

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 10th September 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

Apologies: Cllr K Lainton; Cllr Broughton; Cllr E Harrison; Cllr Downes.

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

227. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence with reasons from Cllr K Lainton; Cllr G Broughton; Cllr E Harrison; Cllr M Downes

228. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

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

229. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 17th JULY 2020

It was **RESOLVED** to approve the minutes of the meeting on 17th July 2020.

230. FINANCE

a. To approve accounting statements August 2020.

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

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk costs Sept	£ 648.32	n/a	n/a
HMRC			PAYE costs Sept	£ 176.69	n/a	n/a
Ms J Miller			Expenses - Clerk Aug	£ 93.40	n/a	n/a
David Buckett	22/08/2020	1196	Annual Audit Fee	£ 300.00	£ 300.00	n/a
EuroLoos	01/08/2020		August Toilet Servicing	£ 144.00	£ 120.00	n/a
Fryer Cleaning & Maint	31/08/2020	8915	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Kings Commercial	01/09/2020	450	Clean of toilet and repair to seat	£ 213.33	£ 213.33	n/a
Kings Commercial	01/09/2020	449	Initial toilet clean	£ 40.00	£ 40.00	n/a
Spectrum Signs and Display	06/08/2020	1765	COVID signs for Playstool	£ 439.20	£ 366.00	£ 73.20

It was noted that two payments were sent to Euroloos in error last month and therefore the account is in credit and a payment shall not be made to Euroloos in September.

c. To receive internal audit report

It was noted that there were three items raised in the report:

- i. The council's website provider cannot give a date stamp for the evidence of uploading of the electors rights and AGAR. In future the clerk shall send a date stamped screenshot of the documents to provide the required evidence.
- ii. The council's privacy notice policy shall be uploaded to the website
- iii. Assurances are being sought from the website provider with regards to compliance with the Website Accessibility Regulations.

The meeting was adjourned for the public to address the meeting at 19:10pm

231. PUBLIC PARTICIPATION SESSION

a. Police/PCSO

A report was circulated prior to the meeting.

b. Parishioners

There were none.

c. County/Borough Councillors

Cllr Whiting circulated a report prior to the meeting.

Cllr Butlin asked Cllr Whiting about a flytipping incident.

Cllr Sims reported that it would be recommended to not have flowers placed on memorial benches.

Cllr Evans asked who would be responsible for the maintenance of memorial benches.

Cllr Bolas asked then the width restriction signs would be installed in Chestnut Street.

Cllr Whiting shall raise this issue again.

Cllr Fassenfelt asked about outstanding issues and Cllr Whiting will follow up with the KCC officer and brought to Cllr Whiting's attention the safety of highways users in Oad Street.

Cllr Hampshire had not circulated a report prior to the meeting.

Cllr Hampshire apologised for the tweet that he had posted on 18th June which contained pictures of members as he had not been given permission to publish and that the tweet had been deleted.

Cllr Hampshire also reported that the Christmas light switch on shall not take place this year.

Cllr Baldock had circulated a report prior to the meeting.

The meeting was re-convened at 19:32pm

Agenda 'Item 10 Highways' was moved forward to enable Cllr Whiting to listen to the issues.

232. HIGHWAYS

a. To receive update on Highways issues reported – Cllr Fassenfelt

Cllr Fassenfelt reported that he had visited residents in Oad Street as they are very concerned about the safety conditions of the road and how drivers are abusing the existing safety measures.

It was **RESOLVED** for Cllr Fassenfelt and the chairman to attend a site visit with Cllr Whiting to investigate the issues. The clerk shall arrange.

Electric vehicle charging points were discussed and Cllr Whiting advised that there is a small profit to be made which would be split 50/50 between the parish council and KCC.

b. To receive update on press release and consider next steps.

Cllr Fassenfelt thanked Cllr Whiting for the KCC statement that the parish council will be consulted in the future and other options shall be considered.

c. To consider response from PCC re street lamp in School Lane.

