

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 17th October 2019

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

Apologies: Cllr Baldock, Cllr Evans, Cllr Broughton,

Also in attendance: J Miller Clerk, Kent County Councillor M Whiting, 0 members of the public

95. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Baldock, Cllr Evans, Cllr Broughton.

96. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

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

97. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING HELD ON 19th SEPTEMBER 2019.

It was **RESOLVED** that the minutes of the meeting held on 19th September 2019 were approved and duly signed.

98. PUBLIC PARTICIPATION SESSION

a. Police/PCSO

There were none.

b. Parishioners

There were none.

c. County/Borough Councillors

Cllr Mike Whiting submitted a written report to the meeting.

Cllr Whiting advised that he is now cabinet member for Economic Development.

Cllr Lainton entered the meeting at 19:15pm

99. FINANCE

a. To approve accounting statements September 2019

It was **RESOLVED** to approve the accounting statements for September 2019. The Chair and RFO duly signed the bank reconciliation and bank statement balances.

b. To approve the accounts for payment – October 2019

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

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Came and Company	05/09/2019	2192483	Annual Insurance premium, hall and council	£4,140.82	£4,140.82	0
Ms J Miller	01/10/2019	SEPOCT	Interim Clerk Invoice	£474.10	n/a	n/a
Ms J Miller	01/10/2019		Clerk staff costs October	£580.01	n/a	n/a
HMRC	01/10/2019		PAYE costs October	£146.76	n/a	n/a
Fryer Cleaning & Maint	30/09/2019	7453	Maintenance of memorial & centenary gardens	£460.80	£384.00	£76.80
Steve Wakelin	03/09/2019	81	Landscape Maintenance	£490.00	£490.00	£0.00

John England			Playstool Inspections - Sept & Oct	£80.00	£80.00	0
David Bucket	07/10/2019	1093	Annual Audit	£275.00	£275.00	£0.00
Borden Parish Hall	30/09/2019	1025	Hall hire	£84.00	£84.00	0
MFW	10/10/2019	BOR5657/P7/918	Payroll services nil returns	£30.00	£25.00	£5.00
Streetlights	20/09/2019	10775	Maidstone Rd Lamp repairs	£117.30	£97.75	19.55

c. **To note EDF feeder tariff approved for pillar – noted.**

d. **To note annual audit report from internal auditor.**

The internal annual audit report was noted.

e. **To consider allocation of surplus funds**

The Chair requested an update from the RFO regarding the amount of surplus funds available

It was **RESOLVED** to pass a grant form to Cllr Butlin to apply for funding for 'BRAD' subject to the previous decision on BRAD funding not being within the last six months and legislation implications.

Cllr Butlin and Cllr Jemmett declared an interest in this item.

It was **RESOLVED** to allocate £1500 to heritage notice board

It was **RESOLVED** to allocate £3500 to the parish hall for LED lighting

It was **RESOLVED** to allocate £3500 for refurbishing the white posts and gates

The clerk will send the grant form to councillors.

The lease for the pavilion will be investigated, the document will be added to the website. The Sports Committee will submit a grant application form for proposed improvements to the pavilion.

100. **MATTERS ARISING FROM THE LAST MEETING**

a. **To note Borden Church of England Primary School to attend November parish council meeting.**

101. **GOVERNANCE AND ADMINISTRATION**

a. **To consider co-option process for casual vacancy**

It was **RESOLVED** to advertise the vacancy with a closing date of 11th November 2019 for applications to be considered at the November meeting, interviews to be held at the December meeting.

b. **To discuss the parish council policy concerning the Act of Remembrance.**

It was **RESOLVED** to purchase a wreath each year and for a representative to lay this on behalf of the parish council.

It was **RESOLVED** for the Chair to nominate the councillor to lay the wreath on behalf of the parish council. This year Cllr Lainton was nominated to lay the wreath at the 2019 event.

Cllr Sims chaired the meeting for the following item:

102. **PLANNING MATTERS**

a. **To receive update on Wises Lane planning appeal and rule 6 status.**

It was **RESOLVED** to utilise the allocated reserve for the Legal and Professional Fees reserve to compensate accommodation and travel expenses of the barrister to attend the appeal as the barrister is acting pro-bono. It was **RESOLVED** to cover the costs of the Clerk to take notes during the appeal and for sustenance costs to be covered of those acting on behalf of the parish council.

Cllr Bolas thanked Cllr Sims, Cllr Baldock and the Clerk for their input and support in the Wises Lane appeal.

b. To consider investigating a Neighbourhood Plan for Borden.

It was **RESOLVED** to form a steering group however there were no members ready to join the group at this point. The matter will be added to the next meeting for discussion.

