

BORDEN PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
Held on Thursday 18th April 2019

Present: Cllr J Bolas (Chairman); Cllr M Baldock; Cllr J Emery; Cllr M Downes; Cllr J Evans; Cllr E Harrison; Cllr J Hepburn; Cllr M Luxton; Cllr C Masters Cllr Millican; Cllr Sims (Vice-Chair) Cllr S Smith; J Miller (Interim Clerk)

Also in attendance: Swale Borough Councillor Nicholas Hampshire and one member of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Lainton with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

Apologies were also noted from Cllr Whiting.

The meeting was adjourned to allow the public to address the council.

2. PUBLIC TIME

a) Parishioners

There was none.

b) County/Borough Councillors

Cllr Hampshire addressed the meeting and noted the forthcoming s106 scoping meeting. Cllr Hampshire wished Cllr Millican well and thanked the parish council for its support over the past four years.

Cllr Baldock reported that there is a bee's nest at the Playstool.

c) Police/PCSO

There were none in attendance.

Cllr Bolas thanked Cllr Millican for her significant contribution to the parish council over the many years she has served.

Cllr Millican addressed the meeting and explained how she had been instrumental in securing the ownership of the Playstool for the residents of Borden in perpetuity. Cllr Millican received substantial thanks from all councillors and left the meeting.

The meeting was re-convened at 19:06pm

Cllr Harrison, Cllr Evans and Cllr Millican left the meeting at 19:07pm.

Cllr Harrison re-entered the meeting at 19:11pm.

Cllr Luxton and Cllr Smith were thanked for their contributions to the parish council.

3. MINUTES OF THE MONTHLY MEETING HELD ON 21ST MARCH 2019

It was **RESOVLED** that the minutes of the 21st March 2019 meeting be accepted as a true and correct record.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Bolas declared a non-pecuniary interest in the item Wises Lane & Manor Farm Planning.

Cllr Baldock declared a non-pecuniary interest in the item Planning. Cllr Masters declared an interest in Open Spaces; Playstool repairs.

Cllr Evans re-entered the meeting at 19:20pm

5. FINANCE

a) To appoint a Responsible Financial Officer

It was **RESOLVED** to appoint Cllr Downes as the Responsible Financial Officer.

b) To approve the accounts

It was **RESOLVED** to approve the accounting statements of 31st March 2019.
The bank reconciliation was duly signed by the Chair and RFO.

c) To approve the cheques raised at the meeting

It was **RESOLVED** to approve the accounts for payment as follows:

Invoice Date	Payee	Description	Gross Amount	Net Amount	VAT	Cheque Number
31/03/2019	Ms J Miller	Interim Clerk invoice	£ 675.99	£ 675.99	N/A	102811
31/03/2019	Fryer Cleaning & Maintenance	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80	102812
01/04/2019	Kent Association of Local Councils	Annual Subscription	£ 861.96	£ 718.30	£ 143.66	102813
31/03/2019	Four Jays	Toilet Servicing	£ 43.20	£ 36.00	£ 7.20	102814
07/04/2019	John England	Playstool inspections	£ 40.00	£ 40.00	-	102815
31/03/2019	Borden Parish Hall	Hire Jan - Mar	£ 54.00	£ 54.00	-	102816
18/04/2019	Eileen Harrison	Flowers for Margaret	£ 10.00			102817
10/04/2019	MFW	Year end payroll duties	£ 63.00	£ 52.5	£ 10.5	102818

d. To approve earmarked reserves.

The following earmarked reserves were **APPROVED**:

Play area Wet Pour	£16,000
LED Lamps (2) / Lamp Posts rewiring (10)	£7,000
Broadband / Fibre Internet service in Barrow Room, Parish Hall. Needed for BPC meetings + Projector etc. {£2.5k in budget but would not be enough, total £5k}	£2,500
Bus Shelter Key St near Pine Lodge	£4,000
Yellow Lines, The Street Jnc Barn Close	£2,000
War Memorial Repairs - Dioceses	£4,000
Sink Hole in BPH Car Park	£3,000
Footpath Notice Boards x 3	£3,000
Adult Exercise Equipment refurbishment	£1,500
Fly Tipping Reserve	£5,000

Legal & Professional Fees	£10,000
Tree Works	£2,500
Xmas Tree inc Scaffolding & Lights	£2,000
CCTV - Prevention & Enforcement	£5,000
Toilet Facility upgrade inc vehicle drive way	£4,000
Nature Reserve	£5,000
Highways improvements including pathways	£5,000
Possible land acquisition	£5,000
General Contingency {2019/20 Budgeted Expenditure}	£59,048
	£145,548

e. To approve annual review of council financial and risk assessment.

