

**BORDEN PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Held on Thursday 15<sup>th</sup> October 2020**

**Present:** Cllr Bolas; Cllr M Baldock; Cllr N Butlin; Cllr J Emery; Cllr B Jemmett; Cllr J Evans; Cllr J Fassenfelt; Cllr J Hepburn; Cllr C Sims; Cllr Broughton; Cllr E Harrison; Cllr Downes

**Apologies:** Cllr K Lainton

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

**246. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies for absence with reasons from Cllr K Lainton

**247. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cllr Bolas, Cllr Hepburn and Cllr Downes declared an interest in the parish hall item  
 Cllr Baldock declared an interest in the planning item.  
 Cllr Sims declared an interest in the planning item.

**248. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 10<sup>th</sup> SEPTEMBER 2020**

It was **RESOLVED** to approve the minutes of the meeting on 10<sup>th</sup> September 2020.

**249. PUBLIC PARTICIPATION SESSION –**

- a. Police/PCSO - The PCSO is not able to attend virtual meetings and is sending email updates.
- b. Parishioners – there were none.
- c. County/Borough Councillors  
 Cllr Whiting addressed the meeting and discussed the Wises Lane temporary traffic lights; final date for submissions to M2j5 inquiry; Oad Street.  
 Cllr Hampshire circulated a report ahead of the meeting.  
 Cllr Baldock confirmed the Swale half hour free parking is on the app and wardens are adding half an hour to paid for tickets.

**250. FINANCE**

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

It was **RESOLVED** to approve the accounting statements for October 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: -

Oct-20	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk costs Oct	£ 592.48	n/a	n/a
HMRC			PAYE costs Oct	£ 149.17	n/a	n/a
Ms J Miller			Expenses Clerk - Oct	£ 106.45	n/a	n/a
Branchett Limited	26/11/2019	1911265	Tree works Playstool	£ 360.00	n/a	n/a

Friends of Borden Church			Donation for Vivien	£ 30.00	n/a	n/a
EuroLoos	01/09/2020	150463	September toilet service	£ 180.00	£ 150.00	£ 30.00
Borden Village Hall			Grant for COVID19	£ 300.00	n/a	n/a
Kent County Supplies	28/05/2020	i3600353	Bleach	£ 17.28	£ 14.40	£ 2.28
Fryer Cleaning & Maint	30/09/2020	10053	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Parish Online	06/09/2020	9um004-0003	Annual subscription mapping	£ 180.00	£ 150.00	£ 30.00
Kings Commercial	01/10/2020	INV00464	Clean of toilet	£ 173.33	n/a	n/a
Came and Company	17/09/2020	22192483	Annual Insurance Renewal	£ 3,960.73	n/a	n/a
John England	09/09/2020		Playstool Inspections	£ 50.00		
Steve Wakelin	28/09/2020	81A	Quarterly invoice Playstool	£ 453.20	n/a	n/a
Steve Wakelin		76A	Sundry works to Playstool	£ 240.00	n/a	n/a
Steve Wakelin	10/09/2020	72A	Cleaning of Playstool	£ 930.00	n/a	n/a

#### 251. GRANT APPLICATION

- a. To consider Borden United Charities Christmas Grant Request  
Cllr Sims reported that an amount of money is available from the Borden United Charities and it was **RESOLVED** that a poster is put in the parish noticeboards and a news item added to the website to advertise the Borden United Charities Christmas Grants.

#### 252. ACTIONS TAKEN IN RESPONSE TO COVID-19

- a. To receive update on COVID-19 response.

#### 253. GOVERNANCE AND ADMINISTRATION

- a. To receive update on Parish Hall 5 year costed plan  
Cllr Hepburn reported that the plan is ongoing.
- b. To consider alarm system and upgrading broadband at parish hall.  
It was **RESOLVED** to obtain two further quotes for intruder and fire alarm systems for the parish hall.
- c. To note insurance renewal – noted.

#### 254. PLANNING MATTERS

- a. To receive update on Wises Lane planning appeal.  
It was noted that the appeal decision has not yet been announced.
- b. To note three volunteers for Neighbourhood Plan project and consider next steps.  
Cllr Butlin, Emery and Fassenfelt volunteered to set up a steering group. They will provide a summary document to the parish council and terms of reference to enable the parish council consider making a neighbourhood plan.

#### 255. OPEN SPACES

- a. To receive quote for replacement of picnic tables  
It was noted how difficult it has been to obtain quotes from local contractors. Cllr Butlin shall share Mick Fagg's contact details.

- b. To receive update on dog waste bags – Cllr Baldock  
It was **RESOLVED** to purchase a Tic Pac dispenser £150+ VAT and one set of 2500 bags for Maylam Gardens £65 + VAT  
It was **RESOLVED** to install the dispenser in Maylam Gardens green subject to obtaining the relevant permissions.  
Cllr Baldock and Cllr Emery agreed to monitor the use of bags.
- c. To receive update on plan at Playstool – Cllr Emery  
Cllr Emery, Cllr Baldock and the Clerk shall produce a terms of reference for the council to consider.
- d. To note information board works instructed – Cllr Sims  
It was noted that this is underway.

#### 256. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution.  
It was noted that there is no further update. It was **RESOLVED** that the clerk shall ask for a further update on this prosecution.
- b. To note fly-tipping removed from private land.  
It was noted that this was found to be KCC land. Biffa had been removing the items it was **RESOLVED** for Cllr Baldock to pass on thanks.
- c. To note CCTV signage installed at Nature Reserve – noted.  
The council shall monitor the success of the sign and consider an additional sign at the secondary gate at the next meeting.
- d. To note update from Cllr Baldock on 'Friends of' group – noted.
- e. To receive update from Cllr Bolas and Baldock – meeting at Nature Reserve.  
Cllr Bolas and Baldock reported a discussion on the Nature Reserve.
- f. To consider suggested Nature Reserve management.  
It was **RESOLVED** to set up a group to investigate the future management of the Nature Reserve. Cllr Bolas and Cllr Baldock shall work on a Terms of Reference. Cllrs Baldock; Butlin; Broughton; Emery volunteered to join the group.

