



MINUTES OF MONTHLY MEETING 20TH JULY 2023

66. APOLOGIES FOR ABSENCE – Cllr Jemmett, Cllr Cole, Cllr Baldock, Cllr Broughton.

It was **RESOLVED** to accept apologies for the above absences.

In Attendance - Cllr Bolas, Cllr Butlin, Cllr Evans, Cllr Hepburn, Cllr Sims

67. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall – Cllr Hepburn and Cllr Bolas.

Pavilion – Cllr Sims.

68. CHAIR'S ANNOUNCEMENTS

There were none.

69. TO APPROVE FOR SIGNATURE:

The minutes of the annual Parish Council meeting held on 15th June 23 (appendix A).

Cllr Butlin asked that The Playstool be added to action 58d, as discussed but not showing on the Heritage List resolution.

It was **RESOLVED** that 'The Playstool' was missed off the Heritage list on item 58d in error and so to add on as a handwritten amendment and approve the minutes of the meeting held on 15th June, and they were duly signed by the Chair.

70. VACANCIES

- a. Councillor Co-option from uncontested election -To consider the vacancies and any applications for co-option. Eileen Harrison and James Tumber have both applied to be considered for one of the 3 uncontested election co-option vacancies.

They were both proposed by Cllr Sims and seconded by Cllr Evans.

It was **RESOLVED** to co-opt both Eileen Harrison and James Tumber onto the Parish Council.

Both signed their declaration of office and joined the Parish Council at the meeting.

- b. To discuss applications for the 1 casual vacancy, where the notice was published on 25th May, requesting persons wishing to be considered for this appointment to apply in writing to the Clerk no later than 15th June 23. As there were no applications received within the timescale for this vacancy the Parish Council will now look to co-opt the position, along with the 1 remaining uncontested election vacancy. This leaves the Parish Council with 2 vacant seats.

71. PUBLIC PARTICIPATION SESSION – The period designated for public participation at a meeting shall not exceed 10 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 3 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 – Ward PC unable to attend.

- b. Parishioners. There were 3 in attendance.

The Chair of the Bobbing Parish Council introduced himself and addressed the Parish Council.

- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).

There were no reports received prior to the meeting and apologies were received from both County Cllr Mike Baldock and Borough Cllr Ann Cavanagh.

It was **RESOLVED** that the Clerk would make a request to Cllr Baldock for a response regarding the Oast House container extension and waste.

To note a response has since been received so no further action is required.

72. FINANCE

- a. To approve accounting statements for June 2023 (appendix B).

It was **RESOLVED** to approve the accounting statements for June 2023, which were duly signed by the Chair and RFO.

- b. To approve the following BACS list of accounts for July 2023 payments.

It was **RESOLVED** to approve the following BACs list of accounts for July 2023 payment.

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Payee	Budget	Description	Gross	VAT	Net
Staff	Salary	Mar/Apr Salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & milage	£ 29.05	n/a	£ 29.05
HMRC	PAYE	April PAYE costs	£ 280.73	n/a	£ 280.73
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
John England	Playstool Inspections	Weekly Safety inspections	£ 60.00	n/a	£ 60.00
Rialtas	Office	Accounts Cloud annual fee	£ 271.99	£ 45.33	£ 226.66
Rialtas	Office	Accounts software, training & licence	£ 878.09	£ 146.35	£ 731.74
Parish Hall	Room booking	Internal Audit	£ 26.80	n/a	£ 26.80
			£ 3,001.68	£ 275.88	£ 2,725.80
Cheques	Budget	Description	Gross	VAT	Net
Kevin Smith	Playstool (Chq no. 300051)	Replace table tops	£ 50.00	n/a	£ 50.00
			£ 50.00	£ -	£ 50.00
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 16.00	£ 2.67	£ 13.33
N Power	Electricity - Unmetered supply	Electric	£ 80.70	£ 3.84	£ 76.86
Lloyds Bank	Admin	Corporate card	£ 64.99	£ 10.34	£ 54.65
			£ 214.54	£ 25.66	£ 188.88

