

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 15th April 2021

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

Apologies: There were none.

Also in attendance: J Miller Clerk; 2 members of the public; County Councillor Whiting.

Prior to the meeting a one-minute silence was held in memorial of HRH The Duke of Edinburgh Prince Phillip.

363. APOLOGIES FOR ABSENCE

There were none.

364. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

Cllr Bolas declared an interest in the item on flytipping and the local plan response item.

Cllr Jemmett declared an interest in the planning item.

Cllr Baldock declared an interest in the planning item and the local plan discussion.

365. CHAIRMAN'S ANNOUNCEMENTS

There were none.

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

366. 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 raised a complaint about inconsiderate parking in The Street. This had been exacerbated this week when a bus became stuck causing concern that emergency vehicles would not be able to access the area. It was agreed that this will be added to the agenda next month for the council to consider what it can do to address the issue.
A member of the public reported that the hedges in Munsgore Lane are overgrown which causes problems with sight lines and emergency access. This will be investigated.
- c. County/Borough Councillors
Cllr Whiting addressed the meeting and advised that Swale Borough Council are the on-street parking authority in Borden and that Mike Knowles is the contact to address any parking issues in The Street.
Cllr Whiting advised that Swale Borough Council can arrange for litter picking equipment for residents and to email vikkisedgewick@swale.gov.uk.
Cllr Whiting reported that M2 junction 5 decision has been delayed until late summer.

Cllr Bolas reported there has been three vehicle incidents in the last month and this is a substantial indicator on the continued road safety risks in the parish. Cllr Whiting advised he would report this to KCC.

Cllr Whiting reported that the speed limit reduction on Maidstone Road is imminent as

funds are available for this in the KCC highways budget from May.

Cllr Fassenfelt asked Cllr Whiting about the lack of responses to parish council correspondence from KCC and Gordon Henderson. Cllr Whiting reported that he would chase up the complaint with Simon Jones and was chasing up Mr Henderson.

Cllr Whiting was thanked for his contribution to the parish ahead of the May elections. Cllr Whiting also thanked the Council and Chair and previous Chair for the way that he had been able to contribute and speak to the Council during his period as KCC Councillor.

Cllr Baldock reported that he had recently approved repairs to churchyards at Swale Borough Council, which includes Borden. Cllr Baldock advised that Swale Borough Council can only enforce existing parking restrictions and as there aren't any in The Street any obstruction would need to be reported to the police.

The meeting was reconvened at 19:35

367. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 18th MARCH 2021.

It was **RESOLVED** to approve the minutes of the meeting on 18th March 2021.

368. FINANCE

a. To approve accounting statements March 2021

It was **RESOLVED** to approve the bank reconciliation and accounting statements for March 2021. The Chair and RFO shall sign the accounts at the next available opportunity.

c. 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: -

Borden Parish Council

Payment Schedule

Month April 2021

| Payee | Inv Date | Inv No | Goods & Services | Gross | VAT | Net |
|---------------------------------------|-------------------|---------------|---|------------------|----------------|------------------|
| Ms Miller | 31-03-21 | | Clerk Wages Apr21 | £698.27 | | £698.27 |
| Ms Miller | 31-03-21 | | Clerk Expenses Apr21 | £71.80 | | £71.80 |
| HMRC | 31-03-21 | | PAYE Apr21 | £208.48 | | £208.48 |
| Fryer Cleaning & Maintenance | 31-03-21 | 10884 | Maintenance of Memorial & Centenary Gardens | £460.80 | £76.80 | £384.00 |
| Kings Commercial | 01-04-21 | 518 | Toilet Cleaning | £173.33 | | £173.33 |
| Steve Wakeling | 11-03-21 | 31 | Sanitisation of Playstool Equipment - Sep & Oct | £1,080.00 | | £1,080.00 |
| Steve Wakeling | 29-03-21 | 34 | Ground Maintenance Contract | £475.86 | | £475.86 |
| Waveney IT | 01-04-21 | 1175 | Exchange Email - Mthly Chg | £5.99 | £1.00 | £4.99 |
| John England | 04-04-21 | | Playstool Inspections x 5wks | £50.00 | | £50.00 |
| Jonathan Butcher | 05-04-21 | 10583 | Pavilion Water Leaks | £218.40 | £36.40 | £182.00 |
| Jonathan Butcher | 05-04-21 | 10584 | Pavilion Water Controls | £370.80 | £61.80 | £309.00 |
| Omega Fire & Security Ltd | 23-03-21 | 22614 | BPH Alarm Tags | £72.00 | £12.00 | £60.00 |
| | | | | | | |
| Total Payment by Bank Transfer | | | | £4,860.27 | £350.42 | £4,509.85 |
| Direct Debits | Pay't Date | | | | | |

