BORDEN PARISH COUNCIL

MINUTES OF MEETING 18TH JULY 2024

64. **APOLOGIES FOR ABSENCE:** Cllr Steadman, Cllr Jemmett, Cllr Baldock and Borough Cllr Cavanagh.
It was **RESOLVED** to accept the apologies above
Apologies were not received for Cllr Thorne and Cllr Ansley.
In attendance: Cllr Bolas, Cllr Butlin, Cllr Harrison, Cllr Hepburn, Cllr ~~Jemmett~~, Cllr Sims, Cllr Tumber.

65. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**
Parish Hall – Cllr Bolas and Cllr Hepburn
Pavilion – Cllr Sims
Planning – Cllr Baldock
Community Hub – Cllr Tumber

66. **CHAIR'S ANNOUNCEMENTS**
Public Participation:
The Chair would like to remind all parishioners that the Parish Council has a standing item on the agenda for public participation. This allows you to attend the meeting and present your comments on any item listed on the agenda for consideration when decisions are being made i.e planning applications, outdoor spaces etc. We encourage all parishioners who have concerns or input regarding agenda items to attend the meetings and share their views with the Council. Comments regarding items not on the agenda can be heard but the parish council is unable to make immediate decisions, where necessary items can be added to the following month's agenda for consideration.
If you are unable to attend the parish council meeting and would like them to consider an item of importance please email the clerk@bordenparishcouncil.gov.uk, at least 7 days before the next parish council meeting, which is held the 3rd Thursday of every month unless notified otherwise on their website.

By-Election:
A By-election Requires 10 registered elector signatories, at present, we have 2 Councillor vacancies, 1 of which is available for co-option. More than 10 people have called for a by-election. This is disappointing as no one has come to a Parish Council meeting or written to the Clerk to complain about the Parish Council's conduct regarding filling vacancies or put themselves forward for co-option. Candidates have previously been co-opted for all vacancies which arise in the period between statutory elections. A By-election at this time and under these circumstances serves no further democratic function, but if there is more than one nomination for the single vacancy available it will cost parishioners a substantial sum of money. This will be reflected in an additional rate rise from the precept.

Standing orders were suspended whilst technical issues were resolved 19:12 – 19:15

67. **TO APPROVE FOR SIGNATURE**

a. The minutes of the Parish Council meeting held on 20th June 2024 (Appx A).
It was **RESOLVED** to agree to the minutes of the last meeting held on 20th June 2024, which were duly signed by the Chair.

68. **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** Marcus Topham is the new Beat PC for Borden. He has been a Police Officer for 6 years and has worked within the Community Safety Unit at Swale for over 2 years. The following have recently been reported for the area;-
- A burglary at a building site at Chestnut Street
- An incident of a nuisance quad bike at the Playstool.

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Speeding through Borden was raised and PC Topham said he would try to get PCSOs out again with speed guns, especially at Danaway during 7 – 8 am and also in the Wrens Road area. He will also speak with the community Speedwatch co-ordinator.

On Wednesday 24th July 2024 at 2 pm onwards PC Topham will be at The Playstool play area to meet any parishioners who have any questions, or reports or would just like to meet our new Beat Officer.

Parishioners. There were 4 In attendance, 2 of whom asked to address the Parish Council.
Resident 1 - Borden Village Playschool asked if the Parish Council knew of anyone who could help them understand the best option from the roof repair quotes received, an offer was given by another resident present at the meeting. A request was made to PC Topham to include School Lane when the PCSOs are out with speed guns.

Resident 2 – The applicant asked to speak about agenda item 70a Hooks Hole Farm.
The Chair proposed a motion to change the order of business and go to item 70a.
It was **RESOLVED** to move to item 70a to discuss the Hooks Hole Farm planning application.

b. **County/Borough Councillors** *(a written report must be submitted three days before the meeting).*
County Councillor Baldock was unable to attend. A report was not submitted before the meeting.
Borough Cllr Cavanagh was unable to attend but a report was submitted before the meeting.

