



## **BOBBING PARISH COUNCIL**

### **MINUTES OF THE MONTHLY PARISH COUNCIL MEETING**

**Held on Wednesday 5<sup>th</sup> July 2023**

**Present:** Cllr. G Randall - Chair  
Cllr. P England – Vice-Chair  
Cllr. G. Herbert  
Cllr. A Gladwin  
Cllr R Richardson  
Cllr. P. French arrived 19.41

Sarah Poole - Locum Clerk  
Cllr Lloyd Chapman – Borough  
4 Parishioners (2 arrived 19.48)

**BPC23/24 – 01 Welcome and Apologies for Absence**

The Chair formally welcomed everyone to the meeting. Apologies received and accepted from Parish Cllrs. Cavanagh, and Borough Cllr Hunt, also a Parishioner Joanne Griffin.

**BPC23/24 – 02 Visitors/Public Time**

None.

**BPC23/24 - 03 To receive any report from Borough Councillor**

None

**BPC23/24 - 04 To receive any report from County Councillor**

None

**BPC23/24 - 05 To receive any report from Community Warden and PC**

The Locum Clerk to get in touch with Sgt Chaise to see who our local Police officer is.

**BPC23/24 - 06 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 - 07 Co-option for New Councillors: Ross Richardson and Joanne Griffin**

Cllr Randall welcomed Ross Richardson to the meeting, and members co-opted him onto Bobbing Parish Council, he then duly signed the Declaration of Acceptance and returned to the Locum Clerk. Joanne Griffin was unable to make this meeting so will be invited to the August meeting. **Resolved: Accepted.**

**BPC23/24 - 08 Approval and Adoption of Minutes from the previous meetings Minutes of the Annual Parish Meeting, Annual Council Meeting and Full Council Meeting on 7<sup>th</sup> June 2023**

The minutes of the previous meeting of the 7<sup>th</sup> June 2023 are all correctly recorded. **Resolved: Accepted.** The Chairman duly signed the Minutes.

**BPC23/24 - 09 Matters arising from the minutes not covered by other agenda items**

- a. Vote of thanks to Mrs Samantha Gray for her service as the Clerk.** The Locum Clerk will write to Mrs Gray thanking her, for her service over the last 12 months and write to her formally regarding accepting her resignation. **Resolved: Accepted.**



- b. **Community Governance Review.** It is proposed that no change to the Boundary review as the last one was completed in 2014. The Locum Clerk will write to Swale to advise them. **Resolved: Accepted.** Cllr Randall to circulate the map of the boundary.
- c. **Electrical Quote for Defibrillator Installation Grove Park.** Cllr French will pass details onto the Locum Clerk with regards to a new contact for the electrical work that is to be undertaken for the Defibrillator at Grove Park.
- d. **Simpsons Crossing graffiti removal.** The Locum Clerk will contact Swale Environment Team as some graffiti has been removed but not all of it, it is on the Cattle Arch Metal Barriers by Bristol Close, the Locum Clerk also asked for people to report directly to Swale on <https://swale.gov.uk/bins-littering-and-the-environment/littering/report-graffiti> . **Resolved: Accepted.**
- e. **Simpsons Crossing – ZR109 Divert Public footpath**  
Council members asked the Locum Clerk to write to KCC asking 3 questions:
- We have received concerns about the closure of Simpsons Crossing.
  - There are concerns children are continuing to use the crossing while it is closed.
  - We would like some clarification/certainty on the proposed diversion.
- f. **HIP Consultation Archers Park Double Yellow Lines.** Cllr Randall explained that the schools and business will need to be consulted as well as the residents the Locum Clerk to draw up a draft consultation to be circulated before being given to residents in Archers Park, as the Parish Council must be seen to have done this before going to KCC for them to do their consultation.
- g. **Entrance to Sonora Way - Cllr P England** explained that safety barriers were removed when access was needed, these have not been put back, the landscape has not been done as they have just filled the area with rubble not landscaping the area, the wooden bollards have been broken and not replaced, the Locum Clerk to get in touch with Cllr Hunt to see if anything can be done, and also write to KCC and the Police asking for a speed monitor for the speed in the area especially the zebra crossing and pedestrian crossing.
- h. **Letter to Arriva re Sonora Way.** This was discussed and it was agreed that no further action needed to be taken. **Resolved: Accepted.**
- i. **Fly tipping.** The Locum Clerk reminded all Councillors and Parishioners to report items directly <https://swale.gov.uk/bins-littering-and-the-environment/littering/report-fly-tipping>
- j. **Memorial Bench update.** The Locum Clerk to write to Bobbing Church to advise that the Parish Council will purchase a bench when their garden is finished, and they must install/secure it.
- k. **Unity Bank update.** The Locum Clerk advised that the forms required have been filled in to change the bank details, Cllr French to provide ID to be able to send of the forms. Cllr French, Cllr England and the Locum Clerk have signed the documents. The Locum Clerk proposed that all Councillors are signatures on the bank as if they do not do internet banking, they can still sign cheques. It was proposed that Cllr Richardson will also become a signature at the next meeting, and this to be put on the agenda for the next meeting, we also need to review our Financial Regulations. **Resolved: Accepted.**



