

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 21ST October 2021

Present: Cllr Bolas; Cllr N Butlin; Cllr G Cole; Cllr J Emery; Cllr B Jemmett; Cllr J Evans; Cllr J Fassenfelt; Cllr J Hepburn; Cllr C Sims;

Apologies: Cllr Broughton; Cllr Baldock; Cllr Downes; Cllr Harrison

Also in attendance: J Miller Clerk; 3 members of the public; Borough Councillor Hampshire.

46. APOLOGIES FOR ABSENCE

47. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Bolas declared an interest in the item concerning Swale Borough Council.
Cllr Hepburn declared an interest in the village hall item.

48. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 10th June, 22nd July and 24th September

It was **RESOLVED** to approve the minutes of the meetings on 10th June, 22nd July and 24th September.

The meeting was adjourned to allow members of the public and borough councillors to address the meeting:

49. PUBLIC PARTICIPATION SESSION –

a. Police/PCSO – There were none.

b. Parishioners

A member of the public spoke about concerns with the volume and speed of traffic on Hearts Delight.

A member of the public spoke about poor surfacing on Woodgate Lane – the parish council is investigating the ownership with KCC.

c. County/Borough Councillors

Cllr Hampshire gave an update from Swale Borough Council.

Cllr Butlin asked if Cllr Hampshire could send a report prior to the meeting.

Cllr Fassenfelt asked if Cllr Hampshire could approach National Highways about the lack of consultation meetings in Borden.

Cllr Bolas asked Cllr Hampshire about applying for member funding for the wildflower meadow.

The meeting was reconvened at 19:36

It was **RESOLVED** for the planning item to be moved forward so that the members of the public could observe the discussion.

Cllr Bolas left the meeting at 19:36

Cllr Sims assumed the position of chairman

50. TO NOTE PLANNING APPEAL

Proposal: Prior Notification for change of use of agricultural building to 1no. dwelling and associated operational development. For it's 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, and - Provision of adequate natural light in all habitable rooms of the dwellinghouses. Pebble Court Farm Woodgate Lane Borden

An appeal has been lodged by Mr Michael Miller in relation to the above for the following reason: The Council has refused permission for this application

It was noted that this is a technical issue that the parish council is not able to comment and it was **RESOLVED** to make no further comment on the appeal.

Cllr Bolas re-entered the meeting at 19:51 and resumed the Chairman position.

51. FINANCE

a. To approve accounting statements September 2021

It was **RESOLVED** to approve the bank reconciliation and accounting statements for August and September 2021. The Chair and RFO duly signed the bank reconciliation.

b. To approve the accounts for payment

It was **RESOLVED** to approve the following payments and the approved signatories signed the invoice payments

Payee	Inv Date	Inv No	Description	Gross	VAT	Net
Ms Miller			Clerk Wages Oct 21	£726.06		£726.06
Ms Miller			Clerk Expenses Oct 21	£181.09		£181.09
HMRC			PAYE Oct 21	£227.24		£227.24
Fryer Cleaning & Maintenance	30/09/2021	11741	Maintenance of Memorial & Centenary Gardens	£460.80	£76.80	£384.00
John England	03/10/2021		Playstool Inspections 12/09-03/10	£40.00		£40.00
Waveney IT	01/10/2021	1352	Monthly mailbox charge	£5.99	£1.00	£4.99
Playfix	04/10/2021	1494	New Springer and roundabout service	£1,290.00	£215.00	£1,075.00
Office Reality	27/09/2021	8614	pavilion tables and chairs	£1,952.64	£325.44	£1,627.20
Arthur J Gallagher	30/09/2021	1891376	Insurance	£3,862.18		£3,862.18
Steve Wakelin	21/09/2021		two gate closers on Playstool	£1,180.00		£1,180.00
Steve Wakelin	21/09/2021		Third install of outdoor gym equipment	£475.80		£475.80
Euroloo	01/09/2021	202799	Toilet Servicing 01/09-30/09	£180.00	£150.00	£30.00

It was noted that a revised accounting system will be introduced from November.

c. To consider application to Swale Members Grant for Jubilee Beacon

It was **RESOLVED** to submit the application to Swale Members Grant for the Jubilee Beacon.

It was **RESOLVED** to delegate the authority to the clerk to apply for grants on behalf of the council to fund the event.

d. To consider application to Western Area Committee Fund – by 12th November 2021.

It was **RESOLVED** to submit a grant application for £10,000 towards the renewal of the fencing around the nature reserve.

52. ACTIONS TAKEN IN RESPONSE TO COVID-19

- a. To receive update on COVID-19 response.
There were no further updates.

