

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 17th December 2020

Present: Cllr Bolas; Cllr Baldock; Cllr N Butlin; Cllr J Emery; Cllr B Jemmett; Cllr J Evans; Cllr J Fassenfelt; Cllr J Hepburn; Cllr C Sims; Cllr E Harrison; Cllr Downes

Apologies: Cllr Broughton;

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

285. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence with reasons from Cllr G Boughton

286. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

287. CHAIRMAN'S ANNOUNCEMENTS

Cllr Bolas reported the passing of Cllr Lainton. It was noted that Cllr Lainton had made a significant contribution to the parish council and councillors paid tribute to his work on the memorial boards.

288. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 19TH NOVEMBER 2020

It was **RESOLVED** to approve the minutes of the meeting on 19th November 2020. It was noted that the word excrement was spelt incorrectly.

The meeting was adjourned to allow members of the public and borough councillors to address the meeting:

289. PUBLIC PARTICIPATION SESSION –

- a. Police/PCSO - The PCSO is not able to attend virtual meetings and is sending email updates.
- b. Parishioners – there were none.
- c. County/Borough Councillors

Cllr Hampshire apologised that he had not sent a written report. A brief update was given and it was noted that if the pandemic improves the summer fete may go ahead next year.

Cllr Baldock gave short update about trees being removed from the Nature Reserve without prior notification to the parish council.

Cllr Jemmett asked why a mass vaccination centre was not present in Sittingbourne and Cllr Hampshire reported that the vaccine had to be held at -70 degrees which was not possible in Sittingbourne GPs. Cllr Hampshire agreed to seek answers from the local MP.

The poor provision of healthcare in Swale was discussed and noted.

The Christmas lights display was discussed and how the response from parishioners had been very positive.

Cllr Bolas left the meeting, Cllr Sims took the chair

290. FINANCE

- a. To approve accounting statements November 2020

It was **RESOLVED** to approve the accounting statements for November 2020. The Chair and RFO shall sign the accounts at the next available opportunity.

Cllr Bolas resumed the chair

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 expenses Dec	£ 90.20	n/a	n/a
Ms J Miller			Clerk costs Dec	£ 592.48	n/a	n/a
HMRC			PAYE costs Dec	£ 149.37	n/a	n/a
Fryer Cleaning & Maint	30/11/2020	10335	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Streetlights	03/11/2020	11793	Maidstone Road Lamp repair	£ 390.00	£ 325.00	£ 65.00
Kings Commercial	01/12/2020	482	Clean of toilet	£ 173.33	n/a	n/a
John England			Playstool Inspections	£ 40.00		
Sittingbourne Christmas Lights			Donation	£ 250.00		
Richard Wilson Electrical	21/11/2020	20/1176	Christmas Tree	£ 1,332.00	£ 1,110.00	£ 222.00
Richard Wilson Electrical	26/11/2020	20/1179	Pavilion	£ 1,836.00	£ 1,530.00	£ 306.00
Swale Borough Council	01/12/2020	722023201 X	Printing of Broadside	£ 186.00	£ -	£ -
Steve Wakelin	21/11/2020	83A	Playstool sanitising Sept – Oct	£ 810.00	£ 810.00	£ -
Steve Wakelin	21/11/2020	5	Playstool sanitising Oct -Nov	£ 720.00	£ 720.00	

c. Annual Return 2019/20

The completion of audit and matters raised were noted.

It was also noted that the RFO requirement to sign the AGAR prior to the meeting had been detailed in the matters raised for 2019/20. This will be checked next year for accuracy.

d. Members Grant

To note Swale members grant applied for - £78 Ticpac and £300 Oad Street Speed Survey – noted.

291. ACTIONS TAKEN IN RESPONSE TO COVID-19

a. To receive update on COVID-19 response.

It was noted that the fruit and vegetable delivery service could be advertised on the parish council website.

The possibility of re-introducing the market to the parish hall was discussed but it was noted that the market traders are still operating at markets. Another issue discussed was the expected issues created by BREXIT some of which included the lack of supply and the potential rise in costs.

