



Minutes: Ordinary Meeting of Leysdown Parish Council
Tuesday 29th July 2025 at Leysdown Village Hall at 7pm

Present: Cllr. Switters, Cllr. Sandle, Cllr. Bidgood, Cllr. Moore, Mrs O'Neill – Parish Clerk, Mrs S Poole – RFO.

Members of the Public: 2 parishioners

LOSPCM25/26-25 Apologies:

Cllr. Brennan, Cllr. Noe and Cllr. Partis sent apologies.

Cllr. Switters proposed that the apologies were accepted; Cllr. Moore seconded. All agreed. Resolved; accepted.

LOSPCM25/26-26 Public Session (30 minutes)

No comments from members of public in attendance.

LOSPCM25/26-27 To receive any report from Borough Councillor:

Cllr. Moore provided an update and confirmed that new overnight parking charges are coming into place along Shellness Road as of 1st August 2025.

LOSPCM25/26-28 To receive any report from County Councillor:

Cllr Maxwell Harrison attended the meeting. Cllr. Harrison confirmed that Local Government Reorganisation is a priority at KCC and that there are currently seven LGR options available for Kent.

Cllr. Harrison is also meeting with Kevin McKenna MP to try and reach a positive outcome for those children who do not have a place at a secondary school on the island.

Cllr. Harrison also confirmed that funding has been sought for Seashells Children's Centre in Sheerness.

LOSPCM25/26-29 To receive any report from Community Warden Claire Jones and PC Neil Kinrade

PC Kinrade was unable to attend the meeting but did provide a full written update, including several positive outcomes. This report can be found in **Appendix 1**.

Claire Jones, KCC Community Warden, attended the meeting and provided an update on her work. Claire has identified recent graffiti and has reported this damage to Kent Police. Claire also attended the recent over 60s club at Leysdown Village Hall and provided the members with more information about her role.

LOSPCM25/26-30 For Members to make or receive declarations of Disclosable Pecuniary or Non-Pecuniary Interests

Nothing to note.

LOSPCM25/26-31 Approval and Adoption of Minutes

The minutes from the Full Council Meeting 17th June 2025 were previously circulated to Councillors, prior to the meeting.

Cllr. Switters proposed the approval and adoption of the minutes. Cllr. Bidgood seconded. All agreed. Resolved. Accepted.

The minutes from the Extraordinary Meeting on 30th June 2025 were previously circulated to Councillors, prior to the meeting.

Cllr. Switters proposed the approval and adoption of the minutes. Cllr. Bidgood seconded. All agreed. Resolved. Accepted.

LOSPCM25/26-32 Matters arising from the previous minutes and not covered by other agenda items:

24/25 – 228/c Draft newsletter – for review

The Clerk provided the Councillors with a draft newsletter copy (it had been provided by email previously).

It was suggested that relevant telephone numbers for common issues i.e. online reporting number for the Police, be added to the copy.

Cllr. Switters proposed the draft newsletter be published, with the amendments to be made. Cllr Moore seconded. All agreed. Resolved; Accepted.

The Clerk will make the required amendments and will gather printing and distribution costs.

LOSPCM25/26-33 a. Footpaths, Properties and Greens Committee on 24th June 2025

i. Buy new batteries and pads for defibrillators

Cllr. Switters proposed that the planned service on the defibrillator be cancelled at this time as it is not required. Cllr. Moore seconded. All agreed. Resolved; accepted.

Cllr. Switters proposed that the pad/battery packs be purchased for the Bay View and Promenade defibrillators. Cllr. Bidgood seconded. All agreed. Resolved; accepted.

b. Planning and Transportation Committee

i. HIP progress

The HIP was discussed at the Planning & Transportation Committee. The Committee had agreed to contact the public for their views on pain points within the parish. The Council discussed the benefits of organising a 'meet and greet' with the public to ascertain views and it was suggested that a session is organised in August.

