

# BORDEN PARISH COUNCIL



## MINUTES OF MEETING HELD ON 21<sup>ST</sup> JULY 2022

### 57. APOLOGIES FOR ABSENCE

Cllr Hepburn, Cllr Broughton, Cllr Jemmett; Cllr Baldock

**In attendance;** Cllr Sims, Cllr Fassenfelt, Cllr Bolas, Cllr Evans, Cllr Downes, Cllr, Butlin, Cllr Cole, Cllr Harrison, Cllr Emery

### 58. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Sports Association – Cllr Sims

Parish Hall – Cllr Downes & Cllr Bolas

### 59. CHAIR'S ANNOUNCEMENTS - None

### 60. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 16<sup>th</sup> JUNE 2022 (Appendix A)

- i. It was **RESOLVED** to approve the bank reconciliation. The Chair and RFO duly signed the bank reconciliation.

### 61. PUBLIC PARTICIPATION SESSION

*The period of time designated for public participation at a meeting in accordance with standing order 3 above shall not exceed 30 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 5 minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*

- a. Police/PCSO – PCSO June report and reports of incidents sent to the PCSO cascaded prior to the meeting.
  - i. PCSO not in attendance.
- b. Parishioners
  - i. There was one Parishioner in attendance who spoke on an objection to the Old Post Office planning application regarding the impact on migrating Swallows.

*Cllr Baldock entered the meeting at 19:07*

- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*)
  - i. Cllr Baldock's email report was cascaded prior to the meeting, which included an update on the KCC proposals to cut back the local bus subsidies and the impact this may have on Borden residents, and the on-going J5 highway concerns and impact on surrounding areas including Oad Street and Danaway.  
Cllr Fassenfelt updated the Council on the 2<sup>nd</sup> stage complaint escalation letter sent to KCC Corporate Head of Service, as per their complaint guidelines. A response is required within 20 days from KCC, if not satisfied the next stage would be the Ombudsman.
  - ii. Borough Cllr Hampshire email report was cascaded prior to meeting, and he addressed the meeting.

### 62. FINANCE

#### a. To approve accounting statements June 2022 (appendix B)

Chair and RFO to sign the bank reconciliation and bank statement balances.

It was **RESOLVED** to sign and approve the bank reconciliation and duly signed by Chair & RFO.

#### b. To approve the BACS list of accounts for payment (appendix C)

Approved signatories to sign the BACs payment list.

It was **RESOLVED** to approve the following payments, two signatories duly signed the BACs payment list.

Payee	Budget	Description	Gross	VAT	Net
T Millum	Clerk salary	Salary (includes change of hours from 1st May)	£1375.85	n/a	n/a
T Millum	Clerk expenses	WFH allowance, mileage, stationary	£49.95	n/a	n/a
HMRC			£648.22	n/a	n/a
Fryer Maintenance	Maintenance	Centenary gardens	£480.00	£80.00	£400.00
J England	Safety	Safety inspections	£40.00	n/a	n/a

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On Demand Carpet Cleaning	Jubilee	Pavilion	£50.00	n/a	n/a
Steve Wakeling	Maintenance	2 <sup>nd</sup> payment of maintenance account	£728.75	n/a	n/a
Steve Wakeling	Maintenance	Clearing tree debris	£30.00	n/a	n/a
<b>Direct Debits</b>	<b>Budget</b>	<b>Description</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£2.78	£13.89
EDF	Electricity	Feeder pillar	£16.00		£16.00
NPower	Electricity	Unmetered	£80.73	£3.84	£76.89
Lloyds Bank	See below	Credit card payment	£160.30	£25.72	£134.58
<b>Credit Card Payments</b>					
<b>Payee</b>	<b>Budget</b>	<b>Description</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Lloyds Bank	Credit Card Charges	Monthly fees	£6.00	n/a	£6.00
Euroloos	Maintenance	Playstool toilet	£154.30	£25.72	£128.58

- c. To note Year to Date budget, spend and accounts, which had been cascaded prior to the meeting.
- d. To note June direct debit payment updates.
  - i. Credit card statement for previous Clerk's card was not received prior to June payment list being produced, so actual payment £461.56.
  - ii. NPower payment £90.32 and EDF energy £16.00 missing from payment list as receipt of bills delayed.
- e. To note banking Mandates reviewed by Clerk and authorities and signatories are being updated.

## 63. BUSINESS ITEMS

### a. Byelaws

*Cllr Fassenfelt took over as Chair*

- i. Cllr Sims gave an update on the proposed new byelaws for the upper and lower Playstool, the open woodland area at the north of Mountview and the Nature Reserve adjacent to Cryalls Lane. Which was followed by a general discussion of the proposed byelaw points, which had been cascaded prior to the meeting.

