

BORDEN PARISH COUNCIL



MINUTES OF MONTHLY MEETING 17TH NOVEMBER 2022

120. APOLOGIES FOR ABSENCE

Cllr Baldock, Cllr Broughton, Cllr Harrison & Cllr Jemmett

In attendance: Cllr Sims, Cllr Fassenfelt, Cllr Butlin, Cllr Evans, Cllr Cole, Cllr Bolas, Cllr Downes, Cllr Emery, Cllr Hepburn.

121. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall - Cllr Downes, Cllr Hebburn & Cllr Bolas

Pavilion – Cllr Sims

122. CHAIR'S ANNOUNCEMENTS

The Chair went through some of the Parish Council achievements this year.

DEFRA have contacted Cllr Sims regarding representing the Parish Council on a project looking at legislation and policies relative to waste packaging and litter. Cllr Sims asked if there were any objections to him taking on this project and there were none, so he advised that he'd keep the council informed.

123. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 20th October 22 (appendix A)

The minutes were approved and duly signed by the Chair.

124. PUBLIC PARTICIPATION SESSION

The time designated for public participation at a meeting 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 not in attendance. The Borden incident report was sent out prior to the meeting.
- Parishioners – There were 3 Parishioners in attendance.
- County/Borough Councillors (*a written report must be submitted three days before the meeting*).
Cllr Hampshire gave an update on the church remembrance service, and the upcoming Fete committee Christmas lights, and thanked the Parish Council for its continued support.

125. FINANCE

To approve accounting statements for October 2022 (appendix B).

- The bank statements were approved and duly signed by the Chair and RFO.

To approve the BACS list of accounts for November payment.

- To note typo on agenda, this is to approve payments for November not October.
- The BACS list of accounts for November payment were approved and duly signed by two authorised signatories.

| Payee | Budget | Description | Gross | VAT | Net |
|------------------------------|------------------------------|---|-----------|---------|-----------|
| T Millum | Clerk salary | May Salary inc National Salary award | £1,237.57 | n/a | £1,237.57 |
| J Miller | Clerk Salary | National Salary award backdated | £69.27 | n/a | £69.27 |
| T Millum | Clerk expenses | WFH allowance, mileage, stationary | £29.05 | n/a | £29.05 |
| HMRC | PAYE | PAYE costs | £514.12 | n/a | £514.12 |
| Fryer Cleaning & Maintenance | Centenary & Memorial Gdns | Maintenance | £480.00 | £80.00 | £400.00 |
| J England | Safety | Playstool safety checks | £60.00 | n/a | £60.00 |
| Kings Commercial Services | Toilet cleaning | Playstool toilet cleaning | £173.33 | n/a | £173.33 |
| KALC | Training | Courses 25/5 & 5/5 Net £70. less £60 credit | £24.00 | £ 14.00 | £10.00 |
| Swale BC | Highways | Oad St questionnaire printing | £25.20 | £4.20 | £21.00 |
| Lumley Designs | Jubilee | Jubilee plaque | £385.00 | n/a | £385.00 |