53. GOVERNANCE AND ADMINISTRATION

- a. Remembrance 2021 – to agree wreath laying.
It was **RESOLVED** for Cllr Butlin to lay the wreath on behalf of the parish council.
- b. To note update on Roll of Honour Board.
Following the request from a resident to add relative to the roll of honour board it was reported that a military service number is required before this can happen. Borden Heritage have been assisting in trying to find the number.
- c. To note update on meeting with school regarding Parish Cup.
It was noted that a meeting will be held after half term.
- d. To consider applying for 'Together for Our Planet' National Lottery funding for EV charging points.
It was **RESOLVED** to make an application to the National Lottery funding for EV charging points.

54. PLANNING MATTERS

- a. To receive update from SBC on s106 funding for Borden.
It was noted that SBC have not yet responded to this request.
It was **RESOLVED** to appoint a working group to monitor the Wises Lane development. Cllrs Fassensfelt, Evans, Butlin, Cole agreed to form the working group.
It was **RESOLVED** for the Wises Lane development to be on the agenda each month for councillors to report back on any issues as they arise.
- b. To receive update from Neighbourhood Plan Working Group.
There was no further update.
- c. To consider request from SDP Consulting Engineers for extension to speed limits regarding Manor Farm development – Abbey Developments Ltd.
It was **noted** that this has already been done and to advise Abbey Developments.

55. OPEN SPACES

- a. To receive update from Cllr Emery on Playstool Working Group
It was **RESOLVED** to encourage residents to form their own group rather than form the working group as part of the council.
- b. To note permission from insurance company to paint steps, subject to method statement and risk assessment – noted.
- c. To receive tree inspection report – it was noted that this had not yet been received
- d. To received update on wildflower meadow sowing.
The site identified is on Harman's Corner side of the memorial gardens and a distance of 8m from the fence. A group of parishioners has been formed to plant and tend to the area.
- e. To discuss byelaws – Cllr Sims
It was noted that there are no byelaws in place at the Playstool.
It was **RESOLVED** to contact Swale Borough Council to include the Playstool and Nature Reserve on the recreational byelaws of SBC.
- f. To discuss Christmas Lights – Cllr Sims
Cllr Sims reported that the lights are all up and working and the switch on will take place on 28th November 2021.
It was noted that the changing of the lights had already been carried out by Cllr Sims. As this is work on electricity and work at height this requires a method statement and risk assessment by a qualified/competent person. The parish council may not be covered on the insurance in this case. The Chairman advised that all works on behalf of the parish council should be checked with the clerk before being carried out.

A safety check will be arranged for both the tree lights and Christmas fete lights up to a value of £200+VAT.
It was **RESOLVED** for Cllr Sims to order the works instead of the RFO due to pending annual leave.
It was **RESOLVED** to order 10 more lights in each of the four colours as spare bulbs.

56. BORDEN NATURE RESERVE

- a. To discuss lease renewal and access to grant funding – Cllr Butlin
It was **RESOLVED** to write to KCC to ask for a copy of the new lease that is proposed by 1st January 2022.

*Cllr Bolas left the meeting at 21:31
Cllr Sims assumed the position of chairman.*

57. HIGHWAYS

- a. To receive update on Lorry Watch.
Cllr Fassenfelt gave an update on Lorry Watch. It was noted that the School Lane sign that is regularly knocked by HGVs will be moved back.
- b. To receive update on Highways Improvement Plan.
Cllr Bolas re-entered the meeting at 21:33pm.
Cllr Fassenfelt gave an update and it was **RESOLVED** for the council to write to National Highways requesting a roadshow meeting at Borden Parish Hall.
It was noted that KCC are considering how the 20mph zone can be achieved and if funds can be achieved through the Active Travel Fund. A full report will be submitted to the council in the new year.
Cllr Bolas resumed the position of chairman.
- c. To receive update on the use of Maidstone Road as a diversion for the A249.
It was noted that KCC is investigating the lack of consultation by National Highways.
- d. To receive update on ownership of Woodgate Lane.
It was noted that KCC are investigating.

58. EXTERNAL MEETINGS

- a. To note any external meetings attended by councillors.
28/09/2021 SAC AGM – Cllr Butlin
It was noted that Cllr Fassenfelt has been nominated as the Western representative on the Swale Joint Transportation Board.
06/10/2021 Flood Warden Training – Cllr Bolas
Cllr Bolas reported that flood warning monitors can only be appointed but only in the case of river and tide water not rain water.
Issues of localised flooding were discussed and Cllr Fassenfelt will report.
- b. To note any future meetings
19/10/2021 – Local Plan Review Event SBC
It was noted that the Local Plan Review is out for consultation on 29th October, subject to SBC approval.
13/11/2021 – KALC AGM
14/12/2021 – Western Area Committee SBC

59. CONSULTATIONS

There are none.

