

BORDEN PARISH COUNCIL



MINUTES OF MONTHLY MEETING ON 16TH MARCH 2023

In the absence of Cllr Sims, Cllr Fassenfelt will chair the meeting.

182. APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Cllr Sims, Cllr Broughton and Cllr Bolas. Apologies also received from Cllr Cole and Cllr Emery.

In attendance: Cllr Fassenfelt, Cllr Evans, Cllr Butlin, Cllr Downes, Cllr Harrison, Cllr Baldock, Cllr Hepburn, Cllr Jemmett.

183. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall – Cllr Hepburn, and Cllr Downes.

Planning – Cllr Baldock.

184. CHAIR'S ANNOUNCEMENTS – there were none.

185. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 16th February 23 (appendix A).

It was **RESOLVED** to agree the minutes of the February meeting, which were duly signed by the Vice Chair Cllr Fassenfelt.

186. PUBLIC PARTICIPATION SESSION – *The period 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.
 - i. To note the Clerk has been told by the PCSO that in a few weeks' time there will only be 2 PCSO's in Sittingbourne.
 - ii. The Clerk on behalf of Cllr Bolas has asked the PCSO if something can be done about the speeding traffic through Danaway and Chestnut Street. The PCSO has forwarded this concern to the Special constabulary constables and will let they Clerk know if they can assist when he gets a reply.
- b. Parishioners.

There were 3 Parishioners in attendance and two addressed the Parish Council, regarding matters not on the agenda. The Chair thanked both Parishioners for their comments and advised that the issues raised would be included on the next meeting agenda for the full Council to consider.
- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).

Cllr Baldock gave a verbal update on County and Borough.
Cllr Hampshire's report was circulated prior to the meeting, and Cllr Hampshire gave a brief review of his report.

187. FINANCE

a. To approve accounting statements for February 23 (appendix B).

It was **RESOLVED** to agree the accounting statement for February, which was duly signed by the Vice Chair Cllr Fassenfelt and the RFO.

b. To approve the following BACS list of accounts for March payment.

The Clerk noted that the following 2 payments differ to the agenda;

- Playdale has changed from £5245.73 to £5247.36.
- EE has changed from £19.20 to £19.88 due to variance in first payment.

It was **RESOLVED** to approve the list of March payments, and these were duly checked and signed by 2 authorised signatories.

Mar-23	BORDEN PARISH COUNCIL - PAYMENT LIST				
Payee	Budget	Description	Gross	VAT	Net
Staff Expenses	Salary	Clerk salary	£949.82	n/a	£949.82
Staff Expenses	Clerk expenses	WFH allowance, milage etc.	£31.90	n/a	£31.90
HMRC	PAYE	PAYE costs	£280.73	n/a	£280.73

Initial 

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Lushland	Tree surgery & Risk ass	Nature Reserve Survey	£405.00	n/a	£405.00
Lushland	Tree surgery & Risk ass	Playstool & Woodland Survey	£495.00	n/a	£495.00
Steve Wakeling	Contingency for future projects	Parish Hall bench refurb	£390.00	n/a	£390.00
Treecraft	Tree surgery & Risk ass	Ivy at woodland	£100.00	n/a	£100.00
Playdale	Playstool	ROSPA repairs	5247.36	874.56	£4372.80
Kings Commercial Services	Toilet cleaning	Playstool toilet cleaning	£173.33	n/a	£173.33
J England	Playstool inspections	Safety	£60.00	n/a	£60.00
Martin Newcombe	Highways	Badger survey 2nd March	£870.00	n/a	£870.00
Swale BC	Borden Broadside	Printing fee	£186.00	n/a	£186.00
Woodberry	Contingency for future projects	Charlbury Bench & installation	£962.40	£ 160.40	£802.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£405.60	£ 67.60	£338.00
Total direct payments			10557.14	1102.56	9454.58
Direct Debits	Budget	Description	Gross	VAT	Net
EDF Energy	Electric	Feeder pillar	£16.00	£ 2.67	£13.33
O2	IT Costs	Mobile	£13.20	£ 2.20	£11.00
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£ 2.78	£13.89
Lloyds Bank	Credit card	Credit card payment	£392.35	£ 64.90	£327.45
EE	IT Costs	Mobile Broadband	£19.88	£3.31	£16.57
Npower	Electric	Unmetered supply	£63.80	£ 3.04	£60.76
Total DD payments			£521.90	£78.90	£443.00
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Online Reality.co Furniture	Pavilion Tabletops	Credit refund	-£60.00	-£ 10.00	-£ 50.00
Epsom Store UK	Office Equipment	Scanner	£280.00	£46.67	£ 233.33
Amazon	Office stationery	Hole punch, work dividers etc.	£25.35	£4.23	£ 21.12
Euroloos	Toilet maintenance	Toilet Maintenance 1-31 Jan	£144.00	£24.00	£ 120.00
Lloyds	Charge for card end 3857™	Monthly credit card fee	£3.00	n/a	£ 3.00
Total Credit card payments			£ 392.35	£ 64.90	£ 327.45

