

**BORDEN PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Held on Thursday 18<sup>th</sup> November 2021**

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

**Apologies:** ; There were none.

**Also in attendance:** J Miller Clerk; 9 members of the public

**65. APOLOGIES FOR ABSENCE**

**66. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS**

Cllr Bolas declared an interest in the item concerning Swale Borough Council.  
Cllrs Bolas, Downes and 0064 Hepburn declared an interest in the village hall item.  
Cllr Baldock declared an interest in the planning items

*Cllr Jemmett entered the meeting at 19:02pm*

**67. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 21<sup>st</sup> OCTOBER 2021.**

It was **RESOLVED** to approve the minutes of the meeting of 21<sup>st</sup> October. The minutes were duly signed by the Chairman.

*The meeting was adjourned to allow members of the public and borough councillors to address the meeting:*

**68. PUBLIC PARTICIPATION SESSION –**

a. Police/PCSO – There were none.

b. Parishioners

Three members of the public spoke in objection to the planning application at Hillyfield, Hearts Delight.

Two members of the public advised that they were in attendance to hear the item about Woodgate Lane.

*Cllr Emery entered the meeting at 19:04pm*

c. County/Borough Councillors

*The meeting was reconvened at 19:36*

It was **RESOLVED** for the planning item to be moved forward so that the members of the public could observe the discussion.

*Cllr Baldock left the meeting at 19:19*

**69. APPLICATION REF: 21/505544/FULL PROPOSAL: Revision to extant planning permission SW/96/0620 for the demolition of 1 bungalow and garage and the erection of 6 no. houses, garages and parking. Widening of Washley Hill, provision of a pedestrian footpath from Hearts Delight Road, closure of existing vehicular access and provision of new, relocated access, along with wildlife enhancements ADDRESS: Hillyfield Hearts Delight Borden Sittingbourne Kent ME9 8HX**

It was **RESOLVED** to object to the planning application. Cllr Sims read out a suggested response which was agreed and provided to the clerk as follows:

- a. The property design is not in keeping with the local area (white render, flat roof) particularly the effect it will have on the neighbouring conservation area.
- b. Property design has potential to intrude on neighbouring houses i.e. the flat roof encouraging occupant use overlooking neighbours
- c. Access to the main highway is of concern with potentially 42 traffic movements per day
- d. Structure of the site boundary adjacent to Hearts Delight is of concern through future erosion, potential to increase flooding and appearance of the fence.
- e. Increase in original approved planning application which drastically affects the existing byway and requiring greater width and improvements

It was **RESOLVED** that the parish council write to KCC highways to express concern that they have not taken into consideration how the circumstances of this area has changed since the last application therefore it needs to be reviewed in 2021 conditions.

*Cllr Baldock re-entered the meeting at 19:33pm*

It was **RESOLVED** to bring the following item forward

- 70.** To receive update on ownership of Woodgate Lane.  
It was noted that KCC have advised that it does not own Woodgate Lane and that it is a byway maintained to the correct standard for a public right of way. Tarmac was warned against due to issues raised by equestrian users. A discussion will take place next month to consider the possible upgrade of the surface.

**71. FINANCE**

**a. To approve accounting statements October 2021**

It was **RESOLVED** to approve the bank reconciliation and accounting statements for October 2021. The Chair and RFO duly signed the bank reconciliation.

**b. To approve the accounts for payment**

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

| Payee                        | Inv Date   | Inv No | Description                                 | Gross            | VAT            | Net              |
|------------------------------|------------|--------|---|------------------|----------------|------------------|
| Ms Miller                    |            |        | Clerk Wages Nov 21                          | £726.06          |                | £726.06          |
| Ms Miller                    |            |        | Clerk Expenses Oct 21                       | £88.90           |                | £88.90           |
| HMRC                         |            |        | PAYE Oct 21                                 | £227.24          |                | £227.24          |
| Fryer Cleaning & Maintenance | 31/10/2021 | 11896  | Maintenance of Memorial & Centenary Gardens | £460.80          | £76.80         | £384.00          |
| John England                 | 10/11/2021 |        | Playstool Inspections                       | £50.00           |                | £40.00           |
| RBL Poppy Appeal             | 23/10/2021 |        | Poppy Wreath                                | £50.00           |                | £50.00           |
| Streetlights                 | 19/10/2021 | 12425  | Payment 2 of maintenance contract           | £691.20          | £115.20        | £576.00          |
|                              |            |        |   | <b>£2,284.20</b> | <b>£192.00</b> | <b>£2,092.20</b> |

- c. It was **RESOLVED** to approve the following Direct Debit payments.

