

BORDEN PARISH COUNCIL

Minutes of Borden Parish Council Monthly Meeting on 16th June 22

38. APOLOGIES FOR ABSENCE

- i. Cllr Bolas, Cllr Evāns, Cllr Fassenfelt, Cllr Emery, Cllr Cole, Cllr Downes & Cllr Butlin
- ii. **In attendance**; Cllr Sims, Cllr Broughton, Cllr Jemmett, Cllr Harrison, Cllr Cole, Cllr Baldock, PCSO Katie Jordan, Borough Cllr Hampshire & clerk.

39. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

- i. Cllr Hepburn the Parish Hall.
- ii. Cllr Sims the Borden Sports Association.
- iii. Cllr Baldock Planning.

40. CHAIR'S ANNOUNCEMENTS

- i. The Chair thanked everyone for their support in making the Queens Platinum Jubilee weekend events a success for the village, from the Beacon lighting on Thursday to the Fete on Saturday and acknowledged Cllr Jemmett and the Jubilee working group for their hard work.
- ii. The Chair asked the clerk to leave the room at 7:10pm. The clerk returned at 7:18pm. It has been **RESOLVED** to increase the clerk/RFO role from 10 – 15 hours weekly, this is to be backdated from 1st May to reflect hours already worked.

41. TO APPROVE FOR SIGNATURE THE MINUTES OF THE AGM, ANNUAL PARISH, AND MONTHLY MEETINGS OF 21st May 2022 (Appendix A)

- i. The Chair duly approved and signed the minutes, which will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

42. 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.

- a. PCSO Katie Jordan was in attendance and updated on recent criminal activity in the area, including 2 burglaries and nuisance behaviors. Cllr Jemmett asked if building works in Wises Lane will be monitored going forward and the PCSO advised if reported to the Police it will be monitored.
- b. Parishioners in attendance - there were none.
- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
 - i. Cllr Baldock updated that most of the County issues were centered around the Wises Lane development, Oad Street closure and the ongoing A249 closures and works.
 - ii. Borough Cllr Hampshire addressed the meeting.

43. FINANCE

- a. To approve accounting statements May 2022 (Appendix B).
 - i. It was **RESOLVED** to sign and approve the bank reconciliation. The Chair and RFO duly signed the bank reconciliation.
- b. To approve the BACS and DD list of accounts for payment.
 - i. It was **RESOLVED** to approve the following payments and two signatories duly signed the BACs payment list.

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Payee	Budget	Description	Gross	VAT	Net
T Millum	Clerk salary	Salary	£617.23	n/a	n/a
T Millum	Clerk expenses	WFH allowance, mileage, stationary	£65.52	n/a	n/a
J Miller	Clerk expenses	WFH allowance for May	£25.00		
J Miller	Clerk expenses	Annual Zoom payment	143.88		
HMRC	PAYE	June PAYE costs	£121.60	n/a	n/a
Fryer Cleaning & Maintenance	Maintenance	Playstool toilet	£480.00	£80.00	£400.00
Kings Commercial Services	Maintenance	Playstool toilet cleaning Nov 21-June22	£1,213.31	n/a	n/a
J England	Safety	Playstool safety checks (7 wk period)	£70.00	n/a	n/a
J Fassenfelt	Jubilee	Oak Tree deposit	£74.00	£ 12.33	£ 61.67
KALC conference	Training	Chair conference	£60.00	£10.00	£50.00
RWE Electrical	Maintenance	Pavilion PIR light installation	£180.00	£30.00	£150.00
Bethan Foot	Jubilee	Bugle player	£100.00		
Band	Jubilee	Air Cadets	£200.00		
DJS Audio	Jubilee	Audio (Thursday & Saturday events)	£378.00		
Fete Committee	Jubilee	AAA00808 Security, contribution towards cost	£290.00		
Fete Committee	Jubilee	Hello print Marketing contribution towards cost	£200.00		
Taking Care of Vegas - Band	Jubilee	Entertainment	£300.00		
X5 - Band	Jubilee	Entertainment	£300.00		
Pavilion Hire	Jubilee	Fete	£250.00		
The Forge hire	Meetings	Wises Lane Group	£30.00		
David Buckett	Audit	Internal Audit	346.60		
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£2.78	£13.89
Lloyds Bank	See below	Credit card payment	£3.00		
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Lloyds Bank	Credit Card Charges	Monthly fee	£3.00	n/a	n/a

- c. To note a BACs payment was authorised on 30/05/22 to T. Millum (RFO) for £150.00, for the Jubilee Bagpipe player cash fee.
- b. As part of the Jubilee agreed budget, the Clerk had been requested to obtain 3 quotes for the Pavilion carpet cleaning and it was **RESOLVED** to accept the quote for £50.00.
- c. To note Year to Date budget, spend and accounts (attachment 1).
 - i. The RFO noted a surplus of £3826.34 from 31st March 22-year end accounts. It was **RESOLVED** to add the surplus to the general contingency reserve for 2022/23 budget.
 - ii. It was noted that the Finance Committee budget review meeting was being planned for July.
- d. The RFO noted that the Payment of £295.00 to Barcham Tree Specialists, which was itemised on the agenda had been removed as Barcham's have confirmed the settlement is due in August.