Cllr Emery proposed a total ban on BBQs at the Playstool unless approved by the Parish Council and Cllr Cole seconded.

It was **RESOLVED** to ban BBQs at the Playstool as proposed above.

- ii. Cllr Sims proposed the following objectives, and these were Seconded by Cllr Baldock.

- To protect, promote and maintain public health and safety.
- Minimise the potential for offensive and anti-social behaviour.
- Support and safeguard the individuals, apparatus, and provisions of those engaged in lawful activities within these public accessible areas.

It was **RESOLVED** to agree the objectives as stated above, with one abstention by Cllr Emery.

- iii. It was proposed by Cllr Sims to accept the draft byelaws proposal with the 2 minor amendments to part 1 and part 6 as discussed and no BBQs, this was seconded by Cllr Harrison.

It was **RESOLVED** to accept the draft byelaws proposal as stated above.

It was **RESOLVED** that Cllr Sims would provide the Clerk with a list of local bodies to write to for their comments regarding the proposed byelaws.

*Chair handed back to Cllr Sims*

- b. **Asset Register** – To note the ownership of the Forge notice board is being put on the WBC agenda for the next Trustees meeting later this month.
  - i. The Clerk advised that she had been in contact with the William Barrows Trust regarding this matter but they could not find any paperwork to confirm ownership.

It was **RESOLVED** that as we cannot get a definite answer as to ownership that Borden Parish Council (BPC) retain ownership as the initial cost of £300 sits on the BPC Asset register.

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- c. **Data Protection policy** – Update regarding personal device security.
  - i. The Clerk handed all Cllrs in attendance a GDPR checklist to complete, to confirm all personal data on individual devices is protected and comply with GDPR, a copy of the form will also be made available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.
  - ii. The Clerk will also arrange a GDPR refresher training session for Cllrs, date to be confirmed.
- d. **Grant Policy** – New grant policy and application form to be reviewed for sign off.
  - i. There was a discussion regarding how often through the year that grant applications could be accepted, and Cllr Sims put forward that grant applications should continue to be considered throughout the year by full Council, and do not need to be reviewed initially by the Finance Committee, as this would cause an unnecessary delay.  
It was **RESOLVED** that the Policy would be agreed with the above amendments. The Grant Policy and application form will be made available on-line at <https://www.bordenparishcouncil.gov.uk/>
- e. **Parish Council mobile phone** – Review information and agree options.
  - i. The contract options were discussed, and the Alcatel option for £13.20 over a 24-month period was viewed to be cost effective.  
It was **RESOLVED** to accept Alcatel phone contract as detailed above.
- f. **Pavilion wi-fi** – Review information and agree way forward.
  - i. To note this item will be deferred until the August meeting when Cllr Jemmett is in attendance to update the Council on his findings.

## 64. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group. The report was cascaded prior to the meeting, and available to view on-line at <https://www.bordenparishcouncil.gov.uk/>
  - i. Cllr Fassenfelt asked for a decision to be made on the naming of the streets on the new Applegate development. The proposed list names the Roads after various apple varieties, and to change the Spine Road to Platinum Way. Cllr Downes did not agree with the apple variety of 'Core Blimey', as a suitable road name.  
Cllr Fassenfelt proposed for the list of apple tree names to be submitted.  
It was **RESOLVED** to agree the list of names but with a majority vote of 5 to 4 to remove the suggested 'Core Blimey' road name, and to also change to Spine Road to Platinum Way.
- b. To receive the final report from Jubilee Working Group, including the proposed Beacon plaque wording for agreement the report was cascaded prior to the meeting, and available to view on-line at <https://www.bordenparishcouncil.gov.uk/>
  - i. There was a discussion around the plaque wording, and this will be re-worded and brought back to the August meeting, along with the costing.
- c. To receive report from Nature Reserve Working Group. The report was cascaded prior to the meeting, and available to view on-line at <https://www.bordenparishcouncil.gov.uk/>
  - i. The Nature Reserve lease with KCC was discussed, in particular the section regarding the 'proportion of costs for joint facilities' and would KCC be able to contribute to fencing costs.
  - ii. Cllr Sims requested that the Clerk ask permission from KCC for FOBNR to instal lecterns at the Reserve.
  - iii. Risk assessments were discussed for volunteers who support the Nature Reserve, and the Clerk will link in with Cllr Butlin regarding this.
  - iv. Cllr Butlin asked if the Parish Council were happy to accept the proposed Nature Reserve Management Plan, with the Compliance Officers comments.  
It was **RESOLVED** to accept the comments and the Clerk actions in points ii and iii.
- d. To receive an update from Finance Committee budget review meeting held on 12<sup>th</sup> July, to include items reviewed from June's meeting.
  - i. Cllr Sims gave a general overview of the Finance Committee meeting, as confirmed that the Parish Council was working within its agreed overall budget.
  - ii. 4 new tables for Pavilion. Cllr Evans updated the Council on the Finance Committee discussion regarding fund availability for the purchase of 4 new tables.  
It was **RESOLVED** to purchase the tables – Cllr Baldock objected.
  - iii. Nature Reserve fencing costs, review lease and the Parish Councils responsibilities. *Cllr Bolas had a conflict of interest so abstained from the discussion.*

