

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 19th September 2019

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

Apologies: None.

Also in attendance: J Miller (Interim Clerk), Borough Councillor Hampshire, Kent County Councillor Whiting, 2 members of the public

74. APOLOGIES FOR ABSENCE

There were none.

75. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

76. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING HELD ON 18TH JULY 2019

It was **RESOLVED** that the minutes of the meeting held on 18th July 2019 were approved and duly signed.

77. PUBLIC PARTICIPATION SESSION

a. Police/PCSO

There were none present.

b. Parishioners

A member of the public addressed the meeting and asked about minutes on the parish website and speeding traffic in Chestnut Street.

A member of the public advised that as a local business owner with clients in Chestnut Street, Danaway and Borden Lane the speeding traffic is a problem. The member of the public offered to join the Speedwatch initiative to help address the issues.

c. County/Borough Councillors

Cllr Whiting reported that there no longer has to be a fatal accident before KCC takes safety measures on the highways and offered to talk to Speedwatch team at Kent Police to move the initiative forward.

Cllr Whiting confirmed that the 20mph signs are now in place on Munsgore Lane and the vegetation issues had been dealt with on Chestnut Street.

Cllr Whiting also reported that there had been no increase in fly tipping as a result of the charges at waste recycling sites.

The diversions affecting traffic from the A249 in Chestnut Street and Danaway were discussed and Cllr Whiting asked the parish council for suggestions of how to manage this diversion.

Cllr Whiting confirmed that it is now illegal for HGVs to park along Chestnut Street.

Cllr Bolas asked about the diversions for Chestnut Street and Oad Street for which there are three conflicting sets of information on the notices and signs. Also, it was noted that the signs are in the incorrect place. Cllr Bolas advised that he had received an apology about the poor signage and that the situation is being monitored. Cllr Whiting was asked to follow this up.

Cllr Hampshire reported the next steps for the planning appeal on Wises Lane and asked for an update on the yellow lines in The Street and the new bus shelter on the A2.

Cllr Hampshire also reported that he would be lobbying for a contra-flow on the A249 to reduce the impact of the M2 works on Chestnut Street.

Cllr Hampshire asked for clarification of the Christmas lights switch on.

Cllr Baldock reported that the multi storey car park is now open, but has suffered some vandalism damage. Cllr Baldock noted that the finish is disappointing. The car park will close at 7pm until the cinema opens.

Cllr Baldock advised about the consultation for area committees. Cllr Baldock also reported that the council have emergency Brexit funds. This may be used for food and medicines to be made available in parish halls.

Cllr Baldock reminded councillors that there will be a 1920's festival in Sittingbourne next year. Cllr Baldock advised that there will be a heritage consultation released shortly, and Swale Borough Council are encouraging local groups and parishes to record the state of listed buildings.

Cllr Bolas requested that County and Borough Councillor reports are submitted at least three days before the meeting and must not include and political or personal points. The parish council may at their discretion choose not to hear from members if a report is not submitted.

Cllr Sims asked about advertising signs.

It was **AGREED** to move the Christmas Lights item forward on the agenda.

78. CHRISTMAS LIGHTS

a. To consider Christmas 2019 arrangements (Cllr Sims)

Cllr Sims reported that half of the lights are no longer working.

It was **RESOLVED** to repair / replace the lights on the tree with an electrician using scaffolding at a value of £3000 (£750 from the budget and £2250 from the council's reserves).

It was **RESOLVED** to delegate the decision on the successful quote to be delegated to the interim clerk, in consultation with the chairman. It was noted that the works must be completed by mid-November.

It was **RESOLVED** to send a letter to the fete committee secretary to explain that the lights will be available from 1st December.

It was **RESOLVED** to submit a grant application to the borough council for the repairs/replacement.

