

**BPC23/24 - 224** **Approval and Adoption of Minutes from the previous meetings Minutes of the Council Meeting on 6<sup>th</sup> March 2024**

Cllr. Herbert has been asked to raise if the last meeting was legal, as it has been mentioned by various people within Bobbing it was not a legal meeting. The Clerk read out the information which was received from the solicitor which can be found under **BPC23/24 – 234 a**. The Clerk also confirmed that the venue was given to the Parish Council for FREE and all drinks were given to the Parish Council also for FREE no payments were made on the evening, a donation was made with the same sum as we had offered the church for the use of their building.

These were then **Agreed. Resolved: Accepted.** The Chairman duly signed the Minutes.



**BPC23/24 - 225     Matters arising from the minutes not covered by other agenda items.**

The Clerk apologised for not being at the last meeting, but she was taken to hospital in the early hours of the 6<sup>th</sup> March by ambulance where she stayed for over a week. She would like to thank the Parish Council for the card and flowers that were sent, which was nice to have in hospital this was very much appreciated.

a.     Update on Barclays and Unity Credit Card Application.

The Clerk gave an update on Barclays. They are now asking for identification to be shown at Barclays for them to be added onto the account.

Unity is also now asking for additional information from Cllr. Randall. The Clerk will follow this up outside the meeting.

**BPC23/24 – 226     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.     A Guide to Attending and Speaking at meetings. **Resolved: Accepted.**
- ii.    Procedure for Conducting Co-Option. **Resolved: Accepted.**
- iii.   Lone Working Policy. **Resolved: Accepted.**
- iv.    Petitions. **Resolved: Accepted.**
- v.     Audio, Recording, Filming, Photographing and Reporting of the Proceedings of Council and Committee Meetings **Resolved: Accepted.**
- vi.    Retention and Disposal Policy. **Resolved: Accepted.**
- vii.   Anti-Fraud and Corruption Policy. **Resolved: Accepted.**
- viii. Council Meetings: Admission of Public and Press **Resolved: Accepted.**
- ix.    Meetings - Drafting the Notice, Summons, Agenda and Minutes Document. **Resolved: Accepted.**
- x.     What Can Local Councils Do Document. **Resolved: Accepted.**
- xi.    Form of Agenda for the First Meeting Document. **Resolved: Accepted.**
- xii.   Strategic Risk Register. **Resolved: Accepted.**

The Clerk reported these were all circulated before the last meeting. The Clerk has also produced hard copies for this meeting, which have been handed out for the folder for all Councillors. Cllr. Richardson explained that these are the model Policies and Procedures which SLCC produce and the only things that are changed are directly relating to the Parish Council, these have been thoroughly gone through at the Policy and Procedure Working Group meeting. **All Agreed. Resolved: Accepted.**

**BPC23/24 - 227     Bobbing In Bloom last one was in 2015**

i.     Finalise Judges for Bobbing in Bloom

Cllr. Randall proposed that previous Councillors Duncan and Mavis to be judges along with Heather Elliott, and asked the Clerk if she would be head Judge, the Clerk will write to the proposed judges asking if they are able to help her judge the gardens on the Saturday 1<sup>st</sup> June 2024. Cllr. Randall to provide their contact details. Cllr. French asked how people can enter, there is an email if people want to nominate gardens which is [bobbinginbloom@bobbing-pc.gov.uk](mailto:bobbinginbloom@bobbing-pc.gov.uk) The Clerk will also be advertising it on facebook as well as the website, it has already gone out to every household on the last Bobbing Reporter.



BPC23/24 - 228

**Cllr. Richardson has requested talks regarding D Day 6<sup>th</sup> June celebrations.**

Cllr. Richardson proposed that a working group is formed to see if we can do something to celebrate the 80<sup>th</sup> Anniversary as the Clerk has suggested this maybe the last one due to the Veterans age. Cllr. Richardson has a contact who works for the veteran's society who is willing to give some ideas on how to commemorate the event. **All Agreed. Resolved: Accepted.**

Cllr. French asked about the pill boxes can that be brought into the event.

