



## Minutes of meeting held on 26<sup>th</sup> September 2022

### 90. APOLOGIES FOR ABSENCE

Cllr Bolas, Cllr Broughton, Cllr Butlin, Cllr Cole, Cllr Baldock, Cllr Evans.

The apologies for various reasons have been agreed, due to prior commitments after the original meeting date being re-scheduled until after the period of mourning for HM Queen Elizabeth II,

**In attendance;** Cllr Sims, Cllr Fassenfelt, Cllr Downes, Cllr Harrison, Cllr Jemmett, Cllr Emery, Cllr Hepburn.

### 91. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall – Cllr Downes & Cllr Hepburn.

Pavilion – Cllr Sims.

### 92. CHAIR'S ANNOUNCEMENTS

The Chair noted some of the things that the Parish Council did in the wake of the death of HM Queen Elizabeth II.

- i. A floral display was laid at the Centenary Gardens along with a picture board of HM Queen Elizabeth II, where parishioners were able to go to reflect and lay their own floral tributes.
- ii. Representatives from the Parish Council attended the service of remembrance at Ss Peter & Paul Church.
- iii. The Parish Council joined in 'The National Moment of Reflection' which took place across the country at 8pm on Sunday 18<sup>th</sup> September, the night before the State Funeral. Parishioners were invited to take part by joining us at the Centenary Gardens to mourn the passing of Her Majesty Queen Elizabeth II and reflect on her life and legacy. This was marked by a one-minute silence. The evening saw more than 200 parishioners attend, and as Chair the evening with the Convenor's address and following the minutes silence there was a prayer led by Fr Robert Lane of Ss Peter & Paul Church. Cllr Fassenfelt then went through the Proclamation of the Kings Accession. The evening ended with the Maypole Minstrels choir leading us in the National Anthem for King Charles III.

The Chair would like to thank both Fr Robert Lane and the Maypole Minstrels for supporting the Parish Council and parishioners, he also thanked the Parish Clerk for helping organise the evening.

Cllr Jemmett proposed that a letter of thanks be drafted by Cllr Sims and sent by the Clerk to both Fr Robert Lane and the Maypole Minstrels, this was seconded by Cllr Downes.

It was **RESOLVED** to agree the above proposal.

### 93. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 18<sup>th</sup> AUGUST 2022 (appendix A)

Cllr Fassenfelt proposed to approve the minutes and Cllr Jemmett seconded.

It was **RESOLVED** to approve the August minutes which were duly signed by the Chair.

### 94. PUBLIC PARTICIPATION SESSION – *The period of 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.*

- a. Police/PCSO (Incident reports from BPC attachment 1).
  - i. PCSO was unable to attend a not on shift.
- b. Parishioners
  - i. One parishioner in attendance.
- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
  - i. Reports not received prior to meeting.

### 95. FINANCE

- a. **To approve accounting statements for August 2022** - Chair and RFO to sign the bank reconciliation and bank statement balances (appendix B).

i. The accounting statements for August 22 were approved and the Chair and RFO duly signed the bank reconciliation for August.

- b. **To approve the BACS list of accounts for September payment** - Approved signatories to sign the BACs payment list.

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- i. The BACs list of accounts for September payment was approved and then checked and signed by Cllr Downes and Cllr Fassenfelt.
- ii. Cllr Downs noted that the Unity bank re service charge and O2 bill was missing the VAT breakdown.

Payee	Budget	Description	Gross	VAT	Net
Clerk/ RFO	Salary	May Salary	£904.87	n/a	£904.87
Clerk	Clerk expenses	WFH allowance, mileage	£29.05	n/a	£29.05
HMRC	PAYE	June PAYE costs	£ 256.09	n/a	£256.09
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£480.00	£80.00	£400.00
J England	Safety	Playstool checks	£60.00	n/a	£60.00
Kings Commercial	Maintenance	Toilet cleaning	£173.33	n/a	173.33
Treecraft	Maintenance	Tree cutback	£480.00	n/a	£480.00
Playsafe	Annual Safety Inspection	Playstool	£151.20	£25.20	£126.00
Gallagher	Insurance	Insurance renewal	£4086.45	n/a	£4086.45
Mark Vigrass	Jubilee	Overnight carriage	£10.80	£1.80	£9.00
PKF Littlejohn	Audit	External Audit	£360.00	£60.00	£300.00
<b>Total Direct Bank Payments</b>			<b>£6991.79</b>	<b>£167.00</b>	<b>£6824.79</b>
Direct Debits	Budget	Description	Gross	VAT	Net
EDF Energy	Electric	Feeder pillar	£16.00	n/a	£16.00
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£2.78	£13.89
O2	IT	Mobile	£13.20	n/a	£13.20
NPower	Electric	Unmetered supply	£82.16	£3.91	£78.25
Lloyds	Credit card		£187.15	n/a	£187.15
Lloyds	Credit card	J Miller	£3.00	n/a	£3.00
<b>Total DD Payments</b>			<b>£315.18</b>	<b>£33.26</b>	<b>£281.92</b>
Credit Card	Budget	Description	Gross	VAT	Net
Euroloos			£159.41	£26.57	£132.84
Euroloos	Admin		£1.00	n/a	£1.00
Dust Spares	Maintenance	Dog waste bin connector	£20.74	n/a	£20.74
Lloyds	Charge	Monthly credit card fee	£3.00	n/a	£3.00
Lloyds	Charge	Monthly credit card fee J Miller	£3.00	n/a	£3.00
<b>Total Credit Card Payments</b>			<b>£187.15</b>	<b>£26.57</b>	<b>£160.58</b>

