

BORDEN PARISH COUNCIL



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on Thursday 18th August 2022 in Borden Sports Pavilion, Wises Lane at 7pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk

12th August 2022

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

3. CHAIR'S ANNOUNCEMENTS

4. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 16th JUNE 2022 (appendix A)

5. 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
 - i. BCP incidents reported to PCSO (attachment 1)
- b. Parishioners
- c. County/Borough Councillors (a written report must be submitted three days before the meeting)

6. FINANCE

a. To approve accounting statements July 2022 (appendix B)

i. Chair and RFO to sign the bank reconciliation and bank statement balances (appendix C).

b. To approve the BACS list of accounts for payment (Approved signatories to sign the BACs payment list)

i. To note the Victim Support payment of £100. Is a donation as agreed in May minutes, so there is not an attached invoice, only the donation request letter and donation form. May minutes also noted that we request the donation is used locally in Swale area. On investigation the donation details are centralised with no option for a local area spend to be specified.

Payee	Budget	Description	Gross	VAT	Net
Clerk/ RFO	Salary	May Salary	£ 904.87	n/a	n/a
Clerk	Clerk expenses	WFH allowance, mileage	£ 29.05	n/a	n/a
HMRC	PAYE	June PAYE costs	£ 256.09	n/a	n/a
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 480.00	£ 80.00	£ 400.00
J England	Safety	Playstool checks	£ 50.00	n/a	n/a
Barcham's	Jubilee	Final - Oak Tree	£ 295.00		
Mark Vigrass Ltd	Jubilee	Oak tree guard	£ 345.60	£ 57.60	£ 288.00
AJS & Son Electrical	Pavilion infrastructure	Disconnect shower	£ 102.00	£ 17.00	£ 85.00
Victim Support	Donation	May minutes	£ 100.00	n/a	n/a
The Forge	Hall hire	Wises Lane Working Group	£ 30.00	n/a	n/a
Kings Commercial	Maintenance	Toilet cleaning	£ 173.33	n/a	n/a
Total Direct Bank Payments			£ 2765.94		
Direct Debits	Budget	Description	Gross	VAT	Net
EDF Energy	Electric	Feeder pillar	£ 16.00		£ 16.00
Waveney IT	IT Costs	Monthly Mailbox charge	£ 16.67	£ 2.78	£ 13.89

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Waveney IT	IT support	Office exchange licence	£ 36.00	£ 6.00	£ 30.00
NPower	Electric	Unmetered supply	£ 81.77	£ 3.89	£ 77.88
Lloyds Bank	See below	Credit card payment	£ 901.09	£ 87.68	£ 813.41
Total DD Payments			£ 1051.53	£ 100.35	£ 951.18
Credit Card	Budget	Description	Gross	VAT	Net
Amazon	Stationary	Office stationery	£ 30.32	£ 2.41	£ 27.91
HM Land Registry	Contingency future projects	Title plan	£ 3.00	n/a	£ 3.00
Adobe	Office	PDF annual fee	£ 21.14	£ 3.52	£ 17.62
Replacement keys	Office	Replacement key	£ 9.05	£ 1.51	£ 7.54
SLCC	Subscriptions	Annual fee	£ 183.00	n/a	£ 183.00
SLCC	Book	Local Council admin	£ 141.80	£ 0.80	£ 141.00
SLCC	Training	GDPR	£ 36.00	£ 6.00	£ 30.00
Amazon	Office	Printer Cartridges	£ 30.14	n/a	£ 30.14
Online Reality	Pavilion	Tables	£ 440.64	£ 73.44	£ 367.20
Lloyds	Charge	Monthly credit card fee	£ 3.00	n/a	£ 3.00
Lloyds	Charge	Monthly credit card fee	£ 3.00	n/a	£ 3.00
Total Credit Card Payments			£ 901.09	£ 87.68	£ 813.41

c. To note Year to Date budget, spend and accounts (attachment 2).

d. To note Euroloo invoice £159.44 has been paid by bank transfer on 5th August to keep within agreed due date, and duly authorised by 2 signatories.

e. To note at May's meeting it was agreed to donate £100 to Citizens Advice via a grant application. The recently reviewed grant application form has now been sent.

7. BUSINESS ITEMS

- Press & Media policy review** – Cllr Fassenfelt (attachment 3).
- Data Protection / GDPR** – Cllr Jemmett .
- Pavilion WI-FI** – Cllr Jemmett (attachment 4).
- Playstool safety checks** – The weekly fee for this service has remained static since 2014, the Clerk has now received a request to increase this.

8. COMMITTEE AND WORKING GROUP UPDATES

- To receive report from Wises Lane Monitoring Group (attachment 5).
- To receive report from Nature Reserve Working Group (attachment 6).

9. OPEN SPACES

- Playstool toilet repair update - Cllr Emery.
- Christmas lights switch on – Cllr Sims.
- Wrens Road notice board update on insurance claim.
- ROSPA Play Safety inspection report review.
- Oak Tree post planting plan – Cllr Fassenfelt (attachment 7).
- Oak saplings availability.

