

**BORDEN PARISH COUNCIL**  
**MINUTES OF THE MONTHLY PARISH COUNCIL MEETING**

**Held on Thursday 19 April 2018**

<b><u>Present:</u></b>	Cllr C Masters – Chair	Cllr J Bolas – Vice-Chair
	Cllr M Downes	Cllr J Evans
	Cllr C Sims	Cllr Millican
	Cllr E Harrison	Cllr K Lainton
	Cllr J Hepburn	Cllr S Smith
	Cllr M Luxton	Ann Smith - Clerk
	Cllr M Baldock	

1. **Welcome and Apologies for Absence**

The Chair welcomed everyone to the meeting: apologies received from Parish Cllr John Emery and KCC Councillor Whiting.

2. **Public Time**

There were no members of the public present.

3. **County/Borough Councillors –**

**Report from Cllr Hampshire:**

HGVs – Chestnut Street

I have received correspondence from residents of Chestnut Street concerned about the parking of HGVs between The Tudor Rose Public House and Key Street roundabout, together with the alleged occurrence of such vehicles passing through the width restricted area in contravention of the regulations.

Both matters have been passed to the Police for comment and I am pleased to report that Inspector Craig West will be making contact with colleagues from the Special Constabulary Roads Policing Team requesting that they attend the location in order to deal with any contraventions that they witness and other matters.

So that the team can be as effective as possible, they would like to know of any particular days of the week or times when the problem(s) are at their worst. As well as liaising with local residents, I would be grateful to receive any comments you as Parish Councillors may have on these matters.

In addition, I have liaised with our County Councillor, Cllr. Mike Whiting, about the possibility of extending the width restrictions from The Tudor Rose Public House to Key Street roundabout. I am pleased to report that I have received an assurance from him that this suggestion will be explored with officers' at Kent County Council and I look forward to learning more about the outcome of these discussions in due course.

**Local Plan Update**

Swale Borough Council ("the Council") will be launching a consultation next week to gather views about the future development of the Borough up to 2038.

The current Local Plan 'Bearing Fruits' was adopted in 2017 and currently sets out local planning policies and identifies how land is to be used and what is to be built where until 2031.

'Bearing Fruits' needs to be reviewed and a new plan adopted by 2022. The consultation, 'Looking Ahead', will ask people for their thoughts on possible approaches for the Council to consider.

As Members of Borden Parish Council are already aware, The Government Inspection of the existing plan raised concerns that need to be addressed, particularly around the capacity of the local road network along the A2, to cope with increased development. <sup>[SEP]</sup>The next Local Plan also needs to address changes to National Planning Policy, particularly those around future housing numbers and how they may impact upon the Borough.

<sup>[SEP]</sup>These changes would mean more new homes will need to be built every year than ever before – possibly increasing the Borough's current housing target of 776 homes per year until 2022, to more than 1,050 homes per year when the new Local Plan is in place from 2022. <sup>[SEP]</sup>Although I appreciate having a Local Plan in place is sensible to prevent speculative development, I did not support the adoption of the current Local Plan because of significant concerns over infrastructure and air quality. It has always been my view that more of the housing in 'Bearing Fruits' should have been allocated to Faversham to provide

a more balanced approach to development in the Borough. [SEP] believe the task facing the Council now is counter-intuitive. The Government's solution to addressing the housing-crisis with ever increasing targets for new homes local councils are expected to deliver will just exacerbate the infrastructure constraints and air quality issues we have unless a new approach is adopted. [SEP] There is no doubt in my mind that this will mean the Council having to ask some challenging questions about how we have previously approached strategic planning to meet our expected development needs and gauge the level of support for alternative approaches. [SEP] N.B. The main consultation is based on the document 'Looking Ahead' and will run from 27 April 2018 until 8 June 2018. This will ask for people's views in a number of areas including the Council's settlement strategy, green spaces, air quality, transport, design, town centres, employment and affordable housing. [SEP] There will also be a shorter questionnaire, which will ask people to prioritize views and approaches to the planning issues. People will be able to respond to this online instead of – or in addition to – the more detailed questions set out in the main consultation document. [SEP] Both the consultation and questionnaire will be available on the Council's web-site

[www.swale.gov.uk/current-consultations](http://www.swale.gov.uk/current-consultations). [SEP]

Borden Village Fete Quiz [SEP] A quiz will be held at Borden Parish Hall on Saturday 5 May 2018 from 7pm to help raise funds for the Borden Village Fete to be held on The Playstool on Saturday 14 July 2018. Tickets cost £5 per head with a maximum of eight players per team. For more details, please e-mail [bordenvillagefete@gmail.com](mailto:bordenvillagefete@gmail.com) or telephone 07739 108 756 [SEP]

Should you need to contact me on any of the above, or indeed raise any other issue(s) with me, please feel free to get in contact. I will try my best to help.

