

Queenborough Town Council

Minutes of the Queenborough Town Council held on **Monday 25th September 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), Jackie Constable, Peter Marchington, Janet Flew, Paula Telford, Sandra Fowle, Mick Constable, 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 Zoe Swarbrick – Swimming Club, Zoe Stockbridge – pending resignation from QTC, Richard Darby – Family matter.

3. Declarations of Interest – Cllr Flew, M Constable and J Constable at item 9 as members of the Queenborough & District Naval Ensign Association.

The Clerk reported that although no voting rights, she would like it reported in the minutes for openness and transparency, of the involvement of her partner, for item 8 sponsorship of the Freemasons Summer Spectacular 2024.

4. Public questions - None

5. Policing Matters

The report from the local Police Officer was read and discussed.

6. Minutes of the Full Council meeting held on Monday 14th August 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 14th August 2023

Cllr Fowle reported on the placement of a new concrete bollard in the layby where the travellers had previously set up along Rushenden Road, with no updates available, she will email KCC Cllr Mike Whiting for an update and copy in the Clerk.

8. Mayors remarks

The Mayor thanked everyone for coming and for those Councillors' who attended the Naval Ensign Parade and Candlelight Bowls in Queenborough.

9. Consideration of a discretionary grant to Queenborough and District naval Ensign Association as proposed by the Finance and General Purposes Committee.

By resolution £800 was granted to the Queenborough & District Naval Ensign Association.

10. Consideration of Sponsorship of the Freemasons Summer Spectacular 2024 to be held on the Isle of Sheppey

As proposed by the F&GP Committee, by resolution £500 was agreed to sponsor the Freemasons event under the Specialist Sponsor package, with preference to sponsoring the Childrens Fun Area. A free banner advertising, design to be agreed at a later date advertising the food bank, In Bloom and the Town Council service and 50 free tickets to the event.

11. Fridge/freezer purchase for the QTC Food Bank

As proposed by the F&GP Committee, by resolution it was agreed that the Food Bank Committee spend upto £500 on the purchase of a new fridge/freezer for the food bank. This will replace the old fridge/freezer that is leaking in continuing to support those in need of help from the food bank resident in Rushenden and Queenborough.

12. Queenborough Post Office

Reviewing the most recent consultation outcome published by Post Office Ltd

By resolution 12. Keeping Dogs under Control

The Clerk reported on her contact with SBC, reporting they do not have signs to erect re keeping dogs leashed, they are happy to place them in the town if the town council purchase them.

The Clerk will look at Wildlife Trust signs.

To forward to Environment Committee for considered purchase of signs under Environmental Improvements budget.

13. Policy for Queenborough Town Council representation on outside bodies.

The policy was reviewed and adopted by resolution.

14. Discretionary Grant to Children and Families Ltd, Seashells

As proposed by the Finance and General Purposes Committee by resolution it was agreed to not make a grant at this time.

15. Financial reports

i) Cashbook and Bank Reconciliation

The Cashbook and Bank Reconciliations for June 2023 as approved 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 reports were approved for payments made between the meetings.

Authorisation of payments due was approved for HMRC.

16. 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.

No matters arising and no chairperson present to report on the meeting.

The Council approved the actions of the Environment Committee

(ii) Environment Committee working parties:

a) In Bloom

Cllr Paula Telford reported on a future meeting to plan dates.

The bird box event will be on Monday.

Cllr Sandra Fowle reported on the possible advertisement for the event in this week's local paper.

b) Allotments

The Clerk reported on Plots 18a and 18b given up at Park Avenue and the Council removing the rubbish heap alongside the site.

Plot 18a or 18b could be offered to other allotment holders wanting bigger plots.

c) Christmas Lights

Minutes of the working party had been circulated to all Councillors by the Clerk, prior to the meeting.

The Mayor and Clerk will walk the town on Thursday looking at light locations etc.,

d) Community Crisis Plan – currently under review.

e) Emergency Food Bank

Cllr Darby reported it is busy. Cllr Jackie Constable read a thank you message, which was gratefully received.

The Mayor reported on the purchase of the planned CCTV camera today, following an incident with an intoxicated public member entering the premises, it was confirmed that this was not a food bank resident.

The Council approved the actions of the working parties.

(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 everything was good at the meeting which he chaired.

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 were no further matters discussed.

The Council approved the actions of the Planning Committee.

17. Local Community bodies

a) Queenborough Town Community Centre – None.

b) Queenborough Fishery Trust – None.

- c) **Queenborough Harbour Trust** – Cllr Fowle reported figures will be out soon for, but it had been busy. The trot boat is not working.
- d) **Queenborough School and Nursery** – None
- e) **Rushenden Community Hall Association** – Cllr Marchington reported that they are looking for a new manager, serious financial crisis.
- f) **Rushenden Community House** – None, there are planned events in the future which Cllr Fowle will try to pop into.

Swale Area Bodies

- g) **KALC Swale Area Committee** – None.
- h) **Local council's Liaison forum of SBC** – None.
- i) **SBC Swale Area Committee**– None.
- j) **Swale Joint Transport Board** – None.
- k) **Swale Rail** – None.
- l) **VEL Surgery PPG** – Cllr Telford reported on recent two meetings.

18. Correspondence

- a) The Clerk reported on using Survey Monkey for future community engagement.
- b) The Clerk reported on an invitation to visit the CCTV recording station at Sittingbourne. Councillors were asked to email her if they would like to attend. The date will be confirmed by Swale Borough Council for some time in September.

19. Late inclusions previously notified to the Mayor

The Mayor reported on a Town Plan Policy, creating a steering group with chairs of F&GP, Environment and Planning committees, the Mayor and Clerk. Also, inviting outside bodies with the chair of the Queenborough Society and Queenborough School. First stage to create a Section 14 policy, to be put out to community consultation for their opinion then move on to Section 16 policy for SBC officer's review.

17. Any other Business

Cllr Fowle reported on respect your neighbours' signs after reporting on recent incidents in the High Street and South Street. Contact with SBC licensing.

FC: 25/9/2023

The Mayor reported on the leak along Rushenden Road with repairs expected in the next 10 days.

The Clerk reported on the continuous drain blockages at Park Road and the High Street, KCC had informed her they had been cleared of silt and mud and tree roots had been found to be blocking, which now required survey.

The Clerk reported on the Pye Fund held and request by the family for ways to spend the funding. Ideas of Queenborough School and repairs to the climbing wall in Wildfire Park.

Cllr Jackie Constable reported on glass in the Castle Site Play area, which she had reported.

There being no further business the meeting was declared closed at 21.18.

Date of next meeting – Monday 25th September 2023