

## **Queenborough Town Council**

Minutes of the Queenborough Town Council held on **Monday 18<sup>th</sup> December 2023**

at the Queenborough Guildhall at 19:00 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), Paula Telford, Sandra Fowle, Peter Marchington, Sue Simpson

**1. Emergency Evacuation** – The Mayor made all aware of the Council procedures in an emergency on exiting the building and the meeting point across the Road.

**2. Apologies and grounds for absence** – Councillors Janet Flew – Headache, Richard Darby – Chest infection, Jackie Constable – Holiday, Mick Constable – Holiday, Zoe Swarbrick - Flu

**3. Declarations of Interest** – None.

**4. Public questions** - None

**5. Policing Matters** – PC Maybank report was circulated to all members by the Clerk, incidents reported had gone down in the past month.

**6. Minutes of the Full Council meeting held on Monday 6<sup>th</sup> November 2023**

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

**7. Review of Matters arising from previous meeting held on Monday 6<sup>th</sup> November 2023.**  
None.

**8. Mayors remarks**

The Mayor thanked everyone for coming to this festive meeting wished all a Merry Christmas and Happy New Year and looked forward to seeing everyone in January.

**9. CCTV**

The Mayor reported on the walkaround Queenborough and Rushenden with a member of the Swale Control room, Cllr Telford, The Town Clerk and himself, a quote will be sent to QTC for equipment and running costs.

**10. Queenborough Town Council Budget 2024/2025**

Proposals from the F&GP Committee were reviewed and accepted by resolution from all committees and working parties.

**11. Queenborough Town Council Precept 2024/2025**

Tax base rates and calculations were circulated by the Clerk with proposals for the precept. After review, by resolution agreed to set a precept of £71,500 as proposed by the F&GP Committee.

## **12. Financial reports**

### **i) Cashbook and Bank Reconciliation**

The Cashbook and Bank Reconciliations for October and November 2023 as approved for acceptance at Full Council by the Finance & General Purposes Committee, was approved by Full Council with no matters arising.

### **ii) Review of payments made between the Finance and Full Council meetings and authorisation of proposed payments due**

Payment for KCC £37.00 and St John Ambulance £190.08

## **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 on the meeting with Camera Club to which Cllr Telford, The Town Clerk and himself had attended, regarding producing images for the Train Station Murals. He had been invited to their next meeting where they will take a portrait photo of the Mayor. And the camera club will visit the next meeting of Full Council to take a photo of the Councillors in the Guildhall.

**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.

There was no further update this evening.

**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.

There was no further update this evening.

**The Council approved the actions of the Planning Committee.**

## **14. Working Party Reports**

### **(i) Environment Committee working parties:**

#### **a) In Bloom**

There will a meeting on the 12<sup>th</sup> of January 2024.

The tree festival had been held in the Church where In Bloom submitted a tree in honour of the new king.

**b) Allotments** – The Clerk reported on access required through the allotment to the pylon for works to be carried out.

**c) Christmas Lights**

The parade had been a huge success, a date for the next meeting was set for 8<sup>th</sup> January 2024 at 6pm.

**d) Community Crisis Plan** – A date was set for a meeting in the new year for 19<sup>th</sup> February at 6pm.

**e) Emergency Food Bank**

Cllr Simpson reported on the large amount of donations coming through for Christmas of food and toys, reporting the food bank will be reviewing all users in the new year, where they will ask to complete a new form to access their requirement. It was agreed to defer the request to change the food bank name from Queenborough Town Council Emergency Food Bank to Queenborough Town Council Food Bank after the review of users had taken place.

**The Council approved the actions of the working parties.**

**f) Annual Event**

A meeting date was set for 6pm on Monday 22<sup>nd</sup> January 2024.

**(ii) Planning Committee Working Group**

**a) Queenborough & Rushenden Neighbourhood Plan Steering Group**

A meeting date was set for 9.30am on Friday 26<sup>th</sup> January 2024

**15. Local Community bodies**

**a) Queenborough Town Community Centre** – The Mayor reported they have two new staff members.

**b) Queenborough Fishery Trust** – Cllr Simpson reported there was a grant meeting last week, the next meeting is on 23<sup>rd</sup> January 2024, Cllr Constable representation of QTC to the Queenborough Fishery Trust is coming to an end, appointment of a QTC representative to go to the next Full Council meeting. The Clerk to email QFT.

**c) Queenborough Harbour Trust** – Cllr Fowle reported on a busy summer at QHT with 1,456 mooring boats and 1,231 visitors to the Classic Boat Event. There is a new trot boat and no recent reported problems with jet skis. Dinghy Park payments are being chased and there are now six members of staff.

Rubbish had again been left by the Harbour Market which Cllr Fowle had cleared up. The Town Clerk will email the QHT in this regard.

- d) **Queenborough School and Nursery** – Cllr Fowle reported on the lovely Christmas dinner which Cllr Telford, the Town Clerk and herself had attended. Thank you to be sent to the School.
- e) **Rushenden Community Hall Association** – The Clerk will email Rushenden Club new committee introducing Cllr Simpson for future meeting dates. It was agreed at Cllr Marchington request to remove him as a QTC representative at the RCHA at this time.
- f) **Rushenden Community House** – It was requested for this item to be removed by Councillors at the last Full Council, since the meeting the Clerk had found it was open and operating with Family Matters, details to be forwarded to Cllr Fowle who will visit.

#### **16. Swale Area Bodies**

- g) **KALC Swale Area Committee** – Cllr Marchington attended the last meeting and will write up clear notes for the Council.
- h) **Local council's Liaison forum of SBC** – None.
- i) **SBC Swale Area Committee**– Cllr Simpson will look out for future agendas to attend the meetings. The Mayor reported on the meeting.
- j) **Swale Joint Transport Board** – No update, no QTC representative attended the last meeting.  
The parking bay outside the Coop was discussed, QTC had received no prior consultation for the bay under order no. 45 2023.  
Numerous disabled persons parking bays in Queenborough under order no. 52 2023 were noted, these had again not been received by QTC for consultation.  
The Clerk will write to SBC and ask why we are no longer being consulted on parking bays.
- k) **Swale Rail** – None.
- l) **VEL Surgery PPG** – None

#### **17. Correspondence –**

- i) A letter from a Manor Close resident, with no house number given to reply was read out by the Town Clerk.
- ii) A report sent in by KCC/SBC Cllr Mike Whiting had been circulated to all Councillors.

**18. Late inclusions previously notified to the Mayor - None**

**19. Any other Business**

The Town Clerk reported on a local business concern with the pipe running under Rushenden Road, with fears of flooding their property. She will enquire further with the Lower Medway Drainage Board and the Environment Agency.

The Town Clerk reported on the previously circulated grant request from VIBE running youth clubs in Rushenden Club and the continuation of these clubs hanging in the balance due to funding support being stopped by KCC in March 2024. This will be presented to the next F&GP meeting.

The Town Clerk reported on the Cleaning company being appointed and delay with signing the service agreement to be presented to the next F&GP meeting.

Councillors requested the Clerk purchase new heaters for the Guildhall for the next Full Council meeting.

**20. Message from the Town Clerk**

The Town Clerk thanked all Councillors present for their support, hard work and volunteering throughout 2023 and wished them a Merry Christmas.

A toast to the late Cllr Cameron Beart took place after the meeting had closed.

There being no further business the meeting was declared closed at 21.40.

**Date of next meeting – Monday 5<sup>th</sup> February 2024**