**BPC23/24 - 10 Planning Application – viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>;**

Planning Application **Creation of a vehicle crossover, dropped kerb, driveway and ramp.**

12 Keycol Hill Bobbing Sittingbourne Kent ME9 8ND Ref. No: 23/502247/FULL

Bobbing Parish Council have been aware of the issues regarding parking at Keycol Hill for many years and are not surprised by the application. They have the following concerns:

1. The pavement is narrow, and the dropped kerb would create a steep slope that would create difficulty for passersby, in particular push chairs.
2. The access to the driveway is on a busy road.
3. We are also aware of the conditions set by Highways which will be difficult to adhere to.
4. Properties nearby have the same problem, and council members suggest the area of land between Keycol Hill and Bobbing Hill could be utilised for parking or could be given access to land on Bobbing Hill. It was proposed that this should be **OBJECTED**.  
**Resolved: Accepted.**

**BPC23/24 - 11 Correspondence**

The Locum Clerk read out the resolution from KALC to lobby KCC to keep the Community Wardens. This was discussed and all **Resolved: Accepted.**

**BPC23/24 - 12 Financial Statement and Authorisation of Payments**

**PAYMENT LIST JUNE 2023**

EXPENDITURE				
Pay Date	Pay Method	Payable to	Reason	Amount
27.06.23	DD	Williams & Giles	Payroll Company	£70.80
30.06.23	DD	Service Charger		£18.00
27.06.23	BACS	S. Gray – Expenses	Expenses February - Telephone, Use of home as office, Mileage	£37.07
05.07.23	Chq	S. Gray	Clerks Salary June	£237.64
05.07.23	Chq	S. Gray – Expenses	Expenses June - Telephone, Use of home as office, Mileage	£21.00
05.07.23	Chq	H.M. Revenue & Custom	Tax due for June	£34.20
05.07.23	DD	NEST	Pension contributions	£22.42
04.07.23	SO	Invicta IT Solutions	9 Microsoft 365 Mailboxes	£13.60
04.07.23	SO	Invicta IT Solutions		£70.80
05.07.23	DD	Hugo Fox	Website monthly fee – Invoice No. 2650	£35.99

**Resolved: Accepted.** The Locum Clerk has not got access to the bank yet, so the previous Clerk provided a bank statement, there is £32,354.13 in the account. The Locum Clerk has suggested that we put on next months agenda a Finance Working Group to be formed.



### **BPC23/24 - 13 Reports from representatives**

- a. **KALC Area Committee** Cllr French reported that he went to a meeting on the 13<sup>th</sup> June, very few Councils attended. There were various organisations there including KALC, the Police were advising the Councils about the new neighbour hood watch which will be finished in September 2024. There will be a ward Officer eventually in all areas who will come along to Parish Council meetings. The next meeting is November 2023.
- b. **Western Area Committee** Cllr Gladwin reported about the walking and cycling project. There are various events with children which are run by Brogdale. Information was given from National Highways about the Stockbury roundabout.

Cllr Randall reported that there is no funding available from now on, and it was suggested that they might ask for funding from Parish Councils. Cllr Randall also asked about the Local Plan regarding the proposed new development that is suggested at Bobbing.

Cllr Herbert reported that there is a list of all heritage buildings in Bobbing on the KCC website <https://www.kent.gov.uk/leisure-and-community/history-and-heritage>

Cllr Richardson felt that we have not had a full breakdown on what they have spent the money on especially the £10k they have spent on a youth project.

- c. **Swale West Area Committee** There has been no meetings.

### **BPC23/24 - 14 General matters raised by Parish Councillors Reports for discussion.**

Cllr England asked for a list of all the Defibrillators in the Parish, so the Locum Clerk can check to see if they are all on the National List. Cllr French will give the Locum Clerk details of the KALC meeting in May where they talked about defibrillators and First Responders, Cllr French also advised that this group will also keep check on all the defibrillators making sure batteries are working as well as renewing the pads, they do all the service for FREE.