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As a reminder the quotes received were outlined by the Clerk, and the Finance Committee confirmed that funds to top up the grant already received from SBC were available within budget. There was a discussion around the necessity of fencing the whole of the Nature Reserve vs part of it.

Cllr Fassenfelt proposed that Quote D was accepted, but to only fence 3 sides of the Nature Reserve, leaving the East side until a later date but to include steps at the top 2 kissing gates, and Cllr Emery added with the caveat that before completing the work that the Clerk confirm this is acceptable with KCC. This was seconded by Cllr Baldock.

It was **RESOLVED** to agree the above fencing proposal.

## 65. NEIGHBOURHOOD PLAN

To receive update from Steering Group. The report was cascaded prior to the meeting, and available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

## 66. OPEN SPACES

a. Playstool toilet repair progress update.

i. To note, Cllr Emery will check the toilet and confirm the main issue to the Clerk, allowing the correct plumber to be called out for repair.

b. To note, a quote to replace the destroyed Wrens Road noticeboard, has been sent to the insurers to settle the claim. The Clerk will follow-up with the insurance company to confirm when the payment will be received.

c. An update on the Jubilee Oak tree guard quotes for consideration.

i. Cllr Fassenfelt advised the Oak tree delivery will now be in early September. The oak tree quotes were discussed, and Cllr Baldock proposed accepting quote 3 with a galvanised finish, Cllr Butlin seconded.

It was **RESOLVED** to accept the quote 3 with galvanised finish costing £345.60.

d. An update on the proposed installation of a dog bag dispenser for Maylam Gardens.

i. Cllr Bolas requested confirmation on the location of where the dog bag dispenser was to be installed. A location at the end of the path in Maylam Gardens just prior to entering the field was identified.

## 67. MOTIONS FROM COUNCILLORS

a. To discuss the progress on the provision of electrical charging points at the Village Hall car park.

i. Cllr Bolas updated that the Parish Hall had looked at this option, and KCC offered a grant towards it if owned, but would not put a conduit where we wanted it located. There was a further discussion around other options that could be investigated but clarity was needed on who would pay for installation and electricity.

It was **RESOLVED** that Cllr Bolas will link in with SBC, and to take this item off the agenda until there is a further update.

b. To discuss the 2022 Christmas lights, switch on.

i. Cllr Sims asked to bring back to the next meeting for a date.

c. To discuss the Community Champions roster.

i. Cllr Baldock requested a display board be installed, possibly in the Parish Hall, where names of community Champions, those that the Parish Council have recognised over the years, can be listed.

It was **RESOLVED** for the Clerk to look for costing's and to link in with Cllr Hepburn for the style of board for the Parish Hall and details regarding lettering etc.

d. To discuss the potential of purchasing a community Bus.

i. To note, Cllr Baldock will bring the estimated costs to the next meeting as potentially expensive and advised that if feasible the Parish Council may need to borrow money to fund this but could also look to engage other local Parish's to support running costs.

e. To discuss improving the disabled access to Borden Parish Hall.

i. A discussion was held regarding suitable disabled access and location, and Cllr Bolas pointed out that as the Parish Council own the Parish Hall that the cost would fall to them.

It was **RESOLVED** that Cllr Emery would check the door threshold height and that the Parish Hall Committee would come back with the estimated costings and options, and Cllr Sims will do same with Sports Association access to the Pavilion.

f. To discuss support for the charities, 'Swale Your Way' which is a mental health project helping people in Sittingbourne and Sheppey access the support they need and 'Porchlight', who are Kent's largest homelessness charity.

i. Cllr Butlin would like to give a small donation to these Charities that are supported by the Mayor as a thank you for lighting the Borden Beacon. The Clerk advised caution in how this was approached.