- c. To note year to date accounts and budget spend sent out prior to the meeting.
- d. To note further to February item 173b, the Canon flatbed scanner for £299.00, is no longer available to purchase. As a flatbed scanner was agreed by Council the Clerk has purchased a similar model which also has the option of using a document feeder, from Epsom for £280.00 (reduced from £310.00), £19.99 cheaper than the Canon option.
- e. To note under Financial Regulation 3.4 the Clerk has agreed a payment of £100 to Treecraft, to cut a ring of ivy growth around the main trunk of a Wild Cherry tree to kill off the dense ivy at the crown of the tree, which is growing near the boundary fence line at Mountview. This was shown as a medium recommendation in the February arboricultural survey, but further discussion with Cllr Bolas suggested the cut happen urgently to stop further growth, density, and weight on the tree and so not to disturb birds nesting.

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- f. To note the ROSPA repair work carried out week commencing 20th February to renew the side leg of the children's swing set was unable to be completed due to the back leg having now rotted to the extent that if the side leg was replaced as agreed then the back leg may have split. As the swing set repair was approved by the Parish Council as part of the urgent repairs required, the Clerk for health & safety reasons has authorised this additional repair to be completed on 13th March, at an additional cost of £544 + VAT, under Financial Regulation 3.4.
- g. To note an increase of 5% for the 2023/24 annual contract to maintain the Centenary Garden and care home bi-weekly grass cutting.
There was discussion regarding what was included in this contract and consideration given to the Hengist care home grass cutting element.
It was **RESOLVED** to agree the contract for 2023/24 with a 5% increase to maintain the Centenary Gardens and care home frontage. Cllr Butlin voted against.
- h. To note an increase of 7% for the Playstool maintenance annual contract for 2023/24.
It was clarified that this contract dealt with the maintenance for the rest of the Playstool and Woodland area.
It was **RESOLVED** to agree the contract for 2023/24 with a 7% increase for the Playstool and Woodland area maintenance.
- i. To agree the suggested budget virements which will move funds from budget lines that are underspent at the end of the fiscal year, to those budget lines where an overspend has occurred.
1. Playstool equipment repair is over budget by £1281.47;
 - Move £1200 from Other Grants budget line.
 - Move £81.47 from Streetlighting budget line.
 2. Electricity unmetered supply is over budget by £269.21 – move same amount from Streetlight repairs budget line.
 3. Borden Sports Association is over budget by £126.00 - Move £126.00 from Streetlight repairs budget line.
 4. Playstool inspections is over budget by £122.00 – move same amount from Streetlight repairs budget line.
 5. Toilet cleaning is over budget by £499.95 – move the same amount from Streetlight repairs budget line.
 6. Playstool maintenance is over budget by £169.48 – move the same amount from Streetlight repairs budget line.
 7. Office equipment is over budget by £254.04 – move the same amount from Fly-tipping removals budget line.
 8. Training courses is over budget by £222.00 – move the same amount from Fly-tipping removals budget line.
 9. Stationary is over budget by £148.03 – move same amount from Fly-tipping removals budget line.
 10. Insurance is over budget by £136.45 – move the same amount from Fly-tipping removals budget line.
 11. PAYE costs are over budget by £1551.41;
 - Move £180.00 from Horticultural Society budget line.
 - Move £936.60 from Fete budget line.
 - Move £434.00 from Heritage budget line.
 12. Clerk salary is over budget by £4547.43;
 - Move £3984.76 from Contingency for future project budget line.
 - Move £562.67 from School / PTA budget line.