- c. To note Year to Date budget, spend and accounts (attachment 2).
- d. To note annual insurance payment of £4086.45 includes the Parish Hall premium of £2,307.12 which is to be reimbursed by the Parish Hall Committee as normal.
- i. The Parish Hall premium has been queried with Gallaghers due to the increase of £420.96 (22.3%) on the previous year. Gallaghers have responded today, and Cllr Downes will review and let the Clerk know any further queries regarding this should be made.
- ii. The Clerk reminded the Council that at last year's insurance renewal a 3 year long term agreement (LTA), was entered into with Gallaghers which ends in 2024. Without this the overall premium would have shown an increase of 21.89% on the previous year's premium.
- e. To note 2 x £3.00 credit card fee's to be refunded by bank.
- f. To note an internal transfer of £5000.00 has been made on 10<sup>th</sup> September from Unity instant access to the current account to enable payments to be made, this was duly authorised by 2 signatories.
- g. To note the external audit is complete. Section 3 of the external auditor report and certificate, and final sections 1 & 2 of the AGAR along with 'notice of conclusion of audit', have been posted on our website as required.
- i. The Clerk advised that there was one 'except for' matter on the external auditor report:

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'The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported by the internal auditor, we are aware that it failed to do this, as the notice for the public rights was published on the date of commencement. Therefore, they should have answered 'No' to this assertion'.

## 96. BUSINESS ITEMS

- a. To discuss and agree actions relating to Operation London Bridge – Her Majesty the Queen – and to plan and budget for the resulting coronation.
  - i. There was discussion around the future coronation of King Charles III, and it was agreed that a sub-committee would be formed, which would be best led by Cllr Jemmett, as he has had recent experience with the organisation of the Platinum Jubilee event. Cllrs Fassenfelt & Sims volunteered for the committee and suggested that Cllr Butlin may also volunteer. Cllr Fassenfelt put this forward as a proposal which was seconded by Cllr Harrison.

It was **RESOLVED** to form a sub-committee led by Cllr Jemmett to organise the events for the coronation of King Charles III.

- b. **Data Protection / GDPR** – Cllr Jemmett (attachment 3 & 4).

It was **RESOLVED** to agree the updated version of the Data Protection policy which was proposed by Cllr Fassenfelt & seconded by Cllr Harrison.

*Cllr Downes left meeting @ 19:27 and returned @ 19:28*

## 97. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive an update from the Wises Lane Monitoring Group.
  - i. Gas Transportation Co. Ltd (GTC), update on the letter of complaint sent by BPC.

It was agreed that the Clerk would contact the GTC requesting a response to the complaint submitted regarding the extended closure of Wises Lane.
  - ii. Cllr Fassenfelt updated the Council on his meeting with Larissa Reed who is the Chief executive of Swale Borough Council (SBC), and Cllr Baldock who was in attendance as the leader of SBC. This was to discuss the Council's acquisition of 4 areas of land at the Wises Lane development: 1. children's play area, 2. woodland area, 3. sports area and 4. Allotment area, which is covered by the section S106 agreement. The land is given to SBC who have a community asset transfer policy and the Parish Council will be investigating the acquisition and building a business plan for the 4 stated areas, which will be bought back to a future meeting.
  - iii. The Wises Lane current programme for people taking up residence in for first houses is due in Spring 2023, with the building expected to start in late September or October 22.
  - iv. The next meeting with Barrett's is due on 11<sup>th</sup> October 22.
- b. To receive report from Nature Reserve Working Group (attachment 5).
  - i. Risk assessment review for volunteers – carry over to the October meeting when Cllr Butlin will be in attendance.
  - ii. The Council were updated on an incident at the weekend where caravans and other vehicles had gained access to the Nature Reserve. A Volunteer was on the scene and asked them to leave. Cllr Butlin and the Clerk have been in contact with the KCC Environmental Compliance Officer who has replaced the gate lock today.