|            |            |      |  |         |       |        |
|------------|------------|------|--|---------|-------|--------|
| Waveney IT | 01/11/2021 | 1390 | Mailbox charge<br>November                                 | £5.99   | £1.00 | £5.99  |
| E.On       | 01/10/2021 |      | October Electricity  | £73.55  | £3.50 | £70.05 |
| Lloyds     | 04/10/2021 |      | Corporate Card - Euro<br>loos £144, Paint £46.49<br>£3 fee | £229.49 |       |        |
| EDF Energy | 01/10/2021 |      | October Pillar   | £16.00  | £0.80 | £15.20 |

**£325.03**

**d. To note grant applications submitted for beacon, fencing and EV charging points – noted.**

**e. To consider request from Sittingbourne Christmas Lights for donation of £250.00**  
*Cllr Baldock declared an interest in this item and withdrew from the vote.*

It was **RESOLVED** to approve the Sittingbourne Christmas Lights donation of £250.00 on the proviso that the sleigh travels through Borden.

**f. To consider subscription to Rural/Market Town Grouping**

It was **RESOLVED** not to continue with the subscription to the Rural/Market Town Grouping.

## **72. GOVERNANCE AND ADMINISTRATION**

**a.** To note update on meeting with school regarding Parish Cup.

It was **RESOLVED** for Cllr Cole to visit the school on behalf of the parish council.

*Cllr Bolas handed the role of chairman over to Cllr Sims for the next item.*

**b.** To receive update from SBC on byelaws and consider next steps.

It was **RESOLVED** to investigate the costs of signage to display the existing information.

*Cllr Bolas resumed the chair.*

**c.** To approve terms for reference for Wises Lane Monitoring Working Group.

It was **RESOLVED** that the terms of reference be adopted with the addition of being able to liaise with the developer, taking care to express the approved views of the council.

**d.** To approve terms of reference for Jubilee Working Group.

It was **RESOLVED** that the terms of reference be adopted with the following amendments:

i. The group shall not have any financial purchasing powers.

ii. The group shall have the ability to co-opt members of the public as required

iii. The group will produce a monthly report to full council

iv. Remove the need for a vice chairman

v. Members of the community may be able to attend by invitation of the working group

vi. In the event of a tie the chairman shall have the casting vote.

vii. The Code of conduct need not apply to members of the public.

*The meeting was adjourned at 21:12pm*

*The meeting recommenced at 21:20pm*

**e.** To consider sponsorship policy for approval.

It was **RESOLVED** to adopt the Sponsorship Policy with the following amendments

i. Unlawful activity amended to recent unlawful activity

- ii. Remove manufacturers of alcohol from restricted list
- iii. Include sponsorship by individuals.

**73. COMMITTEE AND WORKING GROUP**

- a. To receive recommendation from Finance Committee for budget and precept 2022/23. The budget was discussed and it was **AGREED** to finalise the precept and budget at December's meeting.
- b. To receive report and update from Wisers Lane Monitoring Group. There was none.
- c. To receive report and update from Neighbourhood Plan Steering Group. Cllr Butlin reported that constructive feedback had been received about the Neighbourhood Plan Steering Group. Councillors will feed further comments in to Cllr Butlin to discuss at the next meeting.
- d. To receive report and update from Jubilee Working Group. Cllr Jemmett asked about the planning application and the clerk reported that the pre-application is underway.

**74. COVID19**

To receive update on COVID-19 response.  
There was no further update.

**75. PLANNING MATTERS**

An update from SBC on s106 funds spent in Borden was noted. It was agreed for the Playstool Working Group to investigate the unspent s106 funds from the Woodgate Lane development to use at the Playstool.

**76. OPEN SPACES**

- a. To receive update on resident response to forming a Playstool working group. It was **RESOLVED** to seek quotes for main drainage and a permanent toilet structure and seek external funding.
- b. To receive tree inspection report. It was **RESOLVED** to carry out the recommendations of the tree report with reference to the two horse chestnuts. The report was received on 17<sup>th</sup> November 2021 and the work must be done within three months. It was noted that the public will be advised when the works will be done and why.
- c. To note update on Christmas lights safety inspection. It was noted that a safety check had been carried out.
- d. To receive update on wildflower planting. It was noted that the planting will be done in the Spring.

It was **RESOLVED** to suspend standing order 3(w) to allow the meeting to finish.

**77. BORDEN NATURE RESERVE**

To note new lease terms requested from KCC.  
It was noted that this had not been received.

**78. HIGHWAYS**

- a. To receive update on Highways matters from Cllr Fassenfelt  
A report was circulated and Cllr Fassenfelt further updated the committee that the salt bin will be provided as the KCC Councillor had agreed to fund it and the hedgehog signs are now in place.  
Cllr Downes asked that the drains are cleared around Barn Close.
- b. To receive update from National Highways on roadshow event.  
Cllr Fassenfelt reported that National Highways had approached the parish council to arrange an event. An online event was offered, the clerk has requested that an in-person roadshow is also held.