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|-----------------------------------|----------------------------|--|------------------|----------------|------------------|
| Streetlights | Streetlighting maintenance | 2022/2023 Street lighting maintenance contract | £691.20 | £ 115.20 | £576.00 |
| Royal British Legion | Civic Wreath | Civic Wreath of poppies | £50.00 | n/a | £50.00 |
| Total direct payments Sept | | | £3,738.74 | £213.40 | £3,525.34 |
| Direct Debits | Budget | Description | Gross | VAT | Net |
| EDF Energy | Electric | Feeder pillar | £16.00 | | £16.00 |
| Waveney IT | IT Costs | Monthly Mailbox charge | £16.67 | £2.78 | £13.89 |
| Waveney IT | IT Costs | IT remote support | £42.00 | £7.00 | £35.00 |
| O2 | IT Costs | Mobile | £13.20 | n/a | £13.20 |
| Npower | Electric | Unmetered supply | £92.20 | £4.39 | £87.81 |
| Lloyds Bank | See below | Credit card payment | £398.25 | | |
| Total DD Sept payments | | | £578.32 | £77.06 | £501.26 |
| Credit Card Payments | | | | | |
| Payee | Budget | Description | Gross | VAT | Net |
| Euroloos | Toilet maintenance | Toilet Maintenance | £ 159.41 | £ 26.57 | £ 132.84 |
| Amazon - Go Green Batteries Ltd | Defib battery | 10 x Duracel batteries for PH defib | £ 29.95 | £ 4.99 | £ 24.96 |
| JL Sales - Ebay | Oak Tree Belts | | £ 12.99 | £ - | £ 12.99 |
| Lloyds | Charge for card end 3857™ | Monthly credit card fee | £ 3.00 | n/a | £3.00 |
| Euroloos | Toilet maintenance | Toilet maintenance | £ 154.30 | £ 25.72 | £ 128.58 |
| KALC | AGM | Subsistence | £ 5.00 | £ - | £ 5.00 |
| Amazon | Office stationery | Notebooks | £ 8.80 | £ 1.47 | £ 7.33 |
| Amazon | Office stationery | 2 x printer cartridges | £ 24.80 | £ 4.14 | £ 20.66 |
| Total Credit card payments | | | £ 398.25 | £ 62.89 | £ 335.36 |

- i. To note year to date budget, spend and accounts were sent out prior to the meeting.
- ii. To note staff salary includes the national salary award for 2022 which equates to 5.86% and has been backdated from April. The previous Clerk's award for April and May has also been included, as per the national salary award guidelines.

126. BUSINESS ITEMS

a) To discuss the Parish Hall annual insurance premium.

To note the Parish Hall insurance element due to the Parish Council is £2307. Cllr Downes went through his own calculations as believes that this sum is disproportionate and not reduced in line with the remaining Parish Council element. From his own calculations he suggests that the Parish Hall element should be £1995.00, and that the insurance company has made a mistake due to a new system used in their calculations.

The Clerk will send Cllr Downes the contact at Gallaghers to call directly and discuss further.

b) To discuss the refurbishment of the toilet facilities at Borden Parish Hall.

- i. To note the Ladies toilets has had leaking water issues which have been temporarily fixed, and there has also been issues with scaling in the pipes of the male toilets and rotting fittings, these have also flooded. The toilets have been in place since 1987 and now need refurbishing. The Parish Hall Committee are willing to contribute to the cost but are asking the Parish Council to help fund the refurbishment.

Estimates for the refurbishment have been sent to the Clerk by the Parish Hall Committee and the Clerk will forward to the full Parish Council in readiness for further discussion.

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- ii. Further to item 110d in October minutes regarding exploring the Parish Hall legal situation, it was noted that the Clerk has sought quotations from 3 solicitors and Swale Borough Councils (SBC) legal department. SBC are yet to respond, and quotes have been received from 2 of the solicitors, but these have come back as hourly rates and not with an overall breakdown of the fees and costs for the work involved.

It was proposed that the Clerk send a new set of instructions to the solicitors already contacted and to Gullands Solicitors in Maidstone, as recommended to have the required skills in this area, along with one further solicitor with the required skills for this issue, and chase SBC Finance for a response to the original request sent to them.

Cllr Downes left meeting 19.33 re-joined meeting 19.35

It was **RESOLVED** that the clerk would go to Gullands Solicitors along with one further Solicitor with a renewed set of instructions which will be devised by the Clerk with support from Cllr Bolas. This should also be sent to the Solicitors who have already provided hourly quotes along with a request to include an overall breakdown of the fees and costs of the work involved. The Clerk will also chase SBC legal department for a response and send Cllr Bolas the last brief sent for quotes.

There were 3 abstentions due to Pecuniary interests.

