

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 19th November 2020

Present: Cllr Bolas; Cllr M Baldock; Cllr N Butlin; Cllr J Emery; Cllr B Jemmett; Cllr J Evans; Cllr J Fassenfelt; Cllr J Hepburn; Cllr C Sims; Cllr Broughton; Cllr E Harrison; Cllr Downes

Apologies: Cllr K Lainton;

Also in attendance: J Miller Clerk; Borough Councillor Hampshire; One member of the public.

265. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence with reasons from Cllr K Lainton

266. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Bolas, Cllr Hepburn and Cllr Downes declared an interest in the parish hall item

267. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 15TH OCTOBER 2020

It was **RESOLVED** to approve the minutes of the meeting on 15TH October 2020 with a minor amendment on item 258 – ‘part of...Coppins Lane’.

The meeting was adjourned to allow members of the public to address the meeting:

268. PUBLIC PARTICIPATION SESSION –

- a. Police/PCSO - The PCSO is not able to attend virtual meetings and is sending email updates.
- b. Parishioners
A member of the public asked if the youth shelter could be moved away from the residential fence adjacent to the Playstool.
- c. County/Borough Councillors
Cllr Hampshire had not provided a prior report to the council. Remembrance and the letter from the Planning Inspectorate regarding Wises Lane was discussed. Cllr Hampshire advised that there is still grant funding available for local projects. Cllr Whiting provided a report which was circulated before the meeting.

The meeting was resumed.

269. It was **RESOLVED** to bring the following item forward:

270. To consider moving the youth shelter at a cost of approx. £1000 – Cllr Emery

This item was considered at a meeting within the last six months therefore it was not possible to make any further decisions. It was noted that there is a group being formed to review the Playstool and residents could join this group to influence the future plans. It was asked that the PCSO increase patrols to the youth shelter.

Cllr Bolas left the meeting at 19:54

Cllr Downes was approved as Chairman for this section of the meeting:

271. FINANCE

a. To approve accounting statements October 2020

It was **RESOLVED** to approve the accounting statements for October 2020. The Chair and RFO shall sign the accounts at the next available opportunity.

b. To approve the accounts for payment

It was **RESOLVED** to approve the following payments and the approved signatories shall

sign at the next available opportunity: -

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk expenses Nov	£ 88.45	n/a	n/a
Ms J Miller			Clerk costs Nov	£ 592.28	n/a	n/a
HMRC			PAYE costs Nov	£ 149.37	n/a	n/a
EuroLoos* paid by card	01/10/2020	154421	October Toilet invoice	£ 144.00	£ 120.00	£ 24.00
Fryer Cleaning & Maint	31/10/2020	10053	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Streetlights	20/10/2020	11673	Payment 2 of maintenance plan	£ 691.20	£ 576.00	£ 115.20
Kings Commercial	01/10/2020	INV00464	Clean of toilet	£ 173.33	n/a	n/a
John England			Playstool Inspections	£ 50.00		
Tikspak	03/11/2020	inv-0088	1 bopx ticpac bags	£ 78.00	£ 65.00	£ 13.00
PJA	28/10/2020		Traffic plan phase 1	£ 6,798.00	£ 5,665.00	£ 1,133.00
				0	0	0

c. Annual Return

It was noted that the external auditor had raised questions on the signing of the AGAR and that the nil value of borrowings was missing from the document. An updated document had been sent to the auditor.

Cllr Bolas re-entered the meeting at 19:56.

Cllr Bolas resumed the chair

It was **RESOLVED** to close the meeting to the public in accordance with The Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the following item for discussion:

The Clerk left the meeting at 20:10pm

d. To consider pay award to Clerk for 2021

It was **RESOLVED** to consider a tiered approach to the clerk's pay award.

The Clerk entered the meeting at 20:15pm

Cllr Baldock entered the meeting at 20:16pm

e. Precept and Budget 2021/22

To consider precept and budget for 2021/22

It was **RESOLVED** to approve a 2021/22 precept value of £61,100.00 excluding the lighting grant of £4600.

