

**BORDEN PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Held on Thursday 20<sup>th</sup> February 2020**

**Present:** Cllr J Bolas (Chairman); Cllr M Baldock; Cllr G Broughton; Cllr N Butlin; Cllr J Emery; Cllr B Jemmett; Cllr E Harrison; Cllr K Lainton; Cllr Evans; Cllr Fassenfelt; Cllr J Hepburn; Cllr C Sims

**Apologies:** Cllr M Downes;

**Also in attendance:** J Miller Clerk, 1 member of the public

Cllr Bolas addressed the meeting and spoke of the parish council's sorrow for the loss of Mrs Margaret Millican. Heartfelt thanks were noted for all of the excellent work that Mrs Millican had done for Borden Parish.

**169. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Downes.

**170. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS**

Cllr Hepburn and Cllr Bolas declared an interest in the parish hall item  
Cllr Sims declared an interest in the sports pavilion item.

**171. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 16<sup>TH</sup> JANUARY 2020.**

It was **RESOLVED** to approve the minutes of the meeting on 16<sup>th</sup> January 2020.

*The meeting was adjourned for the public to address the meeting.*

**172. PUBLIC PARTICIPATION SESSION**

**a. Police/PCSO**

Cllr Butlin asked if the PCSO surgery could take place outside the Maypole or the Forge.  
Cllr Harrison asked if the PCSO could attend the Monday meetings at the Forge.  
It was asked if the PCSO could also attend the Saturday meetings.

**b. Parishioners**

A representative from Borden Pre-School addressed the meeting and requested funding towards its special needs project. This would involve the installation of an outbuilding in the form of a shed.  
It was agreed that the parish council will come back to the preschool with details of any concerns that need to be addressed before the application can be considered.

**c. County/Borough Councillors**

Cllr Baldock updated the parish council on borough matters. It was noted that a litter pick will be arranged for Saturday 4<sup>th</sup> April 2020.

*The meeting was re-convened at 19:34pm*

**173. FINANCE**

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

It was **RESOLVED** to approve the accounting statements for January 2020. The Chair and RFO duly signed the bank reconciliation and bank statement balances.

**b. To approve the accounts for payment**

It was **RESOLVED** to approve the following payments and the approved signatories duly signed the BACs payment list:-

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk staff costs February	£580.01	n/a	n/a
HMRC			PAYE costs February	£146.76	n/a	n/a
Ms J Miller			Expenses - Clerk	£58.45	n/a	n/a
Fryer Cleaning & Maintenance	31/01/2020	8002	Maintenance of memorial & centenary gardens	£386.40	£322.00	£64.40
John England			Playstool Inspections	£50.00	n/a	n/a
Four Jays	30/01/2020	463006	Toilet servicing	£21.60	£18.00	£3.60
Richard Buxton Solicitors	06/02/2020	BOR1-001	BRAD legal fees	£3,642.22	£3,035.18	£607.04
Lemar	20/12/2019	1847	Bus Shelter	£3,540.00	£2,950.00	£590.00
Borden Fete Committee			Contribution to Marquee	£300.00	£0.00	£0.00
AAA Events	13/01/2020	AAA00713	Stage for VE Day	£900.00	£750.00	£150.00
Clearway	10/01/2020	440923	Clearing fly tipping at Nature Reserve	£462.00	£385.00	£77.00
Swale Borough Council	04/02/2020	200861	Election costs 2nd May 19	£187.42	£187.42	£ -
EuroLoos	29/01/2020	A05724	Toilet servicing new contract	£144.00	£120.00	£24.00
Ms J Miller	07/02/2020		Tree Book	£33.80		

#### 174. MATTERS ARISING FROM THE LAST MEETING

- a. To note meeting with projector installation contractor.  
It was noted that the projector will be installed as per the minuted decision.
- b. To note no response from Borden Primary School.  
It was **RESOLVED** to write to the Chair of Governors expressing concern over the lack of communications.
- c. To note PCSO response for local surgery – noted.
- d. To note PCSO request for more information on missing crimes from reports.  
It was **RESOLVED** to ask the PCSO to report incidents as well as crimes.
- e. To note response sent to resident concerning Remembrance wreath laying.
- f. To note dates reserved for Saturday morning meetings.  
It was **RESOLVED** to confirm Saturday 25<sup>th</sup> April 2pm hall booking for a parish open meeting. Invitations for stalls will be sent to the Clerk. It was noted that there could be a display promoting Speedwatch and the Nature Reserve.
- g. To note copy of C Mattheck Tree Guide ordered – noted.

