

**BORDEN PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Held on Thursday 16<sup>th</sup> July 2020**

**Present:** Cllr N Butlin; Cllr M Downes; Cllr B Jemmett; Cllr J Evans; Cllr J Fassenfelt; Cllr J Hepburn; Cllr C Sims

**Apologies:** Cllr Bolas; Cllr K Lainton; Cllr M Baldock; Cllr Broughton; Cllr E Harrison; Cllr Emery

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

**207. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies for absence with reasons from Cllr Bolas; Cllr K Lainton; Cllr M Baldock; Cllr Broughton; Cllr E Harrison; Cllr Emery

**208. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS**

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

**209. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 18<sup>th</sup> JUNE 2020**

It was **RESOLVED** to approve the minutes of the meeting on 18<sup>th</sup> June 2020.

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

**210. PUBLIC PARTICIPATION SESSION**

**a. Police/PCSO**

A report was circulated prior to the meeting.

**b. Parishioners**

A member of the public spoke about her ownership of the glamping site on Munsgore Lane and suggested that they may be considering some minor development such as another tent and a licence to supply prosecco on arrival and that any changes shall be sympathetic to the parish.

**c. County/Borough Councillors**

Cllrs Whiting and Hampshire had circulated a report prior to the meeting. Cllr Hampshire reported that an AQMA is being introduced at Keycol Hill. Cllr Whiting reported that he is working on making a bid for a free port for Kent. Cllr Fassenfelt asked Cllr Whiting about the Key Street Roundabout and correspondence with Bobbing PC. Cllr Whiting reported that the design needs a safety sign off by Highways England and that the original design is the one that was put forward. Cllr Fassenfelt asked about a report of 27<sup>th</sup> April with a record of decision by Michael Pain for the approval of a design in the report for a new southbound onslip intersecting with a roundabout on Chestnut Street as being approved by consulting members. Cllr Whiting denied agreeing to this and advised that he would speak to Mr Pain tomorrow.

Cllr Jemmett asked about a recently submitted highways safety complaint about a drain on the A2. Cllr Whiting asked for this to be forwarded to him to investigate.

Cllr Downes asked about the issues caused by the new roundabout and egress onto Chestnut Street. Cllr Whiting agreed to raise this question.

*The meeting was re-convened at 19:35pm*

**211. FINANCE**

**a. To approve accounting statements June 2020.**

It was **RESOLVED** to approve the accounting statements for June 2020. The Chair and RFO shall sign the accounts at the next available opportunity.

**b. 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:-

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk costs July	£ 580.63	n/a	n/a
HMRC			PAYE costs July	£ 145.20	n/a	n/a
Ms J Miller			Expenses - Clerk July	£ 67.30	n/a	n/a
Steve Wakelin	23/06/2020	56A	Maintenance payment Playstool 2	£ 453.20	n/a	n/a
EuroLoos	01/06/2020	139254	June Toilet Servicing	£ 144.00	£ 120.00	£ 24.00
Fryer Cleaning & Maint	30/06/2020	8647	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Pensdown	29/06/2020	C7610/6487	Installation of projector and screen	£ 2,101.20	£ 1,751.00	£ 350.20
Fasciaclad Plastics	08/06/2020		fascia and repairs pavilion	£ 5,125.00	£ 4,270.83	£ 854.17
KCS	Various	Various	PPE for market	£ 59.98	£ 52.10	£ 7.88

**c. To note KCC Members Grant of £387.10 received for sanitiser at parish hall market.**

**212. MATTERS ARISING FROM THE LAST MEETING**

**213. ACTIONS TAKEN IN RESPONSE TO COVID**

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

It was noted that deliveries are being made to the parish and the volunteer thank you letters have been drafted.

**214. GOVERNANCE AND ADMINISTRATION**

- a.** To receive update on Parish Hall 5 year costed plan.  
Cllr Hepburn reported that he is obtaining quotes but this is slow due to sub-contracting.
- b.** To receive electrical report on Sports Pavilion and consider next steps  
A report was circulated prior to the meeting and it was **RESOLVED** for the clerk to obtain quotes for the works.

**215. PLANNING MATTERS**

- a.** To receive update on Wises Lane planning appeal  
It was noted that Quinn Estates had been advertising the development again and this had been reported.
- b.** To receive update on Neighbourhood Plan.

It was **RESOLVED** to advertise for volunteers on the website.

## 216. OPEN SPACES

- a. To note awaiting quote for replacement of picnic tables - delayed due to COVID-19
- b. To receive quote for dog bin waste bag dispensers.  
The clerk shall liaise with Cllr Baldock where and who will refill bags.
- c. To receive update on plaque and marking of oaks for Centenary Gardens – Cllr Sims  
Clerk to look up who was councillors in 1996.
- d. To receive report on toilet issues and consider next steps.  
It was **RESOLVED** to retain the existing toilet, contract a cleaning service and install a sign about care and hygiene.
- e. To consider play area risk assessment and discuss re-opening.  
It was **RESOLVED** to open the play area subject to signage being installed and regular cleaning. It was **RESOLVED** to retain this on the agenda for an update next month.
- f. Litter motion for legislative creation  
It was **RESOLVED** to submit the following motion to KALC:  
The motion is to request Government to introduce legislation that: -  
All drive through food outlets print on all packaging of sold items the vehicle registration number from which occupants made the purchase and such printing include the time, date and venue of that purchase.