It was **RESOLVED** to approve the budget for 2021/22 of £75,800.00

The Ear-Marked reserves were agreed as the following:

General Contingency Fund	48,000
Professional Fees	5,700
Traffic Improvements	30,250
Playstool	6,000
Borden Parish Hall	19,980
Pavilion	34,000
Community Store Project	1,980

145,910

It was noted that the budget was firm and allowed very little room for additional expenditure or new projects. The reserves had been allocated so that new projects would require additional funding in future years.

Cllr Downes; Cllr Sims and the Clerk were thanked for their work on the annual budget.

272. GRANT APPLICATION

- a. To consider application for Sittingbourne Christmas Lights and Sleigh Rounds
It was **RESOLVED** to approve the grant for Sittingbourne Christmas Lights and Sleigh Rounds.

273. ACTIONS TAKEN IN RESPONSE TO COVID-19

- a. To receive update on COVID-19 response.

274. GOVERNANCE AND ADMINISTRATION

- a. To receive update on Parish Hall 5 year costed plan.
Cllr Hepburn updated the meeting and it was agreed to prioritise the windows and doors to maintain the fabric of the building.
It was noted that the parish council will review each request when it is submitted by the Hall Committee.
- b. To note Cllr Hepburn and Clerk obtaining three quotes for alarm system and upgrading broadband at parish hall – noted.
- c. To note successful application to EV charging point grant scheme and £500 match funding from parish council – noted.
- d. To note wreath laid on Remembrance Sunday – noted.
- e. To note posters for Borden United Charities in Noticeboards and on website – noted.

275. PLANNING MATTERS

- a. To receive update on Wises Lane planning appeal.
It was **RESOLVED** to respond the following unless any other material information becomes available before the deadline. (Should an extra-ordinary meeting be required it would need to be called by Monday 23rd November to meet the Planning Inspectorate deadline.)

Whilst Borden Parish Council made a number of recommendations towards conditions in the unfortunate event of this application being granted, the issues outlined in your correspondence appear to emanate from Swale Borough Councils particular submissions.

The Parish Council believe it is imperative that national guidelines should be treated as an absolute minimum and with this concept in mind we would look to Swale Borough Council to submit an appropriate reply for the details requested within your communication.

Cllr Baldock shall provide wording on BREEAM.

- b. To receive update on Neighbourhood Plan initiative – Cllr Butlin

An update was noted and a report circulated prior to the meeting.

276. OPEN SPACES

- a. To note awaiting quote for replacement and refurbishment of picnic tables – noted.
- b. To note dog waste bin ordered – noted.
- c. To consider asking Swale members to fund cost of dog waste bags – Cllr Downes
It was **RESOLVED** to ask Cllr Baldock for £78.00 to cover the costs of bags.
Clerk to apply
- d. To receive update on plan at Playstool – Cllr Emery/Clerk – noted.
- e. To review Playstool COVID19 risk assessment – noted.
- f. To receive update on information boards – noted.
- g. To receive update on Christmas lights – noted.

277. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution – noted.
- b. To note update on homeless occupation – contractor had advised that occupation continues, it was **RESOLVED** for the clerk to check the status of the tents before removal.
- c. To receive update on Nature Reserve management working group – noted.

278. HIGHWAYS

- a. To receive update on Highways issues reported – noted.
- b. To note Oad Street traffic survey requested of KCC – noted.
- c. To consider updated Highways Improvement Plan document
It was **RESOLVED** to approve the plan.
- d. To receive update Highways project – noted.
- e. To receive update on the use of Maidstone Road as a diversion for the A249 – no update to note.
- f. To note streetlight repair – PB.32 Maidstone Road – failing and dim output – lantern replaced £325+VAT – noted.

279. EXTERNAL MEETINGS

a. Meetings attended

Swale Planning Training – Cllr Butlin 10/11/2020

Cllr Butlin noted that she had not received the training invite from Swale BC.

It was **RESOLVED** to suspend standing orders to extend the meeting by 15 minutes.

b. Future meetings

KALC AGM 28/11/2020 – Cllr Sims

Swale Area Committee 08/12/2020 –

It was **RESOLVED** to nominate Cllr Butlin to attend the new area committee on behalf of the parish council.

280. CORRESPONDENCE

09/11/2020 Overgrown vegetation Chestnut Street – noted.