| | | | | | | |
|---|----------|--------|--|------------------|---------------|----------------|
| EDF | 01-04-21 | | Power Supply Pillar in Centenary Gardens | £7.00 | £0.33 | £6.67 |
| E-on | 16-04-21 | | Streetlight Electricity Supply | £66.13 | £3.15 | £62.98 |
| Lloyds Bank Credit Card - analysis below | | | | £183.00 | £30.00 | £153.00 |
| Lloyds Monthly Chg | 31-03-21 | | Mthly Serv Chg Fee | £3.00 | | £3.00 |
| Euroloo | 01-03-21 | 173492 | Toilet Servicing | £180.00 | £30.00 | £150.00 |
| | | | | | | |
| | | | | | | |
| Meno | | | Total Payments | £5,116.40 | | |
| Meno | | | UTB Account Bal at 1st Apr | £2,856.20 | -£2,260.20 | |
| UTB Transfer between Deposit & Current Accounts | | | From Deposit & Current Accounts | £5,000.00 | | |
| Authorised By | | | | | | |
| Date | | | | | | |
| Authorised By | | | | | | |
| Date | | | | | | |

369. To consider budget virements 2021-22

It was **RESOLVED** to conduct the following budget virements

Reduce the Parish Hall fund from £19,900 to £9,720 {£10,180}

Reduced the Pavilion 5yr Plan from £19,000 to £11,025 {£7,975}

= £18,155.

Total Earmarked Reserves are now £127,675 which is equal to the bank balance at the 31st March.

ii. Increase VAT Refund from £5,500 to £8,500 {£3,000}

Reduce sanitizing from £9,025 to £1,800 {£7,225} = £10,225

Other Expenses - Contingencies" add £10,225

£225 added into "Other Expenses - Contingencies – roll over of unspent Highways Improvement Plan invoice.

370. ACTIONS TAKEN IN RESPONSE TO COVID-19

a. To receive update on COVID-19 response.

There were no further updates.

371. GOVERNANCE AND ADMINISTRATION

a. To consider applicant for councillor role.

It was **RESOLVED** to appoint Mr George Cole to the vacant position of parish councillor. Due to COVID19 Restrictions it was not possible to sign the declaration of acceptance of office via the remote meeting and this shall be signed at the earliest opportunity.

b. To consider moving Annual General Meeting forward to 6th May to permit remote attendance and to consider future face to face meetings.

It was **RESOLVED** to hold the Annual General meeting on 6th May following the Annual Parish Meeting.

c. To consider Annual Parish Meeting date.

It was **RESOLVED** to hold the Annual Parish meeting prior to the AGM on 6th May at 7pm

It was **RESOLVED** to create a standing committee of five members to delegate all possible lawful decision making until face to face meetings can resume.

Cllr Bolas/Chairman, Vice Chair/Cllr Sims, Cllr Downes, Cllr Fassenfelt, Cllr Baldock

- d. To consider annual KALC subscription.
It was **RESOLVED** to subscribe to the Kent Association of Local Councils for 2021/22.
- e. To note pre-application planning advice for parish storage at the pavilion and Lawful Development Certificate application submitted – noted.
- f. To note further update from KCC on costs for electric charging points at Parish Hall.
It was noted the parish council had supplied the quotes to KCC to challenge the quoted cost of EV point installation at the parish hall. A response is awaited.