An offence shall be created, that any such packaging having been discarded unlawfully and located within a period of 24 hours from the time of purchase, that the driver of the vehicle at the time of the purchase shall be deemed responsible for the offence of litter.

It shall be a defence for the driver of the vehicle to provide the name and address of any passenger deemed responsible for discarding litter at the time of the said offence.

Any offence to be dealt with by way of Fixed Penalty Notice.

The registered keeper of the vehicle would be formally requested to supply the name and address of the driver at the time of the purchase and it shall be an offence for the registered keeper to fail to supply such details when required to do so.

## 217. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution.  
It was noted that the courts are working slower due to COVID-19
- b. To note fly-tipping on Cryalls Lane  
Four incidents were noted.  
It was **RESOLVED** for the clerk to investigate putting up signage advertising use of cameras. A sign for 'flytippers will be prosecuted' sign shall also be investigated.  
It was asked if the BPC provided the labour would SBC remove flytipping – the clerk shall investigate.
- c. To note update from Cllr Baldock on 'Friends of' group.  
This item was deferred.

*Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were asked to leave the meeting during consideration of item 218 a and 12*

## 218. HIGHWAYS

- a. To receive notes from Highways Improvement Project and consider recommendations.  
It was **RESOLVED** to create a press release to address the three points as follows:-

1. The Council are very concerned that KCC made a decision on the 27 April 2020 to go ahead with the outline design for improvements to the Key Street roundabout which included providing a new access to the Southbound A249 from the A2 via a roundabout on Chestnut Street without consulting the Parish Council.
2. This roundabout in Chestnut Street is the main access needed for a development of 750 houses at Wises Lane which was opposed by the Parish Council, a local pressure group BRAD and Swale Borough Council. The refusal to determine this planning application by Swale Borough Council is subject to an appeal by the developers Quinn and Co and which has not yet been determined by the Secretary of State.
3. The Parish Council are consulted about the final design for the Key Street Roundabout, including any new access arrangements to the A249, before any works commence.

Cllr Fassenfelt was nominated to act as spokesman to the press.

- b. To receive update on the use of Maidstone Road as a diversion for the A249 – noted.
- c. To note plans requested from KCC for Key Street Roundabout – noted.
- d. To note response from Diocese that they are unable to contribute to new street lamp and suggestion to approach Fr Robert and the PCC for funding.

*Cllr Butlin declared an interest in the PCC.*

It was **RESOLVED** that the council write to the PCC to ask for contribution

It was **RESOLVED** that the council write to Fr Robert put a lamp on a PIR or remote switch in his own garden to resolve the problem.

#### **219. RECOGNITION IN THE COMMUNITY**

- a. To consider plaque in Village Hall – Cllr Downes  
Cllr Downes will supply wording for the plaque and obtain costings.
- b. To consider Community Award nomination – Cllr Baldock  
This item was deferred to next meeting

#### **220. CONSULTATIONS FOR COMMENTS**

- a. NALC Code of Conduct consultation – there were no questions.

#### **221. EXTERNAL MEETINGS**

- a. Swale Area Committee KALC 29<sup>th</sup> June 2020 – Cllr Sims  
The minutes had been circulated prior to the meeting.

#### **222. CORRESPONDENCE – all noted.**

- a. Email from resident regarding white van parking in Wrens Road – referred to KCC
- b. Email from resident thanking the parish council for the Monday markets
- c. Email from resident regarding Munsgore Glamping Site
- d. Email from resident regarding Pond Farm Road planning application

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

- a. **APPLICATION REF: 20/502194/FULL**  
**PROPOSAL: Erection of a single storey front extension, single storey rear extension, loft conversion, raised rear garden decking and a new detached garage.**  
**ADDRESS: Sorrento School Lane Borden Sittingbourne Kent ME9 8JS**  
It was **RESOLVED** for the council to report reservations on removal of any trees as they are not identified on the application.

- b. **APPLICATION REF: 20/502762/FULL**

**PROPOSAL:** Erection of a two storey side and first floor rear extension together with roof alterations and changes to fenestration. Creation of new access and driveway. (Resubmission of 19/506237/FULL)

**ADDRESS:** Conifers The Street Borden Sittingbourne Kent ME9 8JN

It was **RESOLVED** to comment that if trees are removed that they must be replaced.

**c. APPLICATION REF: 20/502549/FULL**

**PROPOSAL:** Temporary change of use until 31st August 2030 to permit the property to be used as a commercial vehicle base/store. Up to 30 commercial vehicles will be operated from the site in connection with a government contract. Vehicles will not be serviced or washed from the site.