It was **RESOLVED** that the Clerk would liaise with Mayor's secretary to confirm what is usual in these situations.

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## 68. HIGHWAYS

To receive update on Highways matters. The report was cascaded prior to the meeting and is available to view on-line at <https://www.bordenparishcouncil.gov.uk/>. Cllr Fassenfelt gave the following updates.

- i. On the responses received to date, from the letter sent by Borden Parish Council (BPC) to our local MP, Highways & KCC regarding the Maidstone Road diversion. The letter is available to view on-line (at the above webpage) and on the BPC Facebook page.
- ii. The possibility of providing a bench on the Street as requested to Cllr Harrison by a Parishioner. There was a general discussion around this, and it was suggested that one location may be next to the bus shelter on The Street, but this may need KCC approval.

It was **RESOLVED** to write to KCC asking if they would they give permission for a bench to be located next to the bus shelter on The Street.

## 69. CORRESPONDENCE

- a. Hugo Fox email regarding funding support for the newly formed Borden Village under 8's youth football team.
  - i. Clerk updated that a grant form had been sent but this was not received by the recipient, so the Clerk is now waiting for the new email address to send another grant application out to.
- b. From a Hugo Fox email regarding overgrown tree's at Mountview, the clerk has obtained quotes for consideration.
  - i. Clerk gave an update that she was in the process of agreeing a quote to cut back the Sycamore trees to our boundary.

*21.39 Cllr Baldock left the meeting*

## 70. PLANNING APPLICATIONS – view on <http://pa.midkent.gov.uk/online-applications/>

### 1) 21/503049/FULL Appeal lodged

Notification of Appeal Lodged with the Planning Inspectorate Proposal: Siting of 4no. handmade timber glamping pods with decked area to front with association recycling/waste, cycle store area and a shower/toilet and communal kitchen block, 1no. parking bay per pod, with an existing entrance and parking/turning area. Location: Fifield Lodge School Lane Borden.

It was **RESOLVED** to have no comment.

### 2) Application: 22/502773/SUB Grid: 588553/163571 Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 66 - (programme of archaeological field evaluation works) in relation to planning permission 17/505711/HYBRID.

It was **RESOLVED** that any archaeological evaluation report should also be copied to Borden Parish Council.

Trenches should not be limited to just area of clubhouse construction as further remains may be found beneath the new rugby pitches when they are established.

### 3) Application: 22/502294/FULL Grid: 587648/162251 Parish: Borden Address: Meadow Farm Pond Farm Road Borden Sittingbourne Kent Proposal: Relocation of an agricultural building

It was **RESOLVED** to submit no Comment.

### 4) Application: 22/502679/ADV Grid: 588125/164212 Parish: Borden Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Advertisement Consent for 1no. non-illuminated hoarding signage board.

It was **RESOLVED** to comment that the size and location would be distracting to drivers.

### 5) Application: 22/502686/FULL Grid: 587647/162250 Parish: Borden Address: Meadow Farm Pond Farm Road Borden Kent ME9 8LJ Proposal: Conversion of a building from agricultural workshop and storage barn to 2no. dwellinghouses (amendment to previously approved application 20/501838/PNQCLA to replace the existing mono-pitched roof with a traditional pitched roof).

It was **RESOLVED** to have no comment

### 6) Application: 22/502735/PNQCLA Grid: 587648/162251 Parish: Borden Address: Meadow Farm Pond Farm Road Borden Sittingbourne Kent Proposal: Prior notification for the change of use of agricultural building and land within its curtilage to 2no. dwellings and associated operational development. For its prior approval to: - Transport and

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Highways impacts of the development - Noise impacts of the development - Contamination risks on the site - Flooding risks on the site - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses) - Design and external appearance impacts on the building - Provision of adequate natural light in all habitable rooms of the dwellinghouses.

It was **RESOLVED** to have no comment.

- 7) **Application: 22/502855/NMAMD** Grid: 588562/163774 Parish: Borden Address: 97 Brier Road Borden Kent ME10 1YL Proposal: Non-material amendment in relation to planning permission 21/505290/FULL - Reduction in footprint of extension, omission of breakfast room to rear and omission of first floor balcony.

It was **RESOLVED** to have no comment.

- 8) **Application: 22/502961/SUB** Grid: 588553/163571 Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 66 (secure and have reported a programme of archaeological field evaluation works for that phase) in relation to (Phase 2 Residential (2A & 2C on the approved Phasing Plan) of planning application 17/505711/HYBRID (APP/V2255/W/19/3233606).

It was **RESOLVED** to ask that any archaeological evaluation report should also be copied to Borden Parish Council.