Cllr Bolas left the meeting at 19.55 re-joined at 19.56

127. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group – report sent out prior to the meeting and available online at <https://www.bordenparishcouncil.gov.uk/>
- i. Further to the November report The Wises Lane Working Group met Barrett's on 16th November, who confirmed recent weather has slowed work down. The cabin is due to arrive on 9th December. SBC Chief Executive is in discussions with Cllr Fassentelt regarding the s106 agreement about the Playstool. There was also discussion around phase 2 for 209 extra houses (see planning applications).
- b. The Finance Committee - To review the proposed budget for 2023,
Further to the draft budget which was sent out prior to the meeting, there was a general discussion which included the provision for contingencies and ear marked reserves. The Finance Committee will re-convene on 9th December to update the draft budget and bring back to Decembers meeting for further review.
- c. To receive report from Nature Reserve Working Group – report sent out prior to meeting and available online at <https://www.bordenparishcouncil.gov.uk/>.
- d. Operation Golden Orb – the Coronation – report sent out prior to meeting.
Government guidance is awaited prior to event planning and the possibility of grants to support the event.
- e. Neighbourhood Plan Working Group update – report sent out prior to meeting and available online at <https://www.bordenparishcouncil.gov.uk/>.

Cllr Butlin would like to bring to the attention of the Parish Council that Cllr Fassentelt has been doing the spreadsheet for the group which has saved money and will be shared at a future meeting.

128. OPEN SPACES

- a. To receive an update on the Byelaws.
Cllr Sim has received an update that the Byelaws are in place but have been archived and he has asked for them to be unarchived and a copy sent which can be shared with Swale Borough Council.
- b. Annual Tree Survey of The Playstool, Nature Reserve and Woodland area.
To note the previous Playstool tree survey was carried out in November 21. To carry out a current survey of all 3 of the above stated areas a quote has been received for £900. plus, VAT (Playstool & Woodland £495.00, Nature Reserve, £405.00), The fee is based on current information provided and may be subject to change should additional trees need to be surveyed or extra works undertaken during the course of the inspection. As the quote is within the agreed budget set in Octobers meeting the Clerk has arranged the survey for all 3 areas to take place on the next available date which is 22nd February 2023.
- c. To note Borden Fete Committee In line with Bylaws, have contacted the Clerk to advise that this year the Borden Football Club will be running a BBQ at the event on the 4th December 2022 (switching on of Christmas lights). They have confirmed that they have submitted all the relevant risk assessments and health and Safety documents to SBC. They are also planning to have additional lights put on the trees either side of the main Christmas tree on Friday 18th November so that they can be checked by BPC's electrician on the 21st November.

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To further note that along with the BBQ there will also be a hot chestnut stall.

The Clerk will check with the electrician to confirm the date.

- d. To receive an update on The Street signpost refurbishment – a report sent out prior to the meeting.
To note Cllr Evans has been investigating options to support the funding of the signpost refurbishment, including meeting with Barrett's regarding sponsoring and has also asked Cllr Hampshire if there is availability from his Membership Grant funds. There may also be an opportunity via National Highways.
Cllr Evans will investigate if permission required from KCC and will bring back to the next meeting.

129. HIGHWAYS

To receive update on Highways matters – report sent out prior to the meeting and is available online at <https://www.bordenparishcouncil.gov.uk/>.

- i. Regarding the Pond Farm Road 2 issues relating to the 30mph signs, where the one as you enter the village is obscured by vegetation and the 30mph sign on the road is worn out. KCC were asked 4 months ago to renew the white lines but have said that they are not doing anything through the Winter and will now be next Spring.
- ii. A volunteer for the Speedwatch scheme has now come forward and will be asked to liaise with Cllr Downes to move the equipment and share the appropriate information.
- iii. Still awaiting an update from Swale Borough Council regarding the reported section 20 Breach of Planning at Land at Wises Lane.
- iv. To note a response has been circulated to group from Barrett's regarding lorries using the wrong routes, the use of mobile phones whilst driving lorries and excessive mud on road. Barrett's are telling contractors to use the correct routes.
- v. Swale Joint Transportation Board meeting - KCC Highways consultation with Parishes about highway details on major developments, including Wises Lane.
Cllr Fassenfelt is attending the Swale Joint Council Board on 5th December as rep of KALC. The Wises Lane Working Group have not been engaged by KCC highways on details of the Spine Road and ask that the Clerk, on behalf of the Parish Council put forward an item on the Swale Joint Transportation Board Agenda regarding KCC highways talking to Parishes regarding any major developments.
- vi. Complaint to Gas Transportation Company (GTC) - Wises Lane, Borden, Road Closure 6th June to 19th August 22
To note the Clerk has sent a further email to the GTC, as since their confirmation email of 2nd September was received stating referral to the relevant stakeholders, a response regarding their rational has yet to be received.
Clerk to chase again and keep on agenda.