69. **FINANCE**

a. To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 30th June 2024 (Appx B).
It was **RESOLVED** to agree to the accounting statements and bank reconciliation along with the general and earmarked reserves as of 30th June 2024, which were signed by the RFO and duly signed by the Chair.

b. To review and agree to the budget vs actual report as of 30th June 2024.
It was **RESOLVED** to agree to the budget vs actual report as of 30th June 2024

c. To consider quotes for the annual ROSPA inspection.
It was **RESOLVED** to agree to quote 4 for £195.00 for the Play Inspections Co.

d. To note that the following are on the July payment list but have been paid as urgent payments and authorised by the required 2 signatories:-

1) A sewer survey for the new Playstool toilet facility has been completed by Hydro Descaling, for £290.00 + VAT, paid on 1st July 24. payment is required before the report can be released.
2) A new water connection fee for the new Playstool toilet facility has been paid to South East Water, for £152 inc VAT, paid on 8th July 24.
3) Connect to public sewer fee for the new Playstool toilet facility has been paid to Southern Water, for £297.17 + VAT, paid on 8th July 24.
4) The tender newspaper advert for the new Playstool modular toilet facility, as required by our Standing Orders was paid to KM Media, for £177.00 + VAT, paid on 17th June via card and included in the Lloyds credit card payment on the July payment list.
5) A sewer survey for the Homestead View pathway has been completed by Hydro Descaling, for £465.00 + VAT, paid on 8th July 24. The payment is required before the report can be released.

e. To approve the following BACS list of accounts for payment in July 2024.
It was **RESOLVED** to approve the BAC's list of accounts for payment in July 2024 as shown below including the 5 urgent payments noted above already made, but excluding the £173.33 to Kings Commercial as the invoice has not yet been received.

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Payee	Budget	Description	Gross	VAT	Net
Hydro Descaling Ltd	Playstool New Toilet	Sewer survey - paid 01/07/24	£ 348.00	£ 58.00	£ 290.00
Hydro Descaling Ltd	Open Spaces	General repairsc- paid 05/07/24	£ 558.00	£ 93.00	£ 465.00
South East Water	Playstool New Toilet	New water connection - paid 05/07/24	£ 152.00	n/a	£ 152.00
Southern Water	Playstool New Toilet	Connect to a public sewer - paid 05/07/24	£ 335.00	£ 55.83	£ 279.17
Staff	Payroll	Staff salary	£ 983.03	n/a	£ 983.03
HMRC	Payroll	PAYE	£ 321.49	n/a	£ 321.49
Staff	Expenses	WFH allowance & D-Day expenses	£ 61.75	n/a	£ 61.75
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 570.60	£ 95.10	£ 475.50
Kings Commercial	Open Spaces	Toilet Cleaning	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
JNC Architecture	Playstool New Toilet	Architect services JNC stage 2	£ 402.88	n/a	£ 402.88
Playdale Plagrounds Ltd	Open Spaces	Playstool - New Little Hamlets 50% deposit	£ 7,989.40	£ 1,331.57	£ 6,657.83
Playdale Plagrounds Ltd	Open Spaces	Playstool - RoSPA repairs 50% deposit	£ 3,610.13	£ 601.69	£ 3,008.44
Steve Wakeling	Open Spaces	Playstool ROSPA repairs - Benches	£ 208.56	n/a	£ 208.56
Total BACS payments			**£ 15,774.17**	**£ 2,235.19**	**£ 13,538.98**
Direct Debits	**Budget**	**Description**	**Gross**	**VAT**	**Net**
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
O2	Office	Mobile	£ 14.35	£ 2.39	£ 11.96
EE	Office	Broadband	£ 20.71	£ 3.45	£ 17.26
EDF energy	Utilities	Electricity - metered supply	£ 57.40	£ 2.73	£ 54.67
N Power	Utilities	Electricity - Unmetered supply	£ 116.40	£ 5.54	£ 110.86
Lloyds Bank	Admin	Corporate card	£ 679.84	£ 105.88	£ 573.96
Total DD payments			**£ 918.86**	**£ 125.02**	**£ 793.84**
Credit Card Payments					
Payee	**Budget**	**Description**	**Gross**	**VAT**	**Net**
Euroloo	Open Spaces	Toilet servicing	£ 154.30	£ 25.72	£ 128.58
Euroloo	Open Spaces	Toilet servicing	£ 159.44	£ 26.57	£ 132.87
Morrisons	Events	D-Day refreshments	£ 41.58	n/a	£ 41.58
KM Media Group	Playstool New Toilet	Tender advert	£ 212.40	£ 35.40	£ 177.00
NALC	Administration	Courses & Training	£ 39.22	£ 6.54	£ 32.68
Cartridge People	Office	Stationary	£ 69.90	£ 11.65	£ 58.25
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 679.84	**£ 105.88**	**£ 573.96**

70. **PLANNING MATTERS**

a. **Planning Application 24/501519/FULL** Hooks Hole Farm School Lane Borden. To review updated information provided by the Planning Department and DHA planning and consider the request to remove the Parish Council's previous objections.