Yours faithfully,

Cllr. Nicholas Hampshire (Conservative – Borden & Grove Park) Deputy Cabinet Member for Safer Families and Communities

Cllr Baldock referred to the consultation (above) to say that everyone should be encouraged to complete the questionnaire and the full consultation document.

#### 4. **Minutes of the Last Meeting**

Proposed by Cllr Luxton and seconded by Cllr Hepburn, the Minutes of the meeting held on the Thursday 15<sup>th</sup> March 2018 were agreed and signed as a true transcript. All were in favour.

#### 5. **Declarations of Interest and Dispensations**

None.

#### 6. **Matters Arising**

##### 1. **Wises Lane Planning application – update**

Cllr Sims reported that new monitors had been put out last week. The data will be sent to Professor Peckham next week for inclusion in his report, which will be received by the end of May.

Cllr Baldock informed the meeting that the application might not be put before the planning committee before June or July. The traffic report will not be done until the developer has submitted further plans. It is likely that a traffic count will need to be done over 7 days.

##### 2. **War Memorial**

A letter has been drafted for the Clerk to send to Father Robert.

##### 3. **Defibrillator – Update**

In the light of information that defibrillators are being stolen in and around the Kent area Cllr Sims has arranged for an alarm to be fitted. It cannot be engraved but it will be marked with an indelible pen. It will need to be added to the insurance. The training will take place Tuesday 15<sup>th</sup> May between 6pm and 8pm at the Maypole Public House.

**Action: Clerk and Cllr Sims**

#### 4. **GDPR**

The General Data protection regulations (GDPR) were discussed where Councillor Sims appraised all of the forthcoming legislation, which comes into being 25<sup>th</sup> May 2018. Kent Association of Local Councils (KALC) advice that GPDR policy is not required but Parish Councils must demonstrate compliance with the legislation. Accountability can be demonstrated by production of documents evidenced in these and future BPC minutes. Each councillor has received the 'NALC GDPR toolkit for local councils, February 2018 edition' informing them of the legislation surrounding the underlying principles.

The following actions were discussed and agreed: -

- i. The Parish Council will act as Data Controller.

- ii. Cllr Downes agreed to act as Data Protection Officer (DPO)
- iii. A computer purchased for the sole use of BPC business to be password protected and encrypted. *(Clerk to arrange under supervision of DPO).*
- iv. A data audit to be completed of personal data held. *(Clerk to complete with reference to Appendix 2 of the Toolkit and to ensure retention complies with Consent, Contract and/or Legal Obligation).*
- v. An internal register of processing personal data to be created. *(Clerk to create with reference to appendix 10 of the toolkit).*
- vi. Any paper files or manual records containing personal data to be held within secured cabinet/drawers/premises. *(All to conform).*
- vii. A concise privacy notice to be included on all BPC correspondence. This will include the potential that the correspondent's details may be forwarded to relevant local bodies, required under data sharing and potential access to full privacy notice. *(Cllr Sims to create for email and letter notice with reference to Appendix 4 of the Toolkit and forward to clerk for distribution).*
- viii. A full privacy notice to be created for use upon correspondent request. *(Clerk to create utilising Appendix 4 of the Toolkit).*
- ix. The BPC Chairman will deal with data breaches.
- x. Any Subject Access Request (SAR) will be presided over by the BPC Chairman. Proposed by Cllr Downes, seconded by Cllr Baldock. Carried unanimously.

**Action: Clerk**

The Chair gave thanks to Cllr Sims for all the work done on this.

**5. Standing Orders**

A draft copy of standing orders has been circulated. There has since been an updated version of model standing orders from NALC. Deferred until the next meeting for councillors to read a further amended version. Cllr Sims to rewrite current draft with reference to KALC latest proposals.

**Action: All Cllrs**

**6. Newsletter**

There has been a good response to the first issue. A draft of the next issue will be ready for the next meeting.

Village Green – In support of the application, Cllr Sims represented Borden Parish Council at the hearing and gave his appreciation of the work and research done by Cllr Baldock.

**7. Correspondence**

There was no correspondence that required a decision or action.

**8. Finance**

**1. Grant request from Borden Village Fete – email 13/3/18**

It was proposed by Cllr Baldock and seconded by Cllr Downes to write to the fete committee asking if they would agree to send invoices, for infrastructure, directly for payment by Borden Parish Council up to a £1000.00. The proposal was agreed.