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44. ANNUAL RETURN 2021-22

- a. **Annual internal Auditor Report** (attachment 2) - **To approve the annual internal Audit report.**

It was **RESOLVED** to approve the annual internal Audit report and to publish on-line at <https://www.bordenparishcouncil.gov.uk/>.

- b. **To review the effectiveness of the system of internal control** (attachment 3) -**To approve the Statement of Internal Control in support of the Annual Governance Statement** (attachments 3a & 3b).

It was **RESOLVED** to approve the Statement of Internal Control and the Chair and RFO duly signed to confirm.

- c. **Annual Governance Statement (AGAR) for 2021-22, Section 1 of the AGAR** (attachment 4).
To approve section 1 of the AGAR for 2021-22 for the year ending 31 March 2022.

The RFO read out each statement of Section 1 of the AGAR and noted down the Parish Council responses.

It was **RESOLVED** to agree and approve the Parish Councils responsibility of a sound system of internal control, including preparation of the Accounting Statements for the year ending 31 March 2022, on section 1 of the AGAR and the Chair and RFO duly signed to confirm. This will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

- d. **Accounting Statements for 2021-22, Section 2 of the AGAR** (attachment 5)
To approve section 2 of the AGAR for year ending 31 March 2022, and the supporting bank reconciliation, explanation for high reserves and the explanation of significant variations from 2020-21 to the year 2021-22.

It was **RESOLVED** to approve the Accounting Statements and supporting attachments for 2021/2022 on section 2 of the AGAR. This will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

- e. **Risk Assessment** (attachment 6) - **To approve the annual risk assessment review.**

It was **RESOLVED** to approve the Risk assessment which included findings from the Internal Audit. It was noted that item 4 of the risk assessment regarding the Playstool play area 'The Council shall investigate the use of anti-slip paint' was still outstanding.

45. BUSINESS ITEMS

- a. **Byelaws** – There was no update.

- b. **KALC external committee** - Bought forward from May AGM minutes – a new member required for position.

It was **RESOLVED** that Cllr Baldock would take over the position.

- c. **Asset Register - Bought forward from May AGM minutes** (attachment 7)

- i. The Review of items to be removed from register found 4 items of office equipment to be removed immediately and a further laptop once security measures have been taken.
- ii. The Review of items added to register found only the Jubilee beacon to be added.
- iii. The Forge notice board ownership – The Clerk has telephoned Barrow Trust to enquire about ownership.
- iv. The location of the Heritage notice board at Oad Street Craft Centre was noted.
- v. It was noted that there is a notice board at the Mount View entrance of the Playstool and confirmation of ownership to be obtained.

It was **RESOLVED** to agree the above stated updates under items i and ii to the Asset register.

- d. **GDPR – Bought forward from May AGM minutes - Data Protection policy to be reviewed as not included in May AGM** (attachment 8).

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Concerns were discussed regarding 'cloud storage' requirements on Councilor devices and so it was **RESOLVED** that the Clerk would check the up-to-date policy with NALC and bring back to the July meeting.

e. Terms of Reference for Neighbourhood Plan Steering Group to be reviewed as missed from May AGM.

It was **RESOLVED** to approve the Neighbourhood Plan Steering Group's Terms of Reference. This will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

46. COMMITTEE AND WORKING GROUP UPDATES

a. To receive report from Wises Lane Monitoring Group (attachment 9).

i. It was noted that the report had been received and read by those in attendance. This will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

b. To receive report from Jubilee Working Group (attachment 10).

i. To note that the final report will be presented once all feedback and details have been received by the Jubilee working group and the beacon plaque is in place.

c. To receive report from Nature Reserve Working Group (attachment 11).

i. It was noted that the report had been received and read by those in attendance and the report will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

ii. It was noted that the clerk has submitted the required fencing quotes.

iii. To note the clerk to check that a key is held for the bottom gate on Cryall's Lane and if not request one from the KCC.

iv. It was noted that the PCSO has agreed to include the Nature Reserve in her patrol and reports.

It was **RESOLVED** to refer the fencing quotes to the Finance group at the July budget review meeting and bring back to full council at July's monthly meeting.

47. NEIGHBOURHOOD PLAN

To receive update from Steering Group (attachment 12).

It was noted that the report had been received and read by those in attendance and the report will be available to view on-line at <https://www.bordenparishcouncil.gov.uk/>

48. OPEN SPACES

a. Playstool toilet repair progress update.