It was understood from the applicant who was in attendance, that this application does not include external lighting changes as the original lighting currently in place is sufficient. The applicant also confirmed that signage would direct customers to use the A2 & Chestnut Street Roundabout and not School Lane.

It was proposed to take the applicant's comments into consideration and remove objections to this application.

It was **RESOLVED** to remove the Parish Council's objection to this planning application.

Revert back to the item 68b

71. **PLANNING APPLICATIONS – view on http://pa.midkent.gov.uk/online-applications/**

Please note the following, unless otherwise stated are a discharge of condition application and not a formal consultation for the Parish Council.

1) **Application: 24/502378/FULL**: Grid: 588280/164183: Address: 34 Key Street Sittingbourne ME10 1YS Proposal: Section 73 - Application for Minor Material Amendment to approved plans condition 2 (to allow increase in the height of the building comprising plots 1, 2 and 3) pursuant to 21/501143/FULL Section 73 - Application for Minor Material Amendment to approved plans condition 2 (addition of dormer windows to units 2 and 3) pursuant to 20/500367/FULL for - Demolition of existing storage buildings and erection of 1 no. two bed and 3 no. one bed dwelling units with associated parking turning and amenity space as amended by drawings BA-2008-P-20 Revision A and BA-2008-P-40 Revision A as amended by drawings BA-2008-P40 B and BA-2008- P-20 B to alter the building height which accommodates units 1, 2 & 3.

It was **RESOLVED** to have no comment on this application.

2) **Application: 24/502460/FULL**: Grid: 588280/164183: Address: 34 Key Street Sittingbourne Kent ME10 1YS Proposal: Section 73 - Application for Variation of Condition 5 (to allow change of the reduction in Dwelling Emission Rate from 50% to 25%) pursuant to 21/501143/FULL for - Section 73 - Application for Minor Material Amendment to approved plans condition 2 (addition of dormer windows to units 2 and 3) pursuant to 20/500367/FULL for - Demolition of existing storage buildings and erection of 1 no. two bed and 3 no. one bed dwelling units with associated parking turning and amenity space as amended by drawings BA-2008-P-20 Revision A and BA-2008-P-40 Revision A

It was **RESOLVED** to have no comment on this application.

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3) **Application: 24/502412/FULL**: Grid: 588876/162826: Address: 217 Borden Lane Borden Sittingbourne Kent ME9 8HR Proposal: Erection of two storey side extension with front elevation bay window and porch. Erection of a single-storey rear extension. Widening of existing drive to increase parking and create turning facility. Demolition of existing garage.
It was **RESOLVED** to have no comment on this application.

Before planning application item 4 was considered, there was a discussion regarding Councillor Discloseable Pecuniary Interests and Cllr Tumber resigned from the Community Hub Management Committee with immediate effect. Leaving his above declaration of interest null and void.

4) **Application: 24/502513/SUB** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge condition 12 (access) to planning application 23/500263/REM.
It was **RESOLVED** that Borden Parish Council understands that Cryalls Lane will be widened to 5.5mtrs for residential development as stated in planning application 23/500263/REM.
If application 24/502513/SUB (for determination) refers to only construction traffic for the community hub entering from Wises Lane only, then we have no objection to this application.

5) **Application No: 24/500733/SUB** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to conditions 20 (construction management plan) and 21 (construction work times) of application 17/505711/HYBRID (part discharge, relating only to Rugby Club).
Revised details concerning this application. Additional information - received 3.07.24
Consultation comments are due 26th July 24. BPC last commented on this application in June 24.
It was **RESOLVED** that further to Borden Parish Council's previous comments made on 20 June 2024, they note that access and egress to the site is only via Wises Lane and not past the Nature Reserve on Cryalls Lane. They reiterate their request that working hours remain from 7:30 am to dusk only, thus negating the use of lighting for this environment. They welcome the use of noise suppression equipment and would request sight of the QHS114 noise assessment record.

6) **Application: 24/502634/SUB** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 4 (Infiltration Testing Details) of application 22/504937/REM.
It was **RESOLVED** to have no comment on this application.

