

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 18th June 2020

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

Apologies: Cllr K Lainton

Also in attendance: J Miller Clerk; Borough Councillor Hampshire; County Councillor Whiting

187. APOLOGIES FOR ABSENCE

188. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

189. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 20TH FEBRUARY 2020.

It was **RESOLVED** to approve the minutes of the meeting on 20th February 2020.

The meeting was adjourned for the public to address the meeting.

190. PUBLIC PARTICIPATION SESSION

a. Police/PCSO

There were none.

b. Parishioners

There were none.

c. County/Borough Councillors

Cllr Hampshire supplied a written report to the meeting prior to the meeting and reported the death of Alderman Cllr Bryan Woodhouse.

Cllr Whiting supplied a written report prior to the meeting and congratulated the parish council on the market at the parish hall.

Cllr Fassenfelt asked about the Key Street roundabout improvements and if they are part of the proposed Wises Lane development link road. Cllr Whiting said he hadn't seen any new versions to the works and those that were circulated were the HIF fund works. Cllr Whiting agreed to send a copy of the draft works to the clerk to circulate to councillors.

The meeting was re-convened at 19:28pm

191. FINANCE

a. To approve accounting statements February - May 2020.

It was **RESOLVED** to approve the accounting statements for January 2020. The Chair and RFO duly signed the bank reconciliation and bank statement balances.

b. To approve the accounts for payment

It was **RESOLVED** to approve the following payments and the approved signatories duly signed the BACs payment list:-

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk costs June	£ 580.83	n/a	n/a

HMRC			PAYE costs June	£ 145.00	n/a	n/a
Ms J Miller			Expenses - Clerk	£ 82.60	n/a	n/a
Ms J Miller			Reimbursement Zoom Subs	£ 143.88	£ 119.90	
Jeremy Bolas	29/05/2020		Q supplies reimbursement	£ 81.17	n/a	n/a
Safe Play	05/06/2020	30/09/1943	Playstool gate surfacing	£ 750.60	£ 625.50	£ 125.10
Fryer Cleaning & Maint	31/05/2020	8526	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Euro Loos	01/05/2020	135971	Toilet Service	£ 144.00	£ 120.00	£ 24.00

c. Annual Return 2019-20

i. To review the effectiveness of the system of internal control.

It was **RESOLVED** to approve the Statement of Internal Control in support of the Annual Governance Statement. The chair of the meeting and the interim clerk duly signed the document.

ii. To approve the Annual Governance Statement for 2019-20, Section 1 of the AGAR for the year ending 31 March 2020.

It was **RESOLVED** to approve the Annual Governance Statement for 2018-19 section 1 of the AGAR for the year ending 31 March 2019. The chair of the and the interim clerk duly signed the document.

iii. To approve the Accounting Statements for 2019-20, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting bank reconciliation and the explanation of significant variations from last year (2017-18) to the year 2018-19)

It was **RESOLVED** to approve the Accounting Statements for 2018-19, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting bank reconciliation and the explanation of significant variations and reserves from last year 2017-18. The chair and the RFO duly signed the document.

192. MATTERS ARISING FROM THE LAST MEETING

06/03/2020	Disabled Bay Consultations
06/03/2020	Smart Motorways Update
06/03/2020	Disabled Bay Consultations
06/03/2020	COVID-19 updates
06/03/2020	NALC update
09/03/2020	COVID-19 updates
11/03/2020	COVID-19 updates
11/03/2020	Rural Bulletin
14/03/2020	NALC Coronavirus update
16/03/2020	Coronavirus information for parishes
16/03/2020	Bobbing Village Consultation event
19/03/2020	Changes to meetings schedule SBC
19/03/2020	Coronavirus updates for parishes
20/03/2020	SBC response to Coronavirus
20/03/2020	KALC chief executive bulletin
20/03/2020	Keeping connected in difficult times
20/03/2020	Clearway COVID19 notification