Cllr. French agreed that it should be recognised and offered to be on the working group, 2 parishioners also offered to be on the working group and Cllr. Gladwin and Cllr. Randall will also be involved, the Clerk will suggest some dates after the meeting to start the group off. **All Agreed. Resolved: Accepted.**

Cllr. Herbert asked what other parishes locally are doing, the Clerk will contact Iwade and Borden along with others to see what they are planning. The Clerk showed the Councillors the National Guidance on the event, which was handed out before Christmas to everyone, and also shared the new information on the remembrance flag, lanterns of light and the bell ringers, Cllr. Herbert reported that there are no bells at the Church anymore so we wouldn't be able to take part in that part of the celebrations. The Clerk suggested a beacon lighting on the 6<sup>th</sup> June which most Parish Councils will be doing across the country.

A parishioner suggested a competition for the children or something similar which can then be advertised on facebook, website etc. The clerk reported that the schools are encouraged to do poems of the era.

The clerk was asked to set up an email address for the day which will be [DDay80@bobbing-pc.gov.uk](mailto:DDay80@bobbing-pc.gov.uk) **All Agreed. Resolved: Accepted.**

BPC23/24 - 229

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

Cllr. French complained about the bins overflowing, and dog mess bins everywhere since the dog bins not being emptied, he has called Swale Borough Council, most days since the new contract and was told they will now only be emptied twice a week, instead of everyday.

Cllr. Herbert complained about the bins as well not being picked up, also complained about the off-road bikes on Keycol Hill.

Cllr. Gladwin complained about the bins not being emptied and completed the online form.

Cllr. Richardson complained about bins, and he has also been in contact with the Ward Councillor James Hunt, who is trying hard to find what is going on as he is inundated with complaints from residents.

Cllr. Randall brought to the attention of Councillors that there has been another dog attack, this was actually 3 dogs that has killed a Labrador, and he has been asked if we could put up any warning signs to say dangerous dogs in the area. The Clerk advised that this will need to be done by Swale Borough Council Dog Warden (Animal Officer) Mel Herbert and asked if Cllr. Randall could get the Police incident number so she can contact Mel Herbert as this is the second attack in a number of weeks.



## BPC23/24 – 230 Community Engagement

### a. Update on Bobbing Reporter deliveries.

Cllr. Randall reported that these have all been delivered (1,150) and thank you to everyone that helped. We might have to increase on the next reporter due to new houses being built. The Clerk suggested maybe also put some Bobbing Reporters in the waiting rooms of the Doctors, Dentist etc.

### b. Parish Assembly speaker 1<sup>st</sup> May 2024

The Clerk suggested to have something different this year, by having a speaker Sasha Taylor from Kent Resilience, this was discussed, and it was decided to have 2 speakers 45 minutes each Peter Judges who wrote a book on Bobbing History, the Clerk will do official letters asking if they are available. **All Agreed. Resolved: Accepted.**

## BPC23/24 – 231 Financial Statement and Authorisation of Payments

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

Date	PAYEE	Amount	VAT	Total
08/02/2024	Hugofox	£29.99	£6.00	£35.99
08/02/2024	Holly Trinity Church	£120.00	£0.00	£120.00
08/02/2024	S Poole Expenses Travel	£108.88	£0.00	£108.88
08/02/2024	S Poole Expenses Working from home	£26.00	£0.00	£26.00
08/02/2024	Amazon	£6.91	£1.38	£8.29
08/02/2024	Amazon	£18.32	£3.67	£21.99
08/02/2024	Morrisons	£1.45	£0.00	£1.45
08/02/2024	Clerks Salary	£331.17	£0.00	£331.17
08/02/2024	Swale (Printing)	£130.00	£0.00	£130.00
09/02/2024	ICO	£35.00	£0.00	£35.00
12/02/2024	NEST Pension	£750.00	£0.00	£750.00
26/02/2024	BT	£40.95	£8.19	£49.14
08/03/2024	Hugofox	£29.99	£6.00	£35.99
14/03/2024	S Poole Expenses Travel	£31.33	£0.00	£31.33
14/03/2024	S Poole Expenses Working from home	£26.00	£0.00	£26.00
14/03/2024	Amazon	£14.16	£2.83	£16.99
14/03/2024	Amazon	£13.82	£2.76	£16.58
06/03/2024	Morrisons	£33.45	£0.00	£33.45
14/03/2024	100 Green Energy	£81.29	£4.06	£85.35
14/03/2024	Clerks & Councils	£15.50	£0.00	£15.50
14/03/2024	Clerks Salary	£187.14	£0.00	£187.14
14/03/2024	Newington Cricket Club	£60.00	£0.00	£60.00
22/03/2024	CPRE	£36.00	£0.00	£36.00
25/03/2024	BT	£40.95	£8.19	£49.14
25/03/2024	Meads Community Centre	£83.00	£0.00	£83.00
28/03/2024	Clerks Salary	£187.14	£0.00	£187.14
28/03/2024	S Poole Expenses Travel	£15.75	£0.00	£15.75
28/03/2024	S Poole Expenses Working from home	£26.00	£0.00	£26.00