Standing Orders were suspended for a comfort break at 21:30 – 21:38

72. **BUSINESS ITEMS**

a. To advise that Cllr Ingram has resigned his seat on the Parish Council.
b. Following the display of the Vacancy from Cllr Ingram's resignation, the Proper Officer at Swale has advised that they have received in excess of 10 valid requests from registered voters in the Parish to hold a by-election for this seat, further details including the date and cost to the Parish Council for the election is to be confirmed.
c. To consider applications for the seat still eligible for co-option.
One application was received but subsequently withdrawn, and there were no other applications at this time.
d. To receive an update on the request for a bin at lower Wises Lane.
The Clerk has once again chased SBC for an update and also engaged Borough Cllr Cavanagh support in contacting SBC and a response is awaited.
e. Homestead View Pathway Barrier update.
As agreed at the June 2024 meeting under item 58b, a sewer survey has been completed and the report shared before this meeting.
It was proposed that as per May item 41g, the Clerk contact Belsom & Son to go ahead with the supply & installation of the pathway barrier as discussed on the site visit, and for the drain survey to be shared with them

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for consideration on the correct installation point. Due to the delay in awaiting the drain survey, if the original cost of £875.00 has changed due to the loss of a supplier, ask Belsoms to confirm the new re-quote cost.
It was **RESOLVED** to agree to the details in the above proposal and contact Belsom and Son to go ahead with the supply and installation of the pathway barrier, and to share the sewer survey with them to get the work completed as soon as possible.

f. Maylam bench update.
The Swale Greenspace Technical Officer has been emailed to confirm that we have the go-ahead to engage with contractors to do the groundwork and install the concrete base (3 quotes to be sought by the Clerk as agreed in June minutes item 58c), as once this has been completed the Parish Council will then order the agreed bench and install it.

g. To consider the new Borden Cherry logo from submissions received (attachment 1)
It was agreed to postpone this item until the September meeting when more Cllrs would be in attendance.

h. To consider Cllr volunteers for the Kent Association of Local Councils representative.
As Cllr Ingram has resigned a replacement representative is required.
It was agreed to postpone this item until next month's meeting when more Cllrs were in attendance to volunteer.

i. To note the Community Right to Bid application for the Maypole Inn has been submitted to SBC, who will decide within 8 weeks.

73. **COMMITTEE AND WORKING GROUP UPDATES**

a. Wises Lane Monitoring & Liaison Group (WLMG) update (attachment 2). The report can be reviewed at www.bordenparishcouncil.gov.uk

i. Review SBC's response to NDA request
It was **RESOLVED** to request a formal response from SBC to detail which specific reasons within the Freedom of Information (FOI) and Environmental Protection Regulations (EPR) that they refer, to deny the Parish Council the information requested on the Badger Survey.
To include within the response that the presumption is that information will be provided unless a specific and detailed justification of refusal to do so is given, that BPC was party to the first Badger habitat survey carried out on the sett, that we are unable to respond to planning consultations as a tier of local government without the information requested and that we are fully aware of the requirements of an NDA and will comply with those requirements.

ii. The road surface outside of the site office on Wises Lane appears to be defective.
It was **RESOLVED** to notify KCC of a highway defect in Wises Lane opposite the site car park, and ask if a Highways Inspector had previously viewed this with a representative from BDW and agreed that no action was required, and if so what was their rationale for their decision.

It was RESOLVED to suspend Standing Orders at 22:15 and continue the meeting

iii. Questions for the next BDW meeting were submitted to the WLMG.

b. New Build Playstool Convenience Committee report (attachment 3). The report can be reviewed at www.bordenparishcouncil.gov.uk

i. To review updated costs for CCTV as requested at the June meeting.
The CCTV current costs have been received from SBC as shown below;-
The Playstool PDZ Camera cost will be £3,655.78 + VAT, and will cover the new toilet block, children's play area, and Centenary gardens.
The Playstool Static Camera cost will be £1,899.32 + VAT and will cover the youth shelter area.