#### 175. GOVERNANCE AND ADMINISTRATION

- a. To note advice from ICO on sharing of data,  
It was noted that the parish council must record the legal basis for which it shares data. The Clerk will keep a log of the legal basis of each item that is shared for future reference.
- b. To consider funding proposals for Borden Parish Hall  
It was **RESOLVED** for the hall committee to prepare a costed five year plan.
- c. To consider funding for Sports Pavilion

It was **RESOLVED** to accept the five year plan in principle subject to monitoring by the Parish Clerk to ensure best value achieved for the benefit of the community in whole and Borden Parish Council finances. Where costs exceed the estimated value the proposed item will be returned to Borden Parish Council for a subsequent decision.

The cleanliness of the pavilion was discussed and it was asked that the committee consider how to address this.

#### 176. PLANNING MATTERS

- a. To receive update on Wisers Lane planning appeal.  
Cllr Baldock reported that the result will be returned on May 18<sup>th</sup> 2020.
- b. To receive update on Neighbourhood Plan.  
It was noted that no responses had been received from the public. The request for volunteers will continue to be promoted and will be included in the April parish meeting.

#### 176. OPEN SPACES

- a. To note councillor tree walk and to consider areas for replacement of removed trees  
It was **RESOLVED** to plant Silver Birch trees by the sports pavilion, Hazel trees to the rear of Homestead View and Crab Apple / Sloe to the rear of Mountview. It was **RESOLVED** to cut back the bramble. The specimen trees such as Lime and Red Oak at the side of the memorial gardens will be planted in November.
- b. To consider protective surface quotes under gates at Playstool.  
It was **RESOLVED** to install grass matting at the gates at a cost of £625.50.
- c. To receive update from Cllr Bolas on tree warden role.  
It was **RESOLVED** to invite the Tree Council to train volunteers as tree wardens, Cllr Bolas shall undergo training initially. Cllr Bolas agreed to write an article for the Broadside to seek further volunteers. It was **RESOLVED** to donate £20.00 to the Tree Council.
- d. To consider quote for replacement of picnic tables.  
It was noted that the tables in the corner of the Playstool be refurbished not replaced. Quotes shall be sought.
- e. To consider have a field day picnic on 4<sup>th</sup> July 2020.  
It was noted that the proposed date for the picnic is the same day as the Horticultural Society event.

#### 177. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution.  
It was noted that the offender did not turn up to court and a warrant had been issued for arrest.
- b. To note correspondence from KCC regarding litter issues.  
It was **RESOLVED** for Cllr Bolas, Cllr Sims and Cllr Baldock to attend a 'walk around' with the KCC representative to inspect the issues.  
It was **RESOLVED** to set up a table on the open day to test interest for a 'friends of the nature reserve' group. Cllr Baldock will investigate.

#### 178. HIGHWAYS

- a. To note update on School Lane street lamp.  
It was **RESOLVED** to install the lamp subject to the agreement of UK Power Networks and the required permissions. Cllrs Baldock and Emery voted against this motion.  
It was suggested that the parish council to write to the residents in School Lane, Pond Farm, Wisers Lane to consult on the position of the lamp however this motion fell.
- b. To receive update on the use of Maidstone Road as a diversion for the A249.  
Cllr Bolas reported that Cllr Mike Whiting has been assisting with the correspondence and Cllr Bolas will continue to press for action.
- c. To receive update on KCC Highways Improvement Plan.  
It was noted that the meeting is to be held on March 10<sup>th</sup>.

It was **RESOLVED** to proceed with recommending the 20mph speed limit and invite Cllr Whiting to the meeting on 10<sup>th</sup> March.

It was noted that a sign had been knocked down in School Lane and that Kent Highways are aware.

- d. To note response from Cllr Whiting regarding traffic surveys.

It was noted that Cllr Fassenfelt shall respond.

- e. To note vegetation clearance of Woodgate Lane and flytipping reported – noted.

- f. To consider quotes for refurbishment of signs

It was noted that quotes are being sourced for this and the refurbishment of the white posts. This includes the sign outside the Maypole.

#### 179. VE DAY 2020

- a. To receive update from VE Day 2020 advisory committee

Cllr Jemmett reported that licences have been applied for. It was noted that a marshalling contingency plan is required in case of emergencies. It was also noted that rubbish removal was needed for the day. The landowner will be approached for the use of the field opposite School Lane as an overflow carpark.

#### 180. CONSULTATIONS FOR COMMENTS

- a. Swale Borough Council Corporate Plan

Cllr Baldock declared an interest in this item.  
There was no further comment.

#### 181. EXTERNAL MEETINGS

- a. To note any external meetings attended by councillors.

Community Safety Briefing – Cllr Sims 04/02/2020

- b. To note any future meetings

Highways Improvement Plan meeting 10/03/2020

Lord Lieutenant's Civic Service 17/03/2020 – Cllr Butlin will attend, Cllr Lainton will let Clerk know.

