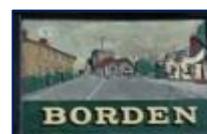


BORDEN PARISH COUNCIL



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on Thursday 21st July 2022 in Borden Sports Pavilion, Wises Lane at 7pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk

15th July 2022

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

3. CHAIR'S ANNOUNCEMENTS

4. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 16th JUNE 2022 (Appendix A)

5. 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.

- Police/PCSO – PCSO June report and reports of incidents sent to the PCSO (attachments 24 & 25)
- Parishioners
- County/Borough Councillors (*a written report must be submitted three days before the meeting*)

6. FINANCE

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

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

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

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

- To note Year to Date budget, spend and accounts (attachment 1).

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- 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.

7. BUSINESS ITEMS

- a. **Byelaws** – Update from Cllr Sims (attachment 2).
- 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.
- c. **Data Protection policy** – Update regarding personal device security.
- d. **Grant Policy** – New grant policy and application form to be reviewed for sign off (attachments 3 & 4).
- e. **Parish Council mobile phone** – Review information and agree option (attachment 5).
- f. **Pavilion wi-fi** – Review information and agree way forward (attachment 6).

8. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group (attachment 7).
- b. To receive the final report from Jubilee Working Group, including the proposed Beacon plaque wording for agreement (attachment 8).
- c. To receive report from Nature Reserve Working Group (attachment 9).
- d. To receive an update from Finance Committee budget review meeting held on 12th July, to include items reviewed from June's meeting on.
 - i. 4 new tables for Pavilion.
 - ii. Nature Reserve fencing costs, review lease and BPC responsibilities (attachment 10 & 11)

9. NEIGHBOURHOOD PLAN

- a. To receive update from Steering Group (attachment 12).

10. OPEN SPACES

- a. Playstool toilet repair progress update.
- b. To note a quote to replace the destroyed Wrens Road noticeboard, has been sent to the insurers to settle the claim.
- c. An update on the Jubilee Oak tree guard quotes for consideration (attachment 13).
- d. An update on the proposed installation of a dog bag dispenser for Maylam Gardens.

11. MOTIONS FROM COUNCILLORS (to be sent to clerk 7 days prior to meeting date)

- a. To discuss the progress on the provision of electrical charging points at the Village Hall car park – Cllr Bolas.
- b. To discuss the 2022 Christmas lights, switch on – Cllr Sims.
- c. To discuss the Community Champions roster – Cllr Baldock.
- d. To discuss the potential of purchasing a community Bus – Cllr Baldock.
- e. To discuss improving the disabled access to Borden Parish Hall – Cllrs Hepburn and Downes.
- 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 – Cllr Butlin.

12. HIGHWAYS

- a. To receive update on Highways matters (attachment 14 & 15).
 - i. Responses from letter sent by Borden PC to various individuals regarding Maidstone Road diversion.

13. CORRESPONDENCE

- a. Hugo Fox email regarding funding support for the newly formed Borden Village under 8's youth football team (attachment 16).
- b. From a Hugo Fox email regarding overgrown tree's at Mountview, the clerk has obtained quotes for consideration (attachment 17).

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14. 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.

2) **Application: 22/502773/SUB** Grid: 588553/163571 Ward: Borden and Grove Park 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. Applicant: Quinn Estates Limited Contact Address: FAO. Mr James Richards Highland Court Farm Bridge Canterbury CT4 5HW

Extension granted until 22/7

See report from Wises Lane Working group (attachment 18).

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

Extension until 22/7 declined 13/07/22 as it is too close to the determination date of 25th July and would not allow me enough time to consider the application, write the report and send it over to the Team Leader for review.

4) **Application: 22/502679/ADV** Grid: 588125/164212 Ward: Borden and Grove Park Parish: Borden Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Advertisement Consent for 1no. non-illuminated hoarding signage board. **COMMENTS DUE BY: 12 July 2022**, **DECISION DUE DATE: 5 August 2022**

Extension until 22/7 requested

5) **Application: 22/502686/FULL** Grid: 587647/162250 Ward: Borden and Grove Park 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). **COMMENTS DUE BY: 12 July 2022**, **DECISION DUE DATE: 5 August 2022**

Extension until 22/7 requested.

6) **Application: 22/502735/PNQCLA** Grid: 587648/162251 Ward: Borden and Grove Park 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 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.

7) **Application: 22/502855/NMAMD** Grid: 588562/163774 Ward: Borden and Grove Park 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.

8) **Application: 22/502961/SUB** Grid: 588553/163571 Ward: Borden and Grove Park 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).

See report from Wises Lane Working group (attachment 18).

9) **Application: 22/502962/SUB** Grid: 588553/163571 Ward: Borden and Grove Park 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

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(2B - Link Road West on the approved Phasing Plan) of planning application 17/505711/HYBRID (APP/V2255/W/19/3233606)

See report from Wises Lane Working group (attachment 18).

- 10) **Application: 22/503059/FULL** Grid: 588339/162908 Ward: Borden and Grove Park 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. COMMENTS DUE BY: 25 July 2022, DECISION DUE DATE: 25 August 2022
- 11) **Application: 22/503060/SUB** Grid: 588126/164212 Ward: Borden and Grove Park 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
- 12) **Application: 22/503211/SUB** Grid: 588553/163571 Ward: Borden and Grove Park 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).

See report from Wises Lane Working group (attachment 18).

- 13) **Application: 22/503212/SUB** Grid: 588553/163571 Ward: Borden and Grove Park 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.

See report from Wises Lane Working group (attachment 18).

15. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES (Reports to be circulated prior to meeting)

- a. Speedwatch – Cllr Downes.
- b. Kent Association of Local Councils – Cllr Baldock.
- c. Western Area Committee - Cllr Butlin (see attachment 19).
- d. Borden Sports Association – Cllr Sims.
- e. Heritage – Cllr Harrison (attachment 20).
- f. Borden Parish Hall – Cllr Hepburn attachment 21).
 - i. Parish Hall insurance company requires fire and intruder systems to minimise their risk. For review Charity Commissions document note item 21 regarding insurance responsibilities (attachment 22).

16. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (attachment 23).
- b. To receive any reports from councillors.

NEXT MEETING TO BE HELD 18th August 2022