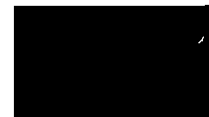


BORDEN PARISH COUNCIL



Minutes of Borden Parish Council meeting on 13th April 2023

1. **APOLOGIES FOR ABSENCE:** apologies received and accepted for Cllr Jemmett, apologies not received for Cllr Broughton and Cllr Emery.
In attendance: Cllr Baldock, Cllr Butlin, Cllr Bolas, Cllr Cole, Cllr Downes, Cllr Evans, Cllr Fassenfelt, Cllr Harrison, Cllr Hepburn, Cllr Sims.
2. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**
Parish Hall – Cllr Hepburn, Cllr Bolas and Cllr Downes
Planning – Cllr Baldock
Pavilion – Cllr Sims
Resident pre application discussion regarding land at Borden Lane - Cllr Downes
3. **CHAIR'S ANNOUNCEMENTS**
The Chair apologised for his absence due to illness over past 3 months and thanked Clerk for her support and Cllr Fassenfelt for stepping up as Chair and extending his expected hours of commitment for the role, he also thanked the full Council for their kind thoughts and for carrying on business as usual. Thanks also went to Cllr Bolas for the support given to the Chair over the last year.
The Chair asked the full Council to reduce tasks set for the Clerk over the next couple of months as she will be busy preparing the AGAR and other upcoming events.
4. **TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 16th March 23** (appendix A).
It was **RESOLVED** to approve the minutes for 16th March 23, which were duly signed by the Chair. 2 abstentions.
5. **PUBLIC PARTICIPATION SESSION** – *The period designated for public participation at a meeting shall not exceed 10 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 3 minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*
 - a. Police/PCSO. David Ansbro is unable to attend due to being on annual leave, but his report has been circulated.
 - b. Parishioners.
There were 7 in attendance, 4 of whom addressed the Parish Council.
1st Resident gave highlights of an email sent to the Clerk today which had not yet been shared with Councillors, regarding various matters including the Wisers Lane development and Nature Reserve.
2nd Resident referred to matters including the Wisers Lane Monitoring & Liaison Group which may be clarified later in the agenda and matters regarding the Nature Reserve.
3rd and 4th Residents spoke regarding land at Borden Lane pre-application for development.
 - c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
Cllr Baldock gave an update including on the KCC budget and the reason there is not a Swale local plan in place.
Cllr Hampshire gave an update on his report that was sent out prior to the meeting.
6. **FINANCE**
 - a. **To approve accounting statements for March 23** (appendix B).
It was **RESOLVED** to agree the accounting statements for March 23, and these were duly signed by the Chair and RFO.
 - b. **To approve the following BACS list of accounts for April payment.**
It was **RESOLVED** to approve the following list of payments for April, with a change made to the payment for J England which was originally noted as £75 but is for £60. The payments were duly checked and signed by 2 authorised signatories.

Payee	Budget	Description	Gross	VAT	Net
Staff costs	Clerk salary	Clerk salary	£949.82	n/a	£949.82
Staff costs	Clerk expenses	WFH allowance, milage	£33.10	n/a	£33.10
HMRC	PAYE	PAYE costs	£280.73	n/a	£280.73

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Steve Wakeling	Playstool repair	Post cap	£245.00	n/a	£245.00
Steve Wakeling	Playstool Maintenance	Payment 1	£779.76	n/a	£779.76
Kings Commercial Services	Toilet cleaning	Playstool toilet cleaning	£173.33	n/a	£173.33
J England	Playstool inspections	Safety	£75.00 £60.00	n/a	£75.00 £60.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£480.00	£ 80.00	£400.00
Total direct payments			£3,001.74	£ 80.00	£2,921.74
Direct Debits	Budget	Description	Gross	VAT	Net
EDF Energy	Electric	Feeder pillar	£16.00	£2.67	£13.33
O2	IT Costs	Mobile	£13.20	£2.20	£11.00
Waveney IT	IT Costs	Monthly Mailbox charge	£18.17	£3.03	£15.14
Lloyds Bank	Credit card	Credit card payment	£102.99	n/a	£102.99
EE	IT Costs	WiFi	£19.20	£3.20	£16.00
Npower	Electric	Unmetered supply	69.59	£11.60	£57.99
Total DD payments			£239.15	£22.70	£216.45
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
McAfee	Subscriptions	Annual laptop protection	£99.99	n/a	£ 99.99
Lloyds	Charge for card end 3857™	Monthly credit card fee	£3.00	n/a	£ 3.00
Total Credit card payments			£102.99	n/a	£102.99

