

Queenborough Town Council

Minutes of the Queenborough Town Council held on **Monday 19th December 2022**

at the Queenborough Guildhall at 18.30 Queenborough Guildhall

ALL MINUTES ARE WATERMARKED 'DRAFT' AND REMAIN A DRAFT COPY UNTIL THEY ARE AGREED AT THE NEXT RELEVANT COUNCIL OR COMMITTEE MEETING.

Present: Councillors Ashley Shiel (Mayor), Sandra Fowle, Jackie Constable, Peter Marchington, Janet Flew, Cameron Beart (Deputy Mayor), Paula Telford, Zoe Swarbrick, Sue Simpson

The Clerk to Queenborough Town Council, Lisa Gransden was unwell and not in attendance at the meeting, minutes taken by Cllr Telford in her absence.

Two members of the public after item 5.

1. Emergency Evacuation – the Mayor explained the Council procedures.

2. Apologies and grounds for absence – Cllr Stockbridge (holiday), Constable (unwell), Darby (SBC meeting)

3. Declarations of Interest – None

4. Public questions – None

5. Policing Matters – PCSO John Cork reported on PCSO's having to reapply for their jobs in June next year, due to cutbacks. There are currently only seven PCSO's in Swale and three on the Isle of Sheppey. He has not received any reported problems on travellers in the area.

Two members of the public entered the meeting.

6. Minutes of the Full Council meeting held on Monday 7th November 2022

The minutes were reviewed and adopted as a true copy, to be signed as a true copy by the Mayor, Cllr Ashley Shiel.

7. Review of Matters arising from previous meeting held on Monday 7th November 2022
Cllr Beart asked if QTC had commented on item 10. **Action for the Clerk's reply.**

8. Mayors remarks

The Mayor wished everyone a Merry Christmas.

9. To accept and agree the Town Council Budget for 2023/2024 – item postponed.

10. Precept Report – to agree the precept requirement for 2023/2024 – item postponed.
The tax base had not been received from Swale Borough Council.

11. Review of Grant Application for 37/39 High Street, Queenborough as proposed by the Finance & General Purposes Committee

By resolution the Council agreed with the recommendation from the F&GP Committee, taken from the minutes of the F&GP meeting held on 5th December 2022.

The owner of Queenborough Stores at 37/39 High Street submitted a grant application for a ramp and new entrance store to the premises for the purpose of becoming a Post Office. The submitted application form was accompanied by only the original quotation from the supplier Close Brothers in the sum of £9,552 for the ramp construction and £3,000 for the supply and installation of a door before fitting and automation.

Councillors recommended that the Owner contacts Swale Borough Council who own the premises, to see if they can provide a grant for the works.

Councillors confirming QTC require three quotes before considering this grant.

It was agreed by resolution that QTC do not grant any more than 10% of the cost for the works if a reasonable quote is submitted. Agreed tonight by Full Council.

12. Financial Reports –

i) **The cashbook and bank reconciliation** were noted for October 2022, as approved by the Finance & General Purposes Committee, the Council approved the items with no matters arising.

ii) **Authorisation of proposed payments due – None**

13. Committees and Working Party Reports

(i) Environment Committee

Draft minutes of the previous Environment Committee meeting had been circulated to all councillors by the Clerk, prior to the meeting.

The Mayor reported the Queenborough School & Nursery travel plan had not been updated to date.

The Deputy Mayor reported that Andy Place was leaving with regards to the Station Murals.

The Council approved the actions of the Environment Committee

(ii) Finance and General Purposes Committee –

Draft minutes for the previous F&GP Committee meeting had been circulated to all Councillors by the Clerk, prior to the meeting.

Cllr Marchington reported on minor issues on the external audit which had all been resolved. The external auditor had been paid.

Queenborough Town Community Centre had contacted the Town Council regarding a lease renewal for the Old School Building. This will not be renewed until the date of lease ceases.

The F&GP Committee have concerns that the Centre will apply for loans or borrow money against a longer lease term.

The Town Clerk pay had been backdated in line with the NJC pay scales to April 2021 and an hourly pay increase awarded under the pay scales.

The Council approved the actions of the F&GP Committee.

(iii) Planning Committee –

Draft minutes for the previous Planning Committee meeting had been circulated to all Councillors by the Clerk, prior to the meeting.

The Council approved the actions of the Planning Committee.

14. Correspondence –None

15. Late inclusions previously notified to the Mayor – None

16. Any other Business – None

There being no further business the meeting was declared closed at 19.05

Date of next meeting – 30^h January 2023