

BORDEN PARISH COUNCIL

MINUTES OF EXTRA ORDINARY MEETING

Held on Thursday 20th June 2019

Present: Cllr J Bolas (Chairman); Cllr J Emery; Cllr M Downes; Cllr J Evans; Cllr E Harrison; Cllr J Hepburn; Cllr K Lainton; Cllr C Masters; J Miller (Interim Clerk)

Apologies: Cllr M Baldock; Cllr G Broughton; Cllr N Butlin; Cllr B Jemmett; Cllr Sims (Vice-Chair);

Also in attendance: None

36. TO CONSIDER APPOINTMENT OF HONORARY FREEMAN/FREEWOMAN OF THE PARISH

The significant contributions of Mrs Margaret Millican to the community were discussed and it was unanimously RESOLVED to appoint Mrs Margaret Millican a Freewoman of the Parish.

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Apologies: Cllr M Baldock; Cllr G Broughton; Cllr N Butlin; Cllr B Jemmett; Cllr Sims (Vice-Chair);

Also in attendance: None

37. APOLOGIES FOR ABSENCE

Cllr M Baldock; Cllr G Broughton; Cllr N Butlin; Cllr B Jemmett; Cllr Sims (Vice-Chair)

38. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Masters declared an interest in the Playstool repairs and Cllr Hepburn declared an interest in the Village Hall item.

39. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING HELD ON 16TH MAY 2019

It was **RESOLVED** that the minutes of the meeting held on 16th May 2019 were approved and duly signed.

40. PUBLIC PARTICIPATION SESSION –

a. Police/PCSO

It was noted that a vehicle appears to be abandoned on The Street and this be reported to the PCSO

It was noted that boxes and bottles have been dumped along Wormdale Hill and for this to be reported to the PCSO.

It was noted that there are several fridges dumped near the roundabout, it was noted that these have been reported to Swale Borough Council.

b. Parishioners

There were none present.

c. County/Borough Councillors

There were none present.

41. FINANCE

a. To approve accounting statements May 2019

It was **RESOLVED** to approve the accounting statements for May. The Chair and RFO duly signed the bank reconciliation and bank statement balances

b. To approve the accounts for payment – June 2019

It was **RESOLVED** that the following accounts for payment were approved

Suppliers Name	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT	Cheque Number
Ms J Miller	11/06/2019	MAYJUN	Interim Clerk Invoice	£ 647.86	£ 647.86	n/a	102886
Fryer Cleaning & Maintenance	31/05/2019	6911	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80	102887
Defib Store Ltd	29/05/2019	6092	Replacement pads for defib	£ 55.14	£ 45.95	£ 9.19	102888

Swale Borough Council	05/04/2019	722021543x	Broadside Printing	£ 186.00	£ 186.00	£ -	102889
Gary Newton	22/04/2019		Replacement cross war memorial	£ 4,450.00	£ 4,450.00	£ -	102890
Unity Trust Bank			Transfer to new account	£ 500.00	£ -	£ -	102891
SPOILT							102892
Four Jays	31/05/2019	450046	Toilet servicing	£ 86.40	£ 72.00	£ 14.40	102893
John England	11/06/2019		Playstool Inspections	£ 40.00	£ 40.00	£ -	102894
KALC	09/06/2019	964980439	Course for Cllr Butlin	£ 60.00	£ 50.00	£ 10.00	102892

c. To receive update on new investment account from Finance Committee

It was **RESOLVED** to proceed with the opening of the Unity Trust Bank Account and Deposit Account. The Council will apply for Unity Corporate Multi-pay Card in due course.

d. To note surplus funds and consider allocation.

The surplus funds were discussed and councillors were asked to bring forward ideas to meetings. It was **RESOLVED** to earmark £20,000 in addition to the £10,000 set aside in reserves for legal fees.

The inappropriate driving within the village was discussed and it was **RESOLVED** to arrange a meeting with Cllr Mike Whiting and KCC officers to discuss future highways improvements. Cllr Emery and Cllr Bolas were nominated to attend the meeting, with the interim clerk taking notes.

It was agreed for an agenda item to be added to the next meeting to share ideas.

The Interim clerk will email the KCC highways improvements 'catalogue' to councillors.

e. To note grant funding form sent to the church.

42. MATTERS ARISING FROM THE LAST MEETING

There were none.

43. WISES LANE & MANOR FARM PLANNING APPLICATIONS

- a. To receive update on initial s106 scoping meeting
Further responses to the S106 document from Swale Borough Council officer Andrew Byrne were discussed.
- b. To receive update on complaint sent to Local Government Ombudsman.
Due to the current circumstances it was **RESOLVED** to not proceed.
- c. To receive update on meeting planned with Kent Highways
It was noted that the meeting had gone ahead without the parish council.