- c. To note year to date accounts and budget spend (attachment 1).
- d. To note from March minute item 187i6, a virement of £169.48 from Streetlighting to Playstool maintenance was not completed due to miscalculation.
- e. To note a donation for the new bench to be located on The Street, has been received for £802.00 from the Heritage Group and will show in April accounts.
- f. To note VAT claim for year 2021/2022 has been submitted and payment received from HMRC for £6149.15 on 21st March 23.
- g. To note the March agreed payment for the badger survey has been delayed whilst waiting for account information.

The chair put forward a motion to move directly to Committee and Working Group updates for the interest of the residents in attendance, and then return to Business Items.

7. BUSINESS ITEMS

- a. Further to October 22 minute item 110b, where it was agreed to look closer into the options of accounting systems for 2023, to replace the current spreadsheet used, up to date quotes have been gathered for consideration. The Clerk answered questions regarding the systems capabilities and benefits. It was **RESOLVED** to agree for the Clerk to sign up to Rialtas for the cloud-based accounting system, which has a 3-year minimum contract.
- b. To consider grant application for Fete Committee. It was **RESOLVED** to agree the Fete grant requests for £1047.20 (to pay for Portable Toilets at £727.20 and Public Liability Insurance at £320.00) for Borden summer fete.
- c. To consider how the owners and occupiers of properties identified to become community assets are communicated with to explain the Parishes action. Cllr Baldock will take this forward and let the Clerk know when it is ready to go on back on the agenda.

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- d. To consider a request for a donation to the Maypole Minstrels to cover their costs for King Charles III Coronation event.
A request for £60.00 has now been put forward by the Operation Golden Orb working group to be donated to the Maypole Minstrels for their services at the Kings Coronation.
It was **RESOLVED** to agree the requested donation of £60.00 as detailed by the Operation Golder Orb working Group.
- e. To consider quotes for the Parish Hall Honours board (quotes to be sent prior to the meeting).
The Clerk obtained quotes as close to the required size of 25" x 14" as possible, but before a decision is made Cllr Hepburn will send pictures to Clerk of the current boards located at the Parish Hall for continuity, ready for discussion at the next meeting.
- f. To review the list of names to be added to the Parish Hall Honours board and consider any further suggestions.
The list of names for the Honours board were reviewed and the Chair announced that he had a further name to add and proceeded to present Cllr Eileen Harrison a KALC Community award for 2023, for her devotion to the parish as evidenced by the numerous committee positions held which is testimony of her selfless devotion and unflinching commitment to others.
Cllr Harrison proposed that Kathleen Bishop also be added to the list of names as she was the first woman to be a Borden Parish Councillor and to go onto Sittingbourne rural council in circa 1952.
It was **RESOLVED** to agree all the names on the list including Cllr Harrison and Kathleen Bishop. 2 abstentions.
- g. To note and discuss the recent consultation exercise about the Vigo Solar Farm.
At the meeting on 4th April held at the Parish Hall, Cllr Hepburn heard an announcement that the Parish Council had accepted £115,000, at which point he stepped in to stop the meeting to correct this incorrect assumption.
Cllr Fassenfelt also asked that the organisers cover the incorrect notice.
Cllr Baldock proposed that the Parish Council write to Vigo Solar Farm about this incident as it casts aspersions on the Parish Council.
It was **RESOLVED** to write to Vigo Solar Farm as they have cast aspersions on the Parish Council with incorrect information. Cllr Butlin will compose the letter, send to the Clerk to review with Chair & Vice Chair prior to sending.
- h. To agree a date and location by the end of May for the Annual Parish meeting.
In previous years the Parish annual meeting has been held on the same date as the Parish Council annual meeting. However, as this is an election year consideration was given to the benefit of holding the Parish meeting on a different date but before the 1st of June, so that Parishioners could be engaged.
It was **RESOLVED** to hold the annual Parish meeting on 25th May 23 at 7pm in the Pavilion. 1 abstention.
- 8. COMMITTEE AND WORKING GROUP UPDATES**
- a. To receive report from Wisers Lane Monitoring Group, which can be found on the Parish Council website at <https://www.bordenparishcouncil.gov.uk/>.
Cllr Fassenfelt gave an update on a meeting today also attended by Cllr Baldock with the Swale Borough Council (SBC) Planning Officer for the Wisers Lane development and BDW.
The development site is now employing bricklayers and 9 properties have foundations.
As the new Wisers Lane is just starting to be built 20mph Speed limits were discussed for the area. Cllr Fassenfelt will report back with a further update at the May or June Parish Council meeting.
There is no date yet for the commercial centre and discussions are ongoing with Quinn's and BDW.
The Chestnut St Roundabout, KCC proposal is causing confusion.
The primary school discussions are ongoing.
A letter has been received from SBC agreeing to move the section 106 funds of circa £42,000, which is index linked from adult exercise equipment to new toilets at the Playstool.
The question was asked around the left turn out of Maylem Gardens in the future.
Cllr Baldock advised that if KCC are approached now regarding the 20mph limit, and the limit is made from the start, and they will put signs at the start rather than changing later from 30mph to 20mph. If the 20mph speed limit is recognised at this stage it will save issues in the future.
Cllr Baldock proposed that the Parish Council instruct the Wisers Lane Monitoring & Liaison Group to look into this and send a letter to KCC in May requesting the 20mph speed limit.
It was **RESOLVED** to agree that the Wisers Lane Monitoring & Liaison Group would write to KCC regarding the above detailed 20mph speed limit for the new Wise Lane and surrounding areas. Letter to be sent via Clerk.
- i. To consider and agree the response to questions raised by Parishioners at the March meeting.