It was proposed by Cllr Downes and seconded by Cllr Fassenfelt to use the Chairs fund to buy the volunteer involved a small gift from the Parish Council to say thank you for her vigilance.

It was **RESOLVED** to agree the above proposal and that the Clerk would make the purchase and deliver with Cllr Sims the next day.
  - iii. Cllr Downes noted that in the Playstool woodland area he has seen some tarpaulins amongst the trees.
- c. Jubilee Working Group – agreement to be sought on plaque for the beacon (attachment 6).
  - i. Cllr Jemmett advise that the plaque budget was £500. The options gathered by the Jubilee Working Group were discussed and option 1, in cast iron costing £385 was agreed. This option was proposed by Cllr Harrison and seconded by Cllr Emery.

It was **RESOLVED** to agree the above proposal and purchase option 1, the cast iron Jubilee plaque at a cost of £385.

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## 98. OPEN SPACES

- a. Christmas lights switch on – Cllr Sims.
  - i. The Clerk has arranged for the electrician to check the lights the week prior to the 4th December switch on.
- b. To have enough power to run the Christmas Lights Switch-on event, the Fete Committee have requested that an additional high-power socket is installed into the green power box that is sighted in the centenary gardens. Currently there are 6 off 16A ceeform connectors in the pillar, and the request is to upgrade one of these connectors, preferably the first in the row, to a 32A socket. The Fete committee are happy to pay the expected £120.00 fee for this upgrade.
  - i. The proposal to agree the above installation using the existing electrician for the Christmas tree light testing, was put forward by Cllr Jemmett and seconded by Cllr Emery.

It was **RESOLVED** to agree the installation of a 32A socket as detailed above and that the Clerk will link in with the electrician to make the arrangements at the same time as the Christmas lights check, and with the Fete committee to update and arrange payment.
- c. Dead tree in woodland - Cllr Fassenfelt (attachment 7).
  - i. There is a dead tree in the Playstool woodland area and Cllr Fassenfelt requested permission to cut it down and have the wood for personal use. The proposal to agree this was put forward by Cllr Hepburn and seconded by Cllr Emery. It was **RESOLVED** to agree to the above proposal.
- d. Annual arboricultural Tree Survey at Playstool, Woodland & Nature Reserve – Cllr Butlin.
  - i. It was agreed to add this item to the October agenda when Cllr Butlin would be in attendance.
- e. Homestead path to woodland, installation of post to stop vehicular traffic – Cllr Downes.
  - i. Cllr Downes requested the Parish Council install a post at the access to the Playstool woodland area via the Homestead pathway, to stop vehicles such as quad and motor bikes getting into the woodland. The proposal to gather quotes for the installation of a post was put forward by Cllr Emery and seconded by Cllr Harrison.

It was **RESOLVED** to agree for the clerk to gather quotes for the installation of a post as detailed above.
- f. The refurbishment of the signpost on the corner of Borden Lane/Bannister Hill/The Street – Cllr Evans.
  - i. Cllr Fassenfelt reminded the Council that prior to covid, the refurbishment of this signpost was mentioned and was to be investigated but nothing further has been progressed. It was proposed by Cllr Harrison and seconded by Cllr Downes that the Clerk write to KCC highways regarding the refurbishment of the signpost. It was **RESOLVED** to agree the above proposal and that the clerk would write to KCC.

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

- a. Cllr Fassenfelt – Community bus, continued from July action 67d.
  - i. Cllr Fassenfelt has been in discussion with Stockbury regarding their community bus, which they use for 2 days a week only. He asked the Council's thoughts on sharing the bus with Stockbury. Cllr Harrison suggested that more information is needed before this could be taken any further.

It was agreed that this item be dropped from agenda until all the facts and information has been gathered
- b. Cllr Emery - Community assets to be listed (attachment 8).
  - i. Pubs listed as community assets – carry forward until October meeting when Cllr Baldock in attendance.
- c. Cllr Sims – Update on Byelaws.
  - i. The Clerk advised that she has sent an initial email to Communities.gov on 16<sup>th</sup> August, asking for confirmation of the Borden Parish Council Byelaws being registered with them in March or April 2009, but had not received a reply and so has sent a further email on 23<sup>rd</sup> September, and is currently awaiting a response.

## 100. HIGHWAYS

- a. To receive update on Highways matters (attachment 9).
  - i. Cllr Fassenfelt gave an update regarding the junction 5 issues. He along with Cllr Sims met on 13<sup>th</sup> September with the Grahams representative Ellen Dennison to discuss and understand what 'highway engineering' was being carried out to make it necessary to close the east bound link from the M2 to the 249 for an 18-week period. The answers to the questions asked were not answered, so a request has been made to speak with the project engineer but to date a response has not been received.