79. FINANCE

a. To approve accounting statements July and August 2019

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

b. To approve the accounts for payment – August and September 2019

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

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT	Chq No.
Ms J Miller	12/08/2019	JULAUG	Interim Clerk Invoice	£800.23			102908
Fryer Cleaning & Maintenance	31/07/2019	7180	Maintenance of memorial & centenary gardens	£460.80	£384.00	£76.80	102909
Four Jays	31/07/2019	453160	Toilet servicing	£64.80	£54.00	£10.80	102910

John England	14/08/2019		Playstool Inspections	£40.00	£40.00	£ -	102911
KALC	25/04/2018	6700	Audit workshop & encryption training	£48.00	£40.00	£8.00	102912
Streetlights	19/07/2019	10687	Wises Lane streetlight	£1,171.20	£976.00	£195.20	102913
Borden Parish Hall	30/06/2019	1011	Hire of Barrow Room	£52.20	£52.20	£ -	102914
J Bolas	19/08/2019		Flowers for funeral	£40.00	£40.00	£ -	102915
PKF Littlejohn	16/08/2019	KE0031	Annual audit	£360.00	£300.00	£60.00	102916
Weald Computer Systems	31/07/2019	2012987	.GOV.UK domain registration	£193.54	£161.28	£32.26	102917
Play Safety	05/08/2019	44257	Playground inspections - annual	£149.40	£124.50	£24.90	102918
Shaw & Sons	10/07/2019	271261	Scroll for Mrs Millican	£120.00	£120.00	£ -	102919
Custom Printed Clothing	29/07/2019	1036	Hi Vis vests	£124.50	£104.50	£20.00	102920
Branchett Ltd	16/08/2019	1908165	Playstool tree works	£1,030.00	£1,030.00	£ -	102921

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT	Chq No.
Ms J Miller	07/09/2019	AUGSEP	Interim Clerk Invoice	£647.38			300001
Fryer Cleaning & Maintenance	31/08/2019	7320	Maintenance of memorial & centenary gardens	£460.80	£384.00	£76.80	300002
Four Jays	31/08/2019	454818	Toilet servicing	£64.80	£54.00	£10.80	300003
Four Jays	11/04/2019	448139	Toilet servicing	£84.00	£70.00	£14.00	300004
John England			Playstool Inspections				300005
Weald Computer Systems	31/08/2019	2013034	.GOV.UK domain add to website	£42.00	£35.00	£7.00	300006
David Ogilvie Engineering	03/09/2019	184144	Bench	£1,528.80	£1,109.00	£254.00	300007
Swale Borough Council	04/09/2019	7220219742	Broadside Printing	£186.00	£186.00	£ -	300008
Geosphere	06/09/2019	29um004-0002	Parish Online Mapping software	£180.00	£150.00	£30.00	300009
Environmental Law Foundation	07/09/2019		Donation for services	£60.00	£60.00	£ -	300010
Kent County Council			20 mph signs	£1200.00	£		300011

c. To approve insurance renewal

It was **RESOLVED** to proceed with the insurance renewal.

d. To receive update on new investment account opening

e. To consider allocation of surplus funds

It was **RESOLVED** to pass a grant form to the suggested projects for councillors to draw up suggested costs. For parish council costs the clerk will advise.

80. MATTERS ARISING FROM THE LAST MEETING

There were none.

Cllr Sims chaired the meeting for the following item:

81. WISES LANE & MANOR FARM PLANNING APPLICATIONS

- a. To receive update on Swale Borough Council Planning Committee 29/08/2018.
Cllr Sims reported an update.
- b. To receive update on meeting with Clare Lydon – noted.
- c. To consider strategy for planning appeal.
It was **RESOLVED** to proceed with the Rule 6 status. It was **RESOLVED** for Cllrs Baldock and Sims to meet with the barrister and proceed with representation if deemed appropriate.
- d. To consider correspondence from barrister – noted.

Cllr Broughton left the meeting at 21:25pm

Cllr Bolas resumed the chair.

82. OPEN SPACES

- a. To note installation of mesh at Playstool
It was noted that the mesh appeared to not meet the original specification. Cllr Emery and the interim clerk shall investigate.
- b. To note update on seating at Centenary Gardens
It was reported that the seat has been installed.
- c. To discuss trees (Cllr Emery)
Cllr Emery raised concerns about the honey fungus on the chestnut trees, it was **RESOLVED** for the clerk to arrange for a reassessment of these trees.
- d. To consider repairs to wooden wall (Cllr Emery)
The clerk will send the land registry check to councillors however it was noted that this will not show the ownership of the wall and discuss with the resident before arranging for repairs.

83. BORDEN NATURE RESERVE

- a. To note update on new bin installation.
It was agreed that the clerk will send the date for bin installation so that the parish council can arrange a litter pick.
- b. To consider KCC request for litter management
It was **RESOLVED** for the clerk to advise KCC that a new bin is being installed and to monitor the impact of this.
It was noted that the fly tipping case will be followed up with Swale Borough Council for a victim update and to question if a prosecution has not been successful.