It was **RESOLVED** to agree virements for items 1 - 10 as stated above to balance out over and underspend budget lines for end of March 2023 budget. There were 2 votes against.

There was discussion regarding the necessity of the virements and the Clerk re-iterated that it was simply to sweep budget lines that had underspent, to those budget lines where an overspend has occurred for the end of the fiscal year.

It was **RESOLVED** to agree virements for items 11 - 12 as stated above to balance out over and underspend budget lines for end of March 2023 budget. There were 2 votes against.

188. BUSINESS ITEMS

- a. Due to Cllr Fassenfelt's unavailability for the 20th April a decision needs to be taken on an alternative meeting date or if not who will Chair on the 20th April.
It was **RESOLVED** that the date for the next meeting will be moved to 13th April.
- b. To consider how the owners and occupiers of properties identified to become community assets are communicated with to explain the Parishes action.
It was agreed to postpone this item until the next meeting when Cllr Emery would be in attendance.

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189. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive a report from Wises Lane Monitoring & Liaison Group. The report was sent out prior to the meeting and a copy can be found on our website <https://www.bordenparishcouncil.gov.uk/>.

Cllr Fassenfelt reported on a further meeting with Barrett's on 14th March, after the March report was produced.

- i. The closure of Wise Lane may be extended but BDW could not say for how long. This is due to having ground difficulties, so they will be asking KCC street works for an extension.
- ii. Cryalls Lane is to be closed from the junction with Hamilton Crescent to the outside of the Nature Reserve so that trail hole works can be undertaken to ascertain the location of the electrical power. The Parish Council were asked for comments beforehand and both BDW and UK Power Network have been contacted and asked that they ensure the Nature Reserve is safeguarded and that the Cryalls Lane closure does not coincide with the Wises Lane closure. Assurances have been given that both roads will not be closed at the same time.
- iii. A new case handler for the Wises Lane planning applications has now been appointed and has been asked about the Eastern part of the new Spine Road, which is likely to be coming forward for application later in Spring.

- b. To note Wises Lane resident communications, which were sent out for information prior to the meeting.

- c. To note complaints regarding the Wises Lane development.

Correspondence has been received from DHL planning on 17th February stating that they are reviewing and responding to all queries received, however, some will take longer than others as will need to be deferred for further investigation, as all complaints are taken seriously, and they want to ensure the fullest responses.

- d. Operation Golden Orb – His Majesty King Charles III Coronation. Report sent out prior to the meeting.

Cllr Jemmett gave an update on developments since the report was submitted which is likely to see the beacon lighting event on the 5th May being subject to some changes.

Cllr Baldock proposed that full support is given

Cllr Fassenfelt proposed that quotes for the Coronation oak tree are gathered.

It was **RESOLVED** that the Clerk would get 3 quotes for the Coronation oak tree to bring back to the next meeting.

- e. Nature Reserve report. The report was sent out prior to the meeting and a copy can be found on our website <https://www.bordenparishcouncil.gov.uk/>.

- i. Cllr Butlin referred to an historic closed bank account which was set up by Borden Parish Council on behalf of individuals who raised money to maintain the Nature Reserve. As per minutes of May 2017 the account was closed and the balance of £1182.44 was transferred in November 2017 to the Parish Councils account and earmarked for use only for the Nature Reserve. Cllr Butlin asked if this money could be transferred to the Friends of Borden Nature Reserve.

There was a discussion regarding the historic account which the bank made dormant and closed, so the funds were transferred to the Parish Council account, as stated above. The Clerk advised that she needed to seek further guidance before moving funds from the Parish Council account to a 3rd party outside of the normal financial regulation processes.

It was **RESOLVED** to bring this request back to the next meeting so that the Clerk could seek further information and guidance on this request including availability in budget.

- ii. Cllr Butlin advised that the Friends of Borden Nature Reserve would like the Nature Reserve to become a designated Nature Reserve with Rural England and would like the Clerk to write to KCC for approval of this.

It was **RESOLVED** to agree the proposal for the Clerk to contact KCC for approval to register the Nature Reserve with Rural England as an official dedicated Nature Reserve.

- iii. Cllr Butlin asked for an update on the contact with KCC regarding disabled access to the Nature Reserve.