20/03/2020 COVID-19 measures
 20/03/2020 Coronavirus information for parishes
 20/03/2020 The lifeboat project
 23/03/2020 A2 SGN works
 23/03/2020 Covid19 update
 24/03/2020 Council office closure
 24/03/2020 PKF Littlejohn – AGAR delays
 24/03/2020 Coronavirus community support scheme
 27/03/2020 Consultation on Street trading
 01/04/2020 COVID19 updates
 02/04/2020 Important NALC Coronavirus
 06/04/2020 Important information community support scheme
 08/04/2020 Temporary road closures
 08/04/2020 The Rural Bulletin
 08/04/2020 NALC Coronavirus
 08/04/2020 Some ideas from us to stay connected
 08/04/2020 Smart Motorway Updates
 08/04/2020 KCC monthly update
 08/04/2020 Key Street Roundabout
 08/04/2020 Coronavirus update
 08/04/2020 British Red Cross
 08/04/2020 Coronavirus updates
 15/04/2020 NALC Coronavirus updates
 15/04/2020 The Rural Bulletin
 15/04/2020 Coronavirus information for parishes
 15/04/2020 NALC chief executives bulletin
 15/04/2020 M20 smart motorway updates
 15/04/2020 Coronavirus information for parishes
 15/04/2020 Help NALC in research for dementia
 15/04/2020 KCC Media Release Kent Together
 15/04/2020 COVID19 trading standards
 15/04/2020 Fields in Trust
 15/04/2020 National CSSC Green Message
 15/04/2020 Coronavirus information for parishes
 15/04/2020 Chief Executives Bulletin
 21/04/2020 Urgent Road closure Heart's Delight
 21/04/2020 COVID-19 update – 20/04/2020
 21/04/2020 The Rural Bulletin
 21/04/2020 Kent PCCs Spring Summer newsletter
 21/04/2020 NALC coronavirus information for parishes
 21/04/2020 KALC CEO bulletin April 2020
 21/04/2020 COVID-19 updates
 21/04/2020 NHS Kent and Medway CCG
 23/04/2020 Fields in Trust
 23/04/2020 COVID 19 update
 23/04/2020 Coronavirus updates for parishes
 23/04/2020 Identifying vulnerable people
 23/04/2020 COVID 19 updates
 23/04/2020 Update from SGN gas network
 28/04/2020 The Rural Bulletin
 28/04/2020 Read the latest insights – Came and Co.
 28/04/2020 KCC & Medway Public Health media release
 28/04/2020 PHE weekly comms and marketing update
 28/04/2020 Save our public footpaths
 28/04/2020 Kent County Council Public protection alert
 28/04/2020 Kent County Council Public protection alert – Natwest
 28/04/2020 Chief Executives bulletin

28/04/2020 COVID-19 updates
 30/04/2020 KALC news April
 30/04/2020 Citizens Advice Swale
 01/05/2020 SMP M20 update
 01/05/2020 Updated table of examples – supporting your community
 01/05/2020 COVID-19 Updates
 01/05/2020 Coronavirus information for parishes
 01/05/2020 National CSSC Green Message
 01/05/2020 Weekly update
 07/05/2020 Swale Local Plan
 07/05/2020 NALC publishes report
 07/05/2020 RSN Rural Funding Digest
 07/05/2020 Take Action Coronavirus and the Planning system
 07/05/2020 COVID 19 Updates
 07/05/2020 Wheelabrator Kemsley Generating Station
 07/05/2020 Virtual VE Day celebrations
 07/05/2020 Update from SGN gas network
 12/05/2020 Coronavirus information for parishes
 12/05/2020 Updates table of examples
 12/05/2020 Kent's Household Waste and recycling centres to open
 12/05/2020 The planning system in times of crisis
 12/05/2020 Chief Executives Bulletin
 12/05/2020 The Rural Bulletin May
 12/05/2020 Important NALC Coronavirus information
 12/05/2020 COVID 19 updates
 13/05/2020 SMP M20 update of work
 13/05/2020 Could you link to walking in Kent?
 13/05/2020 Newsletter from the Chairman
 18/05/2020 Appeal by Quinn Estates
 19/05/2020 COVID 19 content for Kent Residents
 19/05/2020 Updated programme works for SMP M20
 19/05/2020 The Rural Bulletin
 19/05/2020 KALC Letter to Sec of State for Housing, Communities and Local Gov
 19/05/2020 A2 Key Street Interchange Traffic signals
 19/05/2020 KALC CEO Bulletin May
 01/06/2020 Pollution note
 01/06/2020 NALC open letter to councillors
 01/06/2020 KALC launches pilot online training
 01/06/2020 The Rural Bulletin
 01/06/2020 NALC Chief Executives Bulletin
 01/06/2020 Consultation on street trading extended
 01/06/2020 Temporary Road Closure Pond Farm Road
 01/06/2020 Open Letter to Councillors
 01/06/2020 Chestnut Street Suspension of width restriction
 01/06/2020 KCC monthly report
 02/06/2020 KALC SAC
 03/06/2020 Coronavirus advice
 03/06/2020 The Rural Bulletin
 03/06/2020 ELF Newsletter
 03/06/2020 KALC News May
 03/06/2020 RSN Rural Funding Digest
 03/06/2020 Kent and Medway Patient Online Survey
 03/06/2020 Coronavirus information for parishes
 03/06/2020 COVID19 updates
 10/06/2020 NALC and BHIB risk assessment
 10/06/2020 COVID-19 update
 10/06/2020 The Rural Bulletin