*Cllr Bolas withdrew from the meeting and Cllr Sims chaired this part of the meeting:
Cllr Baldock left the meeting at 20:57pm*

372. PLANNING MATTERS

- a. To receive update on Wises Lane planning appeal.
It was noted that there was no further update.
- b. To approve Local Plan response.
The proposed response was circulated prior to the meeting.
It was **RESOLVED** to approve the proposed response to the Local Plan. The response shall be sent to Swale Borough Council this week.

Cllr Bolas resumed the chairman position

- c. To receive update on Neighbourhood Plan Steering Group – Cllr Butlin.
The latest information on the designated area has been added to the website.

373. OPEN SPACES

- a. To receive update on Playstool working group – Cllr Emery.
Cllr Emery reported that there had only been one volunteer and suggested waiting for further interest.
- b. To review Playstool COVID19 risk assessment.
It was noted that there was no new guidance.
- c. To consider request from resident to address puddling at Playstool gate.
It was noted that puddling is present at the gate and in the wetpour under the swings.
It was **RESOLVED** for Cllrs Bolas and Sims to meet the contractor on site to discuss it with them. It was **RESOLVED** for the clerk to obtain a quote from the contractor that installed the mesh at the gates to install more around the centenary gardens.
- d. To receive update on information boards – Cllr Sims.
It was noted that the delivery is imminent and it was agreed to ask Steve W if he could take delivery and install the board.
- e. To note update on installation of Ticspac dispenser.
It was noted that the bags have been delayed due to COVID and Brexit. Areas with persistent dog waste issues shall be emailed to the clerk to report to Swale Borough Council.

374. BORDEN NATURE RESERVE

Cllr Bolas declared an interest in this item and Cllr Sims chaired this part of the meeting:

- a. To note update on fly-tipping prosecution.
It was **RESOLVED** for these questions to be submitted to the Head of Legal Services:
 1. Can you confirm that all the evidence proffered was handled with the correct procedures in place and all of the appropriate time lines were adhered to?
 2. Was the decision not to prosecute solely due to not being within the public interest criteria and in no way affected by a quality or quantity of evidence issue?

3. In your opinion as senior prosecutor is there value to be gained by Borden Parish Council pursuing a civil claim against the accused for the outstanding large financial loss of £770 attributed to the clear up action?

4. If Borden Parish Council wish to seek civil redress by way of compensation from the accused what evidence from your original case file is your department willing to provide in support of such an action?

Cllr Bolas resumed the chair.

b. To receive update on Nature Reserve management working group.

It was noted that only two volunteers had been identified and further advertisement of the group shall be posted on social media. It was **RESOLVED** to create a poster advertising for participation in the nature reserve group and to place this on the noticeboards and on the gate of the reserve.

375. HIGHWAYS

a. To receive update on Highways issues reported – Cllr Fassenfelt.

It was **RESOLVED** to advise the PCSO to keep a check on HGVs breaching the width restrictions when on local patrols.

b. To receive update Highways Improvement project.

It was noted that the consultants had agreed to the requests of the council and an updated plan will be received in the coming months.

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

It was noted that there had been a notable amount of traffic incidents going unreported in the area.

d. KCC Key Street A249 Improvements.

i. To note no further response from MP Gordon Henderson

ii. To note no response to KCC complaint ref 19850025 despite two reminders.

Cllr Whiting had agreed to chase these items earlier in the meeting.

376. EXTERNAL MEETINGS

a. Meetings attended

Local Plan briefings 25/03 and 30/03 – Cllrs Butlin and Sims

Cllr Bolas reported meeting with Nick Gill at the Nature Reserve that had been arranged after the agenda had been published.

377. CONSULTATIONS

There are none.

378. CORRESPONDENCE

a. To consider request for Citizens Advice funding

It was **RESOLVED** to donate £200 from the donations budget.

It was **RESOLVED** to suspend standing orders to allow the meeting to finish.

379. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

(Reports were circulated prior to the meeting)

a. Speedwatch – Cllr Downes – it was noted that an email had been sent to re-start the initiative.

b. Kent Association of Local Councils – Cllr Sims

c. Swale West Area Committee – Cllr Baldock

d. Borden Sports Association – Cllr Sims

The lack of fire safety devices at the pavilion was discussed and it was **RESOLVED** for the RFO to arrange for fire extinguishers to be installed at the pavilion in an annual contract at a cost of £151.20 per annum.