103. OPEN SPACES

a. To note on upgrade of mesh at Playstool

It was noted that the mesh has been made wider to accommodate the vehicle servicing the toilet.

b. To report update of assessment of trees following the discovery of honey fungus on the chestnut trees. If these trees are deemed unsafe they may need to be removed.

It was noted that an assessment is being investigated.

c. To note update on wooden wall repairs.

An update to the effect that the owners of the adjacent property are considering works which would negate the need for repair to the wall was noted.

c. To consider changing toilet service providers - £30 per week.

It was **RESOLVED** to change toilet service provider to EuroLoos at a cost of £30 per service.

104. BORDEN NATURE RESERVE

a. To note update on new bin installation.

It was noted that the bin has been installed.

b. To consider KCC response to bin installation and kissing gate repair.

KCC had agreed to monitor the litter situation and investigate the gate.

c. To consider litter pick arrangements

Cllr Bolas will report the litter issues to Swale Borough Council before further action is considered

d. To note update on fly-tipping prosecution

It was noted that Swale Borough Council are looking to prosecute two individuals before Christmas.

105. HIGHWAYS

a. To note bus shelter application being considered by Kent County Council.

It was noted that Kent County Council are carrying out the safety risk assessment.

b. To note School Lane streetlamp location being investigated.

The clerk will email the parochial church council to ask for the specific location of the required street lamp.

c. To note Streetlight repairs are being scheduled at a cost of £3685+VAT – noted.

d. To note Speedwatch volunteers updated by email.

It was **RESOLVED** to add the details to the parish council website and for Cllr Downes to prepare an article for the Broadside and send to Val Skinner for the parish magazine.

e. To note KCC Speed Survey being carried out in The Street – noted.

f. To discuss the use of Maidstone Road as a diversion for the A249

It was noted that Cllr Bolas had discovered through FOI requests that there appears to have been no risk assessment carried out regarding HGVs using this diversion. Further correspondence is ongoing.

g. To receive update on KCC Highways Improvement Plan meeting.

It was noted that this is ongoing.

106. PARISH HALL

- a. **To receive update on installation of broadband services to the parish hall.**

It was noted that this is ongoing.

- b. **To receive update on projector screen quotes.**

It was **RESOLVED** to proceed with the wireless projector and three quotes will be sought.

Cllr Sims left the meeting at 21:43.

107. VE DAY 2020

- a. **To receive update from VE Day 2020 advisory committee**

Cllr Sims re-entered the meeting at 21:45

It was **RESOLVED** to allocate £3000 to cover the costs of the VE Day project.

108. CHRISTMAS LIGHTS

- a. **To receive update on Christmas Lights repair.**

An update was noted and the date was confirmed as Sunday 8th December.

- b. **To note correspondence sent to fete committee secretary – noted.**

Cllr Bolas left the meeting at 21:49.

Cllr Sims took the chair.

- c. **To note grant application submitted to Swale Borough Council for repair of lights – noted.**

109. CONSULTATIONS FOR COMMENTS

- a. **Swale Area Committees survey – closing date 1st November 2019**

It was agreed that individuals will respond

- b. **Swale Landscape Sensitivity Assessment**

It was agreed that individuals will respond

Cllr Bolas re-entered the meeting at 21:54 and resumed the chair.

110. EXTERNAL MEETINGS

- a. To note any external meetings attended by councillors.

i. Cllr Bolas/Kent County Council regarding Borden Lane Tree and A249 diversion

ii. Cllrs Sims, Baldock and Clerk – Radcliffe Chambers

- b. To note any future external meetings

i. Swale Joint Transportation Board 02/12/2019

107. CORRESPONDENCE

- a. Thank you letter from Environmental Law Foundation

- b. Felled Tree – Borden Lane

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

108. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

- a. Kent Association of Local Councils – Cllr Sims

Nothing to report.

- b. Borden Sports Association – Cllr Sims

The cricket season has ended with the Sunday side completing the season mid table in the Kent Village League 3. This is an appreciative position following promotion to this higher league at the beginning of the season. The Saturday team continued through the summer with friendly matches only due to a lack of interested players.

The football team plays on Saturdays in the Andreas Carter Kent County League Premier Division, which is Step 7 in the FA National League System. They are currently in position 12th of that league.

The newly acquired tractor has been fitted with a tracker system which was purchased and fitted by the sports association to guard against theft making it easier to recover should such an incident occur.

The main door shutters have become a problem and this will be subject to a verbal update at the next parish meeting due to the nature of the problem.

The trees on the east side of the football field are over hanging the pitch and it is respectfully requested that the parish council's tree surgeon correct this problem in consultation with the sports association secretary.