28/03/2024	Amazon (Paper)	£16.62	£3.32	£19.94
28/03/2024	Amazon (Filling Tray)	£19.99	£4.00	£23.99
28/03/2024	Amazon (Toner Yellow)	£39.99	£8.00	£47.99
28/03/2024	Swale (Printing)	£132.00	£0.00	£132.00
31/03/2024	Unity Bank	£18.00	£0.00	£18.00
	Monthly Total	£2,706.79	£58.40	£2,765.19

The Clerk confirmed that these were all paid under the delegated power as we needed to close the year end before the 31<sup>st</sup> March due to Easter. Lionel Robbins is coming to audit the books etc on the 22<sup>nd</sup> April so we can then finalise the AGAR and be able to sign it off at the Parish Council meeting.

Barclays Savings Account £31,655.50

Unity Trust Account £23,612.96

These are the figures after the above payments were made. This was agreed.

**Resolved: Accepted**

**BPC23/24 - 232**

**Reports from representatives**

- a. KALC Area Committee next meeting 26<sup>th</sup> March 2024

Cllr. French and the Clerk attended the last meeting. Cllr. French gave a detailed report on what happened at the meeting and an update from Inspector Vanessa Foster Kent Police, Sasha Taylor at Kent Resilience Team. The next meeting is 21<sup>st</sup> May 2024 which is the AGM. The Clerk advised that there is a new website coming very soon.

- b. Western Area Committee

No meetings have taken place.

- c. Swale West Parish Group May/June 2024

No meetings have taken place.

**BPC23/24 - 233**

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

- a. **Planning Application No. 24/500019/OUT**

Outline application for the erection of 6no. dwellings (Access being sought). Land At Sleepy Meadows Sheppey Way Bobbing Kent ME9 8QX

The Clerk advised that the 21-day rule had run out and this was with the planning committee, so no comments could be made.

**BPC23/24 - 234**

**Correspondence**

- a. Correspondence from Surrey Hill Solicitors regarding venues and licensed premises.

The Clerk has sought legal advice from KALC and Surrey Hill Solicitors with regards to using a licensed premises. In respect of the use a different location for a meeting, paragraph 1 of Part 2 of Schedule 12 to the Local Government Act 1972 states:



"Meetings of a parish council shall be held at such place, either within or without their area, as they may direct, but shall not be held in premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of section 14 of that Act) unless no other suitable room is available either free of charge or at a reasonable cost.

It would seem you can therefore hold the meeting at the venue you suggest."

b. Update from KCC regarding Highway Improvement Plan (HIP)

The Clerk circulated the updated HIP from KCC, which was from the last meeting which was held with Cllr. Randall, Cllr. Richardson, Cllr. French and the Clerk along with Jennie Watson from KCC on the 4<sup>th</sup> March 2024.

The Clerk also gave a report on the costing of the Traffic Regulation Order (TRO). The Clerk was asked to contact Cllr. Baldock before going ahead with the TRO. This was agreed. **Resolved: Accepted**

c. Email from Hon. Sec. Swale Footpaths Group

Cllr. Randall commented on the email received and the information the Parish Council has received from KCC regarding the proposed route due to the closure notice coming to an end. Mr Smith talked about the email he had sent in, as the closing date for the consultation is the 12<sup>th</sup> April. Mr Smith is concerned about the possible development that is due to go along Sheppey Way South bound as this could then affect the public footpath route. Mr Smith is concerned about the safety of when you leave the proposed new route on footpath ZR109 onto Sheppey Way especially turning right North bound there is no pavement or safe walking route, Mr Smith feels that some sort of fencing protection should be installed as this is a very fast road. Mr Smith understands that the bridge crossing which was first talked about would be expensive but the safety of walkers on the footpaths should also be considered, and urges the Parish Council to put something in writing before the 11<sup>th</sup> April to submit to KCC.