It was **RESOLVED** to write to KCC to express dissatisfaction that the meeting had gone ahead without the parish council and to request a meeting as originally planned.

- d. To receive update on meeting with Environmental Law Foundation
It was reported that Cllr Sims is progressing with enquiries into Judicial Review with ELF.

- e. To receive update from Cllr Sims on village green hearings
It was noted that the applications for village greens had not been successful.

44. OPEN SPACES

- a. To note update on Playstool refurbishment and wetpour
It was noted that the work was completed and Cllr Bolas thanked all those involved in the project.
The gates were discussed and the interim clerk will investigate the maintenance gates being left open and a self closer for the entrance gate.
- b. To consider quotes for reinforcement mesh at Playstool
It was **RESOLVED** to proceed with the quote for £1880.
- c. To note update on padlock
It was agreed to proceed with the heavy duty padlock and to ensure that the chain fits (3/8th) x 2.
- d. To consider seating at Centenary Gardens
It was **RESOLVED** for the rear seats to be replaced at a cost of approximately £1600.00.

45. BORDEN NATURE RESERVE

- a. To note Interim Clerk arranging for new bin and corresponding collection round.
Borough councillors had been asked for support for this due to a lack of response from Swale Borough Council.

46. HIGHWAYS

- a. To note bus shelter order confirmed and highways paperwork submitted to KCC
- b. To consider Speed Indicator devices
It was **RESOLVED** to include this in the highways improvements project.
- c. To receive update on 4no. streetlights; School Lane; Woodgate Lane; Danaway; Hearts Delight
It was noted that the parish council is awaiting confirmation from the church on the location of the School Lane lamp. It was noted that the Woodgate Lane and Hearts Delight lamps are repaired. The Danaway lamp is due to be repaired this week.
- d. To receive update on site meeting at Barn Close.
Cllr Downes reported that he had chased Cllr Baldock. Cllr Downes will follow up with Cllr Baldock.
- e. To report response to letter sent regarding hedge cutting on Wises Lane.
The response from KCC was noted.
- f. To consider wildlife hazard signs on School Lane.
It was **RESOLVED** to include this in the highways improvements project.
- g. To consider proposed width restrictions on various roads in Borden.
The proposed restrictions were noted.

47. PARISH HALL

- a. To consider providing the technology needed by the parish council in the Barrow Room of the Parish Hall.
It was **RESOLVED** to investigate the cost of an unlimited, fast internet connection and a projector for the Barrow Room.

48. POLICIES AND PROCEDURES

- a. To receive update on new website .
It was **RESOLVED** to share the new website to councillors prior to going live. It was **RESOLVED** to purchase a gov.uk. domain for the website.
- b. To consider draft staff handbook
It was **RESOLVED** to adopt the Borden Parish Council staff handbook.
It was agreed for all parish councillors to receive a hard copy of the staff handbook.
- c. To consider clerk job specification and person specification.

It was **RESOLVED** to update the person specification for the clerk to already have attained the CILCA qualification to 'Essential'

It was **RESOLVED** to update the 'Experience' to show relevant evidence of influencing skills as 'Essential'.

IT was **RESOLVED** to amend Person Spec 1. To accurate and concise minutes 'within local government guidelines'

It was **RESOLVED** ICT, knowledge of local government legislation and Data Protection to be an Essential

It was **RESOLVED** to add in a prescribed distance of live within 20 miles as a 'desirable'

It was **RESOLVED** to add in 'to be familiar with the parish' as a 'desirable'

Cllr Masters left the meeting 21:13pm.

The meeting became inquorate.

The Interim Clerk left the meeting at 21:25pm

After substantial discussion it was put forward for £16.75 per hour starting salary with a view to rising to £20.00 per hour over two annual increments.

The Interim Clerk re-entered the meeting at 21:35pm

It was agreed to include an application form in the document pack to be approved at the next meeting.

d. To consider cancellation of August meeting

It was noted that the August meeting be recommended as cancelled and an extra ordinary meeting called if an urgent matter arises.

49. PARISH EVENTS

a. To consider VE Day arrangements.

It was noted that the church is considering a 3 day event.

50. EXTERNAL MEETINGS

a. Swale Borough Council planning enforcement briefing 18/06/2019 – Cllr Butlin

51. CORRESPONDENCE

There is none.