It was noted that the street lamp for Fr Robert is no longer required.

d. To receive update on the use of Maidstone Road as a diversion for the A249.

Cllr Bolas reported that he had been working with FM Conway, the contractors, in a personal capacity and this has been very constructive. The actions have resulted in a 30 mph limit during last works and this made a substantial difference however still problems with HGVs in Chestnut Street. Cllr Whiting will take this up with the contract manager for the J5 improvement works to pursue installation of crossover points on the main A249.

e. To receive update on consultants' responses the Highways Improvement project.

It was **RESOLVED** to appoint PJA subject to them agreeing that they will look at the plan with or without Wises Lane development at no additional cost.

233. ACTIONS TAKEN IN RESPONSE TO COVID

It was noted that the play area has been sanitised regularly and the play area inspections are continuing with the required PPE.

234. GOVERNANCE AND ADMINISTRATION

a. To receive update on Parish Hall 5 year costed plan.

Cllr Hepburn reported that investigations continue.

b. To consider electrical quotation for Sports Pavilion.

It was **RESOLVED** to proceed with the electrical quotation.

c. To consider insurance renewal

It was **RESOLVED** to delegate to the clerk, in consultation with the chairman, to finalise the insurance subject to the alarm system issues being addressed.

235. PLANNING MATTERS

a. To receive update on Wises Lane planning appeal.

It was noted that there is no further update.

b. To receive update on Neighbourhood Plan.

It was **RESOLVED** for Cllr Butlin to advertise for volunteers on the village Facebook site

236. OPEN SPACES

a. To receive quote for replacement of picnic tables delayed due to COVID-19 – noted.

Cllr Sims suggested that picnic tables with wheelchair access could be considered.

b. To note re-opening of Playstool play areas and to review risk assessment – noted.

c. To receive update on dog waste bags – Cllr Baldock

Cllr Baldock will make suggestions to the next meeting of where the dog bin bag dispensers should be placed.

d. To receive update on antisocial behaviour at Playstool – Cllr Emery - and to consider correspondence from resident to consider moving youth shelter at Playstool.

It was **RESOLVED** for Cllr Emery to prepare a plan for a working group to be established to consider the future strategy for the Playstool to address anti-social behaviour and improve the general area.

It was **RESOLVED** to acknowledge the request to move the youth shelter and advise the resident that a management plan is being investigated.

- e. To consider proposal for plaque and marking of oaks for Centenary Gardens and To consider Centenary Gardens Information Board – Cllr Sims
It was **RESOLVED** to approve the information presented by Cllr Sims and proceed with the supply and installation of the board at a cost of £1500.
- f. To consider request for additional bin at Playstool – Cllr Emery
It was **RESOLVED** to incorporate this into the Playstool working group plan.
- g. To note toilet seat damage and emergency repairs carried out (£40) – noted.
- h. To receive annual play area inspection report and to note quotations being sought to address risks.
It was **RESOLVED** to delegate the clerk to complete the remedial works.
- i. To discuss conservation area
Cllr Baldock declared an interest in this item.
It was **RESOLVED** to support the Swale consultation – the clerk to respond.

237. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution.
There was no further update.
- b. To note update from Cllr Baldock on 'Friends of' group.
It was **RESOLVED** for Cllr Bolas and Cllr Baldock to meet to discuss the nature reserve.
- c. To consider installation of CCTV signage
It was **RESOLVED** to install the CCTV signage on the gate at the nature reserve.
- d. To receive update on request for SBC to assist with removal of fly tipping
Cllr Baldock reported that this is not possible at the moment due to the pandemic. It was **RESOLVED** for the clerk to request Cllr Baldock advise that SBC serve and notice on the landowner to remove the flytipping.
- e. To consider setting up an advisory group to prepare an options paper on future management of the nature reserve – this will be discussed after Cllrs Bolas and Baldock have met to formulate a way forward for the council to consider.

