

BORDEN PARISH COUNCIL

MINUTES OF MEETING

Held on Thursday 18th July 2019

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

Apologies: Cllr C Masters

Also in attendance: J Miller (Interim Clerk), PCSO Corke and PCSO Fennell

55. APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies from Cllr Masters.

56. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

Cllr Hepburn and Cllr Downes declared an interest in the Village Hall item. Cllr Baldock declared an interest in the planning item.

57. PRESENTATION OF HONORARY FREEWOMAN AWARD

Mrs Margaret Millican was presented with a personalised scroll recognising her appointment as Honorary Freewoman of Borden Parish.

58. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING HELD ON 20TH JUNE 2019

It was **RESOLVED** that the minutes of the meeting held on 20th June 2019 were approved and duly signed.

59. PUBLIC PARTICIPATION SESSION

a. Police/PCSO

The PCSO addressed the meeting and explained that nitrous oxide gas cannisters continue to be a problem in most areas of Sittingbourne.

Speeding in Borden Lane and Wrens Road was also discussed.

The PCSO agreed that Borden Lane would be appropriate for Speedwatch.

The parking from Borden Village School fete was discussed and it was asked if next year temporary parking restrictions can be introduced.

The increased amount of HGVs breaching the width restrictions along Chestnut Street was discussed again.

b. Parishioners

There were none present.

c. County/Borough Councillors

Cllr Baldock reported that the borough council has improved its consultation process with parish councils, it was also reported that the council are also keen to review the committee structure to ensure more decisions are taken at a local level.

A heritage strategy will be introduced and parish councils will be more involved in conservation area documents of the council. It was noted that the planning committee had rejected the s106 agreement for Wises Lane and subsequently the developer has put in an appeal. The next committee meeting will be on 29th August, it is anticipated that the full application will come back to the planning committee at this meeting for re-consideration.

In the absence of Kent County Cllr Mike Whiting it was asked that the parish council write to him to ask where the 20mph signs are in Musgore Lane. It was noted that there were three trees have been felled in Grove Park Avenue by Highways England and the remains have been left on the side of the road.

It was also asked to write to Cllr Baldock to obtain figures regarding the flytipping issues within the area.

It was asked to write a letter to Cllr Mike Whiting regarding the increase in the amount of 'chargeable waste' flytipping and explain that councillors believe that this is linked to the introduction of charges in waste disposal at Kent County Council waste sites.

It was agreed for councillors to send details of flytipping incidents to the clerk for recording.

60. FINANCE

a. To approve accounting statements June 2019

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

b. To approve the accounts for payment – July 2019

It was **RESOLVED** that the following accounts for payment were approved

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT	Cheque Number
Ms J Miller	12/07/2019	JUNJUL	Interim Clerk Invoice	£ 654.48	£ 654.48	n/a	102897
Fryer Cleaning & Maintenance	30/06/2019	7050	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80	102898
Four Jays	30/06/2019	451575	Toilet servicing	£ 86.40	£ 72.00	£ 14.40	102899
John England	10/06/2019		Playstool Inspections	£ 40.00	£ 40.00	£ -	102900
Streetlights	03/06/2019	10623&10594	Repairs to streetlights Maidstone Rd	£ 873.30	£ 727.75	£ 145.55	102901
Playdale	28/05/2019	35733	Repairs to playstool equipment	£ 1,836.05	£ 1,530.04	£ 306.01	102902
MFW	08/07/2019	P4/413	Payroll services contract	£ 36.00	£ 30.00	£ 6.00	102903
Ms J Miller	11/07/2019		Flowers for Mrs Millican	£ 50.50	n/a	n/a	102904
Steve Wakeling	18/07/2019	69+70	69: £431.62 maintenance at Playstool, 70: £380.00 stepping stones at Playstool	£811.62	n/a	n/a	102905

It was noted that a full list of expenditure each month will be reported at each meeting.

c. To receive update on new investment account opening

It was noted that the bank account with Unity Trust Bank has been opened.

It was **RESOLVED** to move £85,000 from Barclays to Unity Trust Bank to meet the limits of the Financial Services Compensation Scheme.

The clerk will write to suppliers that use the Barclays account to update the details.

It was noted that payments will be made by BACs on the next payment run.

d. To consider allocation of surplus funds

It was noted that long term projects will be considered at the next parish council meeting. Councillors were invited to submit ideas to the interim clerk to collate.

61. MATTERS ARISING FROM THE LAST MEETING

There were none.

Cllr Sims chaired the meeting for the following item:

62. WISES LANE & MANOR FARM PLANNING APPLICATIONS

- a. To note decision of Swale Borough Council and agree actions

Cllr Baldock left the meeting at 20:31

Cllr Sims reported that the application for Wises Lane that was submitted in February is expected to be reconsidered at a Swale Borough Council planning meeting in August. It was **RESOLVED** that the same response given previously is delivered to the planning meeting by Cllr Sims, with the exception of items that have already been covered. Cllr Jemmett was agreed as a substitute if Cllr Sims is unavailable.