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

- Cllr Harrison – A Parishioner has mentioned about a litter bin at the junction of Hearts Delight and Wrens Road beside the Memorial seat.
- Cllr Emery – At the entrance to the Playstool Steps there has been a tree blown down in gale.

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- c. Cllr Emery - Community assets to be listed.
- d. Cllr Butlin - Consultation invitation_ Air Quality Action Plan (AQAP) 2023 - 2028 (attachments 8 & 9).
Swale Borough Council are reviewing and updating their AQAP which expires at the end of 2022. They are now looking to invite key stakeholders including Borden Parish Council to provide their views on the updated measures via an on-line link.
- e. Cllr Emery – Review of March planning application 22/500468, St Martins Cottage, The Street. The application was for the Insertion of replacement UPVC wood flush effect windows and composite black wood effect front door, to which the Council resolved to object on the grounds that the property is in the conservation area and has a high visual impact on the street scene in Borden Village. The parish council would like to see that the replacements are of traditional materials and like for like design.

11. HIGHWAYS

- a. To receive update on Highways matters (attachment 10).
- b. Active Travel – Cllr Bolas.

12. EXTERNAL MEETINGS

- a. Western Area Committee (attachment 11)
 - i. Workshop for Walking and Cycling Project – Cllr attendees names required for the following dates 14th, 15th, 21st and 22nd of September.

13. CORRESPONDENCE

- a. Response from William Barrows Charity regarding declined grant applications (attachment 12).
- b. Hugo Fox enquiry regarding overhanging Trees on the Playstool at Mountview (attachment 13).

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

- 1) **Application No: 21/504812/REM** Location: Land at Manor Farm Chestnut Street Borden Kent ME10 1YU
Proposal: Approval of Reserved Matters of appearance, landscaping, layout, and scale for erection of 50 dwellinghouses pursuant to application 17/500727/OUT - Outline application for residential development for up to 50 dwellings with access off Chestnut Street (All others matters reserved).
- 2) **APP/V2255/W/22/ Notification of Appeal Lodged with the Planning Inspectorate**
3296580 Proposal: Demolition of existing property and erection of 2no. five-bedroom dwellings with associated parking and private amenity space as amended by drawing no's.
21.29_PL_11 Rev A; 21.29_PL_12 Rev B; 21.29_PL13 Rev B; 21.29_PL14 Rev A and
21.29_PL_20. Location: Greystone Bannister Hill Borden
- 3) **Application: 22/503633/TPOA** Grid: 588833/162542; Parish: Borden
Address: Kirkella House 5 The Rise Borden Kent ME9 8HY
Proposal: Tree Preservation Order application: (T001) Black Pine 'Pinus Nigra' Fell to ground level and re plant, the tree has shown a steady decline over the last year.
- 4) **Application: 22/503698/NMAMD** Grid: 588553/163571 Parish: Borden. Address: Land At Wises Lane Borden Kent ME10 1GD. Proposal: Non-material amendment in relation to planning permission 17/505711/HYBRID and appeal reference V2255/W/19/3233606: To change the wording of condition 66 to 'Before the approval of reserved matters for any phase (excluding Phase 1A), the applicant (or their agents or successors in title) shall secure and have reported a programme of archaeological field evaluation works for that phase, in accordance with a specification and written timetable which has been submitted to and approved by the local planning authority'.
(Attachment 14)
- 5) **For information only** these planning applications will be reported to the Planning Committee meeting of the Council to be held in the Council Chamber at Swale House on 18 August 2022 at 7pm.
 - a. **Application No: 22/501315/FULL** Proposal: Raising of roof height and insertion of dormer window and roof lights together with two storey front and rear extension as amended by drawing No. 01.22.09C. Location: St Mawes, The Street Borden Kent.
 - b. **Application No: 21/505544/FULL**

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Proposal: Revision to extant planning permission SW/96/0620 for the demolition of 1 bungalow and garage and the erection of 6 no. houses, garages, and parking. Widening of Washley Hill, provision of a pedestrian footpath from Hearts Delight Road, closure of existing vehicular access and provision of new, relocated access, along with wildlife Enhancements Location: Hillyfield Hearts Delight Borden Sittingbourne.

- c. **Application No: 22/502679/ADV** Proposal: Advertisement Consent for 1no. non-illuminated hoarding signage board. Location: Manor Farm Key Street Sittingbourne Kent.

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

- a. Kent Association of Local Councils – Cllr Baldock.
- b. Borden Sports Association – Cllr Sims. (attachment 19).
- i. Wheelchair ramp quotes (attachment 15).
- c. Heritage – Cllr Harrison (attachment 16).
- d. Borden Parish Hall – Cllr Hepburn (attachment 17).
 - i. Update on quotes for Parish Hall outside bench's refurbishment.
 - ii. Update on a quote for a dropped kerb at the bottom of the ramp at the double doors at the back of the hall. This will enable disabled people to enter the hall from the safety of the car park, and not have to stop a car on the road to access the dropped kerb there.

16. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (attachment 18).
- b. To receive any reports from councillors.

NEXT MEETING TO BE HELD 15th September 2022