238. EVENTS

- a. To discuss Christmas Tree Lights – Cllr Sims
It was **RESOLVED** to repair/replace any lights and double the number of bulbs to a maximum cost of £2500.00 and switch them on for 1st December 2020. It was agreed for coloured lights to be included. Cllr Butlin will promote this work on Facebook.
- b. To discuss Poppies and Wreath for Remembrance – Cllr Sims
It was **RESOLVED** for the wreath order to be placed.
- c. To consider Community Award Nomination – Cllr Baldock
It was **RESOLVED** to nominate a member of the community.
- d. To consider thanks to resident for VJ work - Cllr Jemmett
It was **RESOLVED** to write to the resident to thank them for their contribution to both VJ and VE Day, Cllr Jemmett shall send a draft to the clerk. It was **RESOLVED** to donate £30 to a wildlife charity in recognition.

It was **RESOVLED** to formally thank Cllr Jemmett for his efforts in arranging the celebration plans.

- e. To consider request from WI to hold picnic on Playstool – Cllr Harrison
It was noted that this event is not going ahead.

239. CONSULTATIONS FOR COMMENTS

Cllr Baldock declared an interest in this item.

- a. Ponds and Hedgerows – Swale Borough Council

It was **RESOLVED** for Cllr Hepburn and Cllr Baldock to look at the maps and identify initial ideas for hedgerows. Councillors shall submit ponds direct to the clerk.

- b. Housing Allocations Policy 2020 – Swale Borough Council
Councillors shall email views to the clerk for collation.

240. EXTERNAL MEETINGS

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

It was noted that Cllr Baldock had been elected as chair of the Western Area Committee.

Councillors were encouraged to submit ideas for brown signs. The clerk shall submit the problem of the Oad Street broken brown sign to Cllr Baldock.

Future Meetings:-

- b. Swale Area Committee – 14/09/2020
- c. KALC Clerks Conference – 24/09/2020

241. CORRESPONDENCE – all noted.

- a. Email from resident regarding anti social behaviour in Playstool

- b. Email from resident regarding Nature Reserve rules and signage

It was **RESOLVED** for ideas to go on a sign to be sent to Cllr Bolas and the clerk shall obtain a quote for supply and installation. Clerk shall respond to the resident with an update.

- c. Email from resident regarding Oad Street highways issues

- d. Email from resident reporting missing sign at Wises Lane/The Street junction

It was agreed for signage to be added as an agenda item for next meeting.

- e. Email from resident raising concern regarding trees in the Conservation area

Cllr Baldock reported that SBC had been advised that the trees were not being cut down and those being cut down should be replaced. It was **RESOLVED** for facts on conservation to be included in the Broadside and on the website. Cllr Baldock shall produce some wording.

- f. Email from local business requesting to advertise apprenticeship on parish council website
This was not agreed but encourage the use of the village Facebook site.

- g. Email from Meals on Wheels request for information
This was agreed to acknowledge this email.

242. PLANNING APPLICATIONS

- a. APPLICATION REF: 20/503116/FULL

PROPOSAL: Erection of a single storey rear extension.

ADDRESS: 81 Maylam Gardens, Borden.

It was **RESOLVED** no comment.

- b. APPLICATION REF: 20/503102/FULL

PROPOSAL: Erection of 6ft fencing to boundary.

ADDRESS: 66 Maylam Gardens, Borden.

It was **RESOLVED** to object as this will change the character of the development.

c. APPLICATION REF: 20/503656/LDCEX

PROPOSAL: Lawful Development Certificate (Existing) for permanent siting of mobile home for use as a separate (C3) dwelling.

ADDRESS: Hilbery Wrens Road Borden Sittingbourne Kent ME9 8JD

(Not for comments)

It was **RESOLVED** to ask the planning authority why this isn't a planning application.

d. APPLICATION REF:

PROPOSAL Proposed loft conversion with 3no. roof lights to the front and 3no. dormers to the rear together with new pitched roof with increase in ridge height.

