



BOBBING PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 3rd January 2024

Present:

Cllr. G. Randall - Chair

Sarah Poole - Clerk

Cllr. G. Herbert

Cllr. A. Gladwin

Cllr. P. French

Cllr. R. Richardson

Cllr. A. Cavanagh

Cllr. M. Baldock (Left 20.54)

2 Parishioners in attendance

BPC23/24 - 137

Welcome and Apologies for Absence

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

BPC23/24 - 138

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.

Nothing reported.

BPC23/24 - 139

To receive any report from Borough Councillor Cllr. James Hunt, Cllr. Lloyd Chapman, Cllr. Baldock, Cllr. Roger Clarke, Cllr. Ann Cavanagh

Cllr. Baldock reported that the HMO at Norwood Walk was referred to the Planning Committee for a site visit which took place on 20th December, and this will now be considered at a future Planning meeting, where the Parish Council will be invited to attend. The Clerk will email Rebecca Corrigan to find out more information and report back to the Chairman who will attend on behalf of Bobbing Parish Council.

Cllr. Cavanagh gave a report on what she has attended in December, she also including speaking against the HMO in Norwood Walk on the 20th December, she has also given some of her members grant money for new road signs in Grove Park along with other deserving causes.

Cllr. Cavanagh has also reported the graffiti again in the cattle arch.

BPC23/24 - 140

To receive any report from County Councillor Cllr Baldock

Cllr. Baldock has spoken to Jennie Watson regarding the Highways Improvement Plan, and she has said they will not fund the lighting needed in the Cattle Arch as they are not responsible for this. Cllr. Baldock has said to KCC that it is registered as a footpath with KCC, and they are responsible to make footpaths safe, but they have said it is not safety critical. The Clerk will write to Network Rail and ask if they will fund this, a further discussion was had with members, and it was discussed and it was felt that the Parish Council could pay for a solar motion light to be installed if Network Rail will not pay for it and are happy to have it installed at no cost to themselves.



BPC23/24 - 141 To receive any report from Community Warden Jack Gilbey and PC Jez Chittim

Jack Gilbey. No report, but the Clerk has reminded Cllrs. that Adam McKinley advised that if Bobbing Parish Council has any issues you think a Warden can help with, we should let him know, and report this as it is the only way we will keep our Wardens.

PC Jez Chittim, sent in his report and reported that there were no concerns for the Parish to be worried about, there has been however an increase in calls regarding McDonalds and Bobbing Service Station. PC Chittim advised that his next police surgery will be on Sunday 28th January – Bobbing Hill – 8a.m to 9a.m whereby he will be parked in a marked police vehicle for people to attend and raise any local issues or merely to pop along to say hello. Councillors are concerned about the Police Surgeries and where they are taking place and the times of these, the Clerk will write to Sgt Chaise regarding this.

The Clerk will write to Sgt Chaise as after the last KALC meeting Inspector Vanessa Foster who was there giving a talk said that all PC's should at least attend 1 in 3 meetings, and she will go back and find out why PC Jez Chittim has not attended any.

BPC23/24 - 142 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 - 147 because he is the Chairman of the Borough Council Planning Committee and advised he will leave the meeting when this is being discussed.

BPC23/24 - 143 Approval and Adoption of Minutes from the previous meetings Minutes of the Full Council Meeting on 6th December 2023

All Agreed. Resolved: Accepted. The Chairman duly signed the Minutes.

BPC23/24 - 144 Matters arising from the minutes not covered by other agenda items

BPC23/24 125 Set a Grant Application form for funding, further to Cllr. Richardson request from Parishioners about a Christmas Tree

The Clerk reported that after Cllr. Richardson spoke about the request from Miss Emma Bartley who requested financial help for a Christmas Tree, she received an email. The Clerk felt that for all grants to be fair and judged individually there should be a grant application form, the Clerk circulated 2 from other Parish Councils based on the information from SLCC, this was discussed at some length, and it was deferred to a working group to design and come back to full council for approval.

The Clerk will let Miss Emma Bartley know that we are unable to do retrospective grants and advise that she can apply in 2024.

The Clerk explained that under the Section 137(4)(a) of the Local Government Act 1972 for Parish Councils in England with an example of the Section 137 expenditure which includes village histories, plaques, prizes, flood relief, landscaping and flower shows. Section 137 expenditure is limited to a specified amount each year which currently is £9.93, which is then multiplied by the number of electors in the parish. The Clerk has also recently circulated this information via email.



BPC23/24 - 145 General matters raised by Parish Councillor's Reports for discussion.

Cllr. Gladwin reported that she attended the site meeting regarding 1 Norwood Walk against the planning proposal, she also helped with the Sleigh run around Archers Park and Sonora Way, and also attended the carols in the Church on behalf of the Parish Council.

Cllr. Herbert asked if we had any further update from Paul Casey the Enforcement Officer, the Clerk explained he is on leave at the moment, and she has emailed him and will contact him again next week.

Cllr. French attended the site meeting regarding 1 Norwood Walk against the planning proposal.

