

Queenborough Town Council

Minutes of the Queenborough Town Council held on **Monday 5th February 2024**

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, Jackie Constable, Mick Constable, Richard Darby, Zoe Swarbrick

3 no. public members
KCC Councillor Mike Whiting

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 – None all present, reported that Cllr Darby would possibly be late arriving.

3. Declarations of Interest – None.

4. Visitors and Public Questions –

a) Public questions

Resident reported on parking charges in Queenborough being raised by Swale Borough Council and social media circulation of a public notice. This will be reported under late inclusions.

b) Kent County and Swale Borough Councillors questions/reports

KCC Councillor Mike Whiting reported on the parking charges.

He asked for VIBE to be referred to him for additional grant funding requests.

He has asked for the yellow box to be repainted outside the ambulance station.

The Clerk asked for QTC to be invited along to his meeting with Southern Water regarding the flooding at Castlemere Avenue, it was agreed he would invite one member of QTC and one resident to attend.

Cllr Darby entered the meeting.

5. Policing Matters – PC Maybank of Kent Police report had been circulated by the Clerk to all Councillors, prior to the meeting and read out by the Mayor.

6. Minutes of the Full Council meeting held on Monday 18th December 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 18th December 2023.

None.

8. Co-option of Town Councillor

Victoria Mawhinney was co-opted to the Council.

- a) The declaration of acceptance of office was signed.
- b) There were not declarations of interest on the agenda from the new councillor and she took her seat at the council table.

9. Mayor's remarks

The Mayor thanked everyone for coming to this evening.

He thanked those Councillors and the Clerk that attended the tree planting with the late Cllr Cameron Beart's family in his memory.

Cllr Telford reported that the family appreciated the support of those attending and that it was sad that not more councillors were there.

10. Discretionary Grant to Vibe- Rushenden Youth Club

As proposed by the Finance Committee the grant offer was reviewed and by resolution an offer of £2,000 towards the costs of venue hire and resources as stipulated on the grant form, be granted with the condition that the rest of the money is funded before any payments of money by QTC to allow the club at Rushenden to continue. This funding was being requested due to Kent County Council cutting the funding.

11. Ted Pye Fund

As proposed by the Finance Committee £377.86 was given to Queenborough Library for their Lego corner, items as laid out in the funding request.

The Clerk updated that no reply had been received from the bowls club, Queenborough School and Nursery or Swale Borough Council regarding the skate park.

12. Camera Club

A date was set for photographs of the Council Monday 11th March at 6.30pm.

13. Insurance 2024/2025

- a) The review of risk for 2024/2025 prepared by the Clerk had been circulated to Councillors prior to the meeting, this was agreed by resolution.
- b) The policy schedule had been circulated by the Clerk prior to the meeting, it was agreed and by resolution the proposal by the Finance Committee to continue with Zurich insurance on a 3-year Long term agreement.

14. Queenborough Tourist Map, Board and Brochure.

The Mayor and Cllr Fowle reported on the recent findings of the pre drafted documents and the numerous changes that are required before any publication by the printing company. By resolution the Council will not continue with this printing company but re-look at the brochure next year with the help of local resident knowledge and input.

15. Biodiversity Policy

By resolution the new biodiversity policy was adopted and will be published by the Clerk on the Council website.

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.

16. Operation Menai Bridge

- a) By resolution the QTC updated Policy Sovereign Death Policy was adopted.
- b) The suggestion for purchase of items was agreed to get double of everything.

17. Town Councillor Trustee for Queenborough Fishery Trust

Cllr Jackie Constable was selected to stand again to Queenborough Fishery Trust.

18. Rent review with Castle Connections

A date of 25th March was set to meet at Castle Connections at 6p.m. for 2 hours, to then reside to the Guildhall for an extraordinary, closed meeting on the matter.

19. IT Meeting

It was agreed for 29th February at 3.30pm for an IT lesson with the Mayor and Clerk at the Council premises, for those Councillors in need of assistance with using their tablets.

20. Financial reports

i) Cashbook and Bank Reconciliation

The Cashbook and Bank Reconciliations for December 2023 as approved by the Finance & General Purposes Committee, was approved with no further questions.

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

Hedgehogs R Us £157.50, Swale Borough Council – Small Lottery Licence £20.00, HMRC, Nest Pension – D/D, Zurich Insurance, ICO – Data Protection Fee £40.00, Phoenix Digital DD Notification £119.78, The Glow Company £3,476.85

21. Committees and Working Party Reports from the Environment Committee and adoption of recommendations.

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

Cllr Fowle reported on SBC cycling/walking route talk and the adoption of the Hedgehog Highway.

The Council approved the actions of the Environment Committee

i). Environment Committee Working Party Reports and adoption of recommendations.

a) In Bloom

Draft minutes of the previous In Bloom meeting had been circulated to all Councillors by the Clerk, prior to the meeting.

Cllr Telford reported on this Friday's meeting of In Bloom at the Station where equipment will be handed over to the In Bloom team from KCRP funding obtained.

b) Allotments – The Clerk reported on holders reports of unworked sites at Park Avenue. A meeting of the committee was agreed for 23rd February at 11am.

c) Christmas Lights and Annual Event

The annual event minutes had been circulated by the Clerk prior to the meeting. The Christmas lights working party minutes had been circulated by the Clerk prior to the meeting.