Cllr Fassenfelt proposed that the Council write to KCC Highways, pointing out the travel delays and congestion that this has caused with roadworks in surrounding areas, and ask them to programme roadworks in a way to allow traffic

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to run more smoothly on diversion routes, whilst the M2 junction remains closed. The proposal was seconded by Cllr Jemmett.

It was **RESOLVED** to agree the above proposal that a letter is sent by the Clerk to KCC.

- ii. KCC highways and National Highways have been in discussion regarding the Oad Street missing link designs with Arriva & Internal Pub Transport but have not engaged with the Parish Council. An email has been sent by Cllr Fassenfelt regarding this today.
- iii. Cllrs Fassenfelt & Sims met with KCC Highways on 12<sup>th</sup> September to discuss the Councils Highways Improvement Plan (HIP) and have asked to change the speed limit on certain roads to 20mph. KCC advised that they will put down speed measurements on certain roads if the average speed is less than 27mph, and they will agree to fund a traffic order to reduce the speed to 20mph (signing order only). However, if the speed is greater than 27mph this would need traffic calming measures but as there is not a budget for this, it will not be possible. The measurements will take place in October and the results will be brought to a future meeting so we are able to understand what can be done.
- iv. A co-ordinator for Speedwatch has still not been found.
- b. Quotes for a potential seating bench on the Street at the bus shelter location (attachment 10)
  - i. Although quotes have been gathered, it was agreed to bring this item back to a future meeting when required.

## 101. EXTERNAL MEETINGS

- a. Western Area Committee (attachment 11)
  - i. There was no further comment on this item.

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

- 1) **Application 22/503947/SUB** Grid: 588721/162558 Address: Greystone Bannister Hill Borden Kent ME9 8HU. Proposal: Discharge of conditions 3 - Finished Floor \_ Site Levels, Condition 4 - Landscaping and Condition 9 - Energy for 22/501556/FULL  
Requested extension for comments until 27/09/22 – confirmed.  
It was **RESOLVED** to have no comment on this application.
- 2) **Application 22/503676/FULL** Grid: 586240/163016 Address: Windyridge Maidstone Road Borden Sittingbourne Kent, ME9 7PU. Proposal: Erection of a single storey rear extension including insertion 1no. roof light and relocation of existing oil tank.  
Requested extension for comments until 27/09/22 confirmed.  
It was **RESOLVED** to have no comment on this application.
- 3) **APPLICATION REF: 22/503623/FULL. Grid: 587706/163874. PROPOSAL:** Change of use of barn from agricultural to B8 storage and distribution use, with associated office space (retrospective). ADDRESS: Hooks Hole Farm School Lane Borden Kent ME9 8DA.  
Comments due 28<sup>th</sup> Sept.  
After discussing this planning application, Cllr Jemmett proposed an objection be made, which was seconded by Cllr Downes.  
It was **RESOLVED** to object to this planning application and state the following reasons;
  1. This site is located on a very narrow rural lane which is widely used by pedestrians, cyclists, and horse riders. Any extra traffic, especially large vehicles, will increase the risk to these and other road users.
  2. Vehicles emerging or entering this site will have to use all of School Lane to gain entry/exit to the premises thus creating danger to other road users in School Lane.
  3. There will be significant impact on the adjoining conservation area as a result of this development.
  4. There is no footpath in School Lane between the bus stop in Chestnut Street and Borden Primary School for children and other walkers to use so any increase in traffic will increase the danger to these users of School Lane.

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

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims – Monthly report sent out prior to meeting.
  - i. Pavilion plumbing quotes (attachment 12).

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The Clerk reminded the council of the work to be carried out which was now urgent due to a further issue with the showers found at the weekend, leaving them out of service. All quotes were reviewed, and Cllr Fassenfelt proposed to accept quote 3, option 1, which was seconded by Cllr Jemmett.

It was **RESOLVED** to accept quote 3 option 1 and that the Clerk will engage with the contractor to start the work as soon as possible so that the showers can be put back in service.

- c. Heritage – Cllr Harrison – there is not an update for September due to holiday commitments.
- d. Borden Parish Hall – Cllr Hepburn (attachment 13).
  - i. No further comments on this item.

## **104. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to councillors (attachment 14).
- b. To receive any reports from councillors.
  - i. Cllr Fassenfelt reminded the Council that the Queens Jubilee oak tree planting, which was postponed due to the period of mourning will now take place on 30<sup>th</sup> September @ 2pm and asked that the Clerk publicise this on the website.
  - ii. Cllr Harrison asked for an update on the installation of the new Wrens Road notice board, and the Clerk advised that she had emailed the supplier for an update and was waiting for a response.
  - iii. Cllr Emery asked if the toilet at Playstool had been repaired. The Clerk has contacted Euroloo who have said the repair was completed on the 13<sup>th</sup> September.

Meeting ended at 20.46

**NEXT MEETING TO BE HELD 20<sup>th</sup> October 2022**