Cllr. Randall has also asked for this to go onto the HIP regarding a footpath safety barrier on Sheppey Way.

Cllr. Herbert asked for all of the above to be put in a response by the 11<sup>th</sup> April to KCC **All Agreed. Resolved: Accepted.**

d. Email re lighting on Simpsons Crossing – Sittingbourne

The Clerk has been in contact with Darren James from Network Rail and his response is "I have been liaising internally on this matter and note that there is a public footpath ZR111/3 is superimposed beneath the bridge. As such, the installation of lighting would be for the highway undertaker to install".

e. Email from KCC Highways Bobbing Hill Roundabout Scheme

The Clerk received an email from someone at the A249 Swale Project Team saying "Thank you for your enquiry, regarding the utilisation of land on Bobbing Hill for car parking.



During the outline design for the improvement scheme, following a number of requests, a car park had been considered. There were several issues identified including ownership, management, and control of the site. Alongside this there were land ownership issues that would need to be resolved”.

Following a review of potential car parking opportunities, it was identified that there would only be a usable area of around 20m by 10m, which would not provide as many spaces as is currently available on the road.

The primary issue was the utility diversion that would be required to implement car parking, and due to the cost of the diversion, it isn't something that we could pursue any further.”

f. Quotes for Parish Council Insurance

The Clerk is getting various quotes from our current insurance company Gallagher as well as a competitive insurance company called Zurich.

g. Email from a Parishioner regarding Norwood Walk West Drive on Hilton Drive

The Clerk spoke about an email she received from the Parishioner who wanted to know how to install double yellow lines to stop people parking across his driveway, this was discussed, and it would be a matter for KCC.

h. Email from a Parishioner in Bristol Close

The Clerk read out an email from a parishioner who has stated the parking is getting worse as parents are now parking in front of peoples driveways and he has sent photographs as well showing the situation, he is asking when the double yellow lines will be installed. The Clerk has advised him this is with KCC who will be doing their own surveys and we will keep everyone posted.

i. Update from SGN/WCB regarding Gas works.

The Clerk has been in contact with SGN regarding the recent gas works, she is disappointed with their response and has gone back to them asking for further information which is usable to pass on to parishioners. Cllr. Herbert shared some information on what has been happening as the gas pipes nearer Key Street roundabout were supplying multi houses which is not allowed anymore so they have had to separate them, so each house has a gas main.

The clerk shared information on speed watch signs which will be brought up at future meetings when looking at items on the HIP.

Cllr. Gladwin reported that she has had communication with Jamie Hare and the hoods are finally fitted on the pelican crossing, there are still outstanding issues as they have not finished the plants etc.

The clerk circulated the information from Jacksons, with their newsletter on the works that is going on at Grovehurst.

The Clerk has contacted Grahams who is the contractor at A249/M2 improvements but has not had any communication back as of yet.



**BPC23/24 – 235     General matters raised by Councillors for discussion.**

a.     Training available.

The Clerk reminded the Councillors of the training that is available.

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

This has been postponed until after the D-Day celebrations working group meetings.  
**All Agreed. Resolved: Accepted.**

c.     Policy & Procedure Working Group

This has been postponed until after the D-Day celebrations working group meetings.  
**All Agreed. Resolved: Accepted.**

**BPC23/24 – 236     Recommendations to next Full Council**

Nothing

**CLOSED SESSION – No Public allowed during this session.**

**BPC23/24 – 237     To discuss updates from the Village Hall**

A discussion was had, regarding **BPC23/24 – 177** and it was agreed that we would instruct DMD Solicitors for advice. Cllr. Richardson and Cllr. Herbert abstained everyone else agreed. **Resolved: Accepted.**

**BPC23/24 – 238     To discuss updates from the KCC regarding Traffic Surveys and dates.**

The Clerk advised everyone when the traffic surveys will be carried out.

**BPC23/24 - 239     Dates of Next Meeting**

The Parish Assembly will be on the 1<sup>st</sup> May at 19.30

**BPC23/24 - 240     Closure of Meeting**

The meeting closed at 22.02

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_