**ADDRESS:** Unit 1 Hooks Hole Farm School Lane Borden Kent ME9 8DA

It was **RESOLVED** to object on highway safety grounds. This is a residential area and the vehicles shall cause congestion. The HGV restrictions have not been considered, this is a farm and not suitable for high density commercial use. The increase introduction of commercial vehicles shall have a detrimental effect on pedestrians, cyclists and horse riders.. .

**d. Application No: 20/501838/PNQCLA**

**Proposal:** Prior notification for the change of use of a building and land within its curtilage from agricultural workshop and storage barn to 2 no dwelling houses and associated operation development. For it's 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. **Location:** Meadow Farm Pond Farm Road Borden Sittingbourne

It was **RESOLVED** to object on highways safety grounds

**d. To note lodge of appeal**

**Proposal:** Conversion of existing disused light industrial workshop to a four bedroom dwelling, and conversion of existing adjacent associated office and store into a home office to be used by the dwelling occupier. Proposals include part demolition of existing workshop and installation of a sewage treatment plant.

**Location:** Light Industrial Unit (Disused) Land Adjacent To Pebble Court Farm Woodgate Lane

**224. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES**

**a. Speedwatch – Cllr Downes**

A report was circulated prior to the meeting.

**b. Kent Association of Local Councils – Cllr Sims**

Minutes were circulated prior to the meeting.

**c. Borden Sports Association – Cllr Sims**

A report was circulated prior to the meeting.

**d. Heritage – Cllr Harrison**

There was nothing to report.

It was **RESOLVED** for the council to write to Kev Smith of Borden Cricket Club to thank him for his contribution to the works at the pavilion.

**e. Borden Parish Hall – Cllr Hepburn**

A report was circulated prior to the meeting. The results of the electrical audit had identified some c2 issues that need attention. An extractor fan shall also be repaired. Hand sanitiser has been installed but there is a lot that groups need to do before they come back. Thanks were noted to the contractor for weeding the car park

**205. ITEMS FOR INFORMATION ONLY**

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

Cllr Sims agreed to attend the Air Quality SBC meeting. (RESPOND TO SBC JM!)

The electrical charging points were discussed and it was noted that these could be accommodated at the back of the hall.

b. To receive any reports from councillors

Cllr Jemmett asked about the bell tolling for VE Day

Cllr Fassenfelt noted the conditions in Oad Street complaints have been made to KCC and they are funding the replacement of white markings and cleaning the area.

## **206. A MEETING SHALL BE ARRANGED WHEN REQUIRED VIA ZOOM.**

**Meeting closed at 21:25pm**

### **MATTERS FOR INFORMATION (APPENDIX 1)**

11/06/2020 New Model Code of Conduct Consultation  
11/06/2020 NALC Call for Evidence  
11/06/2020 COVID-19 Update  
11/06/2020 NALC newsletter  
11/06/2020 KALC Community Awards  
11/06/2020 National CSSC Green message  
15/06/2020 NALC Chief Executives Bulletin  
15/06/2020 New Model Code of Conduct  
15/06/2020 CSSC South East Message  
15/06/2020 HM Prison and Probation Service  
15/06/2020 Step by Step Kent Mens Sheds  
15/06/2020 COVID-19 update  
15/06/2020 Programmed works  
15/06/2020 Chief executives bulletin  
15/06/2020 NALC Newsletter  
19/06/2020 Weekly programmed works  
22/06/2020 Message to parish and town councils  
22/06/2020 COVID 19 recovery phase  
22/06/2020 NALC Chief executive bulletin  
29/06/2020 Temporary pedestrianisation Sittingbourne  
29/06/2020 Kent PCCs Summer Newsletter  
29/06/2020 Parks and Green Spaces  
29/06/2020 Anti-idling campaign  
29/06/2020 Weekly programmed works  
29/06/2020 Chief Executives Bulletin  
29/06/2020 KALC Virtual meetings workshop  
29/06/2020 NALC Chief Executives Bulletin  
29/06/2020 KALC News June 2020  
29/06/2020 The Rural Bulletin  
29/06/2020 KALC Website Accessibility Online Workshop  
08/07/2020 NALC unveils plans for a series of online events  
08/07/2020 KCC Electric Vehicle Charging Points Grant  
08/07/2020 RSN Rural Digest  
08/07/2020 COVID 19 Update  
08/07/2020 The Rural Bulletin  
08/07/2020 KALC Virtual Events  
08/07/2020 NALC Supporting local councils  
08/07/2020 NALC Chief Executives Bulletin  
08/07/2020 KCC Newsletter  
08/07/2020 NHS Kent and Medway CCG  
08/07/2020 Weekly Programmed works  
08/07/2020 KALC CEO bulletin  
08/07/2020 Kent Police Rural Task Force Report

Signed.....

Date.....

DRAFT