60. CORRESPONDENCE

There is none.

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

- a. 21/505290/FULL Address: 97 Brier Road Borden Sittingbourne Kent ME10 1YL

Proposal: Demolition of existing garage. Erection of two storey side extension and a single storey rear extension, incorporating re-modelling to front elevation.
It was **RESOLVED** no comment.

- b. 21/504972/PNQCLA Address: The Field Barn Woodgate Lane Borden Kent ME9 7QB
Proposal: Prior notification for the change of use of agricultural building to 3 no. dwellinghouses 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** no comment.

It was **RESOLVED** to suspend standing order 3(w) to allow the meeting to finish.

62. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES (Reports were circulated prior to the meeting)

- a. Speedwatch – Cllr Downes
b. Kent Association of Local Councils – Cllr Sims
c. KALC Swale area committee – Cllr Baldock
d. Borden Sports Association – Cllr Sims
Following the attempted theft at the pavilion it was **RESOLVED** to write to the PCSO and ask for attendance at the next meeting and a written report.
e. Heritage – Cllr Harrison
f. Borden Parish Hall – Cllr Hepburn
It was noted that wi-fi at the parish hall will be discussed at the next meeting as this had been delayed due to COVID and the broadband available has improved since then.
g. Platinum Jubilee working group – Cllr Jemmett
It was **RESOLVED** for the parish council to make the planning application for the beacon.

63. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (Appendix 1)
b. To receive any reports from councillors
Cllr Evans asked about providing public liability insurance for councillors to act on behalf of the council and carry out maintenance jobs. Cllr Bolas confirmed that unskilled jobs can be carried out with a risk assessment and other ways are being investigated to insure groups to carry out more skilled maintenance work. The clerk is investigating the insurance for a separate group.

64. NEXT MEETING DATE – THURSDAY 18TH NOVEMBER 2021

Meeting closed at 22:34pm

Appendix 1 MATTERS FOR INFORMATION

06/09/2021 Kent Plan Bee
09/09/2021 Government Bulletin 3 September
09/09/2021 Kent Member Environment briefing
09/09/2021 NALC Chief Executive's bulletin
09/09/2021 KCC Commissioned free COVID training
09/09/2021 JTB Presentation – added to website
09/09/2021 Local Government Bulletin 7 September
09/09/2021 KALC News August 2021
09/09/2021 SBS Mens Shed Conference 8 October

09/09/2021 Gatwick Airport Northern runway launch
09/09/2021 Local Plan update – SBC
13/09/2021 NALC Chief Executive's Bulletin
13/09/2021 KALC project management course
13/09/2021 KALC Learning and Development survey
13/09/2021 Local Plan Update – SBC
13/09/2021 KALC introduction to planning flyer
13/09/2021 Letter to town and parish councils – NALC
13/09/2021 NALC events
15/09/2021 KALC Finance Conference
15/09/2021 Local Government Bulletin 10 September
15/09/2021 Queen's Green Canopy Project
15/09/2021 Local Government Bulletin 14 September
20/09/2021 Local Government Bulletin 16 September
20/09/2021 KALC Project Management workshop
20/09/2021 Swale JTB minutes
20/09/2021 COP26 funding
20/09/2021 Flood warden training
20/09/2021 Local Government Bulletin 15 September
20/09/2021 Kent Gardens Trust Parks and Gardens Research
20/09/2021 KALC Training Update
20/09/2021 NALC Chief Executives Bulletin
22/09/2021 Swale West Parishes Meeting
27/09/2021 SAC Cancellation
02/10/2021 Flood Warden Training
02/10/2021 Notice of KALC AGM 13th November
02/10/2021 Kent PCC Special Edition newsletter
02/10/2021 Reconnect locality grant
02/10/2021 KALC learning and development survey
02/10/2021 KALC Finance Conference
02/10/2021 Borden United Charities Grant
02/10/2021 KCC Commissioned free covid training
02/10/2021 Public speaking for councillors
02/10/2021 Invitation to East Kent Prevent Community Roundtable
04/10/2021 KALC September CEO Bulletin
04/10/2021 Local Government Bulletin Oct 4
05/10/2021 Next round of area committees – SBC
05/10/2021 Kent Plan Bee
05/10/2021 NALC CEO Bulletin
05/10/2021 Guide to taking part in Queens Jubilee
05/10/2021 M2J5 Temporary Road Closure speed limits
09/10/2021 KALC events October
09/10/2021 Local Government Bulletin Oct 6
09/10/2021 Your views on plastic