

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 17th February 2022 at 19:00pm

Present: Cllr Bolas; Cllr Butlin; Cllr Fassenfelt; Cllr Evans; Cllr Emery; Cllr Sims; Cllr Hepburn; Cllr Baldock

Apologies: Cllr Cole; Cllr Broughton; Cllr Downes; Cllr Jemmett; Cllr E Harrison.

Also in attendance: J Miller Clerk; Borough Councillor Hampshire; one member of the public

91. APOLOGIES FOR ABSENCE

It was **RESOLVED** to approve the following apologies for absence with reasons: Cllr Emery; Cllr Cole; Cllr Harrison; Cllr Broughton; Cllr Jemmett;

92. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

There were none.

93. MINUTES

It was **RESOLVED** to approve the minutes of the meeting of 13th January 2022.

94. PUBLIC PARTICIPATION SESSION

The report from the PCSO was noted. It was suggested that future surgeries be held outside the Forge and to thank the PCSO for the report.

A member of the public spoke on objection to the amendments to the Hillyfield planning application. The clerk will email the details of the planning enforcement team to the member of the public.

Borough Councillor Hampshire circulated a report on the day of the meeting.

95. FINANCE

a. To approve accounting statements January 2022

It was **RESOLVED** to sign and approve the bank reconciliation. Chair and RFO duly signed the bank reconciliation and bank statement balances

b. To approve the BACS list of accounts for payment

It was **RESOLVED** to approve the following payments, two signatories duly signed the BACs payment list

Payee	Inv Date	Inv No	Description	Gross	VAT	Net
Ms Miller			Clerk Wages Feb 22	£797.28		£797.28
Ms Miller			Clerk Expenses Feb22	£90.70		£90.70
HMRC			PAYE Feb 22	£275.27		£275.27
Fryer Cleaning & Maintenance	31/01/2022	12340	Maintenance of Memorial & Centenary Gardens	£405.60	£67.60	£338.00
John England			Playstool Inspections	£50.00		£50.00
Swale Shutters	31/01/2022	144312	Repair to roller shutters	£293.04	48.84	£244.20
David Buckett	28/01/2022	1292	Audit 2020-21	£300.00		£300.00
Smart Event Support	24/01/2022	AGR13351	Toilets for fete - deposit	£187.80		£187.80
The Forge	18/01/2022	040+041	Hire for 10th and 15th February	£60.00		£60.00
CPRE	10/01/2022		Subs renewal	£36.00		£36.00

c. To approve February 2022 Direct Debit payments

Waveney IT	01/02/2022	1489	Mailbox charge January	£5.99	£1.00	£5.99
Euroloo	01/01/2022	221502	Feb toilet service	£144.00	£24.00	£120.00
Lloyds Bank	02/02/2022		Jan toilets 180; land reg 6.00; Feb toilets 144; 3.00 fee	£333.00		£333.00

d. To receive annual audit report and address remedial actions

- i. RFO to sign prior to meeting (Cllr Downes had signed after the meeting)
- ii. Few policies were reviewed due to COVID – general policies to be reviewed at AGM. It was discussed that the standing orders may be reviewed to change the policy renewal dates.
- iii. S137 had limited use – the council to consider how to donate more to local organisations and groups – this was noted.
- iv. Delays in getting paperwork on website due to COVID – council to work to earlier deadline dates in 2022 – this was noted.
- v. Council to consider .gov.uk email addresses for councillors – this was not discussed.

96. GOVERNANCE AND ADMINISTRATION

- a. To receive update on byelaws – Cllr Sims reported that he is in touch with Kent County Council.
- b. To receive update on recruitment and consider next steps.
It was noted that the application closing date is 18th February 2022. It was **RESOLVED** to appoint Cllr Bolas, Cllr Sims and Cllr Evans to sift and interview the applicants. A meeting shall be arranged for 21st February at 7pm to review the applicants.
- c. To note Swale Jubilee grant applied for.
It was noted that £1000 has been applied for, £750 has been approved so far.
- d. To note KALC community award nomination submitted – noted.

97. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report and update from Wises Lane Monitoring Group.
It was **RESOLVED** that the terms of reference will be amended to include 'HYBRID' and to refer to the 'Working Group' as a 'Monitoring Group'.
Update the word 'recommend' in point 6. Cllr Baldock will no longer be a member of the group.
The group's notes of the meeting will be circulated.

Cllr Baldock entered the meeting at 20:44pm.

- b. To receive report and update from Jubilee Working Group.
It was **RESOLVED** for Cllr Sims to liaise with Cllr Jemmett to provide the official full spec to the clerk to ensure that all contractors have received the same specification. The jubilee group will meet to review the quotes and recommend which is best value to the RFO. All quotes shall be received by Friday 25th February.
It was **RESOLVED** for the council to seek sponsorship from local businesses for the planting of the Queen's Jubilee Oak tree for a total of £1000 through a written letter. Cllr Butlin will send the final letters for the clerk for posting.
- c. To receive report and update from the Playstool Working Group.
It was noted that there was nothing to report.
- d. To receive report and update from Nature Reserve Working Group.
It was noted that KCC have given suggestions for the management plan.