During the discussion the lack of risk assessment for the pavilion was identified and the

- RFO/Cllr Sims/Clerk shall carry out the building risk assessment.
- e. Heritage – Cllr Harrison
 - f. Borden Parish Hall – Cllr Hepburn

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

(a) To consider planning applications for comment

APPLICATION REF: 21/501143/FULL

PROPOSAL: Section 73 - Application for Minor Material Amendment to approved plans condition 2 (addition of dormer windows to units 2 and 3) pursuant to 20/500367/FULL for - Demolition of existing storage buildings and erection of 1 no. two bed and 3 no. one bed dwelling units with associated parking turning and amenity space.

It was **RESOLVED** no comment.

(b) Lawful Development Certificates for noting

APPLICATION REF: 21/501544/LAWPRO Address: 211 Borden Lane Borden Sittingbourne Kent ME9 8HR

PROPOSAL: Lawful Development Certificate for proposed erection of single storey rear extension. Applicant: Mr M. Webb Contact Address: C/O Kent Design Partnership FAO: James Batson Grove Dairy Farm Bobbing Hill Bobbing Sittingbourne Kent.

Noted.

381. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (Appendix 1)
- b. To receive any reports from councillors

Cllr Jemmett reported that a student from University of Kent is carrying out a reptile survey in the Nature Reserve. Cllr Harrison reported that she had been asked by a member of public if she can report incidents via the Facebook page. It was noted that there is a messenger service on the Facebook page for residents to contact the council.

382. NEXT MEETING DATE – THURSDAY 6th MAY 2021 7pm

Meeting closed at 22:27pm

Appendix 1 MATTERS FOR INFORMATION

- 08/03/2021 New learning opportunity from KALC
- 08/03/2021 Crowdfund Kent launch
- 08/03/2021 NALC Chief Executive's bulletin
- 17/03/2021 Local Government Bulletin
- 17/03/2021 Learning and Development Opportunities from KALC
- 17/03/2021 NALC chief executive bulletin
- 17/03/2021 KCC Member environment briefing
- 17/03/2021 Local Government Bulletin
- 17/03/2021 Local Government Bulletin
- 17/03/2021 KALC New events
- 17/03/2021 NALC Online Events
- 17/03/2021 The Rural Bulletin
- 17/03/2021 SBC Disabled Bay Installs
- 17/03/2021 Rural Market Town Group
- 17/03/2021 Chief Executives Bulletin
- 17/03/2021 Census pack
- 17/03/2021 Crowdfund Kent
- 18/03/2021 ACRE Village Halls Domesday Book
- 22/03/2021 SAC minutes
- 22/03/2021 FCC Communities Funding Grants
- 22/03/2021 NALC Chief Executives bulletin

22/03/2021 Simpsons Crossing from Cllr Whiting
22/03/2021 Highways forward works programme
23/03/2021 Invitation to Rural/Marketing Town Group
26/03/2021 KALC CEO Bulletin
26/03/2021 KALC learning opportunity
26/03/2021 Local Government Bulletin
26/03/2021 National free webinar crisis communications
26/03/2021 Kent Prepared newsletter
26/03/2021 Local Government Bulletin
26/03/2021 Local Government Bulletin
26/03/2021 Help improve services for people with Long Covid
26/03/2021 Government's welcome back fund
26/03/2021 Chief Executives Bulletin
26/03/2021 ELF news
30/03/2021 Local Government Bulletin
30/03/2021 Local Government Bulletin
30/03/2021 NALC chief executive's bulletin
30/03/2021 NALC online events
31/03/2021 Local Government Bulletin
31/03/2021 NALC online events
31/03/2021 Rural bulletin
03/04/2021 ECO Green Communities
03/04/2021 NALC chief executive's bulletin.
03/04/2021 KALC News March
03/04/2021 KALC launches second planning conference
03/04/2021 KALC stop press events
03/04/2021 Practitioners Guide