130. EXTERNAL MEETINGS

- a. Western Area Committee.
The next meeting is due to take place on 1st December 22.
- b. Swale West meeting – Minutes of the meeting on 17th October were sent out prior to meeting.

131. CORRESPONDENCE

- a. Regarding Nature Reserve new fencing - When the new fencing is completed will it have vulnerable access places for wildlife including badgers.
This was also discussed at the Wises Lane Monitoring Group meeting and Cllr Butlin has asked the Clerk to let her know when work due to start, so that the Wildlife Group can liaise with the fencing contractor regarding where the wildlife access places should be.
- b. Application for a £250.00 grant from Sittingbourne Lights and Sleigh.
It was **RESOLVED** to agree this request.
- c. To note Cllr Sims and Cllr Fassenfelt have been invited to a meeting with the William Barrow Charity (WBC) on 23rd February 23, where the purpose is to provide the Councillors with some background as to what the objects of the Charity's Scheme allows and what support they can and cannot provide within the Parish. In relation to this August resolution **85ai** was to compose a report to the WBC regarding a Playstool toilet grant but the Parish Council may want to consider putting this resolution on hold until after the meeting with WBC.
At the meeting they will also clarify with the Charity which type of area map they use for grants.

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- d. Air Quality Action Plan – the survey is due for completion by 15th January 23, and questions have been sent to Councillors to review in readiness for confirming the Parish Councils responses so that the Clerk may update the survey on behalf of BPC.

It was **RESOLVED** that as Cllr Sims has done the air quality for Wises Lane, he will complete with the Clerk.

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

- 1) **APPLICATION REF: 22/504822/REM** Grid: 588553/163571 Address: Land South West Sittingbourne/Wises Lane Borden Kent ME10 1GD Proposal: Approval of Reserved Matters for Phase 1B (Access, Appearance, Landscaping, Layout and Scale) for the erection of a substation, Gas Govnor, associated access and works pursuant to 17/505711/HYBRID - Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works.
Extension for comments agreed to 18th Nov.
It was **RESOLVED** to have no comment.
- 2) **APPLICATION REF: 22/504799/SUB.** Grid: 588553/163571 Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to conditions 15 (existing & proposed site levels, proposed finished floor levels), 16 (fixed telecommunication infrastructure & high speed fibre optic connections), 37 (proposed estate road, footways, footpaths, verges, street tree planting, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, driveway gradients, car parking and street furniture), 40 (spine road details), and 10 (connection to public sewerage system) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606) in relation to the Chestnut Street roundabout.
It was **RESOLVED** to have no comment.
- 3) **APPLICATION REF: 22/504800/SUB** Grid: 588553/163571 Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 71 (Electric Vehicle Charging) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606) - Relating to Phase 1A.
It was **RESOLVED** to comment that all dwellings should have EV Charging points.
- 4) **APPLICATION REF: 22/505014/SUB** Grid: 588553/163571 Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 49 (surface water drainage scheme) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606) in relation to the Chestnut Street roundabout.
It was **RESOLVED** to have no comment.
- 5) **APPLICATION REF: 22/504860/FULL.** Grid: 588368/164170. Address: 68 Key Street Sittingbourne Kent ME10 1YU. Proposal: Erection of a rear lean-to extension and formation of a gable to the existing side and rear extension.
Extension for comments agreed to 18th Nov.
It was **RESOLVED** to have no comment.
- 6) **APPLICATION REF: 22/505194/SUB:** Grid: 587970/161972. Address: Sutton Baron Hall Sutton Baron Road Borden Kent ME9 8LH. Proposal: Discharge of Condition 3 - Building recording report and a Specification for an archaeological building recording of 22/500033/FULL.
It was **RESOLVED** to have no comment.
- 7) **APPLICATION REF: 22/504823/REM: Land At Wises Lane Borden Kent ME10 1GD PROPOSAL:** Approval of Reserved Matters (Layout, Scale, Appearance and Landscaping being sought) for the western spine road (Phases 2B & 2C) pursuant to 17/505711/HYBRID - Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with

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associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping and associated.