- c. To note that Cheque no. 300051 for £50 was initially on the June payment list but the work was re-scheduled, and the cheque was re-dated to 6th July once work was completed and initialled by 2 authorised signatories.
- d. To note the year-to-date detail of receipts and payments by budget heading (attachment 1).
- e. To confirm and agree on virements and earmarked reserve use.
The Grant budget was set for 2023/24 at £2500, and to accommodate the grant agreed in May for £12,237.60 towards the Parish Hall refurbishment, £10,000 has been used from the Parish Toilet earmarked reserves. A virement of £3000 has been made from Election expenses (as unused) to the grant budget line. After paying both the Parish Hall and Fete grants, this now leaves the grant budget at £2215.20.
It was **RESOLVED** to agree to the virement of £3000 from the Election Expenses budget to the Grant budget and £10,000 from the Parish Toilet earmarked reserves to fund the Parish Hall toilet refurbishment grant awarded in June, as detailed above.
- f. S. 106 funds including indexation amount to £42,501.49, the RFO has sent details to the S. 106 Monitoring Officer at Swale, for payment to the Parish Council. The Monitoring Officer has also confirmed the funds have been reallocated for the new Playstool toilets.
This is to note only for information.
- g. To note the Rialtas accounting system is now in use to replace the previous spreadsheet system.
The Clerk was asked to arrange a training session on Rialtas for Cllrs understanding of the system and reports.
- h. To consider quotes for the Pavilion's new hot water tanks and installation.
Dispensation was confirmed to Cllr Sims via email by the Clerk prior to the meeting to talk on this item but not to vote.
It was **RESOLVED** to agree on quote 1 Prestige Plumbing for the new Pavilion hot water tank installation, as this is the closest to the specification requested.
It was **RESOLVED** to take funds from the Pavilion's earmarked reserves.
It was **agreed** that the Clerk would in the future send out contractors' names with quotes.
- i. Community Board – Further to May agenda item 42c, the Clerk has been unsuccessful in identifying the original suppliers of the Parish Hall notice boards so that the Community Board can be made by the same supplier. The Council is to consider the suitability of the original quotes gathered by the Clerk, whilst noting that they are now out of date so prices may differ slightly from those shown (attachment 3).
It was **RESOLVED** to agree on quote 2 by Creative Honour Boards £1048.06, which may have increased in price since originally obtained but the Clerk can go ahead and order.
Clerk to link in with Cllr Butlin regarding layout.

73. BUSINESS ITEMS

- a. To review and agree on outstanding Terms of Reference.
Further to the May Annual Parish meeting resolution under item 20, Cllrs were to consider if the current groups which they are members of, fall under 'the usual business of the Council', and return to full Council with recommendations for consideration, of the structure and remit of the current groups going forward.

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- i. Highways Improvement Project (Advisory Committee)
It was **RESOLVED** to adopt the revised Terms of Reference.
 - ii. Nature Reserve Working Group (Advisory Committee)
It was **RESOLVED** to agree to the revised Terms of Reference, with a change in title to remove Advisory Committee and left at Working Group.
 - iii. Finance (Advisory Committee) – New version shared prior to the meeting.
It was **RESOLVED** to adopt the revised Terms of Reference.
 - iv. Wisers Lane Monitoring & Liaison Group
It was agreed to bring this back to the August meeting, to consider Groups title and amendment made to the motion carried at June's meeting item 59aii.
 - v. Neighbourhood Plan Steering Group.
It was **RESOLVED** to adopt the revised Terms of Reference, with the Cllr names amended and a Paragraph re emails left in.
- b. To discuss the Council's list of priorities.
It was **agreed** to move this to August.
 - c. To discuss the initial arrangements for the June 2024 D-Day 80 celebrations.
It was **agreed** to move this item to the August meeting when more Cllrs in attendance.
The Clerk to make Cllrs aware that they should come to the meeting with ideas.