84. HIGHWAYS

- a. To report speeding meeting hosted by Cllr Whiting on 31/07/2019
It was noted that the minutes have now been agreed and will be uploaded to the parish council website.
- b. To approve the purchase of a parish mapping software subscription £150 + VAT.
It was **RESOLVED** to proceed with the parish mapping software.
- c. To discuss use of Maidstone Road as a diversion for the A249 (Cllr Bolas) – this will be added to the highway improvement plan.
- d. To note bus shelter application being considered by Kent County Council – noted.
- e. To note School Lane streetlamp location being investigated – noted.
- f. To note Wises Lane streetlamp repaired – noted.
- g. To consider repairs highlighted in Streetlight maintenance report
It was **RESOLVED** to proceed with the streetlighting repairs.
- h. To receive update on site meeting at Barn Close
It was noted that this will be included in the highways improvement plan.
- i. To consider Speedwatch initiative

It was **RESOLVED** for the clerk to email volunteers to update on Speedwatch progress.

j. To receive update on KCC Highways Improvement Plan meeting

It was noted that KCC have requested a form be completed with the suggestions and a site visit be arranged.

85. PARISH HALL

a. To receive report on broadband services to the parish hall.

It was **RESOLVED** to proceed with the O2 mobile broadband option for 12 months at £15 per month (15gb)

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

The following item was moved forward on the agenda:

86. TO CONSIDER CLERK VACANCY

It was **RESOLVED** to appoint the candidate and for Cllr Bolas to arrange for offer letter and contract. It was noted that the position is subject to references to be obtained and CiLCA certificate being produced.

Cllr Hepburn left the meeting at 22:05pm.

87. VE DAY 2020

a. To discuss VE Day 2020 (Cllr Sims)

It was **RESOLVED** for Cllrs Sims, Butlin, Jemmett and Harrison to form an advisory committee to liaise with the community groups organising VE Day celebrations.

88. GOVERNANCE AND ADMINISTRATION

a. To note new website live www.bordenparishcouncil.gov.uk – noted.

b. To consider '.gov.uk' mailboxes at a cost of £42 +VAT per month

It was **RESOLVED** not to proceed with .gov.uk mailboxes.

c. To consider moving payroll services 'in-house'.

It was **RESOLVED** to cancel the contract with the payroll provider and for the RFO and clerk to perform payroll duties.

d. To consider supply and installation of projector screen and projector.

It was noted that supplier meetings are being arranged and quotes will be reported back to the next meeting.

e. To consider clerk vacancy – this item was covered earlier in the meeting.

89. EXTERNAL MEETINGS

To note any external meetings attended by councillors.

a. Swale Joint Transportation Board 02/12/2019

90. CORRESPONDENCE

a. Confirmation of auto enrolment status.

b. Offer of assistance for Planning Appeal.

c. Email from resident regarding vehicle collision with horse in Oad Street

d. Copy of tree preservation order Borden Hall, Wises Lane.

Cllr Baldock left the meeting at 22:24pm

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

For decision:

a. 19/504177/FULL 146 Borden Lane Borden Sittingbourne Kent ME9 8HR

Erection of a six bedroom dwelling

- It was **RESOLVED** no comment.
- b. 19/504391/FULL Primrose Cottage Chestnut Street Borden Sittingbourne Kent
Proposed replacement to window and door rear elevation
It was **RESOLVED** no comment.
- c. 19/504594/FULL 18 Coppins Lane Borden Sittingbourne Kent ME9 8JG
It was **RESOLVED** no comment.
- d. To note planning appeal lodged for 19/500589 Land adjacent to Ambleside, erection of a three bedroom chalet bungalow – noted.

92. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

- a. Kent Association of Local Councils – Cllr Sims
Nothing to report.
- b. Borden Sports Association – Cllr Sims
Nothing to report.
- c. Heritage – Cllr Harrison
*Our next meeting will be on October 10th 2019 in The Forge 11am
A selection of items from our archives will be on display.
If you have any old interesting items please bring them along to show others.
The meeting is open to members and non members.
At the start of the meeting we will hold a short AGM*
- d. Borden Parish Hall – Cllr Hepburn
*1. The sink hole in the car park has been excavated down to two feet to ensure a firm level. It is due to be reinstated soon.
2. The hall floor cleaning machine has been repaired after a lengthy wait for spares. It is now working correctly.*

93. ITEMS FOR INFORMATION ONLY

- e. Matters for information circulated to councillors (Appendix 1)
- f. Reports to be noted – as above.
- g. To receive any reports from councillors
Cllr Emery asked about the head teacher invite to the parish council, the clerk has emailed via school website.
Cllr Jemmett asked for Neighbourhood planning to be added to the next agenda.
Cllr Jemmett asked that the meeting be made more efficient by reducing the amount of time given to external speakers.
Cllr Lainton asked for his objections to be noted to the planning application in Borden Lane.
Cllr Bolas asked that councillors take time to look at planning applications before the meeting in order to prepare for a discussion.
Cllr Downes advised that the feeder post tariff will be updated.
Cllr Evans gave apologies for next meeting and updated on the electrician that had offered to help with the Christmas lights
Cllr Downes gave apologies for the November meeting.
Cllr Emery asked about organising a litter pick for the lanes once the litter bin is installed at the nature reserve.

94. NEXT MEETING TO BE HELD 17th OCTOBER 2019 at 7pm

MEETING CLOSED AT 22:30PM

Appendix 1

MATTERS FOR INFORMATION

15/07/2019	NALC annual conference
15/07/2019	M20 updates
15/07/2019	M2 Updates
18/07/2019	M2 Updates
18/07/2019	Changes to NHS

18/07/2019 NALC newsletter
 18/07/2019 Annual policing survey
 18/07/2019 Kent and Medway Energy and Low emissions Strategy Consultation
 18/07/2019 Community Housing and self bid
 18/07/2019 The rural bulletin
 18/07/2019 NALC chief executives bulletin
 18/07/2019 The rural bulletin
 23/07/2019 Clerks conference
 23/07/2019 Swale Landscape Sensitivity Assessment
 26/07/2019 M20 updates
 31/07/2019 Star councils awards
 31/07/2019 NALC surveys
 31/07/2019 Invitation to rural conference
 31/07/2019 The rural bulletin
 31/07/2019 Fake TV licence scam
 31/07/2019 NALC Policy Ebriefing Draft data sharing consultation
 31/07/2019 The rural bulletin
 31/07/2019 NALC chief executives bulletin
 07/08/2019 Universal Scam alert
 07/08/2019 RSN rural funding digest
 07/08/2019 Public Sector Bodies Web Accessibility Regulations 2018
 09/08/2019 The rural bulletin
 09/08/2019 NALC chief executives bulletin
 09/08/2019 KALC transport conference
 09/08/2019 KALC latest updates on CSSC green message
 12/08/2019 Summer newsletter annual policing edition
 12/08/2019 Chief executives bulletin
 12/08/2019 The rural bulletin
 12/08/2019 Chief executives bulletin
 12/08/2019 M20 updates
 12/08/2019 Neighbourhood plans
 16/08/2019 M20 updates
 16/08/2019 Chief Executives bulletin
 16/08/2019 Kent and Medway Energy and Low emissions strategy
 16/08/2019 Swale green grid forum
 16/08/2019 NALC newsletter
 16/08/2019 Citizens Advice Swale
 16/08/2019 The rural bulletin
 16/08/2019 Dynamic Councillor Event KALC
 20/08/2019 The rural bulletin
 20/08/2019 NALC conference
 20/08/2019 KALC transport conference
 20/08/2019 Draft Kent and Medway Housing Strategy 2019-23
 20/08/2019 KALC news August
 20/08/2019 KCC draft drainage and planning policy statement
 21/08/2019 Transport for South East Drop in
 06/09/2019 M20 updates
 06/09/2019 Swale community led housing
 06/09/2019 NALC Policy Consultation e briefing Mobile coverage in rural areas
 06/09/2019 Further IT and GDPR update KALC
 06/09/2019 Chief Executives bulletin
 06/09/2019 HRH Princess Anne at NALC conference
 06/09/2019 Years one and two forward planning KCC
 06/09/2019 Area committees online survey
 07/09/2019 KALC training events
 07/09/2019 Bringing the NHS Long Term plan to life in Kent
 07/09/2019 The rural bulletin

07/09/2019 Swale area committee KALC
07/09/2019 Local Plan Panel agenda SBC
07/09/2019 TfSE invitation to drop in events
07/09/2019 ICO launches support for parish councils

Signed.....

Date.....