193. ACTIONS TAKEN IN RESPONSE TO COVID

a. To receive update on Parish Council Fruit and Vegetable Market

It was noted that the fruit and vegetable market initiative not only supported local residents during the early days of the pandemic but also supported several local businesses such as Q supplies, local pet food supplies and flowers, Barrow and Sons and Samsons Fruit and Vegetables.

It was **RESOLVED** to allocate £2000 towards a feasibility study for a village shop initiative and to consult with local residents on the website and Facebook page for views.

Cllr Sims assumed the position of chair for the next item:

Cllr Hepburn declared an interest in this item

It was **RESOLVED** to donate £300 to the parish hall for the use of the facilities
It was **RESOLVED** to record an official a vote of thanks to the Chairman Cllr Jeremy Bolas and Clerk Julie Miller for delivering the village shop services in challenging circumstances.

Cllr Bolas resumed the chair

b. To note volunteer database

Cllr Fassenfelt was thanked for coordinating the volunteer database.

It was **RESOLVED** for the volunteers that participated in the event to be sent a formal letter of thanks to be signed by Cllr Fassenfelt.

c. To note receipt of litter picking equipment from Swale Borough Council.

It was noted that residents haf been carrying out litter picks during the lockdown.

194. GOVERNANCE AND ADMINISTRATION

a. To consider delay of annual general meeting until May 2021

It was **RESOLVED** to delay the Annual General Meeting until May 2021

b. To perform annual review of council risk assessment

The council's risk assessment was reviewed and it was **RESOLVED** to approve the council's assessment of risk.

c. To receive update on Parish Hall 5 year costed plan

Cllr Hepburn reported that he is working on costs for the five year plan.

195. PLANNING MATTERS

a. To receive update on Wises Lane planning appeal

It was noted that the appeal decision has been delayed until further notice.

It was **RESOLVED** that if the report on Key Street is not received by KCC before the next meeting further action shall be taken.

It was **RESOLVED** that as soon as KCC send the plan it will be referred to the Highways project group to prepare a written response for the council to consider.

b. To receive update on Neighbourhood Plan

There was no further update.

196. OPEN SPACES

a. To note trees for Playstool to be ordered when COVID-19 restrictions are lifted.

b. To receive update from Cllr Bolas on tree warden role – noted.

c. To note quotes for replacement picnic tables delayed due to COVID-19

It was **RESOLVED** to obtain a quote for another picnic table.

d. To note dog bin waste bag dispensers to be investigated.

It was noted that the clerk had found the company that supply them and quotes are being sought.

It was noted that there is an Act that contains powers to sanction dog owners that do not clear up after their dogs. The clerk will give the specific legislation about dog fouling from the dog warden to councillors after the meeting.

e. To consider the 'In Bloom' initiative

It was **RESOLVED** to put aside £100 for prizes and re-introduce In Bloom judging.

f. To consider plaque for centenary gardens – Cllr Sims

It was **RESOLVED** for Cllr Sims shall obtain the information that is required for a plaque and the clerk shall investigate costs.

g. To consider marking the reason for planting the two Coronation Oaks – Cllr Sims

It was **RESOLVED** for Cllr Sims shall obtain the information and add it to the proposed plaque.

197. BORDEN NATURE RESERVE

a. To note update on fly-tipping prosecution.