It was noted that the clerk was waiting on confirmation that the plumber could carry out the required repairs.

b. Wrens Road noticeboard destroyed in car accident, update on replacement.

It was noted that the clerk has spoken with the 3rd party insurance company who have confirmed liability and will pay on receipt of a new board supply and installation quote.

c. Jubilee Oak tree due to be delivered September or October, update on Oak tree guard quotes.

It was noted that the guard is not required until the tree is due for delivery in September or October and so quotes are still being obtained but these are for supply only.

d. Installation of dog bag dispenser for Maylam Gardens.

It was noted that the dispenser was previously purchased but still awaiting installation.

It was **RESOLVED** to bring back to the July meeting.

e. To discuss a resident request for a bench/ seat in the Street to give a rest place while out walking.

It was **RESOLVED** to forward the Highways Group to investigate if this was feasible near Mountview.

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

a. To discuss the Borden Parish Council official contact telephone number.

It was noted that there was a need for an official Parish Council contact number. The clerk gave a brief update on options available.

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It was **RESOLVED** that Cllr Jemmett with the clerk would look at further options and bring back to the July meeting, and that the clerk would check normal Parish Council phone options with NALC.

b. **To discuss the progress on the provision of electrical charging points at the Village Hall car park.**

It was noted that as Cllr Bolas has already been looking into this and to add to July's meeting for a further update, including the possibilities of Village Hall grant availability.

c. **To discuss the purchase of more tables at the Pavilion for meeting health & safety.**

The purchase of 4 new tables at £91.00 each was discussed, Cllr Baldock objected, and It was **RESOLVED** to refer the purchase to Finance Group at the budget review meeting.

d. **To discuss installing wi-fi at the Pavilion, supporting digital meetings and reducing carbon footprint by less paper and printing.**

It was **RESOLVED** that Cllr Jemmett with the clerk would investigate wi-fi options and this item would be brought back to the July meeting.

e. **To note proposed letter to William Barrow Charity (WBC) regarding BPC's future applications to the charity** (attachment 13).

It was **RESOLVED** to send the letter to the WBC, Cllr Baldock requested removal of specific text, but this was not upheld.

50. HIGHWAYS

a. To receive update on Highways matters (attachment 14)

i. It was noted that the report had been received and read by those in attendance and was available to view on-line at <https://www.bordenparishcouncil.gov.uk/>.

ii. To note Cllr Hepburn, referred to 2 M2 Closures in July both ways increasing traffic through town.

It was **RESOLVED** that a Letter of formal complaint will be submitted by the Highways Working Group, the letter will be reviewed by the Chair and Clerk prior to sending.

51. EXTERNAL MEETINGS

It was noted that there were none

52. CORRESPONDENCE

To note resident email regarding Hearts Delight traffic volumes (attachment 15).

The Parish Council have concerns with the speed of vehicles through the parish and as the police are the only body that can enforce speed regulations the Parish Council regularly request Kent Police attendance within the parish to address this dangerous concern. Residents with information of offending vehicles are asked to provide the police with the supportive evidence they obtain. The long-term issue of speeding vehicles is being addressed through our Highways Improvement Plan (available to view on-line at <https://www.bordenparishcouncil.gov.uk/>) which includes actions to reduce this type of offending and make our roads safer for pedestrians, cyclists and motorists alike.

It was **RESOLVED** to send a formal response thanking the resident for the information provided.

20.25 Cllr Baldock left meeting.

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

- a. **Application: 22/502221/SUB** Location: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition **70** - (details of the scheme of **air quality** mitigation) in relation to planning application 17/505711/HYBRID and appeal decision (APP/V2255/W/19/3233606). It was **RESOLVED** to submit the following comments and request for consideration. There should be other significant mitigation measures other than the charging points per dwelling, because of the assumption regarding electric cars and they are not reducing the air quality in the area. Borden Parish Council has concerns about the current level of air quality and the new development can only adversely affect air quality and the Parish feels that the mitigation proposed fails this