- c. To receive update on Highways Improvement Plan.  
It was noted that a meeting will be held with KCC to consider how the LPT funding can be applied for before 1<sup>st</sup> December.
- d. To receive update on the use of Maidstone Road as a diversion for the A249.  
It was noted that the consultation is ongoing and despite notification that diversions were not planned several were put in place. It was also noted that Kent County Council had not provided the information requested through a Freedom of Information Act request regarding the use of Maidstone Road as a diversion route and a complaint had been made.

## 79. CONSULTATIONS FOR COMMENTS

Cllr Baldock noted the Regulation 18 consultation. Cllr Butlin had attended the Local Plan workshop and advised that she had shared the consultation on the village Facebook page.

## 80. EXTERNAL MEETINGS

- a. To note any external meetings attended by councillors.  
13/11/2021 – KALC AGM

The Swale County Western Area Parish Meeting had taken place in November and it was noted that there had been no attendee from Borden Parish Council.

- b. To note any future meetings  
14/12/2021 – Western Area Committee SBC – Cllr Butlin

## 81. CORRESPONDENCE

- a. To consider quotation from resident to move youth shelter at Playstool.  
It was noted that this will be looked at by the Playstool Working Group.
- b. Parish Hall AGM Documents – noted.

*Cllr Baldock left the meeting at 22:23pm*

## 82. PLANNING APPLICATIONS –

- a. APPLICATION REF: 21/505658/FULL PROPOSAL: Erection of single storey rear infill extension between house and garage wing. Removal of rear flat roof dormer and erection of replacement pitched roof dormer with Juliet balcony. Removal of front flat roof dormer and erection of new gable wall. Internal and external alterations. ADDRESS: Lowlands, Bannister Hill, Borden

It was **RESOLVED** no comment.

## 83. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES (Reports were circulated prior to the meeting)

- a. Speedwatch – Cllr Downes – nothing to report. It was noted that Kent Police have been carrying out speed checks in Chestnut Street.
- b. Kent Association of Local Councils – Cllr Sims – It was noted that the Litter motion didn't receive the required number of signatures for government debate. NALC have included the motion in their lobbying documents.  
KALC have requested that parish councils write to SBC to object to the withdrawal of the lighting grant.  
It was **RESOLVED** to write to SBC objecting to the proposed withdrawal of the lighting grant.
- c. KALC Swale area committee – Cllr Baldock – all circulated.
- d. Borden Sports Association – Cllr Sims – all circulated.
- e. Heritage – Cllr Harrison – all circulated.

- f. Borden Parish Hall – Cllr Hepburn  
It was **RESOLVED** for the parish hall committee to explore providing Broadband packages under its charity status.

**84. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to councillors (Appendix 1)  
b. To receive any reports from councillors  
Cllr Butlin asked for the KALC Community Awards to be added to the website and Facebook. Cllr Butlin if she could also add this to the village FB page.  
Cllr Butlin asked if Swale Clean Growth Grants could be added to the village FB page and the parish website.  
Cllr Evans asked if she can prepare Christmas ‘nibbles’ at the next meeting.  
Cllr Sims asked for the social media policy to be reviewed at the next meeting.

**85. NEXT MEETING DATE – THURSDAY 16<sup>th</sup> DECEMBER 2021.**

**Meeting closed at 22:34pm**

**Appendix 1 MATTERS FOR INFORMATION**

09/10/2021 KALC Events  
09/10/2021 Local Government Bulletin  
09/10/2021 Your views on plastic recycling  
09/10/2021 Swale Local plan event  
11/10/2021 SAC Advice for meetings  
13/10/2021 Kent Rail Summit  
13/10/2021 Invitation to Round Table East Kent Prevent  
16/10/2021 KALC finance conference  
16/10/2021 Prevent venue advice  
16/10/2021 KFRS/KALC fire hydrant initiative  
16/10/2021 Notice of KALC AGM  
16/10/2021 Next Steps Flood Warden Training  
16/10/2021 KCC Community Warden Service Review  
18/10/2021 Parish Online Training  
21/10/2021 Preparation works for M2 j5  
21/10/2021 KALC CEO Bulletin  
21/10/2021 Parks for people  
21/10/2021 Swale Local Plan webinar  
21/10/2021 Local Government Bulletin  
21/10/2021 Request for items on JTB  
03/11/2021 RSN Rural Digest  
03/11/2021 KALC News  
03/11/2021 The Rural Bulletin  
03/11/2021 Contain Outbreak Management Fund  
03/11/2021 Local Government Bulletin  
03/11/2021 Queens Jubilee  
05/11/2021 Health and well being conference