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

There were none.

282. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

(Reports were circulated prior to the meeting)

- a. Speedwatch – Cllr Downes reported on the current activity, which is suspended due to COVID-19.
- b. Kent Association of Local Councils – Cllr Sims

- c. Borden Sports Association – Cllr Sims
It was **RESOLVED** that £388 + VAT to fence off the rear of the pavilion.
- d. Heritage – Cllr Harrison
- e. Borden Parish Hall – Cllr Hepburn

283. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (Appendix 1)
- b. To receive any reports from councillors
Cllr Downes reported that he had received a letter about the 'Nextdoor' app and that he had signed up as Borden parish councillor to see if residents will contact the parish council via this app.
Cllr Bolas confirmed that the clerk was working on a report with suggestions for social media.
Cllr Butlin reported a picture of human excrement on Chestnut street had been posted on social media and that she had reported this to the relevant authority and it was removed.
Cllr Butlin asked if the police surgery could be held outside the Forge
Cllr Butlin reported £1284 was raised at the cake sale at the Forge for Cancer Research
Cllr Bolas confirmed that he has reported cleaning issues in Chestnut Street and it will be patrolled more frequently.
The clerk reported a fall on the steps at the Playstool – Cllr Bolas said improvements could be made through painting, this will be added to the next agenda.
Cllr Emery reported that the Remembrance service was a success and suggested that Village hall is south facing which is suitable for solar panels
Cllr Sims thanked Cllr Baldock for his work on the Broadside.
Cllr Evans asked if the usual Christmas nibbles could be saved until it was safe to meet up again.

284. NEXT MEETING DATE – THURSDAY 17TH DECEMBER 2020 7pm

Meeting closed at 22:22pm

Appendix 1 MATTERS FOR INFORMATION

- 10/10/2020 NALC Chief Executives Bulletin
- 10/10/2020 KALC/KCC/Kent and Medway Environment Board
- 10/10/2020 Chief Executives Bulletin
- 10/10/2020 Local Electricity Bill – Parliamentary debate
- 10/10/2020 ELF October 2020 podcast
- 10/10/2020 Online Finance Conference 2020
- 10/10/2020 Rebuilding Communities
- 12/10/2020 COVID 19 Community Champions
- 12/10/2020 Rebuilding Communities
- 13/10/2020 Emergency speed limit reduction and suspension of width restriction Chestnut St
- 13/10/2020 Public sector buildings
- 15/10/2020 Identifying idling hotspots
- 15/10/2020 Rebuilding Communities
- 22/10/2020 Kent Police Fraud Alert
- 22/10/2020 Rebuilding Communities
- 22/10/2020 COVID19 Funding Guidance for Charities
- 22/10/2020 KALC CEO Bulletin
- 22/10/2020 Disabled Bay Consultations Swale
- 27/10/2020 KCC Media Release
- 22/10/2020 Disabled Bay Consultations Swale
- 27/10/2020 Chief Executives Bulletin
- 27/10/2020 NHS Kent and Medway
- 27/10/2020 National CSSC green message
- 27/10/2020 Weekly programmed M20 works
- 28/10/2020 Emergency Road Closure School Lane

29/10/2020 COVID 19 Updates
29/10/2020 NALC Chief Executive Updates
03/11/2020 NALC Chief Executive bulletin
03/11/2020 HCLG Select Committee
03/11/2020 Coronavirus updates
03/11/2020 Rebuilding Communities
03/11/2020 NALCs Tree Charter
03/11/2020 Chief Executives Bulletin
05/11/2020 Coronavirus updates
09/11/2020 Kent Police Rural Update
09/11/2020 Kent Adult Education
09/11/2020 KALC Chairing Virtual meetings
09/11/2020 KALC News October 2020
09/11/2020 RSN Rural Funding Digest
09/11/2020 National CSSC green message
09/11/2020 NALC Announcement- elections
09/11/2020 Chief Executives Bulletin
09/11/2020 M20 Updates
09/11/2020 Exploring Brexit Food and Drink
09/11/2020 Rebuilding Communities
09/11/2020 COVID 19 Update
09/11/2020 NALC Chief Executive Bulletin

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