

**BORDEN PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Held on Thursday 18<sup>th</sup> February 2021**

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

**Apologies:** None.

**Also in attendance:** J Miller Clerk; County Councillor Whiting; 4 members of the public

**323. APOLOGIES FOR ABSENCE**

Cllr Baldock had informed the council that he may be late due to the local plan meeting at Swale Borough Council.

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

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

**325. CHAIRMAN'S ANNOUNCEMENTS**

There were none.

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

**326. 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 reported on the meeting with Cllr Bolas and Fassenfelt regarding the highways improvement plan.

Cllr Fassenfelt asked about the safety of the proposed key street roundabout junction and Cllr Whiting advised that he was not qualified to assess the safety of the proposals.

Cllr Baldocks report was read by councillors at the meeting.

*The meeting was reconvened at 19:26*

*Cllr Baldock entered the meeting at 19:28*

**327. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 21<sup>st</sup> JANUARY 2021**

It was **RESOLVED** to approve the minutes of the meeting on 21<sup>st</sup> January 2021.

**328. FINANCE**

**a. To approve accounting statements January 2021**

It was **RESOLVED** to approve the accounting statements for January 2021. 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: -

**Borden Parish Council**

**Payment Schedule**

**Month February 2021**

<b>Payee</b>	<b>Inv Date</b>	<b>Inv No</b>	<b>Goods &amp; Services</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Ms Miller	28-02-21		Clerk Wages Feb21	£592.48		£592.48
Ms Miller	28-02-21		Clerk Expenses Feb21	£71.80		£71.80
HMRC	28-02-21		PAYE Feb21	£149.17		£149.17
Fryer Cleaning & Maintenance	31-01-21	10599	Maintenance of Memorial & Centenary Gardens	£386.40	£64.40	£322.00
Kings Commercial	01-02-21	499	Toilet Cleaning	£173.33		£173.33
Steve Wakelin			Sanitisation of Playstool Equipment - Sep & Oct			
Steve Wakelin			Ground Maintenance Contract			
Windsor Fitted Furniture Ltd	25-01-21	963	Kitchen - Pavilion	£4,449.00	£741.50	£3,707.50
Waveney IT	01-03-21	1110	BPC Email Account & Domain	£71.86	£12.00	£59.86
Kent Trade Frames Ltd	01-02-21	21202	BPH Replacement Windows & Doors	£2,760.00	£460.00	£2,300.00
Treecraft	20-01-21	2101208	Tree Surgery @ Playstool	£1,140.00		£1,140.00
<b>Total Payment by Bank Transfer</b>				<b>£9,794.04</b>	<b>£1,277.90</b>	<b>£8,516.14</b>
<b>Direct Debits</b>	<b>Pay't Date</b>					
EDF			Power Supply Pillar in Centenary Gardens	£7.00	£0.33	£6.67
E-on			Streelight Electricity Supply	£64.00	£3.05	£60.95
<b>Lloyds Bank Credit Card - analysis below</b>				<b>£370.00</b>		<b>£370.00</b>
Lloyds Monthly Chg			Mthly Serv Chg Fee	£3.00		£3.00
Euroloo	04-01-21	162014	Toilet Servicing	£180.00		£180.00
Euroloo	01-02-21	165793	Toilet Servicing	£144.00		£144.00
Interflora	06-01-21		Flower Keith Lainton Funeral	£43.00		£43.00
<b>Meno</b>			<b>Total Payments</b>	<b>£10,235.04</b>		
UTB Transfer between Deposit & Current Accounts			From Deposit & Current Accounts			
Meno			UTB Account Bal at 1st Feb	£12,754.63	£2,519.59	

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

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

### 330. GOVERNANCE AND ADMINISTRATION

- a. To consider formally announcing council vacancy following the passing of Cllr Lainton.  
It was **RESOLVED** to post the advertisement for the vacancy on the notice board and website from 24<sup>th</sup> February for the statutory period.  
It was noted that the requirement to have the technology to attend meetings should be included in any advert for future candidates, should the Statutory Instrument not change. If an election is not called the procedure for co-option shall be agreed at the March meeting.