The council and financial risk assessment was **APPROVED**.

The parish hall charitable trust was discussed and it was agreed for the original documents to be sent to the interim clerk for filing.

The risk of the financial services compensation scheme was discussed and it was agreed for other short term investments be investigated as a priority. The consequences of banks and the failure to recognise climate change was noted.

Thanks were noted to the interim clerk for preparing the documents required to regularise the management of the council.

6. Matters arising from the last meeting

There were none.

7. WISES LANE & MANOR FARM PLANNING APPLICATIONS

a. To receive update on initial s106 scoping meeting and approve list of requirements.

The chair felt that the proposed measures may be insufficiently focused on the impacts to the local area and existing settlements.

It was **RESOLVED** to suspend standing orders to allow Cllr Hampshire to address the meeting.

Cllr Hampshire advised that if the planning application is approved it will be subject to reserve matters and advised that the s106 agreement is holding up the outline planning application. Cllr Hampshire explained the principles of the Local Plan.

Cllr Bolas explained that the meeting with planning officers will resolve any misunderstanding.

The meeting was reconvened.

It was **RESOLVED** for Cllr Bolas, Cllr Sims and Cllr Baldock to attend the s106 scoping meeting.

It was **RESOLVED** to submit the following points to the meeting:

- i. Bins contributions: BPC to be consulted on location of new bins before placement and to confirm emptying provision
- ii. Community Learning contribution: adult learning section of Sittingbourne Hub – BPC believe this to be unfeasible and would like to see improved IT access or an adult learning section in the Borden Parish Hall.
- iii. BPC agreed to bear in mind a multi-use hall rather than a rugby club.

- iv. Ecology contribution; £20k to be increased and received as an upfront payment. Green space in Maylam Gardens must be protected. Ecological measures should be applied to areas of ecological value across the parish, including hedges and footpaths.
- v. Library contributions: to fund increases to the mobile library and for it to enter new development.
- vi. NHS CCG contribution: consultation with NHS CCG to assess how medical facilities can be improved. Dialysis, Diabetes, Alzheimer's all require more investment.
- vii. Off site sports provision; artificial grass and cricket nets. Find out why more pitches are required at Gore Court. Could be high risk as previous sports facilities have not transpired from developers, possibly due to costs.
- viii. Gore Court car park works: evidence required why this is essential.
- ix. Two form entry primary school contribution: Justification of need for a new school is required. BPC would like to see KCC evidence.
- x. Primary school land transfer – no comment
- xi. PROW contribution: ZR118 improvements – what are the improvements proposed and what about other footpaths in the area.
- xii. Secondary education: no comment
- xiii. Social care – Sittingbourne Hub: could use money to fund home social care
- xiv. Youth services: New House Youth Centre: could include in community hall plans, could provide transport facilities to get transport to the centre
- xv. Affordable Housing: provide full provision and BPC to be involved in allocation to local people
- xvi. Retail and commercial space: to be carried out in consultation with BPC
- xvii. Air Quality: monitoring in areas that exceed limits, monitor in Chestnut Street; Key Street; new spine road; Wises Lane; penalties for non-compliance, solar panels to be included, more electric charging points

Cllr Sims left the meeting at 20:41pm

Cllr Sims re-entered the meeting at 20:43pm

Cllr Harrison left the meeting at 20:44pm

- xviii. Sports Club and pitches: should include consultation with BPC, should be in phase 1.

Cllr Harrison re-entered the meeting at 20:47pm

- xix. Local apprenticeship – 20% of labour force local.
- xx. SPA Contribution, no comments
- xxi. Key Street: no comments
- xxii. Cycle contribution, Maylam Gardens to be included.
- xxiii. Provision of walking and cycling links – provide more widely in the village including Oad Street. This should also include measures that made low carbon travel, including buses, cycling and walking, a practical and safe option across the parish, into Sittingbourne and local medical facilities.
- xxiv. Southbound on-slip: obtain update from SBC on the progress
- xxv. Stockbury Roundabout:
It was **RESOLVED** for Cllr Bolas and Cllr Sims to meet with Highways in the event that further consultation is required with KCC.
- xxvi. Travel Plan: needs to include more for surrounding areas

Planning condition items discussed were:

Wooded barrier planted across the whole of the development separating the development from Borden village particularly obscuring the school building and rugby club.

No bungalows or more accessible units.

Further s106 requirements:

Fund more staff at SBC to monitor s106 delivery

Consult with BPC on play equipment, more fitness equipment is needed.