Cllr Sims assumed the chair for this item:

It was **RESOLVED** for the clerk to contact Swale BC to find out what evidence is required as this was prepared by Cllr Sims and Emery.

b. To note nature reserve walk around cancelled due to COVID-19 – noted

c. To note update from Cllr Baldock on Friends Group

Cllr Baldock is investigating this.

198. HIGHWAYS

a. To receive update on the use of Maidstone Road as a diversion for the A249.

Cllr Bolas reported an update on the issues and it was agreed to move this item within the Highways Improvement Plan.

b. To receive update on KCC Highways Improvement Plan meeting.

Cllr Fassenfelt agreed to collate the highways issues in the parish and add to the parish fault reporting tool.

Cllr Harrison – change Wrens Road to Wises Lane in minutes

It was **RESOLVED** to include Sutton Baron Road in the reduction of speed limits

It was **RESOLVED** to in principle investigate appointing a traffic consultant to act on behalf of the council. It was **RESOLVED** to include the double yellow considerations in the plan.

c. To consider installation of School Lane street lamp £3346 + VAT

It was **RESOLVED** to ask the Diocese if they would contribute to the installation of the new street lamp.

199. VE DAY 2020

a. To receive update from VE Day 2020 advisory committee

It was noted that the event had been cancelled.

200. CONSULTATIONS FOR COMMENTS

Cllr Baldock declared an interest in this item.

a. Swale Borough Council - PSPO consultation

b. Swale Borough Council – Code of Conduct consultation

201. EXTERNAL MEETINGS

a. To note no meetings due to COVID-19

202. CORRESPONDENCE

a. Email from resident regarding white van parking in Wrens Road – referred to KCC

- b. Email from resident regarding memorial bench in Hearts Delight – referred to KCC
- c. Email from resident regarding homeless people in Nature Reserve – referred to Police and SBC
- d. Email from resident regarding overgrown verge The Street – referred to KCC

Cllr Baldock asked about a memorial for COVID 19 deaths to add to the next meeting.
Cllr Baldock asked about the homeless man in the nature reserve.

Cllr Baldock and Cllr Sims declared an interest and did not take part in this item.

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

a. Planning Applications to consider for comments

APPLICATION REF: 20/502422/FULL

PROPOSAL: Erection of a two storey side extension.

ADDRESS: 60 Brier Road Borden Sittingbourne Kent ME10 1YL

It was **RESOLVED** no comment.

204. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

a. Speedwatch – Cllr Downes

It was noted that Speedwatch has resumed however those in the vulnerable category cannot take part.

b. Kent Association of Local Councils – Cllr Sims

Clerk to chase update from KALC on highways point raised at meeting.

c. Borden Sports Association – Cllr Sims

This report was circulated prior to the meeting

d. Heritage – Cllr Harrison

e. Borden Parish Hall – Cllr Hepburn

Cllr Hepburn thanked the volunteers of the fruit and veg for cleaning the hall when it was in use. LED lights are working.

205. ITEMS FOR INFORMATION ONLY

a. Matters for information circulated to councillors (Appendix 1)

b. To receive any reports from councillors

Cllr Fassenfelt reported that antisocial behaviour from a motorcyclist has been reported to the PCSO and the police have tackled it. The PCSO was thanked.

Cllr Downes reported that the track bike in The Street has been reported to the PCSO, it doesn't have number plates and the PCSO had been asked residents to ring 101 when incidents occurred. The clerk will follow up with the PCSO and Cllr Downes will report further information.

Cllr Downes reported that the gas burner is burning 30 hours per month

Cllr Downes reported that the parish council has applied for a credit card and an update to financial regulations shall follow at the next meeting.

Cllr Downes asked how many residents had died in the parish due to COVID

Cllr Baldock raised a motion to close the meeting to the public It was **RESOLVED** to close the meeting to public and a suggestion for a community award was made.

Cllr Downes asked about a plaque for Mrs Millican at the parish hall, this will be added to the next agenda for consideration.

206. NEXT MEETING TO BE HELD 16th JULY 2020 at 7pm

Meeting closed at 21:53pm

MATTERS FOR INFORMATION (APPENDIX 1)

Signed.....

Date.....

DRAFT