*Cllr Baldock declared an interest in this item and withdrew from the vote.*

- b. To consider request from Cllr Whiting to append his monthly report to the minutes on the parish council website  
It was **RESOLVED** to not to append any borough or councillor reports to the minute document.  
It was **RESOLVED** to not publish any borough or councillor reports on the parish council website.
- c. To receive update on planning permission for parish storage – Cllr Sims  
It was noted that the drawings have been completed and are being submitted to Swale Borough Council this week.
- d. To note correspondence from government advising requirement that .gov.uk website is administered with .gov.uk email address and to note Microsoft email account being organised.  
Councillors were asked to consider .gov.uk mailboxes for members in the future.
- e. To consider social media presence  
It was **RESOLVED** to consider a Facebook policy for consideration at the next meeting.
- f. To consider joining the Rural Market Town Group  
It was **RESOLVED** to join the Rural Market Town Group for six months.
- g. To note survey carried out by KCC for electric charging points at Parish Hall  
It was noted that the unit is ready to be installed.

*Cllr Baldock declared an interest in item 331 (a)*

### 331. PLANNING MATTERS

- a. To receive update on Wises Lane planning appeal  
It was reported that the decision is still awaited.
- b. To receive update on Neighbourhood Plan initiative – Cllr Butlin  
Cllr Butlin reported that the group had met with Swale Borough Council to advise on how to progress the plan.  
It was **RESOLVED** to approve the terms of reference.  
It was **RESOLVED** for the Steering Group to correspond with the borough council directly.

### 332. OPEN SPACES

- a. To consider terms of reference for Playstool working group – Cllr Emery  
It was **RESOLVED** to approve the terms of reference.
- b. To review Playstool COVID19 risk assessment  
An article from the Daily Mail concerning there being less evidence that COVID is transmitted through touch was discussed however it was **RESOLVED** to continue to follow the government guidance and sanitise the play area regularly.
- c. To consider reports of mud at foot of slide at Playstool – Cllr Emery  
It was **RESOLVED** for the clerk to obtain a quote for wet pour to fill in the area around the slide.

- d. To receive update on information boards – Cllr Sims  
It was noted that the boards are being manufactured.
- e. To receive update on Playstool steps work  
It was noted that work on the railings had been done and the painting will be completed next. The sharp edge of the steps has been removed.
- f. To note delivery of Ticspac dispenser  
The installation instructions shall be considered and next steps reported at the next meeting.

### 333. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution.  
There was no further update.
- b. To receive update on Nature Reserve management working group.  
It was noted Cllr Bolas shall put a welcome message on the Facebook group

### 334. HIGHWAYS

- a. To note response from Ryan Sheils concerning challenge to white posts advice.  
It was **RESOLVED** for the clerk to obtain an up to date quote for refurbishment of the white post gates.
- b. To note flooding issues from Wisers Lane to Sports Pavilion being addressed by KCC.  
It was noted that the work is being planned in to address the flooding issues.
- c. To receive update on Highways issues reported – Cllr Fassenfelt  
Cllr Fassenfelt reported that issues in School Lane have been reported. New signs in Chestnut Street have been ordered.
- d. To receive update Highways project.  
It was noted that the council had some questions over the report and these have been raised with the consultants.
- e. To receive update on the use of Maidstone Road as a diversion for the A249.  
It was noted that in the contract of KCC it states that there should be a review of diversion routes, the FOI request for information on this was referred to HE. Cllr Bolas continues to follow this up.
- f. KCC Key Street A249 Improvements
  - i. To note parish council's response to KCC Key Street A249 improvements and press coverage.
  - ii. To note response from MP Gordon Henderson
  - iii. To note no response from Simon Jones, KCC  
It was **RESOLVED** to raise a stage one complaint to KCC as there had been no reply.

### 335. EXTERNAL MEETINGS

#### a. Meetings attended

12/02/2021 Cllr Whiting/HIP meeting

#### b. Future meetings

KCC Vision Zero Workshops – Cllrs Bolas; Butlin; Fassenfelt; Sims

*Cllr Baldock declared an interest in item 336 (b) and withdrew from the vote.*

*Cllr Bolas declared an interest in item 336 (b) and withdrew from the vote.*

### 336. CONSULTATIONS

#### a. Vision Zero – KCC consultation

It was suggested that the councillors attending the workshop draft a response for the council to consider at the next meeting

#### b. Swale Borough Council The Local Plan Review 2021 (Reg 18)

It was **RESOLVED** for councillors to email their views to the clerk who will prepare a summary for consideration at the next meeting. Comments to be submitted by 5<sup>th</sup> March 2021.

### **337. CORRESPONDENCE**

15/01/2021 Email from resident concerning A249 diversion route, Chestnut Street  
03/02/2021 Email from Village Facebook group administrator concerning parish council considering setting up Facebook page

It was **RESOLVED** to bring forward this item to allow Cllr Baldock to update on the following items:

### **338. Swale Area Committee**

Cllr Baldock reported on the Swale Area Committee and encouraged parishes to join the next meeting on 2<sup>nd</sup> March.