Commuted sum to BPC to manage allotments

- b. To receive update on complaint sent to Local Government Ombudsman.
It was noted that Cllr Sims is responding.
- c. To consider solicitor credentials for legal advice – it was noted that this had proved difficult due to the specific nature of the council's requirement.
- d. To note response from CPRE and consider next steps
It was **RESOLVED** to arrange a meeting with the recommended adviser from CPRE with Cllr Baldock and Cllr Sims in attendance, interim clerk as note taker.

Cllr Sims discussed the application to register land at Grove Park Avenue and Cryalls Lane as a village green that had been received by the parish council this week. It was **RESOLVED** for the incoming councillor, Mr Brian Jemmett, to attend on the parish council's behalf.

8. OPEN SPACES

- a. To note Playstool refurbishment and wetpour order confirmed – noted.
- b. To note receipt of £1000 grant from Swale Borough Council members grant fund – noted.
- c. To consider quote for surfacing at Playstool to allow access to toilet
It was **RESOLVED** to proceed with procurement of quotes for the heavy duty grass reinforcement mesh 36m x 3m.

9. BORDEN NATURE RESERVE

- a. To receive update on flytipping
It was noted that the invoice had been sent to Swale Borough Council.
- b. To note interim clerk arranging for new bin and corresponding collection round – noted.

10. HIGHWAYS

- a. To note bus shelter order placed and highways paperwork underway.
- b. To note streetlighting maintenance contract in place
- c. To note Interim Clerk obtaining quotes to install 4no. streetlights; School Lane; Woodgate Lane; Danaway; Hearts Delight
- d. To consider consultation comments on parking restrictions at Barn Close.

Cllr Masters left the meeting at 21:40pm

It was **RESOLVED** for the parish council to organise a site visit to Barn Close to review the parking issues and report back to the next meeting. Cllr Baldock will circulate dates.

- e. To discuss Wises Lane hedge cutting.
Cllr Sims reported that the resident that was hit by debris during the recent hedge cutting. It was **RESOLVED** for the parish council to write to the landowner, David Simmons cabinet member for environment at Swale Borough Council and KCC highways raising concerns over the member of the public that had been hit by debris; time of year that the cutting was taking place (under the Hedgerows Regulations 1997 no cutting should take place in March); and the excessive debris that was left in the lane which may block gutters and drains.

11. GENERAL DATA PROTECTION REGULATIONS

- a. To receive update on new website .
- b. To note draft staff handbook to follow at next meeting.
Cllr Hepburn left the meeting at 21:54pm
Cllr Hepburn re-entered the meeting at 21:56pm
- c. To consider cloud based storage and back up.
It was **RESOLVED** to use the Dropbox facility.

Cllr Baldock left the meeting at 21:59pm

It was **RESOLVED** to suspend standing orders to extend the meeting by 15 minutes.

12. EXTERNAL MEETINGS

- a. 03/04/2019 Street Lighting; Cllr Mike Whiting, Cllr J Bolas and Interim Clerk
- b. 10/04/2019 Water works, Wises Lane; Cllr Sims

13. CORRESPONDENCE

There was none.

14. PLANNING APPLICATIONS

Application: 19/501488/PNQCLA
Grid: 586548/162285

Officer: Alice Reeves
Ward: Borden And Grove Park
Parish: Borden

Address: Barn at Woodgate Oad Street Borden Kent

Proposal: Prior notification for change of use of agricultural barn to a two bedroom dwelling house and associated operation development. For its prior approval to: - Transport and Highways impacts of the development - Contamination risks on the site - Flooding risks on the site - Noise impacts of the development - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change as proposed - Design and external appearance impacts on the building. It was **RESOLVED** no comment.

Application: 19/501476/FULL
Grid:

Officer: Kelly Sharp
Ward: Borden And Grove Park
Parish: Borden

Address: 47 Wises Lane Borden Sittingbourne Kent

Proposal: Erection of single storey side and rear extension with bi-folding doors, insertion of 3 roof lights and new windows to the rear to match existing. It was **RESOLVED** no comment.

15. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

a. Finance

This was already covered earlier in the meeting.

b. KALC

It was noted that Swale Borough Council had confirmed that there are no further plans to remove paper planning applications from circulation to parishes.

c. Borden Sport Association

There was nothing further to report.

d. Borden Parish Hall

No further update was received.

e. Heritage

No further update was received.

16. ITEMS FOR INFORMATION ONLY

- 1. Matters for information circulated to councillors (Appendix 2)
- 2. Reports to be noted (Appendix 3)
- 3. To receive any reports from councillors

Cllr Harrison reported that the WI on 7th May in the Forge at 10:30am have a member of staff from Swale Borough Council to talk about the recycling system.

17. NEXT MEETING TO BE HELD on Thursday 16th May 2019 at 7pm
The meeting closed at 22:08pm

Signed.....

Date.....