The Clerk has requested to do the training on "The role of Internal Audit" as she believes this will give her a better understanding of the role. All agreed. **Resolved: Accepted.**

BPC23/24 – 146 Adopt Risk Assessments from the working group, and arrange a date for the next meeting.

Cllr. Richardson reported that he has undertaken from the Working Group all the Health and Safety aspect as this is his qualified profession. He has updated the following Risk Assessments: Display Screen Equipment, Electricity, Playing Fields – General, Manual Handling, Office Activities, Stress at work, Use of Contractors, Fire, Display Screen Equipment/Computer Screens, Icy Surfaces, Open Spaces and Parks – General, Play Areas – General. Cllr. Richardson has also updated the policy document on Health and Safety.

Cllr. Randall thanked Cllr. Richardson for his efforts in this and proposed that these be adopted. All agreed. **Resolved: Accepted.**

Cllr. Richardson has also offered his help to the Village Hall on preparing Health and Safety information, the Clerk will write to the Village Hall asking for some information that we need as a Parish Council to hold our meetings in the Village Hall and advising them of the help that the Parish Council may be able to do financially with signage etc. if required. All agreed. **Resolved: Accepted.**

Cllr. Richardson also advised that at future meetings we need to advise everyone where the fire doors etc. are, Cllr. Randall said he will do this at the Welcome part of the meetings in future. All agreed. **Resolved: Accepted.**

BPC23/24 - 147 Planning Application – viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>;

- a. **Change of use from nurses accommodation (Class C3) to a use comprising both residential nurses accommodation and a care facility (Class C2).**

Planning Application: Ref. No: 23/505544/FUL Demelza Hill Farm Rook Lane Bobbing Kent ME9 8DZ

The Parish Council discussed this, and they agreed there was no objection to this planning application. **No objection**



BPC23/24 – 148 Community Engagement

Cllr. Cavanagh reported that she attended a training session on Communicating with your Community. Part 1: Engaging with your Community on the 13th December, which talked about the communication strategy which at preset we do not have, and this is needed, Cllr. Cavanagh has been sent a link which will enable us to find out what we need to do, she will report back once she has completed this, it will then be able for us to complete a virtual workshop. Cllr. Richardson is going to do Part 2 on either Communicating with your Community. Part 2: Engaging with your Community. 16th January at 2pm or on the 5th March at 6pm. Cllr. Richardson has suggested once the Policy reviews are carried out at the working group they could then start with Community Engagement.

a. Discover the charm of Bobbing – requested by Cllr. Richardson

Cllr. Richardson talked about the Charm of Stockbury that he has now sent the Clerk, and asked if she will forward this onto members shortly. Cllr. Richardson feels this will help parishioners on what is going on within the area. Cllr. Baldock mentioned that Borden have a directory, he will circulate that as well, Cllr. Richardson believe this goes hand in hand with the Parish map that they Clerk has suggested.

Cllr. Herbert mentioned there are 2 books that have been written about Bobbing and suggests we get copies of these to try to incorporate some of this.

b. Heritage Map of Bobbing

Cllr. Richardson has also been in communication with Kelvin Wood the Chair of Kent Heritage Watch to arrange a meeting with him and the Clerk to discuss what we can do regarding Bobbing.

It was proposed that Cllr. French, Cllr. Richardson, Cllr. Gladwin, Cllr. Herbert and Cllr. Cavanagh will meet on Wednesday 10th January at 19.00 Jenny Wren to take this further in a working group.

c. Bobbing in Bloom – Spring 2024

Cllr. Baldock suggested that when we do the next Bobbing Reporter in March/April that we will be holding a Bobbing in Bloom at the end of May beginning of June, and that people can nominate gardens, and some of the Councillors will go around the Parish and judge them. Cllr. Baldock proposed that the following be presented Best Front Garden, Hanging Baskets, Best Environmental Garden, as well as a Merit Award these would be for residential as well as business categories.

Cllr Randall suggested that a trophy is then given to Winners, and Cllr Cavanagh suggested a certificate is given to runners up.

d. Christmas Lights 2024

The Clerk raised the question, do we wish to carry on with the Christmas Lights, Cllr. Baldock proposed that this is carried on, and Cllr. Randall proposed we keep to the 3 that we have in the current places. Cllr. Herbert has had people comment on how nice they look. All agreed. **Resolved: Accepted.**



e. **Bobbing Reporter – Spring edition**

Cllr Randall reported that the printing costs would be in the region of £200.00 it was proposed by Cllr. Cavanagh that a budget is set to £250.00. All agreed. **Resolved: Accepted.** Cllr Randall said these will now be printed and he will let members know when they are ready for distribution. The next edition will be in March 2024.