#### 182. CORRESPONDENCE

There is none.

*Cllr Baldock left the meeting at 21:47pm*

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

- a. Planning Applications to consider for comments

- i. 20/500367/FULL 34 Key Street Sittingbourne Kent ME10 1YS

Demolition of existing storage buildings and erection of 1no. two bed and 3no. one bed dwelling units with associated parking turning and amenity space.

It was **RESOLVED** no comment.

- ii. 20/500229/FULL

White Acres Hearts Delight Road Tunstall Sittingbourne Kent

Proposal: Demolition of 1no. outbuildings and erection of a portal framed vehicle store.

It was **RESOLVED** no comment.

- iii. 20/500290/FULL

The Hollies Bannister

Erection of a single garage and pool house, with associated plant room

It was **RESOLVED** no comment.

*Cllr Baldock re-entered the meeting at 21:53pm*

#### 184. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

- a. Speedwatch – Cllr Downes
- b. Kent Association of Local Councils – Cllr Sims
- c. Borden Sports Association – Cllr Sims
- d. Heritage – Cllr Harrison
- e. Borden Parish Hall – Cllr Hepburn

It was noted that the annual survey needs to be completed by 27<sup>th</sup> March. It was **RESOLVED** for the Clerk and Sims to complete

A water leak has been discovered underground between the water meter and the mains inlet which is in the disabled toilet.

The meter was checked by the meter company and found to be working. South East Water were then called out, and confirmed that there was a leak and the hall was given 15 days to repair it. South East Water recommended calling out Water Link who came for an initial assessment and pinpointed where the leak is. Arrangements have been made for the work to be carried out on Wednesday 12th February 2020;

It was reported that one of the toilets in the ladies had a broken handle. It was found that the lifting lever inside had fractured, and a new one was purchased and the toilet repaired.

#### **185. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to councillors (Appendix 1)
- b. To receive any reports from councillors
  - Cllr Bolas reported that the council should explore obtaining a waste carriers licence to take items to the refuse site.
  - Cllr Emery reported that the wooden wall at the Playstool has been replaced.
  - Cllr Baldock reported that Broadside is ready for print to distribute early March and asked for an agenda item to discuss dog waste bag dispensers.
  - Cllr Butlin asked about Swale in Bloom, this shall be added to the next agenda.
  - Cllr Evans reported that a resident asked for an unauthorised breakers yard in Mountview to be reported.
  - Cllr Baldock asked about yellow lines outside Barn Close, the Clerk will confirm the previous decision at the next meeting.

#### **186. NEXT MEETING TO BE HELD 19<sup>th</sup> MARCH 2020 at 7pm**

**Meeting closed at 22:12pm**

#### **MATTERS FOR INFORMATION (APPENDIX 1)**

22/01/2020	Swale Joint Transportation Board Minutes
22/01/2020	Briefings at Swale House
22/01/2020	Wheelabrator Kemsley K3
20/01/2020	National CSSC Green Message
22/01/2020	Chief Executives Bulletin
22/01/2020	Proposed Disabled Bays Swale
22/01/2020	Swale Borough Council corporate plan
22/01/2020	KALC CEO Bulletin
25/01/2020	National CSSC Green Message
25/01/2020	KALC Health and Well Being Conference
25/01/2020	M20 Smart Motorway Works
25/01/2020	Chief Executive's Bulletin
03/02/2020	M20 Smart Motorways Update
03/02/2020	KALC survey
03/02/2020	National CSSC Green Message
03/02/2020	Chief Executive's Bulletin
03/02/2020	NALC Study Tour
03/02/2020	The Rural Bulletin

03/02/2020 National CSSC Green Message  
03/02/2020 Great British Spring Clean  
07/02/2020 Invitation to Community Engagement Workshop  
07/02/2020 Invitation to Swale Green Grid Forum and Visit Swale Familiarisation  
07/02/2020 KALC News January  
07/02/2020 Help with developing rural proofing toolkit  
07/02/2020 South Coast CCG Engagement meeting  
07/02/2020 Don't ignore it, share it e bulletin February  
07/02/2020 RSN Rural Funding Digest  
07/02/2020 Transforming mental health care services in Kent and Medway  
07/02/2020 National CSSC Green Message  
10/02/2020 February newsletter SAC  
10/02/2020 Planning Events – March 2020  
10/02/2020 Smart Motorway M20 updates  
10/02/2020 Kent ANOB Trees  
10/02/2020 M2 Brenley Corner update  
10/02/2020 Swale Borough Council Remuneration Review

**Signed**.....

**Date**.....