Heritage – Cllr Harrison

We held a very successful AGM followed by a 'Show and Tell' event for our October meeting. All officers were voted unanimously to continue for a further year and an additional secretary was welcomed.

Our event at Borden fete had raised a great deal of interest and generated an increase in membership

Members brought a diverse collection of items to share at the meeting including many paper records, a selection of 'Trench art' from the Somme, tin checks from Woolwich Arsenal Cooperative Society and a pewter mug from The Ship public house in Sittingbourne.

As we move into our 10th year it was agreed that we should continue with two ongoing projects:

- A publication of records of the life and artefacts of a local musician.
- The production of an interpretive history board for the Oad street area of Borden.

The next meeting will be November 14th The Forge 11am.

Paul Upton from Kent Police Museum will share stories of some of the exhibits a brief history of the Kent Police Force.

c. 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.

109. ITEMS FOR INFORMATION ONLY

b. Matters for information circulated to councillors (Appendix 1)

c. Reports to be noted – as above.

d. To receive any reports from councillors

Cllr Sims reported that he is writing an article about Mr Chris Masters for the Broadside. It was asked if the next agenda could include a request for a bench in the Playstool from the family.

Cllr Butlin reported that Borden Horticultural Society are holding a harvest supper event on Saturday. Next Spring it will start afresh with seasonal events.

Funding and possible community planting was discussed to be added to a future agenda

Cllr Lainton asked for the asthma services details to be sent to him..

Cllr Hepburn expressed concern over the political issues created during the public session at last month's meeting and noted that this meeting had ran smoothly.

Cllr Bolas commented on the difficulties faced establishing new mature trees on previously planted sites

110. NEXT MEETING TO BE HELD 21ST NOVEMBER 2019 at 7pm

MEETING CLOSED AT 22:00

Appendix 1

MATTERS FOR INFORMATION

07/09/2019 ICO launches support for parish councils
07/09/2019 RSN Rural Digest
07/09/2019 Rural Bulletin
07/09/2019 Chief Executive's bulletin
07/09/2019 Policy consultation E Briefing – Independent Review into Local Government
07/09/2019 Dynamic Councillors event KALC
07/09/2019 KALC training events
07/09/2019 The Rural Bulletin
07/09/2019 Swale Area Committee
07/09/2019 Local Plan agenda
07/09/2019 Clerks Conference
11/09/2019 Urgent road closure – Pond Road
11/09/2019 New Asthma Services consultation
11/09/2019 SAC newsletter
13/09/2019 Updated Road Closure – Maidstone Road
16/09/2019 Kent Rural Police task force report
16/09/2019 Draft Kent and Medway Housing Trust Strategy 2019-23
16/09/2019 Notes on Neighbourhood Planning
16/09/2019 Brexit preparedness update
16/09/2019 NALC newsletter
16/09/2019 Chief executives bulletin
16/09/2019 Local Government Brexit Bulletin 12/09
16/09/2019 Every mind matters, printed resources
16/09/2019 M20 updates
16/09/2019 NALC conference
16/09/2019 Litter free countryside
16/09/2019 New Kent County Council road closure email notifications
20/09/2019 Gas replacement A2
23/09/2019 Chief Executives bulletin
23/09/2019 M20 Smart Motorways network
23/09/2019 Kent Resilience Forum Parish Partner Pack
23/09/2019 Taste of Kent Awards
23/09/2019 Local Government Brexit Bulletin 19 September
23/09/2019 Sevenoaks Town Council precept flyer
23/09/2019 SAC minutes 09/09
23/09/2019 Rural bulletin
23/09/2019 Weekly pothole update
23/09/2019 Works information update M2
24/09/2019 Notification of major gas works
26/09/2019 Oak Lane closure urgent
27/09/2019 M20 Updates
27/09/2019 Chief Executives bulletin
29/09/2019 A2 lorry ban update
05/10/2019 KALC news September
05/10/2019 Items for Swale JTB
05/10/2019 RSN Rural funding digest
05/10/2019 KALC finance conference October 12th
05/10/2019 Weekly pothole data
05/10/2019 ELF donation and newsletter
05/10/2019 Chief Executives bulletin
05/10/2019 Notification of major gas works A2

05/10/2019 M20 Updates
05/10/2019 NALC chief executive bulletin
05/10/2019 Invitation - building flood resistance
05/10/2019 Local Government Brexit Bulletin 02/10
05/10/2019 Kent Police Rural task force report and rural matters
06/10/2019 Intra group reorganisation Came and Company
06/10/2019 NALC chief executives bulletin
06/10/2019 Update message from monitoring officer
08/10/2019 Proposed KALC AGM

Signed.....

Date.....