### **339. To consider reporting future planning decisions on the agenda – Cllr Jemmett**

Cllr Baldock explained that the Swale Borough Council planning minutes contain the written decisions that have gone to the committee but not the delegated officer decisions. It was asked for a weekly planning decision list to be requested from Swale Borough Council.

*After declaring an interest in the planning item Cllr Baldock left the meeting 21:36pm.*

*Having declared in interest in item 340 (a) Cllrs Evans and Fassenfelt made no comment and left the meeting at 21:27pm*

### **340. PLANNING APPLICATIONS – view on <http://pa.midkent.gov.uk/online-applications/> (a) Conservation Area Notification 12/500085/TCA**

To trim back all overhanging branches from trees and bushes (Hollies, Copper Beech, Brambles and Laurel to boundary line on annual basis and reduce holly trees to approx. 12 ft due to overshadowing

Applicant – Mr Michael Farrow, Contact Address - 160 Borden Lane, Borden

Proposal Address Harmans Corner, The Street, Borden

It was **RESOLVED** to object to the annual basis of the works and the fact that the height is not unreasonable. The parish council would also suggest that the borough council consider applying a tree protection order on the copper beech and any other trees of particular value.

*Cllrs Evans and Fassenfelt re-entered the meeting at 21:44pm*

### **341. 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 – a report was circulated
- c. Borden Sports Association – Cllr Sims – a report was circulated
- d. Heritage – Cllr Harrison - a report was circulated.
- e. Borden Parish Hall – Cllr Hepburn – a report was circulated.

### **342. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to councillors (Appendix 1)
- b. To receive any reports from councillors

Cllr Emery confirmed Cllr Butlin was on the Friends of Borden Nature Reserve Facebook page. The potential of salt bins in the future was considered – councillors will email Cllr Fassenfelt with some ideas of locations.

### **343. NEXT MEETING DATE – THURSDAY 18<sup>TH</sup> MARCH 2021 7pm**

**Meeting closed at 21:55pm**

**Appendix 1 MATTERS FOR INFORMATION**

- 12/01/2021 Open letter to all councillors
- 12/01/2021 The Rural Bulletin
- 15/01/2021 NALC Coronavirus Updates
- 15/01/2021 Local Government Bulletin 14 January
- 15/01/2021 M20 works bulletin
- 18/01/2021 LCR Magazine
- 18/01/2021 Climate and Ecological Emergency
- 18/01/2021 Chief Executives Bulletin
- 22/01/2021 A249 Key Street and Grovehurst Road consultation
- 22/01/2021 KALC CEO Bulletin
- 22/01/2021 KCC Member briefing – Environment update
- 26/01/2021 Chief Executives bulletin
- 26/01/2021 KCC trading standards alert
- 26/01/2021 Local Government Bulletin
- 26/01/2021 NALC online events
- 26/01/2021 Keep staff and customers safe
- 27/01/2021 Vision Zero workshops
- 28/01/2021 Local Government Bulletin
- 28/01/2021 Consultation notifications to members
- 28/01/2021 KALC introduction to chairmanship
- 28/01/2021 New companies registering in Kent
- 01/02/2021 Chief Executives Bulletin
- 01/02/2021 M20 Works Bulletin
- 01/02/2021 S137 limit for 2021/22
- 01/02/2021 Local Government Bulletin 28<sup>th</sup> January
- 01/02/2021 KALC Community Awards
- 01/02/2021 COVID report /NHS report
- 01/02/2021 Statement TRO update
- 01/02/2021 NALC Chief Executive's bulletin
- 01/02/2021 NALC Coronavirus Update
- 01/02/2021 Local Government Bulletin
- 01/02/2021 NALC Consultation briefing DPC1-21 MHCLG consultation
- 02/02/2021 The rural bulletin
- 02/02/2021 NALC Online Events
- 02/02/2021 KALC event – introduction to planning
- 03/02/2021 KALC news January
- 05/02/2021 Local Government Bulletin
- 05/02/2021 RSN Rural Funding Digest
- 08/02/2021 Swale Borough Council new event – Reg 18
- 08/02/2021 NALC chief executives bulletin
- 08/02/2021 Vision Zero The Road Safety Strategy
- 08/02/2021 Local Government Bulletin
- 08/02/2021 National CSSC Green Message
- 08/02/2021 Domestic abuse posters
- 08/02/2021 Letter to councils – area committees
- 08/02/2021 Snow and ice advice from Came and Company