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The Pavilion PDZ Camera cost will be £3,655.78 +VAT and will cover the pavilion front, storage containers, sports field, and most of the car park and is to be financed mainly by a Community Infrastructure Grant which has been applied for or the Pavilion Earmarked Reserves.
The total cost for supply and installation to the areas detailed above will be **£9,210.88 + VAT.**
The Annual 24/7 Surveillance cost will be **£1,800 + VAT**

The Parish Hall Trustees have said that they need updated cameras which they would pay for.
The cost of a PDZ Camera would be £3,655.78 + VAT and would cover the side entrance, rear of premises, and most of the carpark
A Static Camera would cost £1,899.32 + VAT and would cover the front entrance.
The total cost for supply and installation at the Parish Hall would be **£5,555.10 + VAT.**

The Parish Council will pay for the annual surveillance subscription detailed above, to which the Parish Hall will contribute a sum to be confirmed.

NB: A tannoy will require a wifi network at an estimated £35 per month.
There is an option to add this system at a later date if deemed necessary with an additional cost for installation of £250 + VAT (£50).

The following proposals were put forward;-

1. Borden Parish Council accepts the offer from the Parish Hall Committee to assist in financing the Parish Hall cameras within the CCTV project.
   It was **RESOLVED** to agree to the above proposal.

2. Borden Parish Council accepts these figures and commissions Swale Borough Council to install CCTV as outlined above without a tannoy.
   It was **RESOLVED** to agree to the above proposal.

3. 5 Tenders have been received for the new prefabricated toilet, 4 of which are valid in being received within the stated timeframe.
   Agreement is sought for the Playstool Toilet Sub-Committee to review the new modular toilet tenders at their next meeting, against the published scope and for the Committee to be given delegated authority to decide on behalf of the Parish Council on the winning bid and engage with the company to commence the build, which is likely to take several weeks. Note that the overall project costs and scope have already been agreed by the Full Council.
   It was **RESOLVED** to agree to the above proposal up to £50,000.

c. Nature Reserve update;-
   i. Lease renewal update.
      It was **RESOLVED** that the Nature Reserve Working Group has permission to review the lease renewal and respond to KCC with appropriate questions from the review.
   ii. To agree access to the Nature Reserve for a water bowser to support wildlife.
      It was **RESOLVED** to agree to allow access to the Nature Reserve for the water bowser when required.

74. **OPEN SPACES**

a. Climate emergency and tree equity.
   The report was shared with the Parish Council before the meeting.
b. To note the Playstool play area repairs are due to be carried out from 29th July 2024 for 2 days, for health and safety during this time the gates will be taped off with no access signs.

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When the new Little Hamlets is installed which is due the week commencing 5th August 2024, this is likely to take up to 3 days, and Heras fencing will be put up to stop access, and a storage unit may be temporarily left on site next to the toilet.
On both occasions, the time to complete the work is dependent on weather and Vans will enter the Playstool from the main gate and park next to the play area.

75. **MOTIONS FROM COUNCILLORS**

a. To consider updating the 'Social Media and Electronic Communication Policy' to reflect a process for correcting factually incorrect information posted on external Facebook pages, which may be detrimental to the parish council's reputation.
It was **RESOLVED** to agree with the discussed amendments.
It was **RESOLVED** to confirm that Councillors can make their personal views as a Councilor known on social media but also that they are personally responsible for the social media content they create, publish, and share. Councillors posting on social media are still bound by the Code of Conduct and must ensure clarity when posting that it is their view and not that of the Parish Council. The Social Media and Electronic Communication Policy will be further updated to reflect this in more detail.

76. **CORRESPONDENCE**

a. To review resident correspondence and agree on any actions to be taken.
See below actions.
b. To consider action for a Playstool oak tree overhanging a residential property on The Street.
It was **RESOLVED** to get 3 tree surgeon quotes to complete work in the autumn after bird nesting season, and Cllr Bolas will meet them on-site to advise what needs to be done. Any debris will be offered to residents for use on the Parish Council Facebook page, not for firewood.
c. To consider writing to S E Water regarding the water pressure issues at Wises Lane and surrounding areas.
It was **RESOLVED** to write to South East Water regarding the water pressure issues.

77. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated before the meeting).

a. Kent Association of Local Councils – reports circulated as received.
b. Borden Sports Association – Cllr Sims.
d. Borden Parish Hall – Cllr Hepburn (attachment 4). The report can be reviewed at www.bordenparishcouncil.gov.uk
e. Borden Heritage Group – Cllr Harrison (attachment 5). The report can be reviewed at www.bordenparishcouncil.gov.uk

78. **ITEMS FOR INFORMATION**

The meeting ended at 23:15

NEXT MEETING TO BE HELD ON 15th AUGUST 2024

Minutes agreed and signed by:-

[redacted] JEREMY BOLAS

Chair

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