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

Application: 19/502332/FULL	Officer: Kelly Sharp
Grid: 588712/162656	Ward: Borden And Grove Park Parish: Borden
Address: Viewpoint Bannister Hill Borden Sittingbourne Kent	
Proposal: Proposed conversion of garage to part habitable room and store. Minor alterations to door and window openings and renewing existing windows with similar casement windows coloured anthracite grey.	
Applicant: Mr & Mrs Hambrook	
Contact Address: C/O Nigel Sands & Associates FAO: Mr Nigel Sands Wises Oast Business Centre Wises Lane Borden Sittingbourne	

Application: 19/502654/AGRIC	Officer: Alice Reeves
Grid: 586767/162174	Ward: Borden And Grove Park

Parish: Borden
Address: Vinson Farm Oad Street Borden Sittingbourne Kent
Proposal: Prior notification for proposed agricultural building. For it's prior approval to: - Siting, design and external appearance.
Applicant: A Hinge & Sons Ltd
Contact Address: C/O Rural Partners Ltd F.A.O Mr Simon Kenny Parkhouse Farm Harbottle Morpeth NE65 7BD

It was asked for the interim clerk to contact the planning department to request extensions to the required planning decisions.

53. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

<u>Committees:</u>	<u>Representatives</u>	<u>Representatives (Cont):</u>
1. Finance	2. KALC	4. Borden Parish Hall
	3. Borden Sport Association	5. Heritage

54. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (Appendix 1)
- b. Reports to be noted (Appendix 2)
- c. To receive any reports from councillors

Cllr Hepburn noted that the sinkhole in the parish hall car park had not spread.

Cllr Downes noted that he will contact bank signatories to collect details for the Unity Trust Bank application.

Cllr Bolas reported that the verges have been cut in Danaway and Chestnut Street however they had not been litter picked. Cllr Bolas reported this to Swale Borough Council who confirmed that they are liaising with Kent County Council to ensure that Biffa litter pick prior to verge cutting.

Cllr Downes reported that there is a lady litterpicking with a parish council hi-vis. The purchase of hi-visibility vests will be added to the agenda for next meeting.

55. NEXT MEETING TO BE HELD 18th JULY 2019 at 7pm

Appendix 1

MATTERS FOR INFORMATION

06/06/2019 Water works finishes early
03/05/2019 Chief executives bulletin
03/05/2019 M20 Smart motorway works
03/05/2019 Came and Co Spring Newsletter
03/05/2019 Kent Highways Road and Footway interim programme
03/05/2019 Rural Bulletin
03/05/2019 National CSSC Green Message
03/05/2019 Community led housing conference
03/05/2019 RSN rural funding digest
03/05/2019 Doorstep callers alert
13/05/2019 KALC Communication and social media conference
13/05/2019 Town and parish councils VE Day
13/05/2019 Chief Executives bulletin
13/05/2019 M20 smart motorways works
13/05/2019 KALC SAC agenda
13/05/2019 KALC dynamic councillor events
13/05/2019 Doorstep criminals 'cross over' driveways
13/05/2019 KCC message to town and parish councils
15/05/2019 NALC/LGRC local council expo
15/05/2019 Rural bulletin
28/05/2019 Kent police rural liaison report

28/05/2019 NALC annual conference
 28/05/2019 KALC social media event
 28/05/2019 Chief executives bulletin
 28/05/2019 The rural bulletin
 28/05/2019 Road closures in Swale
 28/05/2019 Supporting customers in vulnerable circumstances
 28/05/2019 Environment agency consultation – floods
 28/05/2019 NALC newsletter
 28/05/2019 M20 Smart motoways works
 28/05/2019 New waste site KCC
 28/05/2019 Chief executives bulletin
 01/06/2019 KALC councillor conference
 01/06/2019 Holiday bookings scams
 01/06/2019 KALC website survey
 01/06/2019 Chief executives bulletin
 01/06/2019 The rural bulletin
 01/06/2019 KALC SAC amended agenda and dates for your diary
 09/06/2019 Chief executives bulletin
 09/06/2019 M20 smart motorways update
 09/06/2019 Updated KALC training dates
 09/06/2019 NALC newsletter
 09/06/2019 Scams awareness
 09/06/2019 National CSSC Green message
 09/06/2019 NALC star councils
 09/06/2019 The rural bulletin

Appendix 3

Parish Hall Report

1. The heating override switch for the kitchen, Barrow Room and toilets is being changed to a timer switch similar to those used in the main hall for the heaters. This will prevent the heating being left on, sometimes over night, and also reduce costs.
2. The sink hole in the car park appears not to have spread so the paving will be lifted and repaired.
3. Some lets are using the rubbish bin for large plastic sacks which fill up the bin and sometimes overflow and are left next to the bin. The rubbish should be taken away by whoever has the let.

John Hepburn

Chairman Borden Parish Hall

Meeting Closed at 21:53pm

Signed.....

Date.....