98. NEIGHBOURHOOD PLAN

- a. To receive update from Steering Group.
An update was circulated prior to the meeting. It was agreed for a copy of the survey be added to the website.

99. ACTIONS TAKEN IN RESPONSE TO COVID-19

- a. To receive update on COVID-19 response.
It was noted that no further updates.

*Cllr Bolas left the meeting at 21:30pm.
Cllr Sims assumed position of chairman.*

100. OPEN SPACES

- a. To note search continues for plumber to address flush issues with WC – noted.
- b. To receive alternative quotes for Playstool maintenance: £18,000; £20,000 per annum.
It was **RESOLVED** to continue with the existing contractor following the price comparison exercise.

Cllr Bolas re-entered the meeting at 21:33pm and resumed the position of chairman.

To receive update on Barrow Trust.

- c. It was **RESOLVED** that the requested business proposal for the toilet be submitted to the trust. Pre-application advice for planning permission shall be sought from Swale Borough Council.

101. BORDEN NATURE RESERVE

- a. To note new lease terms requested from KCC still pending.
- b. To receive update on fence measuring from Nature Reserve Group.
It was noted that the boundary requires 50m of fencing. The amount shall be calculated against the quote and submitted to the area committee grant process.

*Cllr Sims left the meeting at 21:46pm
Cllr Hepburn left the meeting at 21:47pm
Cllr Sims re-entered the meeting at 21:50pm
Cllr Hepburn re-entered the meeting at 21:51pm*

It was **RESOLVED** for the working group to liaise with Kent County Council regarding the lease renewal.

102. HIGHWAYS

- a. To receive update on Highways matters from Cllr Fassenfelt.
It was **RESOLVED** for the council to arrange a meeting with KCC to discuss the HIP meeting through county councillor Baldock.
- b. To review Highways Improvement Plan.
The updated plan was circulated prior to the meeting and was agreed.
- c. To receive update on the use of Maidstone Road as a diversion for the A249.
It was noted that there had been a FOI response from KCC that National Highways are responsible for the enforcement of the speed limit on Maidstone Road.

103. CONSULTATIONS FOR COMMENTS

There are none.

It was **RESOLVED** to suspend standing order 3w to allow the meeting to continue past the three hour limit.

104. EXTERNAL MEETINGS

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

15/02/2022 SAC Meeting

b. To note any future meetings

01/03/2022 Western Area Committee

22/03/2022 Cllr Baldock's Swale West Parish Meeting at Hartlip Village Hall.

105. CORRESPONDENCE

19/01 Email from resident of Oad Street with safety concerns (response sent following Zoom meeting)

Cllr Baldock left the meeting at 22:08pm.

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

a. Planning Applications to consider for comments

- i. Application: 22/500129/SUB Address: Land At Wisers Lane Borden Kent ME10 1GD
Proposal: Submission of Details to Discharge Condition 10 Details of indicative timetable for the public sewerage system and Condition 48 - Details of measures to protect/divert public sewers (Phase 1A and 1B) subject to 17/505711/HYBRID (V2255/W/19/3233606).
It was **RESOLVED** to supports Southern Water's comments that there is insufficient provision for foul water discharge in the current system.
Extra capacity should also be provided at the main sewerage plant in Milton.
There should be no development allowed until extra capacity in the system, as identified above, is provided.
- ii. Application: 22/500130/SUB Address: Land At Wisers Lane Borden Kent ME10 1GD
Proposal: Submission of Details to Discharge Condition 15 - Details of existing site levels, proposed site levels and proposed finished floor levels and Condition 39 - Full Design details subject to 17/505711/HYBRID (V2255/W/19/3233606).
It was **RESOLVED** to make the following comments:
The affected householders in Wisers Lane need to be informed of the changes to give them an opportunity to comment. Further discussions need to be held with KCC Highways as to the need of the highway works in Wisers Lane.
All footways and cycle paths, where there is sufficient width, should be of joint use and marked accordingly.
There is a need for a signalised pedestrian crossing where pedestrians and cyclists cross the new spine road in the area of Wisers Lane.
The affected householders in Wisers Lane need to be informed of the changes to give them an opportunity to comment. Further discussions need to be held with KCC Highways as to the need of the highway works in Wisers Lane.
All footways and cycle paths, where there is sufficient width, should be of joint use and marked accordingly.
There is a need for a signalised pedestrian crossing where pedestrians and cyclists cross the new spine road in the area of Wisers Lane.
- iii. Application: 22/500131/SUB Address: Land At Wisers Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 18 (details of materials) of application 17/505711/HYBRID (allowed on appeal V2255/W/19/3233606).
It was **RESOLVED** no comment.
- iv. Application: 22/500132/SUB Address: Land At Wisers Lane Borden Kent ME10 1GD
Proposal: Submission of Details to Discharge Condition 53 - Contaminated Land assessment - i) A desk study, ii) Site investigation strategy, iii) An investigation -Soil, Soil gas, Surface and groundwater, iv) A site investigation report, v) Verification plan, Condition 57 - Scheme of gas protection measures and Condition 69 Soil Management strategy Phases 1A and 1B subject to 17/505711/HYBRID

(V2255/W/19/3233606).