Cllr Bolas resumed the chair

- b. To receive update on meeting planned with Kent Highways
It was noted that this meeting is no longer required.

Cllr Baldock re-entered the meeting at 20:34

- c. To receive update on meeting with Environmental Law Foundation
Cllr Sims reported that he had met ELF via Skype, it was noted that there is nothing further that can progress with judicial review until a planning decision is made by the borough council. It was **RESOLVED** to subscribe to the Environment Law Foundation to support their work.
- d. To receive update on meeting with Claire Lydon
It was noted that the meeting is taking place on 14th August.

The agenda will include air pollution issues around Borden, AQMA – when will they provide this, use of green space in urban areas.

63 OPEN SPACES

- a. To note update on installation of mesh at Playstool
It was noted that the works are being planned.
It was noted that the interim clerk be added to the contact list for Four Jays.
It was noted that the toilet is not able to be emptied due to bricks being put in the bowl.
Cllr Emery agreed to look at this and report back to the clerk to arrange for this to be cleared.
- b. To note update on padlock
It was noted that the clerk will order the padlock and install with Cllr Emery.
- c. To note update on seating at Centenary Gardens
It was noted that the order has been placed.

64. BORDEN NATURE RESERVE

- a. To note Swale Borough Council have begun monitoring for new bin installation.

65. HIGHWAYS

- a. To note bus shelter paperwork acknowledged by Kent County Council – noted.
- b. To receive update on School Lane streetlamp
It was noted that the location is still to be identified.
- c. To consider repairs to Wises Lane streetlamp £976 + VAT.
It was **RESOLVED** to proceed with repairs to the Wises Lane streetlamp.
- d. To receive update on site meeting at Barn Close.
It was noted that the meeting will be re-scheduled to Fete day at 12pm.
- e. To consider Speedwatch initiative

- It was **RESOLVED** for Cllr Downes to investigate the speedwatch initiative with the PCSO.
- f. To consider purchase of 25 printed Hi-Vis vests £4.00 + VAT with Borden Parish Council text.

It was **RESOLVED** to purchase 25 printed Hi-Vis vests at £4.00 each

- g. To consider Car Parking Supplementary Planning Document
Cllr Baldock declared an interest in this item.

It was **RESOLVED** for Cllr Bolas to prepare a response to the Swale Borough Council car parking supplementary planning document for the clerk to submit on behalf of the parish council.

- h. To receive update on KCC Highways Improvement Plan meeting

It was agreed to start a Highways Improvement Plan.

It was **RESOLVED** to appoint a Highways Improvement Project committee. Members shall be Cllr Bolas, Cllr Sims, Cllr Downes and Cllr Baldock

It was **RESOLVED** that the following terms of reference be adopted: to explore options for HIP in the parish of Borden with Objectives of increasing safety reducing pollution, reduce congestion, enhance quality of life for local residents.

The interim clerk shall arrange a meeting of the committee to agree the principles.

66. PARISH HALL

- a. To receive report on broadband options and consider how to proceed

It was **RESOLVED** for Cllr Jemmett to work with the clerk to investigate a full quote from BT for fibre broadband for the Superfast fibre enhanced and essential value lines.

It was **RESOLVED** to cost a projector and screen.

- b. To consider solar panel grant

It was **RESOLVED** not to proceed with the grant.

67. POLICIES AND PROCEDURES

- a. To receive update on new website and .gov.uk domain application

It was noted that The Broadside could be included.

It was noted that the 'councillors' page will be added.

It was **RESOLVED** to proceed with the website online.

The interim clerk and Cllr Hepburn were thanked for their work on this project.

It was **RESOLVED** to suspend standing orders and extend the meeting by thirty minutes.

- b. To agree clerk job specification and person specification, application and interview process.

It was **RESOLVED** to approve the clerk job specification and application forms.

It was **RESOLVED** for applications to be sent to the chairman.

It was **RESOLVED** to advertise for the clerk position on the KALC website and interviews will be held mid September.

Cllr Hepburn left the meeting at 22:05pm

Cllr Hepburn re-entered the meeting at 22:08

It was **RESOLVED** to appoint a Selection Committee Cllr Downes, Cllr Evans, Cllr Butlin, Cllr Sims to interview.

It was **RESOLVED** to adopt the following terms of reference: to interview and recommend a suitable candidate for the position of clerk to the full council. Closing date 26th August 2019.

The sift process will take place on 29th August 2019 at 10am.

68. EXTERNAL MEETINGS

To note any external meetings attended by councillors.

There were none.