Cllr. Switters proposed that paper copies and an online survey be set up to encourage parishioners to feed back about the Highways Improvement Plan (HIP), and also that a 'meet and greet' session be organised with parishioners. Cllr. Sandle seconded. All agreed. Resolved; accepted.

ii. Discussion about applying for closure of the layby along Leysdown Road

The potential closure of the layby on Leysdown Road was raised. It was also mentioned at the Sheppey Area Committee and it appeared that Swale Borough Council would be supportive to it being closed. The Clerk will ask for the issue to be added to the next Joint Transportation Committee agenda. The Clerk will also email Eastchurch Parish Council to raise the issue, as the layby is in fact in Eastchurch.

c. Staffing Committee

The Committee is working on the next Policies and Procedures along with Financial Regulations:

- i. Equal Opportunities Policy
- ii. Asset Policy
- iii. Information Technology Policy
- iii. Complaints Policy

These policies will be printed and brought to the next meeting for formal approval.

Mrs Poole noted that Aubergine is running an upcoming accessibility training session on 27th August 2025 for £10+VAT. Should any Councillors wish to attend, they are to let the Clerk know.

d. Finance Committee

Nothing to note.

LOSPCM25/26-34 Community Engagement Report – Working Groups

a. Litter Picking Dates

- 20th September 2025 at 10am. To meet outside the graveyard, working towards Bay View.
- 19th October 2025 at 10am. To meet at the Village Hall. The local scouts' group will be invited to this date. The RFO will send the email contact for the Scouts to the Clerk.
- 15th November 2025 at 10am. Location TBC.

b. Christmas Lights working group: progress to be reviewed, after meeting with Gala Lights and quotations

A quotation has been received from Gala Lights. There are several different motif options available. Other companies have been contacted, but they have not conducted a site visit.

Cllr. Sandle noted that it is important that no suppliers are preferred prior to a decision being made.

The Working Group will provide a condensed report to Full Council for a decision to be made. An Extraordinary Meeting is to be called for August 2025, for the report to be presented to Full Council. Load testing of streetlights by KCC is to be factored into the quote.

c. Christmas Lunch

This will be deferred to the Full Council meeting on 30th September 2025 for discussion and decision.

LOSPCM25/26-35 Update from Outside Bodies

a. Update from KALC report.

This was circulated to all Councillors.

Mrs Poole noted that she attended the recent KALC EGM, which was well-attended.

b. Update from Joint Transportation Board (JTB)

Cllr. Sandle was unable to attend the recent JTB meeting on 5th July 2025. The next JTB is going ahead in October 2025.

c. Update from Greenway Light Railway

Mrs Poole noted that the Greenway Light Railway have been granted funding which could mean that the route from Rowetts Way into Leysdown can now be cleared.

d. Sheppey Area Committee

The last meeting went ahead on 22nd July 2025 at Leysdown Village Hall. The potential closure of The Spinney toilets was raised and discussed at the meeting.

Cllr. Switters noted that the recent Area Committee was useful and helpful to attend.

e. Sheppey Island Forum

The Clerk noted that the Council had not been invited to recent Sheppey Island Forum meetings. The Clerk is to contact John Nurden to ensure that emails are sent to ensure attendance.

LOSPCM25/26-36 General matters raised by Parish Councillor's Reports for Discussion

a. Set Annual Parish Council Meeting Date

This was set for 12th May 2026.

b. Set Annual Parish Meeting Date

This was set for 14th April 2026.

LOSPCM25/26-37 Financial Statement and Authorisation of Payments

a. Payments made under delegated powers of an RFO

Mrs Poole provided Councillors with a schedule of payments. **See Appendix 2.**

Cllr. Switters proposed that the payments be accepted. Cllr. Moore seconded. All agreed. Resolved; accepted.

LOSPCM25/26-38 Consultations

a. KALC Local Government Survey – to be submitted by 4th August 2025

The Councillors discussed the KALC Local Government Survey. The costs and impact of Local Government Reorganisation (LGR) was broadly discussed.