74. COMMITTEE AND WORKING GROUP UPDATES

- a. Wisers Lane - To receive an update from June resolution 59ai where an email was sent to the Enforcement Officer at SBC regarding clarification on Condition 60 Skylarks.
The Swale Enforcement Officer has contacted the ecology company regarding the question asked by the Parish Council regarding the Skylark conditions and will revert when the answers are known. *See details of the communication on our website www.bordenparishcouncil.gov.uk.*
- b. To consider ideas for the S. 106 Woodland area fund towards the maintenance of the Woodland area.
Cllr Butlin asked how the Parish Council would like to allocate the funds, and the following suggestions were put forward.
 - Fence line tidy up
 - Byelaw boards
 - Thinning of trees and plantingIt was **RESOLVED** that Cllr Bolas would walk around to understand what is needed. And Cllr Butlin would review the Byelaws board along with the Clerk.
- c. To receive a report from the Nature Reserve Group (attachment 7).
Report sent prior to the meeting.

75. MOTIONS FROM COUNCILLORS

Cllr Baldock - As per the April resolution 10a iii, a letter was sent from the Parish Council to Arriva on 16th May 2023, with a request to reinstate the bus service through Danaway / Chestnut Street. If, when received the Arriva response is not favourable or no response is received at all, I would like the Parish Council to consider contacting alternative bus companies who may be able to provide this service.

As a response was not received from Arriva to the Parish Council's letter posted on 15th May, the letter was uploaded to their online portal, and an email response was received on 18th July, which advises that they will cease operating the 334 service from Sunday 23rd July and that any queries about the routings of the service should be directed to either Stagecoach who are providing the new service from Sittingbourne or KCC.

It was noted that the Stagecoach service will only pick up from Key Street.

It was **RESOLVED** not to approach other bus companies until further information is sought regarding demand.

It was **RESOLVED** that the Clerk would add a message on the Parish Council's social media page and in other publications asking residents to tell us about the impact the ceasing of the bus service through Borden has on them, what are other forms of suggested transport, and suggestions. Other local Parish Councils will also be liaised with regarding the impact on them and collaboration possibilities.

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76. HIGHWAYS

- a. To receive an update on Highways matters.
- i. The Highways Group has not met yet this month, but initial contact has been made with KCC Highways regarding working with them on a new way of approaching Highways issues. A response has been received from KCC Highways suggesting a virtual meeting, but Cllr Bolas would prefer to arrange an initial face-to-face meeting, if possible, prior to revising the Parish Council's own Highways Improvement Plan (HIP), so what is/is not possible is known.
It was **RESOLVED** to agree that a face-to-face meeting is requested with KCC Highways and Cllr Bolas will assist in drafting the request for the Clerk to send.
- ii. There have been speed traps along Danaway and Chestnut Street & Cllr Bolas has written to the Police regarding the timings of these.
- iii. Speed Watch is still trying to get more volunteers.
- b. Traffic and Parking in the Parish.
- i. Further to February minutes item 175c, Councillors are to bring an update on parking in their own areas for discussion.
The information received is to be retained by Highways Group for awareness and used in conjunction with HIP.
- c. To consider Bannister Hill, Hearts Delight resident's safety issues and concerns, as discussed at the June meeting during the Public Participation Session (attachment 9).
From correspondence received from residents, the Clerk contacted KCC Highways to ascertain their position on discussing with the Parish Council ways in which they can work together to look at implementing low-cost interventions to help improve the safety and quality of life of residents and visitors to the Village, including options where the Parish Council may be able to contribute financially. A confirmation has been received from KCC Highways to confirm that they are happy to arrange a virtual meeting to discuss the Parish Councils Highways Improvement Plan.
It was **RESOLVED** to take forward residents' concerns to KCC to work together for solutions, in line with the Parish Council's HIP and resolution 76ai.

77. OPEN SPACES

- a. Cllr Bolas – From discussion with residents to consider installing a dog waste bin at Maylam Gardens.
It was **RESOLVED** that the Clerk contact SBC regarding the installation and emptying of a new dog waste bin, if unsuccessful the Clerk will get the normal quotes for this and bring it back to a future meeting.
- b. To consider support for the maintenance of the traffic island near the Maypole.
It was **RESOLVED** that the resident who is maintaining the planting at the traffic island at their own cost will be offered reimbursement of up to £20 next time they buy plants (receipt required).
It was **RESOLVED** The Parish Council would like to write to the resident to thank them for their efforts.
- c. To consider a resident request for a bench to be installed in the green area of Maylam Gardens.
The Clerk to find a suggested location for further consideration.
- d. Playstool weekly safety checks – there will be up to an 8-week period where our current inspector will be unavailable to carry out the play area and adult exercise equipment weekly safety checks. The Council to consider who will carry out the safety checks during this period.
The clerk advised of a competent person required to do a check for insurance purposes.
It was **RESOLVED** that the Clerk would initially check with the insurance company to confirm who or / who cannot carry out these checks, and if possible, ask the resident who has the relevant Health & Safety knowledge and has previously completed these checks if he would be available to complete them for this period.
- i. Cllr Bolas updated that from the Oak Trees which were viewed and grown locally at Borden Lane, 1 looks suitable. Cllr Bolas to collect and maintain until planting is due.
It was **RESOLVED** that the tree would be suitable to plant at the Playstool to commemorate the King's Coronation and that Cllr Bolas would collect and maintain the tree until planting was due.