It was **RESOLVED** to raise concerns that gas discharged from the Nature Reserve will have an adverse on future Phases of this development.

- v. Application: 22/500133/SUB Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of Details to Discharge Condition 58 Ecological Report - 1) Breeding bird survey Areas of site not originally surveyed, 2) Breeding Bird Survey Proposed skylark mitigation area(s), 3) Bat activity survey, 4) Reptile survey and 5) Dormouse Survey and Condition 59 - Updated badger survey subject to 17/505711/HYBRID (V2255/W/19/3233606).
It was **RESOLVED** to comment that the surveys carried out were incomplete in so much as they did not survey all of the likely habitats and it was carried out at the wrong time of the year.
The Parish understands that the dormouse traps provided in the area were vandalised and therefore any survey was inaccurate.
There has been no complete badger survey.
A large population of raptors have been observed in the area which supports the conclusion that sufficient large numbers of small mammals must inhabit the area to provide them with sufficient food
- vi. Application: 22/500134/SUB Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 17 (measures to minimise risk of crime) of application 17/505711/HYBRID (allowed on appeal V2255/W/19/3233606).
It was **RESOLVED** to make no comment except the parish council would like to see that the Police crime prevention office views the various applications throughout the process proffering advice and guidance where appropriate as to ensuring crime reduction techniques are in place.
- vii. Application: 22/500135/SUB Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 13 (water consumption) and condition 16 (installation of fixed telecommunication infrastructure and High Speed Fibre Optic) in relation to planning application 17/505711/HYBRID and appeal reference APP/V2255/W/19/3233606)
It was **RESOLVED** no comment.
- viii. Application: 22/500221/SUB Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of Details to Discharge Condition 44 - Details of all existing trees and/or hedges, details of trees or hedges proposed for removal and measures to protect trees or hedges1) Plan showing location, 2) Details of size, species, diameter, approximate height and assessment, 3) Arboricultural works, 4) Details of any alterations in ground levels and any excavation or engineering works and 5) Details of specification and position of fencing subject to 17/505711/HYBRID (V2255/W/19/3233606).
It was **RESOLVED** to comment that the reduction to the hedgerow along Wises Lane must be kept to the minimum. Hedges should not be grubbed out during the nesting season of March to September.
- ix. Application: 22/500247/SUB Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 45 (landscaping details) of application 17/505711/HYBRID (allowed on appeal V2255/W/19/3233606).
It was **RESOLVED** no comment.
- x. Application: 22/500229/PNEXT Address: 13 Grove Park Avenue Borden Sittingbourne Kent ME10 1YH
Proposal: Prior notification for a proposed single storey rear extension which: A) Extends by 4 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3 metres from the natural ground level. C) Has a height of 2.8 metres at the eaves from the natural ground level.

It was **RESOLVED** no comment.

Cllr Baldock re-entered the meeting at 22:14pm

107. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

All reports were circulated prior to the meeting.

- a. Speedwatch – Cllr Downes – it was noted that further volunteers have been recruited,
- b. Kent Association of Local Councils – Cllr Sims
- c. Western Area Committee
- d. Borden Sports Association – Cllr Sims
- e. Heritage – Cllr Harrison
- f. Borden Parish Hall – Cllr Hepburn

108. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors

11/01 KALC bitesize training
11/01 Queen's jubilee beacons
14/01 Kent PCC newsletter
14/01 Latest rural report
19/01 NALC Chief Executives bulletin
19/01 KALC flyer
19/01 Kent PCC budget plan
20/01 Reminder for items on JTB
20/01 Date of next Western Area Committee
21/01 New Year open letter
21/01 KCC waste management update
22/01 KALC events
24/01 Highsted Park newsletter
28/01 KALC events
28/01 NALC ofcom postal regulations consultation briefing
28/01 NALC chief executive's bulletin
03/02 NALC newsletter
03/02 NALC chief executive bulletin
03/02 Solar together
03/02 Kent Minerals and Waste Local Plan 2013-30
07/02 KALC events
07/02 KALC January news
07/02 Swale CCTV centre visits
07/02 KCC Kent Care summit

- b. To receive any reports from councillors

Cllr Fassenfelt asked that the proposed solar panel farm be added to the next agenda.

Cllr Fassenfelt reported that there is likely to be a proposal from KCC to terminate the buses in Borden and asked that the public consultation is added to the next agenda.

Cllr Butlin asked about the booking for the Forge, it was confirmed that the order for booking needs to come via the parish council RFO not from the Forge.

Cllr Baldock asked about the Broadside copy.

Cllr Emery asked about the cost of the fencing for the nature reserve.

Cllr Sims asked Cllr Baldock about the jubilee grant fund. Cllr Baldock asked Cllr Bolas to send a letter of concern regarding it being stated as first come first served.

109. NEXT MEETING TO BE HELD 17th MARCH 2022

It was **RESOLVED** to hold an extra-ordinary meeting on 24th February 2022 at 4pm at the Sports Pavilion to discuss the Hillyfields amendments.

The meeting closed at 22:27pm.

Signed.....

Date.....