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Cllr Sims read out the 3 questions raised about the role of the Wises Lane Monitoring & liaison Group.

Cllr Fassenfelt proposed that the Parish Council agree the responses detailed on the Wises Lane Monitoring & Liaison Group April report.

It was **RESOLVED** to agree the responses to questions asked at the March meeting about the role of the Wises Lane Monitoring & Liaison Group, as detailed in the Group's April report.

Cllr Harrison proposed that that the Clerk send letters to the 2 residents with the responses and post them on the Parish Council website.

It was **RESOLVED** to agree the responses to be sent in writing to the 2 parishioners who raised the questions, and they will also be placed on the Borden Parish Council website along with the monitoring groups April report.

- ii. To agree the engagement of a Graphic Designer to complete a Borden Directory, from the Wises Lane Working Groups draft design.

Cllr Fassenfelt advise that as previously agreed by the Parish Council the Wises Lane Monitoring & Liaison Group have been working to produce a Borden Directory for both new and current residents, and they are at the point where they have found a local graphic designer to complete the directory.

The Clerk advised under Financial Regulations that she is required to gather 3 quotes unless it is a specialist service, as detailed under regulation 11.8.

There was discussion around this being considered a specialist service and Cllr Cole advised that it is crucial work that the designer will do in creating a map of area to incorporate the new development without it looking as such and integrating it into part of the area. To do this he asked that the Council allow the appointment of a Graphic Designer with local knowledge as a 'specialist' for the Borden directory.

It was proposed to suspend financial re 11.8 to appoint a Graphic Designer with local knowledge for the Borden directory.

It was **RESOLVED** to agree to use the Graphic Designer located by the Wises Lane Monitoring & Liaison Group to carry out work on the Borden directory. As the Parish Council view this as a specialist service, they agreed to suspend financial regulation 11.8 negating the need for the Clerk to gather the normal 3 quotes. 1 against and 1 abstention.

- iii. Badger Survey results to be noted and discussed.

Cllr Fassenfelt advised that it has been found that the recent Badger survey commission by the Parish Council was shared with SBC prior to it being officially reviewed or released by the full Parish Council. SBC have now been asked to redact it from the portal.

WISES LANE DEVELOPMENT 17/505711/HYBRID - Cllr Fassenfelt asked the Parish Council to consider and agree the following 3 Badger survey recommendations from the Wises Lane Monitoring & Liaison Group.

1. Ask Full Council if the Badger Survey can be sent, on a confidential basis, to Flo Churchill (Interim Head of Planning at Swale Borough Council).
2. Ask Flo Churchill (Interim Head of Planning at Swale Borough Council), to take it into consideration for any outstanding applications of the Wises Lane Development.
3. BDW - Need to have in writing from BDW to keep the Survey confidential. Prior assurances made that this will not be shared with Quinn or any other landowner before sending to them.