It was **RESOLVED** to have no comment.

- 8) **APPLICATION REF: 22/504937/REM; Land At Wises Lane Borden Kent** PROPOSAL: Approval of Reserved Matters (appearance, landscaping, layout and scale) for Phase 1B, 2A, 2B and 2C for the erection of 209no. dwellings including affordable, together with associated access, landscaping, equipped play, drainage, infrastructure and earthworks, pursuant to 17/505711/HYBRID - Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping, and associated SuDS.

It was **RESOLVED** to make the following comments;

- The Parish council notes that the 4% in section 3.4.2 of the planning statement should read 12% as 25 properties out of 209 in this phase are affordable homes.
- Speeds for secondary and tertiary roads should be set at 20mph.
- The cycleway should be aligned on the southside of Platinum way – LTN120 is minimum standard that should be applied.
- Measures should be put in place to protect badgers and hedgehogs and their environment.

133. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES.

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims – the November report was circulated prior to meeting and is available online at <https://www.bordenparishcouncil.gov.uk/>.

Cllr Butlin wanted to say thank you to Roger Pudner for his articulate and well-crafted letter, on behalf of Borden Sports Association Committee, thanking the Parish Council for the support given with the Pavilion restoration project.

It was **RESOLVED** to post the letter on the Parish Council website with permission of Roger Pudner.

- c. Heritage – Cllr Harrison - the November report was circulated prior to meeting and is available online at <https://www.bordenparishcouncil.gov.uk/>.
- d. Borden Parish Hall – Cllr Hepburn - the November report was circulated prior to meeting and is available online at <https://www.bordenparishcouncil.gov.uk/>.

To note the floor cleaning machine has broken again so other options are being investigated.

134. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors.
 - b. To receive any reports from councillors.
- Cllr Butlin

- i. Agreement was sought on the Oak tree plaque wording which was sent to Cllrs prior to the meeting.

It was **RESOLVED** to agree the first one, the Clerk will go ahead and get the necessary quotes.

- ii. Further to the email regarding the Local Council Liaison Forum on 22nd November, which will be chaired by Cllr Baldock, Cllr Butlin confirmed that she will attend on behalf of the Parish Council.

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iii. Swale Borough Councils, Household Support Fund.

It was **RESOLVED** that further to the recent email regarding the Household Support Fund from SBC that the Clerk would add to both the Website and the Parish Facebook page.

iv. To note Fire & Rescue talks about safety in the home, some Parish Councils have them along to give talks.

v. Cllr Butlin laid the Remembrance Day Poppy Wreath on Sunday on behalf of the Parish Council has updated on the Borden Village Facebook page.

- Cllr Downes asked if there were results available on the speed monitoring that has been conducted by KCC. Cllr Fassenfelt confirmed these will probably be available later in the year.
- Cllr Bolas asked if information would be made available to Cllr Fassenfelt from the flashing sign speed checks on Danaway and chestnut street over the last 3 weeks.
- Cllr Emery
 - i. updated that the Community Assets form needs to be complete on-line by the Clerk but there is a lot of information required that he would try to get for the Clerk.
 - ii. Asked if the Finance Committee considered the financial commitment of new development in the precept. Cllr Fassenfelt has already asked the Clerk to contact Swale about these bandings.
 - iii. Asked if there is an update on the fallen tree by the Playstool steps. The Clerk and Cllr Bolas intend to view along with the ivy on the trees at the Woodland area and will update when the task has been completed.

NEXT MEETING TO BE HELD 15th December 2022