#### 257. HIGHWAYS

- a. To receive update on Highways issues reported – Cllr Fassenfelt  
Cllr Fassenfelt circulated a report prior to the meeting. An item shall be added to the Broadside with the updates. The Clerk shall contact Mick Fagg for assistance with the white posts.
- b. To receive update on Oad Street site meeting with Cllr Whiting  
An update was noted.  
It was **RESOLVED** that KCC are asked to provide a speed survey in Oad Street.
- c. To receive update on meeting with Highways Consultant – noted.
- d. To receive update on the use of Maidstone Road as a diversion for the A249 – noted.

#### 258. CONSULTATIONS FOR COMMENTS

- a. Conservation Areas in Borden – Swale Borough Council  
It was **RESOLVED** to support extending all the conservation areas in Borden as detailed in the Swale consultation.  
It was **RESOLVED** that a further extension to include part of Coppins Lane shall be supported.  
It was **RESOLVED** to support a new conservation area in Wises Lane.
- b. Ponds and Hedgerows – to receive update from Cllrs Hepburn and Baldock on map investigations.  
Cllr Baldock shall bring back a list of ponds to a future meeting and will work with Cllr Hepburn on the hedgerows.

#### 259. EXTERNAL MEETINGS

- a. Western Area Committee – SBC – 01/09/2020

Cllr Baldock asked for nominations for a delegate at the next meeting on 1<sup>st</sup> December. This will be discussed at the next parish council meeting.

**b. Swale Area Committee – 14/09/2020**

Cllr Sims reported that the motion re litter was voted for unanimously and this will be taken forward to the County AGM.

**c. KALC Clerks Conference – 24/09/2020**

**260. CORRESPONDENCE**

**a.** To note contact regarding Woodgate Lane

**b.** Email from resident with Cherry Tree issues Mountview

*Cllr Baldock left the meeting at 21:33*

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

**a.**

**Application:** 20/504204/FULL

**Address:** 30 Grove Park Avenue Borden Sittingbourne Kent ME10 1YH

**Proposal:** Erection of a single storey front, side and rear extension

It was **RESOLVED** no comment.

**b.**

**Application:** 20/504190/TCA

**Address:** Conifers The Street Borden ME9 8JN

**Proposal:** Conservation Area Notification - Holly (T1) - Remove to enable approved parking provision, Fir (T4) - Remove to enable extension and Holly (T5) - Remove to enable extension

It was **RESOLVED** that the parish council doesn't consider removal of three trees is necessary and ask that the previous view of the planning officer to not consider removal of any trees.

**c.**

**Application:** 20/504373/TCA

**Address:** Cherrington House Wises Lane Borden ME9 8LR

**Proposal:** Conservation area notification to fell one oak tree; Crown reduce one Holly tree into shape of a prism, final height of 5m, radial spread of 3m; Crown lift one Sycamore to height of approximately 5m.

It was **RESOLVED** to object on the basis that the oak tree provides essential biodiversity value to the conservation area and contributes to the wider collection of oaks in the parish. The parish council wish to see a TPO attached to the tree and wish to question the ownership of the sycamore tree.

**d.**

**Application:** 20/504389/FULL

**Address:** Rose Lodge Chestnut Street Borden Sittingbourne Kent

**Proposal:** Proposed loft conversion with insertion of 2no. front and 1no. rear dormers. (Revised scheme to 19/505937/FULL)

It was **RESOLVED** no comment.

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

**(Reports were circulated prior to the meeting)**

**a.** Speedwatch – Cllr Downes reported on the current activity, which is suspended due to COVID-19.

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

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

Cllr Sims advised that the quotes for the kitchen have been sought but have come in £207 over the expected expenditure. It was **RESOLVED** to move the furniture budget £1500 to year 4, bring inspection of drainage £1000 to this year and use the £500 excess to cover the cost of the kitchen.

- d. Heritage – Cllr Harrison
- e. Borden Parish Hall – Cllr Hepburn

It was **RESOLVED** to suspend standing orders and continue the meeting for up to an additional 30 minutes.

**263. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to councillors (Appendix 2)
- b. To receive any reports from councillors

Cllr Butlin asked about the police report being added to the village website. Cllr Butlin asked what the arrangements were for the wreath to be laid. Cllr Emery reported that according to Fr Robert the wreath laying will go ahead outside. Cllr Butlin will contact Fr Robert for times and copy to the clerk. The clerk will share the government guidance on outdoor worship services. Cllr Emery, Butlin and Harrison shall attend the service and lay the wreath. Cllr Butlin asked if a card was sent to a resident.

Cllr Downes suggested poo bags are paid for by the Swale Members Grant and that this is added to the next agenda. Cllr Downes asked that a borough or County member funding is used to fund the surveys. Cllr Downes asked about the tents at the nature reserve.

Cllr Hepburn advised that a resident had passed away.

Cllr Jemmett advised that there was a duplicate item number on the agenda.

Cllr Sims asked if the tent could be added to the next agenda.

Cllr Downes asked if a date for the budget meeting had been set.

Cllr Butlin reported that a resident had passed away.

**264. NEXT MEETING DATE – THURSDAY 19<sup>TH</sup> NOVEMBER 2020 7pm**

**Meeting closed at 22:22pm**