**Action: Clerk**

**2. Purchase of more 30 mph stickers**

It was suggested by Cllr Baldock to purchase another 400 stickers. Cllr Downes will look into the cost.

**Action Cllr Downes**

**3. Grit Box**

Cllr Sims proposed a request for a grit box to be placed at the junction of Grove Park Avenue and Wises Lane, seconded by Cllr Baldock.

**Action: Clerk**

**4. To approve the accounts**

Proposed by Cllr Downes, seconded by Cllr Hepburn. It was agreed with three abstentions to approve the accounts.

**5. To authorise cheques raised at the meeting**

Proposed by Cllr Bolas, seconded by Cllr Millican. All were in favour to authorise the cheques.

Payee	Description	Amount £	Cheque No.
Steve Wakeling	Maintenance of Playstool Invoice 66A	<b>411.06</b>	102709
Iwade Parish Council	Reimbursement for shredding 9 sacks of confidential waste relating to Borden Parish Council	<b>31.79</b>	102710
McCabe Ford Williams	Quarterly payroll services for the period 31 March 2018 Invoice P12/1614	<b>39.00</b>	102711
Optima Alarms Ltd	Installation of Intruder Alarm Borden Football Club Invoice 16954	<b>1236.00</b>	102712
Swale Borough Council	Printing Broadside Newsletter Vol 1 Invoice 7220202979	<b>186.00</b>	102713
Borden Parish Hall	Hire of Barrow Room Invoice 000941	<b>49.50</b>	102714
John England	Expenses for Playstool inspections 18 March – 8 April 2018	<b>10.00</b>	102715
Fryer Cleaning & Maintenance Ltd	Monthly Maintenance March 2018- 04-17 Invoice 5170	<b>410.00</b>	102716
CPRE	Annual Membership	<b>36.00</b>	102717
Mrs A I Smith	Void (Wrong amount)		102718
Mrs A I Smith	Salary and expenses	<b>126.03</b>	102719
Defib Store Ltd	Alarm for Defib cabinet Pro forma invoice 10/4/18	<b>£60.00</b>	102720

#### Other Payments:

E-On Energy Supply February  
EDF Energy

£47.13 Paid by Direct Debit  
£9.00 Paid by Direct Debit

#### 9. Reports and minutes from committees and representatives

##### 1. **Finance**

It was proposed by Cllr Downes and seconded by Cllr Smith to purchase the laptop as per the quote number 10774 from Redwood Systems. Carried.

##### 2. **KALC**

No further report. GDPR had previously been discussed.

##### 3. **Borden Sports Association**

The alarm has been fitted to the building and is working. The football team has some Tuesday games to catch up on due to the previous bad weather.

##### 4. **Borden Parish Hall**

A small cap has been removed from the Floor Cleaning Machine in the secure store cupboard and cannot be found. The cleaner has not been able to clean the floor for the past three weeks as the water tank on the machine is not useable without this cap. The part has had to

be ordered from the supplier and, after many phone calls has now been delivered. The hall does not have much storage space so Cllr Hepburn will reduce what is being stored.

5. **Heritage**

In April John and Sheila Hepburn presented an extremely interesting collection of prints produced from their growing collection of glass and metal negatives. The presentation included the history of negatives and pictures of people throughout the country depicting their holidays, hats, celebrations, vehicles and much more.

On May 10<sup>th</sup> at 11am in the Forge members and visitors are encouraged to bring along interesting articles from their cupboards. We will display our latest artefact, recently donated to us after being saved from salvage in the Medway towns; the donation is particularly relevant to November this year.

10. **Planning Applications**

1. **PLANNING APPLICATIONS** - can be viewed on <http://pa.midkent.gov.uk/online-applications/> and <https://cloud2.atriumsoft.com/KCCePlanningOPS/searchPageLoad.do>

There were none received at the time of producing the agenda.

11. **Items for Information Only**

Cllr Baldock - Three trees have not been replaced in Grove Park Avenue.

There is a damaged pavement outside the tool hire shop in Key Street.

**Agenda items for the next meeting:**

A bus shelter in Key Street

Wet Pour

Next Local Plan comments on the principals to be in by 8<sup>th</sup> June 2018

12. **Next Meeting**

Thursday 17 May 2018, commencing at 7.00 p.m. in the Barrow Room at Borden Parish Hall

The meeting closed at 09.38 p.m.

Signed:

Cllr C Masters  
Chair