BPC23/24 - 149 Financial Statement and Authorisation of Payments

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

Date	PAYEE	Amount	VAT	Total
	Clerks Salary	£450.02	£0.00	£450.02
	Mrs Samantha Gray	£84.00	£0.00	£84.00
	Gala Lights	£1,500.00	£300.00	£1,800.00
	Hugofox	£29.99	£6.00	£35.99
	KALC Chairing Meetings Effectively	£37.00	£7.40	£44.40
	KALC Dynamic Cllr A. Cavanagh	£50.00	£10.00	£60.00
	Lionel Robbins	£105.00	£0.00	£105.00
	Nest	£854.75	£0.00	£854.75
	ICO	£40.00	£0.00	£40.00
	Hugofox	£29.99	£6.00	£35.99
	S Poole Expenses Travel	£32.99	£0.00	£32.99
	S Poole Expenses Working from home	£26.00	£0.00	£26.00
	Costcutters	£1.80	£0.00	£1.80
	Amazon	£18.29	£3.66	£21.95
	Morrisons	£37.34	£5.91	£43.25
	Monthly Total	£3,297.17	£338.97	£3,636.14

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 £ 29,872.03

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

The Clerk circulated the information from the Internal Auditor with comments there are two comments the Clerk would like to address “Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping is of a good standard and the Parish Council’s approach to the management of risks to be sound.” and “I have noted that bank reconciliations are now initialled by the Chair. Best practice is for a councillor other than the chair to carry out this role.” We have taken this on board and Cllr. Richardson is now signing off all the invoices and checking the accounts.

The next Audit will be on the 22nd April 2024 to complete the AGAR.



a. Barclays Update - Cllr Randall

Cllr. Randall reported that he has spoken to Barclays and has now received a document which will enable us to put the Clerk onto the account, despite previous letters that were sent to them, he also reported that some of the signatories that are on the account have not been on the Council for some time. Cllr. Randall has signed the document along with Cllr. Herbert who is also on the account.

b. Application for Credit Card for the Clerk expense cost from Unity £3.00 per month.

Cllr. Richardson proposed that the Parish Council applies for a Credit Card for the Clerk, as he does not feel it is correct that the Clerk must pay things personally and then must claim it back each month, Cllr. Randall agreed that this is good practice as it could be brought up on future audits if the Clerk is paying for items. All agreed. **Resolved: Accepted.**

BPC23/24 - 150 Reports from representatives

a. KALC Area Committee next meeting

Cllr. French reported that he attended the last meeting with the Clerk at Swale House, where Inspector Vanessa Foster spoke about the County Lines Drug gangs in the area, she also confirmed that the police officers are meant to attend every 3 months, Hillary Newton spoke on behalf of CPRE, she spoke about the why they deferred the countryside and membership is £36.00 per year, it was proposed that at the next meeting we become a member of this organisation as we will need professional help on fighting the proposal of Bobbing Village. <https://www.cprekent.org.uk/get-involved/join-cpre-kent/> Cllr. Stephens also spoke about her time as Mayor and if we want the mayor to attend any of our events, to request this.

b. Western Area Committee

The next meeting will be in March 2024

c. Swale West Parish Group

The next meeting will be in May/June 2024

BPC23/24 - 151 Correspondence

The Clerk reported that the letter has been received from Swale requesting our precept, which agreed at last months meeting, the Clerk has worked out the figures for a typical Band D property to be £52.58 per year, £4.38 per month, £1.01 per week and 14p per day.

The Clerk will do some comparisons to other Parishes once she has received that information from Swale.

The Clerk reported that today she received an email from Jennie Watson from KCC asking for the Parish Council to consider on their HIP to have Hedgehog Signs as this has been agreed with the Department of Transport, they do not require permission from them. A discussion was then had, and it was agreed that this will be added to the HIP working group to investigate what can be done.



The Clerk has circulated a guide to Rural Community Resilience., Operation London Bridge for new members that do not know what this is.

Cllr. Herbert updated members of the funeral arrangements for Lawrence Major, this will be a silent funeral and only family will be attending. The Clerk asked if there was to be any donations to charity, Cllr. Herbert is not aware of any.

BPC23/24 – 152 General matters raised by Councillors for discussion.

a. Training update

The Clerk has circulated all the training available, and she will devise a table on who has attended what training and when in their 4-year term.

b. Date for the HIP Working Group

It was proposed that we look at a Wednesday the end of January, the Clerk will email members to secure a date and time/location.

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

The Clerk has a meeting with Jeff Tuff who is the Chairman of the Swale branch of KALC in a few weeks, once she has had this meeting, she will report back and arrange a meeting for the working group to talk to him on how we can proceed in February, the Clerk has reminded members that there is £18k of funding available for this, it will take at least 18 months to 2 years to complete. The Clerk confirmed that the National Planning Policy Framework has now been updated, the Clerk has printed all of this off, if members want to see a hard copy.

d. Policy & Procedure Working Group

Next meeting 8th January 2024 at 18.00 at the Long Hop

BPC23/24 – 153 Recommendations to next Full Council

- a. Invite Jhilmil Kishore the Senior Conservation & Design Officer- Projects Conservation & Design Team from Swale to February meeting to give a presentation for half an hour.

BPC23/24 - 154 Dates of Next Meeting

7th February 2024 at 19.30

BPC23/24 - 155 Closure of Meeting

The meeting closed at 21.12

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

Signed: _____ **Date:** _____