292. GOVERNANCE AND ADMINISTRATION

- a. To note awaiting third quote for parish hall alarm system
Cllr Hepburn reported that the third quote will be provided in due course following a meeting at the hall this week.
- b. To consider village hall 5 year plan and window quotations
Cllr Hepburn reported the quotes for replacement of windows and crash doors and it was **RESOLVED** to go ahead with Kent Trade Frames quotation as best value for the parish council at a cost of £12,991 including VAT.
- c. To consider future storage options for the parish council – Cllr Sims
It was **RESOLVED** to approve, in principle, future storage solutions for the parish council. The Clerk shall investigate options for the area alongside the parish hall, in conjunction with the hall committee and Cllr Sims.

293. PLANNING MATTERS

- a. To receive update on Wises Lane planning appeal – it was noted that there had been no further update.
- b. To receive update on Neighbourhood Plan initiative – Cllr Butlin
It was asked if the group could use the Zoom log in details of the parish council to hold the first meeting in the New Year.

294. OPEN SPACES

- a. To consider quote for replacement of picnic tables
It was **RESOLVED** to proceed with the quotation of £1900 to refurbish the picnic tables. The clerk shall ask Ryan Sheils at KCC about the refurbishment of the white post gates.
- b. To receive update on plan at Playstool – Cllr Emery/Clerk
It was noted that the clerk had drafted a terms of reference and Cllr Emery shall review and agree a recommendation before the next meeting.
- c. To review Playstool COVID19 risk assessment
It was noted that the current mitigation measures remain.
- d. To note complaint from resident and consider Playstool steps
It was **RESOLVED** to check the measurement of the Playstool gate for disability access and update the risk assessment.
It was **RESOLVED** that for the clerk to seek quotes and award the contract to paint the steps with anti-slip surface, replace the handrails and put a radius on the bricks up to a value of £3000.00 from reserves.
It was noted that the council's risk assessment be updated with the safety issues reported on the steps.
- e. To receive update on information boards – Cllr Sims
Thanks were noted to all involved in the design of the information boards.

295. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution – no update had been received.
- b. To note update on homeless occupation and removal of tents – it was noted that they had been removed.
- c. To receive update on Nature Reserve management working group.
Cllr Baldock reported that he had set up the Friends of Borden Nature Action Group on Facebook. Cllr Bolas and Cllr Baldock shall meet to prepare a plan.

296. HIGHWAYS

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

It was **RESOLVED** to explore the possibilities of renewing the white lines on the sides of the road at Wises Lane and Pond Farm Road.

- b.** To receive update on Oad Street traffic survey requested of KCC.

It was **RESOLVED** to chase Sarah-Jayne Elcock on the speed survey.

- c.** To receive update Highways project.

It was noted that the consultant had been ill and now had reported that he is leaving. Another consultant will attend the forthcoming meeting with the project committee to ensure continuity. The next meeting shall take place in January 2021.

- d.** To receive update on the use of Maidstone Road as a diversion for the A249 – no further update was noted.

- e.** To discuss and agree response to KCC Key Street A249 improvements consultation. A draft response shall be prepared for councillors to consider at the next meeting. It was **RESOLVED** to prepare a press release in relation to the Key Street junction and simultaneously submit a complaint to KCC. Cllr Fassenfelt shall prepare these documents.

297. EXTERNAL MEETINGS

a. Meetings attended

KALC AGM 28/11/2020 – Cllr Sims

Western Area Committee – 01/12/2020 – Cllr Butlin

It was noted that the ponds in the area could be considered in July.

This item will be moved to item 16 in future.

KALC Area Committee – 08/12/2020 – Cllr Baldock

298. CONSULTATIONS

Swale Borough Council – Brown Signs

It was agreed to consider this item on the next meeting agenda.

299. CORRESPONDENCE

16/11/2020 – Email from resident re Playstool steps and tree planting for Mrs Millican. The tree planting shall be added to the Playstool plan.

Cllr Baldock left the meeting at 21:34pm

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

(a) APPLICATION REF: 20/505424/LBC

PROPOSAL: Listed Building Consent to repair/replace 4no. single ground floor windows to rear and replacement of rotten oak stile to 1no. side window, repairs to oak beams and render on rear elevation to match existing, and overhaul of brick wall from garage to roadside, repairing with matching reclaimed bricks and lime mortar where necessary.

ADDRESS: Hearts Delight House Hearts Delight Borden

It was **RESOLVED** to support the application.

(b) APPLICATION REF: 20/505403/FULL

PROPOSAL: Erection of a single storey front side and rear extension.