69. CORRESPONDENCE

- a. Letter from Pension regulator for review date - noted
- b. Email from resident concerning speeding motorist - noted
- c. Email from resident offering to volunteer for Speedwatch - noted

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

a. For decision:

Application: 19/503353/TCA
Grid: 588208/163019

Officer: Joseph Maloney
Ward: Borden And Grove Park
Parish: Borden

Address: Borden Hall Wises Lane Borden Sittingbourne Kent
Proposal: Conservation area notification to fell 1no. Ash tree and fell 1no. Sycamore tree as shown on sketch plan/description of works.
Applicant: Mr CRH Hardy
Contact Address: Borden Hall Wises Lane Borden Sittingbourne Kent
Cllr Baldock left the meeting at 22:10

It was **RESOLVED** to object to the felling unless a tree surgeon has confirmed that it is necessary.

Application: 19/503084/PNM
Grid: 588280/164183

Officer: Emily Clark
Ward: Borden And Grove Park
Parish: Borden

Address: 34 Key Street Sittingbourne Kent ME10 1YS
Proposal: Prior notification for the change of use of a shop to 2 no. residential units, and associated operational development.
 For its prior approval to: Transport and Highways impacts of the development. Contamination risks on the site. Flooding risks on the site. Impacts of noise from commercial premises on the intended occupiers of the development
Applicant: Edward Milton Property Ltd.
Contact Address: C/O Graham Sipkin Planning Ltd. Mrs Susan Simpkin 2 The Parade Ash Road DA3 8BG Hartley

It was **RESOLVED** to respond NO COMMENT.

b. Application: 19/503346/FULL

Proposal: Alterations to existing front boundary walls with existing access widened and the creation of a dropped kerb.

Address: 72 Key Street Sittingbourne Kent ME10 1YU

COMMENTS DUE BY: 29 July 2019

DECISION DUE DATE: 28 August 2019

It was **RESOLVED** to respond NO COMMENT.

- c. To note appeal lodged for 18/5055458/FULL Demolition of existing commercial building and erection of two residential dwellings and detached garages and associated gardens. Land to the North of Woodgate Lane, Borden.

71. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

<u>Committees:</u>	<u>Representatives</u>	<u>Representatives (Cont):</u>
1. Finance	2. KALC	4. Borden Parish Hall
	3. Borden Sport Association	5. Heritage

72. ITEMS FOR INFORMATION ONLY

1. Matters for information circulated to councillors (Appendix 1)
2. Reports to be noted – (Appendix 2)
3. To receive any reports from councillors
Cllr Emery asked about the head teacher getting involved with the parish council.
The head teacher will be invited to the next meeting.
Cllr Evans reported apologies for the next two meetings.

73. NEXT MEETING TO BE HELD 19th SEPTEMBER 2019 at 7pm

MEETING CLOSED AT 22:24PM

Appendix 1

MATTERS FOR INFORMATION

- 11/06/2019 NALC Annual Conference
- 11/06/2019 NALC chief executive bulletin
- 16/06/2019 M20 Smart Motorways update
- 16/06/2019 Chief Executives bulletin
- 16/06/2019 Pothole update
- 16/06/2019 LCR survey
- 16/06/2019 National CSSC green message
- 16/06/2019 HMRC scams
- 18/06/2019 Star councils awards
- 18/06/2019 NALC annual conference
- 18/06/2019 Rural bulletin
- 24/06/2019 NALC annual conference
- 24/06/2019 KALC website survey
- 24/06/2019 NALC chief executives bulletin
- 24/06/2019 KALC news June 2019
- 24/06/2019 chief executives bulletin
- 24/06/2019 M20 smart motorways update
- 24/06/2019 Community resilience survey
- 24/06/2019 KALC councillors conference
- 26/06/2019 Southern Water Workshop
- 26/06/2019 The rural bulletin
- 28/06/2019 KALC training and events 2019
- 28/06/2019 Heatwave alert
- 28/06/2019 Star council awards 2019

28/06/2019 National CSSC green message
 28/06/2019 Driveways and Gardening scam alert
 01/07/2019 NALC annual conference
 01/07/2019 chief executives bulletin
 01/07/2019 Last chance to nominate for best park
 01/07/2019 M2 junction 2 surveys
 01/07/2019 M2 junction 4 newsletter
 01/07/2019 National CSSC green message
 01/07/2019 M20 Smart Motorways update
 05/07/2019 M2 junction 4 revised newsletter
 05/07/2019 chief executives bulletin
 05/07/2019 M20 Smart Motorways update
 07/07/2019 chief executives bulletin
 07/07/2019 KALC councillor conference
 07/07/2019 Rural police matters
 07/07/2019 RSN rural funding
 07/07/2019 Release the pressure suicide awareness campaign
 07/07/2019 Environment Agency letter to parish councils
 07/07/2019 NALC newsletter
 07/07/2019 NALC annual conference
 07/07/2019 External letter box thefts

Appendix 2

Parish Hall Report

1. The Parish Hall website administration is being transferred from David Maw to Trevor Skinner. Under the new arrangement members of the Committee will be able to access the website to enable them to make additions and amendments especially in respect of emergency notices etc.

John Hepburn

Chairman Borden Parish Hall

Signed.....

Date.....