- 9) **Application: 22/502962/SUB** Grid: 588553/163571 Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 66 (secure and have reported a programme of archaeological field evaluation works for that phase) in relation to (Phase 2 Infrastructure (2B - Link Road West on the approved Phasing Plan) of planning application 17/505711/HYBRID (APP/V2255/W/19/3233606)

It was **RESOLVED** to ask that any archaeological evaluation report should also be copied to Borden Parish Council.

- 10) **Application: 22/503059/FULL** Grid: 588339/162908 Parish: Borden Address: Borden Post Office 17 The Street Borden Kent ME9 8JN Proposal: Relocation of stables and construction of a single-storey residential dwelling to the rear of 17 The Street Borden.

Chair swapped to Cllr Fassenfelt as Cllr Sims left the room at 21.49

Cllr Sims returned at returned at 21.52

It was **RESOLVED** object for the following reasons:

- It is a conservation area with historic buildings.
- Visibility for access to the highway.
- The in-appropriateness for design of conservation area.
- The destruction of the habitat of protected species.

- 11) **Application: 22/503060/SUB** Grid: 588126/164212 Parish: Borden Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Submission of details pursuant to condition 23 (Archaeology) of application 17/500727/OUT It was **RESOLVED** to propose for further trenches to be provided in area that abuts Chestnut Street and a copy of the full archaeological report to be sent to BPC.

- 12) **Application: 22/503211/SUB** Grid: 588553/163571 Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 19 (Details of any means of enclosure to be erected between any dwelling and road frontages within Phase 1A) in relation to 17/505711/HYBRID (allowed at appeal under reference APP/V2255/W/19/3233606).

It was **RESOLVED** All properties to be provided with EV charging points.

- 13) **Application: 22/503212/SUB** Grid: 588553/163571 Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 50 (sustainable drainage operation and maintenance manual) in relation to planning permission 17/505711/HYBRID (allowed at appeal under reference APP/V2255/W/19/3233606) in relation to Phases 1A and 1B.

It was **RESOLVED** to have no comment.

Standing Orders suspended for time of meeting.

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## 71. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

- a. Speed-watch.
  - i. Cllr Downes has asked to stand down as Speed-watch co-ordinator, due to time restraints.

It was **RESOLVED** for the Highways Working Group to add to their agenda and monitor responses but also advertise on social media again for public support.
- b. Kent Association of Local Councils. No update as Cllr Baldock had left the meeting.
- c. Western Area Committee. Cllr Butlin submitted the report prior to the meeting, and there was no further update.
- d. Borden Sports Association. Cllr Sims cascaded the report prior to meeting, which can be viewed on-line at <https://www.bordenparishcouncil.gov.uk/>  
*Cllr Fassenfelt took over as Chair.*
  - i. Cllr Sims gave an update on the Pavilion 5-year improvement plan, this included;
    - The showers which were installed in 1987 which need the pipework updating, and there have also been complaints from players regarding these. It was also necessary to disconnect the electric shower on 20<sup>th</sup> July for safety purposes.
    - The sinks in both ladies and gent's toilets do not have working plungers and require new basins with mixer taps.
    - Due to heating system when the water emersion is on the water gets too hot in the toilet handbasins.
    - For hot water in the kitchen the electric heating is either switched on or a kettle boiled, neither of which is cost effective.

Cllr Sims asked for agreement to utilise the budgeted reserve funds for the Pavilion infrastructure improvements, to install new shower points and associated pipework, with the existing tiles made good and renew the sinks in both toilets with new and mixer taps, and to also install a small water heater under the kitchen sink.

It was **RESOLVED** to agree to the above stated improvements to the Pavilion.
- e. The Heritage Group report was cascaded prior to the meeting as is available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.
- f. Borden Parish Hall report was cascaded prior to the meeting and is available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

Parish Hall insurance company requires fire and intruder systems to minimise their risk and the Parish Hall have asked that the Parish Council pay for this. The Clerk referred to the Charity Commissions document (which is available to view on-line at <https://www.bordenparishcouncil.gov.uk/>), and referred to item 21 of the document which indicates that the Parish Hall is responsible for paying any fire risk insurance, and if there is any disagreement to this then it may be necessary to engage legal advice. A discussion took place with no conclusion at this time, so will be referred back to the Parish Hall committee.

## 72. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors.
- b. To receive any reports from councillors.
  - i. Items for next agenda to be sent to Clerk.

Meeting ended at 10:45

NEXT MEETING TO BE HELD 18<sup>th</sup> August 2022

Minutes agreed and signed by

Clive Sims .....  
Chair