The Clerk has emailed KCC on both 26th October and 21st December 22 and has followed up with a further email on 7th March 23, with still no response.

The Clerk will email KCC again and copy in County Cllr Baldock as requested.

- iv. Cllr Jemmett asked that the Clerk contact KCC regarding the Nature Reserve lease renewal which is due in 2024.

It was **RESOLVED** that the Clerk would contact KCC for an update on the lease renewal due in 2024 and copy in County Cllr Baldock as requested.

190. NEIGHBOURHOOD PLAN

- a. To receive update from Steering Group (attachment 10). The report was sent out prior to the meeting and a copy can be found on our website <https://www.bordenparishcouncil.gov.uk/>.

To note the next Neighbourhood Plan meeting will be held on 3rd May.

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191. OPEN SPACES

- a. To update on the ROSPA repairs for the Children's playground equipment and quote for additional work noted.
The Clerk advised that whilst completing ROSPA repairs on the Playstool children's playground that the engineer had noted several further repairs that need attention. What action do the Council wish to take?
It was **RESOLVED** that the Clerk would check the July 2022 ROSPA report to see if the items noted by the engineer match the report and bring back to the next meeting. There were 3 abstentions.
- b. To update on the agreed rubbish bin at junctions of Hearts Delight and Wrens Road.
The Clerk has applied to SBC for a bin but had no response, and so will email again copying in Cllr Baldock as requested.
- c. To review the initial report from the arboricultural survey completed on Nature Reserve in February and agree a quote for urgent work.
To note the Clerk has only received 2 out of 4 quotes requested.
It was **RESOLVED** to accept the first two options on quote 1 for £1375.00. To sever the ivy on all 62 trees, and fell the marked damaged tree, leaving the wood in place for nature habitat.
- d. To update on the fallen tree on the steps to the Playstool.
To note as Cllr Emery is unable to attend this meeting, he has asked that the Clerk move this item to April's meeting.

192. HIGHWAYS

- a. To receive update on Highways matters. The report was sent out prior to the meeting and a copy can be found on our website <https://www.bordenparishcouncil.gov.uk/>.
- i. To note that there is a new junction warning sign in place on Sutton Barron Road, in addition to the new School Lane signs.
- ii. Further to January minute item 162aii and the Parish Council's letter sent on 30th January regarding Borden's highway improvement proposals outlining the improved 20mph scheme, Cllr Baldock was asked if Cllr David Brazier, the cabinet member for Highways and Transport had been contacted in regards to this as yet. Cllr Baldock confirmed that he would make contact on behalf of the Parish Council.
- b. To review the update on the proposed junction improvements on the A249 at Key Street and Grovehurst Road, from the Swale West Joint Transportation Board February agenda item 8.
It was **RESOLVED** that Cllr Fassenfelt would write and ask for a date that Borden Highways Group can attend a meeting regarding the design of Key St Roundabout.
- c. To note resident's emails regarding Oad Street, which were sent out for information prior to the meeting.
- d. To consider Oad Street improvements, which were sent out prior to the meeting.
It was noted that traffic flows and speeds were competed in January 2022 and KCC's stance was not to agree to a signed 20mph zone as they preferred to see traffic calming measures such as priority direction, which can also cause issues of noise and fumes and requires streetlamps. There have also not been any noted personal injury traffic accidents at this location over a 5-year period. KCC Highways would not fund any improvement works.
There was a general discussion around the pros and cons of spending from the Highways budget now to go out for consultations on designs which would be costly and take some months to complete, verses waiting for 2 years until the Stockbury roundabout is completed to see how the traffic either reduces or increases.
It was **RESOLVED** to defer the decision on Oad Street until after the improvements to Stockbury roundabout are known. Cllr Baldock objected.
- e. To decide on the location of the bench at the junction of The Street and Mountview.
The Heritage Group have confirmed a donation to pay the nett cost of the bench of £802.00. The bench will be located within current bus shelter next to post box.
It was **RESOLVED** for the Clerk to go ahead and order the bench and installation.

Cllr Baldock left the meeting at 20:51

193. CORRESPONDENCE

- a. SBC - Consultation on the Draft Pavement Licence Policy 2023 – 2026.
It was **RESOLVED** to ask SBC to include consultations with Parish Councils.
- b. SBC - Consultation on amendments to the Street Trading Policy 2021 – 2024.