Cllr Marchington will conduct a structural survey report on the beacon.

Eric and his fire engine are happy to light the beacon again. The Chip Shop will be open and able to supply for Castle Connections, they will require few days' notices on numbers. It was agreed to include the Hop Yard.

d) Community Crisis Plan – next meeting is 19th February.

e) Emergency Food Bank

Cllr Darby reported on the recent operations. Cllr Jackie Constable reported that the Morrisons Community Champion who had been supporting the food bank throughout was moving on, it is unknown on the impact this will have on the food bank. A thank you letter to be sent.

1 member of public left the meeting.

The Council approved the actions of the working parties.

22. Finance and General Purposes Committee reports and adoption of recommendations.

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

Cllr Mick Constable reported on meeting.

The Council were updated that the council tablet had now been collected by Cllr Telford. The Neighbourhood Plan funding was not applied for due to the application closing date and spend of any funding within two months. Funding for the KCC Kent Parish Council Winter Support Scheme Grant for the food bank was underway. The office cleaner will start on 24th February.

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

23. Planning Committee reports and adoption of recommendations.

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.

i) Planning Committee Working Party

Queenborough and Rushenden Neighbourhood Plan Steering Group

The Mayor reported the recent meeting.

The Council approved the actions of the Planning Committee.

24. Local Community bodies

- a) **Queenborough Town Community Centre** – The Mayor reported on the recent meeting.
- b) **Queenborough Fishery Trust** – Cllr Simpson reported on dates of the next meetings and Cllr J Constable reported on the formation of the new co-option of trustees.
- c) **Queenborough Harbour Trust** – Cllr Fowle reported the weather affecting the harbour and incidents that had occurred surrounding this.
- d) **Queenborough School and Nursery** – Cllr Jackie Constable reported on the continued parking issues around the School.
- e) **Rushenden Community Hall Association** – None.
- f) **Rushenden Community House** – None.

Swale Area Bodies

- g) **KALC Swale Area Committee** – Cllr Simpson was nominated as the second representative of the Council. Cllr Marchington attended the last meeting.
- h) **Local council's Liaison forum of SBC** – The Mayor and Deputy Mayor and Clerk had attended the last meeting. SBC new refuse contract, housing land supply and moving on assets to town/parish councils were agenda items discussed. SBC had not renewed their contract for baskets, and this has left Queenborough In Bloom budgeting for something they did not have a hand in, this was raised with continued engagement to carry on with SBC Officers outside of the meeting. Condition survey for Guildhall by QTC dependent on costs could be investigated.
- i) **SBC Swale Area Committee**– next meeting 20th February at Sheppey Rugby Club.
- j) **Swale Joint Transport Board** – None.
- k) **Swale Rail** – None.
- l) **VEL Surgery PPG** – next meeting 21st February, new doctor and patients being taken on.

25. Correspondence –

Thank you from local resident to the In Bloom and Christmas Lights was read out.

Notice of Post Office Closure had been circulated to by the Clerk to all members prior to the meeting. Stating the Closure date of the Queenborough Post Office and nearest Post Office locations on the Isle of Sheppey.

26. Late inclusions previously notified to the Mayor –

SBC Parking Consultation

QTC had not been notified by SBC of the parking consultation or public notices placed in the town.

Social media had highlighted the notices and concerns of residents, which had then been reported to the Town Council.

The Clerk reported QTC own spaces in the Car Park which can be seen on the title deeds for the Old School Building, which she holds.

The Mayor reported Castle Connections are collection in statistics of car park users.

Cllr Marchington reported on the joining of Sheppey Councils and conditions agreed at this time with Queenborough having the main say because of the factory rates income, one condition being all Queenborough residents would have free parking in perpetuity, and this is the paperwork than needed to be located.

Councillors reported on the car parks disrepair at Park Road no lines, it was a false economy, Jet Stream customers use the car park affect visitors to the town. Mayor to put to Environment Agenda.

Parking is already a problem on Curndells Wharf.

On the Clerk's recommendation it was agreed for Neil Hancock who sits the In Bloom Committee with a long history of Queenborough to go through the old archive documents in the storeroom.

Permits will be required for residential bays if the car parks are charged.

It was reported that the public notices had disappeared from the lampposts.

27. Any other Business

It was agreed to purchase new flags for the Guildhall.

Cllr Marchington asked if the model boat in the Guildhall could be repaired.

Cllr Simpson reported food hygiene training if any members would like to have training a course could be organised. The details for the trainer will be passed to the Clerk.

Cllr Shiel reported on Southern Water and the continued leak at Rushenden Road, the contractor can again not find the leak.

Cllr Shiel reported on Homes England cutting the land they own, and the rubbish and cuttings left behind.

The Clerk updated on CCTV in the community and waiting on prices for the placement of CCTV in the community, which should be with us by the next Full Council.

There being no further business the meeting was declared closed at 22.03.

Date of next meeting – Monday 18th March 2024