Cllr. Switters proposed to suspend the standing orders to extend the meeting and for a comfort break for all; seconded by Cllr. Moore. Meeting paused at 8.56pm and re-started at 9.03pm.

b. Swale Borough Council Public Toilets Consultation – deadline 3rd October 2025

The consultation was noted. The Spinney toilets are potentially earmarked for closure by Swale Borough Council. Paper copies of the consultation will be disseminated to anyone who requires one.

LOSPCM25/26-39 Correspondence

a. KALC Newsletter June

This has been sent to all Councillors.

At the KALC Chair's meeting, the new neighbourhood area committee meetings were discussed.

b. Insurance Quote

The insurance schedule from Clear Council was reviewed by Councillors. The insurance is on a rolling three-year contract, which is due for renewal in 2026.

Cllr. Sandle asked whether personal accident insurance was required under the insurance policy. The difference between personal accident cover and public liability was discussed between the Councillors and it was discovered that public liability cover is ample for the Council's requirements.

c. Donation for Fiato to use the bandstand

Local band Fiato recently performed on The Spinney. The performance went well. However, the Rose & Crown pub did not turn their outside music down and so it was difficult for the band to be heard properly.

Fiato have since asked that if they were to perform again, for their expenses of around £70 to be paid.

The Councillors suggested that the Rose & Crown are contacted to ascertain if they can turn the outside music down before any further bands are commissioned to play on the bandstand.

d. Sheerness Town Team donation

Sheerness Town Team requested a donation from the Parish Council. The Council rejected the request, due to the events not taking place in the Leysdown parish.

LOSPCM25/26-40 Training

a. Clerk to update on who has done the basic training

The Clerk updated the Councillors as to who has completed the basic training.

Cllr. Sandle informed the Parish Council that she will not be completing the KALC Nuts & Bolts Training.

LOSPCM25/26-41 General matters raised by Councillors for discussion.

Lanyards: Cllr. Switters proposed that Councillors each have lanyards for easy identification. Cllr. Moore seconded. All agreed. Resolved; accepted.

Mrs Poole will organise these.

Doctors Surgery Closure: St. George's Medical Practice has earmarked their Eastchurch surgery for closure, with all patients instead being transferred to the Leysdown surgery. A meeting has been arranged at St. Georges' offices in Sheerness for 12th August 2025. Cllr. Moore, Cllr. Noe, Cllr. Bidgood and Cllr. Sandle will be attending.

LOSPCM25/26-42 Recommendations to next Full Council

New padlocks on the bandstand electrical box to be ordered, as the current locks are not up to standard.

LOSPCM25/26-43 Dates of Next Meeting

12th August - Footpaths, Properties and Greens Meeting 19.00

August Summer Recess

11th September - Planning and Transportation 19.00

23rd September - Footpaths, Properties and Greens Meeting 19.00

30th September - Full Council 19.00

Closed Session

LOSPCM25/26-44 Employment Issues

Cllr. Switters provided Councillors with an overview of recent staffing matters. Alison Stuart, Assistant Clerk, has recently resigned.

The Staffing Committee have since met. Based on their recommendation, **Cllr. Switters proposed that the allocated Assistant Clerk hours are split between the Clerk and RFO, so that the Clerk can work up to seven hours per week extra and the RFO can work up to five hours per week extra. Cllr. Moore seconded. Cllr. Sandle abstained. Resolved; accepted.**

Staff reviews were set for 21st August 2025 from 5pm.

The Extraordinary Meeting was set for 26th August 2025 at 7pm.

LOSPCM25/26-45 Closure of Meeting

The meeting closed at 9.35pm.

Appendix 1: Report from PC Kinrade.

Appendix 2: Payments made under delegated powers of the RFO.

Signed: Paper copy signed by Cllr Switters on 26th August 2025.