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There were no comments on this document.

- c. To consider supporting Kent Plant a Tree.

There were no comments on this item.

Cllr Harrison left the meeting at 20:54 and re-joined the meeting at 20:57.

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

- i. Prior to planning applications being reviewed there was a discussion around how the Parish Council comments should be returned to Swale Planning.

It was **RESOLVED** that the Clerk would contact Swale Planning to request that all outstanding planning applications where Borden Parish Council have made a comment should be treated as an objection.

1. APPLICATION 23/500516/SUB. Grid: 588553/163571. Address: Land at Wises Lane Borden Kent ME10 1GD.

Proposal: Submission of details to discharge condition 59 (badger survey) of planning application: 17/505711/HYBRID (attachment 21).

An extension to submit comments has been agreed until 17th March by Swale Planning (The determination date for this application is 30th March, there is no consultation period for this application, however, please feel free to submit any comments by the 17th March at the latest and these can be shared with the officer for consideration but comments are not required as part of the officers assessment process).

It was **RESOLVED** to **object** to this application for the following reasons.

Since the Badger survey has been removed from information about this planning application the Parish Council can make no comment, but we wish to make the following points:-

- Badger surveys should be updated on an annual basis and information supplied confidentially to Borden Parish Council.
- Borden Parish Council have instigated its own independent expert badger survey of the area.

2. APPLICATION 23/500602/SUB. Grid: 587706/163874. Address: Hooks Hole Farm School Lane Borden Kent ME9 8DA. Proposal: Submission of Details pursuant to conditions 3 (Noise Management Plan) and 4 (Soft Landscaping Scheme) of Application 22/503623/FULL.

An extension to submit comments has been agreed.

It was **RESOLVED** to have no comment on this application.

3. Application: 23/500258/OUT. Grid: 585880/162678. Address: Gleneagles Maidstone Road Borden Kent ME9 7QA Proposal: Outline Application for redevelopment of the former Gleneagles Garage to provide a commercial development of two buildings. 4 x light industry (Use Class E(g)(iii)) and 4 x warehouse/storage (Use Class B8). (All Matters Reserved).

An extension to submit comments has been agreed.

It was **RESOLVED** to support this application in principle providing a full ecological survey and flooding impact survey are undertaken before permission is granted.

4. Application: 23/500742/TCA. Grid: 587536/163903. Address: Primrose Cottage Chestnut Street Borden Kent ME9 8DD. Proposal: Conservation Area Notification: To Fell / Remove One Elaeagnus Ebbingei Tree (T1).

It was **RESOLVED** that Borden Parish Council **object** to tree felling as no professional advice or reason for felling of the tree have been given and ask that Swale Borough Councils tree officer visit the site.

Cllr Baldock returned to the meeting at 21:15

195. 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.

Cllr Baldock -The new Police re arrangements are now setting up 'beat teams', with 18 for Swale which equates to 1 per 1.5 wards. They are portraying as getting Police back into the community.

There is also a Neighbourhood team with 4 police and 4 PCSO's for the whole of Swale.

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- b. Borden Sports Association.
Borden village team are now 2nd in the league.
- c. Borden Parish Hall – Cllr Hepburn. The report was sent out prior to the meeting and a copy can be found on our website <https://www.bordenparishcouncil.gov.uk/>
- d. Borden Heritage Group – Cllr Harrison. The report was sent out prior to the meeting and a copy can be found on our website <https://www.bordenparishcouncil.gov.uk/>.
A reminder was given for the Quiz on Saturday night.

196. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to Councillors prior to the meeting.
- b. To receive any reports from Councillors.
 - Cllr Jemmett was pleased to see the new Parish WiFi hub was in place and working.
 - Cllr Baldock updated on how the Borden Broadside deliveries were going.
 - Cllr Harrison asked that the Clerk advise her of the date of The Street bench installation.
 - Cllr Butlin said that the Parish Council Liaison Forum will be on 19th April from 7pm via a team's invite, which the Clerk can send out to those who wish to attend.

NEXT MEETING TO BE HELD 13th April 2023

Minutes agreed and signed on 13th April by;

Print Name: Chris Sims

Signature: 

Title: Chairman