Cllr England has asked that on next months Agenda that the representatives for the Western Area Committee, and Swale West Parishes meeting, be appointed.

Cllr England asked the Locum Clerk to send a letter to the Aspire School, asking them to remind parents not to park on double yellow lines, keep their speed down, and don't park more than 5 minutes. This was discussed and all **Resolved: Accepted.**

Cllr Galdwin reported that she has reported various areas with problems with drainage, an electricity cover which was loose, various meetings regarding Sonora Way, including a replacement bin which was destroyed in the last storm, as well as bins that were not being emptied. Cllr Gladwin has reported overgrown vegetation. The Locum Clerk has also asked if parishioners can report things directly to Swale or KCC as this will help things get done quicker.

The Locum Clerk advised all Councillors that training is available from KALC which the Parish Council pay for which includes Dynamic Councillor which all Councillors should be placed after being appointed as Councillors, there are also specific topics like Finance, Planning, Health and Welbeing, VAT etc. Further details can be found here at KALC [https://www.kentalc.gov.uk/Training\\_and\\_Events\\_21677.aspx](https://www.kentalc.gov.uk/Training_and_Events_21677.aspx)

Cllr Herbert reported that household waste has not been reported for over a week. Cllr Herbert also reported that the white lines in Keycol Hill have worn away. The Locum Clerk to put this on the HIP and report to KCC. The Locum Clerk asked all Councillors



and Parishioners to report here as well <https://www.kent.gov.uk/roads-and-travel/report-a-problem> Cllr Herbert also reported that the streetworks signs that have been put out are in dangerous positions, this needs to be raised with KCC. Cllr Herbert also asked about the illegal development at the top of Bobbing Hill, has this now gone to the Enforcement Officer, the Locum Clerk to look into this.

Cllr Richardson reported the state of the footpaths and the cycling areas. The Locum Clerk said you can report these direct on the website <https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way>

The Locum Clerk has received an email about boundaries from a Parishioner, Cllr Randall will contact her, but it may be a Swale item.

**BPC23/24 - 15 Review of Parish Council Bylaws** This was deferred until the next meeting.

#### **Closed Session**

**BPC23/24 - 16 Internet Banking Authority and Signatures, Financial Regulations.** This was discussed **Resolved: Accepted.**

**BPC23/24 - 17 6 month Employment Contract for Locum Clerk,** Councillors went through the NALC standard contract for the Locum Clerk. This will then be sent to the Chair and Vice Chair and then it will be printed for signing at the next meeting. This was discussed and all **Resolved: Accepted.**

**Salary Review.** This has all been agreed in the contract, which will be produced for signing at the next meeting. **Resolved: Accepted.**

**Working From Home Allowance,** Cllr Randall proposed that the Locum Clerk has mail re directed to her home address as this was previously the last Clerks address, this will be discussed at the next meeting. Cllr French proposed if there are additional costs for insurance for working at home then the Parish Council will pay for this. **Resolved: Accepted.**

**Travel/Millage Allowance** It was proposed that Councillors will put the Agendas on the noticeboards, the Locum Clerk will arrange to buy keys for the 3 noticeboards to distribute at the next meeting. The Clerk will claim for the meetings as per the Government guidelines <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances> **Resolved: Accepted.**

**Computer** The Locum Clerk reported that the previous Clerk has given her a 5 year old plus computer which does not have Wi-Fi connection. Cllr Randall proposed this to be put on next months agenda. **Resolved: Accepted.**

**Printer** Cllr Randall proposed that the previous Clerk keeps this for her work at Iwade as it was purchased half and half, and as a goodwill gesture, the Locum Clerk will inform Iwade Parish Council, that it has been transferred to them. The Locum Clerk will remove this from our Asset Register. **Resolved: Accepted.**

**Broadband/Telephone Line.** Cllr England proposed that the Locum Clerk gets a broadband with a telephone line, Cllr French proposed that the Locum Clerk get in touch with BT and arranges this to be installed, as it is needed to run the Parish Council. This was discussed at great length. **Resolved: Accepted.**



**BPC23/24 - 18 Dates of Next Meeting** 2<sup>nd</sup> August 2023 19.30 at Bobbing Village Hall

**BPC23/24 - 19 Closure of Meeting.** The meeting closed at 22.34.

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

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