ADDRESS: Frederick Cottage Chestnut Street Borden Sittingbourne Kent

It was **RESOLVED** no comment.

e. APPLICATION REF: 20/503825/SUB

PROPOSAL: Submission of Details to Discharge Condition 3 (Materials) Condition 4 (Hard and Soft Landscaping) Condition 12 (Energy Efficiency) and Condition 15 (Method Statement - Ecology) Subject to 18/505761/FULL

ADDRESS: 47 Brier Road, Borden ME10 1YJ

It was **RESOLVED** no comment.

e. TO NOTE APPEAL LODGED

19/505028/FULL Former Car Park Oad Street Borden Kent

It was **RESOLVED** to notify SBC that the parish council's objections still stand.

243. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

- a.** Speedwatch – Cllr Downes – nothing to report.
- b.** Kent Association of Local Councils – Cllr Sims
A report was circulated prior to the meeting.
- c.** Borden Sports Association – Cllr Sims
A report was circulated prior to the meeting.
- d.** Heritage – Cllr Harrison – there was nothing to report.
- e.** Borden Parish Hall – Cllr Hepburn
A report was circulated prior to the meeting.

244. ITEMS FOR INFORMATION ONLY

- a.** Matters for information circulated to councillors (Appendix 1)
- b.** To receive any reports from councillors
Cllr Emery raised the issue of homeless persons in tents at the Nature Reserve.
Cllr Butlin raised about the report from the PCSO and if it's possible to put it in the public domain.
Cllr Butlin asked if the parish council would send a get well card to a resident and the triangle work requirements be checked.
Cllr Sims asked after Cllr Lainton.
Cllr Hepburn reported that the continuous pathway at Staplehurst Road could appear anywhere.
The clerk confirmed that the Remembrance Wreath has been ordered and the bus shelter seat was missing.

245. NEXT MEETING THURSDAY 15TH OCTOBER 2020

Meeting closed at 22:37pm

MATTERS FOR INFORMATION (APPENDIX 1)

11/06/2020 New Model Code of Conduct Consultation
11/06/2020 NALC Call for Evidence
11/06/2020 COVID-19 Update

11/06/2020 NALC newsletter
 11/06/2020 KALC Community Awards
 11/06/2020 National CSSC Green message
 15/06/2020 NALC Chief Executives Bulletin
 15/06/2020 New Model Code of Conduct
 15/06/2020 CSSC South East Message
 15/06/2020 HM Prison and Probation Service
 15/06/2020 Step by Step Kent Mens Sheds
 15/06/2020 COVID-19 update
 15/06/2020 Programmed works
 15/06/2020 Chief executives bulletin
 15/06/2020 NALC Newsletter
 19/06/2020 Weekly programmed works
 22/06/2020 Message to parish and town councils
 22/06/2020 COVID 19 recovery phase
 22/06/2020 NALC Chief executive bulletin
 29/06/2020 Temporary pedestrianisation Sittingbourne
 29/06/2020 Kent PCCs Summer Newsletter
 29/06/2020 Parks and Green Spaces
 29/06/2020 Anti-idling campaign
 29/06/2020 Weekly programmed works
 29/06/2020 Chief Executives Bulletin
 29/06/2020 KALC Virtual meetings workshop
 29/06/2020 NALC Chief Executives Bulletin
 29/06/2020 KALC News June 2020
 29/06/2020 The Rural Bulletin
 29/06/2020 KALC Website Accessibility Online Workshop
 08/07/2020 NALC unveils plans for a series of online events
 08/07/2020 KCC Electric Vehicle Charging Points Grant
 08/07/2020 RSN Rural Digest
 08/07/2020 COVID 19 Update
 08/07/2020 The Rural Bulletin
 08/07/2020 KALC Virtual Events
 08/07/2020 NALC Supporting local councils
 08/07/2020 NALC Chief Executives Bulletin
 08/07/2020 KCC Newsletter
 08/07/2020 NHS Kent and Medway CCG
 08/07/2020 Weekly Programmed works
 08/07/2020 KALC CEO bulletin
 08/07/2020 Kent Police Rural Task Force Report

Signed.....

Date.....