78. CORRESPONDENCE

- a. To review residents' correspondence and agree on any actions to be taken (attachment 10).
No action is required.
- i. Cllr Sims advised that as time-sensitive, the Community and Infrastructure Grant was discussed.

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It was **RESOLVED** that the Clerk be allowed to apply for the Community and Infrastructure grant towards the new Playstool toilets.

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

- 1) **Application: 23/502524/LAWPRO.** Grid: 587151/163434. Address: The Hollies Chestnut Wood Lane Borden Sittingbourne Kent. Proposal: Lawful Development Certificate for the proposed removal of the existing conservatory and construction of a wet room and entrance lobby.

Application received after June agenda posted, comments due by 23/06/23, extension requested 02/06/23.

Response from Swale Planning - *This is an application for Lawful Development Certificate Proposed where we check to confirm that the development falls within permitted development rights therefore no one is consulted for these types of planning applications.*

To note only

- 2) To note the following application was due to be reported to the Planning Committee meeting of the Council on 22 June 23:

Application No: 22/505870/FULL Proposal: Conversion and change of use of existing detached disused and abandoned former light industrial workshop into a three-bedroom dwelling (C3) and conversion and change of use of existing adjacent detached former associated office and store (previously hay barn) currently disused into a home office to be used for the dwelling occupier including part demolition of existing commercial workshop and installation of a sewage treatment plant and EV charging point. Location: Light Industrial Unit (Disused) Land Adjacent To Pebble Court Farm Woodgate Lane Borden.

To note only

- 3) **Application: 23/502759/LAWPRO.** Address: Ambleside Maidstone Road Borden Kent ME9 7QA
Proposal: Lawful Development Certificate for proposed single-storey rear extension

To note only

- 4) **Application No: 23/501750/FULL.** Location: 195 Borden Lane Borden Sittingbourne Kent ME9 8HR. Proposal: Erection of a detached garage and boundary wall with railings and sliding gate. Relocation of vehicular access and extension of existing driveway.

It was **RESOLVED** to have no objections to this application.

- 5) **Application: 23/503032/SUB.** Grid: 588126/164212. Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU
Proposal: Submission of details pursuant to conditions 12 (foul and surface water drainage), 15 (sustainable surface water drainage scheme), and 16 (measures within drainage scheme to ensure silt and pollutants can be managed) , of application 17/500727/OUT.

It was **RESOLVED** to have no comment.

- 6) **Application: 23/503033/SUB.** Grid: 588115/164086. Address: Land at Manor Farm Chestnut Street Borden Kent ME10 1YU
Proposal: Submission of details pursuant to condition 2 (Arboricultural Method Statement) of application 22/505735/REM.

It was **RESOLVED** to have no comment.

80. 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 Sims noted that the KALC officer has compressed hours and that this may impact the service provided.
- b. Borden Sports Association – Cllr Sims (attachment 11).
Cllr Sims noted the win of the Borden Playstool football team and trophy.
- c. Borden Parish Hall – Cllr Hepburn (attachment 12)
- i. Cllr Hepburn noted the start date of the next phase of toilet refurb is from 4th September.
- ii. Cllr Bolas noted that he would be applying for a grant for EV charging points in the Parish Hall car park via the Community and Infrastructure Grant.

NEXT MEETING TO BE HELD ON 17th AUGUST 2023

The meeting finished at 22:00

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Minutes agreed and signed on 17th August by;

Print Name: Signature:

Title: ...Chair.....