ADDRESS: 30 Grove Park Avenue Borden Sittingbourne Kent ME10

It was **RESOLVED** no comment.

(c) APPLICATION REF: 20/505739/FULL

PROPOSAL: Change of use of premises to use as office (Use Class E(g)(i)) and an eye clinic (E (e)).

ADDRESS: Denne Court Hengist Field Pond Farm Road Borden Kent ME9 8LT

It was **RESOLVED** no comment.

(d) APPLICATION REF: 20/505732/FULL

PROPOSAL: Erection of 2000mm boundary fence 1500mm from highway. (Resubmission of 20/503102/FULL)

ADDRESS: 66 Maylam Gardens Borden Sittingbourne Kent ME10 1GB

It was **RESOLVED** to object as this proposal is not in keeping with the open plan aspect of the development.

(e) **APPLICATION REF: 20/504992/FULL**

PROPOSAL: Creation of new access with crossover and dropped kerb

ADDRESS: 3 & 4 Woodgate Close Borden Kent ME9 7QG

It was **RESOLVED** no comment.

301. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES (Reports were circulated prior to the meeting)

- a. Speedwatch – Cllr Downes reported on the current activity, which is suspended due to COVID-19.
- b. Kent Association of Local Councils – Cllr Sims – a report was circulated
- c. Borden Sports Association – Cllr Sims – a report was circulated
- d. Heritage – Cllr Harrison - a report was circulated.
- e. Borden Parish Hall – Cllr Hepburn – a report was circulated.

302. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (Appendix 1)
- b. To receive any reports from councillors
Cllr Emery thanked Cllr Sims for the Christmas lights switch on. Cllr Emery reported that the padlock hasn't been added to the Playstool gates – the clerk shall this follow up.
Cllr Hepburn reported that he had received a letter from Jehova's Witnesses in his capacity as councillor. The works at the bottom of Borden Lane were discussed and it was reported that they had been completed.
Cllr Bolas thanked everyone for the work put in during a difficult year.

303. NEXT MEETING DATE – THURSDAY 21ST JANUARY 2021 7pm

Meeting closed at 22:00pm

Appendix 1 MATTERS FOR INFORMATION

11/11/2020 KALC AGM November 2020
11/11/2020 KCC Highways seminar
11/11/2020 Notes on Neighbourhood Planning
14/11/2020 Connecting with the countryside during lockdown
14/11/2020 Weekly Programmed works M20
14/11/2020 Chief Executives Bulletin
14/11/2020 KCF Social Isolation Campaign
17/11/2020 The rural bulletin
23/11/2020 Weekly programmed works M20
23/11/2020 Chief Executive's bulletin
23/11/2020 KALC Ceo Bulletin
23/11/2020 Rebuilding communities
23/11/2020 Updated Government Guidance for playgrounds
23/11/2020 KCC Member environment briefing
23/11/2020 Flood warden training
23/11/2020 KCC Safeguarding SPD
23/11/2020 Parish Seminar Autumn 2020
23/11/2020 KALC Community Awards
23/11/2020 Additional papers KALC AGM
24/11/2020 The Rural Bulletin

24/11/2020 Local Government Bulletin 23rd Nov
24/11/2020 KALC webinar
24/11/2020 NALC Chief Executives Bulletin
24/11/2020 Webinar on Wednesday – Brexit
24/11/2020 Important message from Roger Truelove
25/11/2020 Western Area Committee
30/11/2020 KRF press release
30/11/2020 Webinar – are your goods ready for EU export
30/11/2020 Covid 19 very high tier
30/11/2020 NALC online events
30/11/2020 Chief executives bulletin
30/11/2020 Weekly programmed updates M20
30/11/2020 COVID 19 update
30/11/2020 Tier 3 announcements
01/12/2020 Annual policing survey
01/12/2020 The rural bulletin
01/12/2020 KCC prospective councillor event
01/12/2020 Updated guidance for council buildings
01/12/2020 Disabled Bay consultations
01/12/2020 National CSSC Green message
01/12/2020 Community energy events
02/12/2020 Annual policing survey
02/12/2020 RSN Rural Digest
06/12/2020 Chief executives bulletin
06/12/2020 COVID 19 update
06/12/2020 Local Government Bulletin 02/12
06/12/2020 KALC news November
06/12/2020 Moveable barrier M20