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- b. **Application: 22/502283/PNQCLA:** The Barn Chestnut Street Borden Sittingbourne Kent Proposal: Prior notification for the change of use of agricultural buildings to 3no. dwellings and associated operation 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.
It was **RESOLVED** to object due to the disruption to footpaths and mitigation of disruption of possible wildlife habitat, and the proximity to a grade 2 listed building.
- c. **APPLICATION REF: 22/502263/FULL PROPOSAL:** Demolition of existing conservatory and shed, and erection of a single storey rear extension. ADDRESS: 227 Borden Lane Borden Kent ME9 8HR
Comments due by 9 June 2022, decision date: 4 July.
It was **RESOLVED** to have no comment.
- d. **APPLICATION REF: 22/502406/FULL PROPOSAL:** Erection of a conservatory to rear. ADDRESS: Tyree Wrens Road Borden Sittingbourne Kent ME9 8JD. Comments due by 9 June 2022, decision date 4 July 22
It was **RESOLVED** to have no comment.
- e. **Application No: 22/500130/SUB** Location: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge Condition 15 (Phase 1A and 1B Part Discharge) - Details of existing site levels, proposed site levels and proposed finished floor levels and Condition 39 (Phase 1A and 1B Part Discharge) - Full Design details subject to 17/505711/HYBRID (V2255/W/19/3233606).
Comments due by 10th June extension requested.
It was **RESOLVED** to submit the following comments and requests for consideration.
- Consultation with residents on the proposals for Wises Lane north should be carried out.
 - There is not a need for these highway works between Briar Road and Dental Close.
 - Old Wises Lane is only marked as a cycleway. This must be a joint cycle and pedestrian way with appropriate markings using different colour tarmacs.
- f. **Application No: 22/501227/SUB** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge Condition 37 Phases 1A and 1B - Road, footways, footpaths, verges, street tree planting, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang, embankments, visibility splays, accesses, carriageway, driveway, car parking and street furniture shall be constructed and laid out subject to 17/505711/HYBRID (V2255/W/19/3233606). Comments due by 10th June extension requested.
It was **RESOLVED** to submit the following comments and requests for consideration.
- A comprehensive study regarding pedestrians crossing facilities along the Spine Road (Platinum Way) should be carried out.
 - Old Wises Lane should be used by both cyclist and pedestrians with appropriate markings involving different colour tarmacs.
 - Consultation with residents on the proposals for Wises Lane north should be carried out.
 - The high standard of block paving asked for has not changed.
 - No visitor parking on the Spine Road (Platinum Way) should be allowed especially near junctions and crossing points.
- g. **Application No: 22/500784/SUB** Location: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge Condition 20 - Construction Management Plan - Measures to manage HGV movements, Loose arriving/departing are sheeted, Temporary traffic management and signage, Parking and turning areas, Loading and unloading, storage of plants and materials, Security hoarding, wheel washing facilities, measures to control emission of dust and dirt and scheme for

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recycling/disposing of waste subject to 17/505711/HYBRID (V2255/W/19/3233606). Comments due 9th June extension requested.

It was **RESOLVED** to submit the following comments and requests for consideration.

- a. Appendices 4-6 not included (Appendix 4 Risk Assessment, Appendix 5 Record Proforma, Appendix 6 Environmental baseline survey results.)
- b. Borden Parish Council should be consulted before any special permission is granted from Swale Borough Council that site work can go beyond 19.00.
- c. Permitted lighting should not intrude on Wises Lane and Dental Close properties.
- d. Any clearance of bird habit should strictly adhere to the legislation of that species.

20.38 Cllr Baldock returned to the meeting.

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

a. Speedwatch

It was noted that Cllr Downes has sent a letter and is trying to progress training.

b. Kent Association of Local Councils

Cllr Sims noted a Letter from Department of Environment, Food & Rural Affairs (Defra), and had taken on view and included in guidance to review.

c. Western Area Committee –

Cllr Baldock noted a KCC s106 challenge regarding active travel, funding to be resolved in September.

d. Borden Sports Association

It was noted that the report was circulate and read prior to the meeting and will be available on-line at <https://www.bordenparishcouncil.gov.uk/>.

e. Heritage

It was noted that the report was circulated and read prior to the meeting.

f. Borden Parish Hall - Barrow room storage solution (attachment 16)

- i. The lack of storage space was noted along with the space taken by the filing cabinets in the Barrow room and Cllr's Fassenfelt and Butlin have previously volunteered to review the filing cabinet contents and Cllr Baldock has said he would assist.
- ii. It was considered that there should be a digital library made from paper copies, then the paper copies could be deposited into the Maidstone archives.
- iii. Amendments to the Parish Hall Memorial Boards - HRGS Treasurer request to see the proposed list of additions so that they could submit any names that should be considered.

It was **RESOLVED** that the council agreed to link in with HRGS for names to be considered for the Memorial Boards.

It was **RESOLVED** to review the filing cabinet contents in line with data storage requirements and look to scan files where possible and transfer paper files to the Maidstone archive.

55. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councilors (attachment 17).
- b. To receive any reports from councillors – there were none.
- c. Cllr Jemmett thanked everyone for support received for the Jubilee events.
- d. Cllr Hepburn will return at the next meeting the high-vis jackets used for the Jubilee events and stored in the Parish Hall Barrow room.
- e. Cllr Baldock asked that the July meeting include an item on the purchase of a community bus.
- f. Cllr Baldock asked for the July meeting to include an item on the 'Community champions roster'.
- g. Cllr Jemmett apologies for July meeting attendance.

56. NEXT MEETING TO BE HELD 21st July 2022

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Signed by;

Clive Sims 

Chair