It was **RESOLVED** to agree above proposal no.1 to send the Badger Survey, on a confidential basis, to Flo Churchill (Interim Head of Planning at Swale Borough Council), at SBC.

It was **RESOLVED** to agree above proposal no. 2 to ask Flo Churchill (Interim Head of Planning at Swale Borough Council), to take the Badger survey into consideration for any outstanding applications of the Wises Lane Development.

Proposal no. 3 to send survey to BDW in confidence and have assurances that will not be shared with Quinn's or any other landowner, was not agreed. 4 votes agreed, 4 votes objected, Chair's casting vote objected, and the motion was not carried.

The Chair suspended the meeting at 20:26.

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Meeting re-started at 20:39

iii. Continued. Cllr Bolas proposed that the Parish Council write to Barrett's stating that they have commissioned a badger survey where results have been received and show that badger activity has been identified which has not shown on previous surveys. Details of which have been passed to relevant licensing enforcement bodies. We remind you that anyone found to be disturbing badger set or in proximity of a badger set is liable to up to 6 months imprisonment and an unlimited fine.

It was **RESOLVED** to agree the above proposal. 1 abstention and 1 against.

iv. To note Parishioner correspondence including the Wises Lane development, sent out prior to the meeting.

b. Operation Golden Orb – To receive and update on His Majesty King Charles III Coronation event.

It was **RESOLVED** to agree to a banner being made.

The Clerk to add the poster to Facebook and the Parish Council webpage.

The Clerk advised that the Oak tree quotes will be ready to consider at the next meeting.

Cllr Harrison asked for Councillors to volunteer for the Coronation events.

c. To receive a report from the Nature Reserve Working Group which can be found on the Parish Council website at <https://www.bordenparishcouncil.gov.uk/>.

It was proposed that the tree survey be shared to friends of Borden Nature Reserve.

It was **RESOLVED** that Cllr Butlin would share the Tree Survey with the friends of Borden Nature Reserve. 1 abstention.

Cllr Butlin proposed that the Chair write to thank the author of the Nature Reserve management report.

It was **RESOLVED** to agree that the Chair would write to thank the author of the Nature Reserve Management report which will be sent out via the Clerk.

The meeting went back to Business Items.

9. OPEN SPACES

a. To receive an update on the Byelaws.

The Clerk has found that Byelaws made prior to the LGA 1972 - 2016 regulations change, are not required to be lodged with the Borough Council, this has also been confirmed by the SBC legal department.

b. Public Footpath ZU43 - Section 53 - Wildlife and Countryside Act 1981.

Cllr Baldock proposed that the Parish Council support the footpath A – C ZU43.

It was **RESOLVED** to support the A-C ZU43 footpath.

c. To update on the fallen tree on the steps to the Playstool.

Cllr Bolas along with Steve Wakeling and the Clerk visited the site of the fallen tree and suggests that it just be trimmed back and not disturb the wildlife.

It was **RESOLVED** that no further action was required.

10. HIGHWAYS

a. To receive update on Highways matters which can be found on the Parish Council website at <https://www.bordenparishcouncil.gov.uk/>.

i. An update was given by Cllr Fassenfelt from his attendance at the Grahams monthly Q&A meeting at Oad Street, regarding the closure of Maidstone Road and Chestnut Street to through traffic for an 8-week period from Monday 24 April, as part on ongoing work to allow Maidstone Road to join the new link road being constructed.

ii. Cllr Bolas advised a meeting is being arranged with National Highways and there is a need to establish with KCC, the Police and National Highways that this should be a consultation and not just for information.

iii. Cllr Bolas also talked about the bus service as the Arriva website showed that the Maidstone Road would be closed from 22nd April, which was news to National Highways, and was concerned that the chances of getting a full bus service would be very limited, especially for bus users in Danaway, and so would like the Parish Council to write to Arriva, in the interests of our residents who cannot drive, children travelling to school and sustainable travel options, regarding a smaller bus for the new route.

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Proposal that the Parish Council draft a letter to Arriva asking them, to use smaller buses on the new Maidstone Road and Oad street route.

It was **RESOLVED** that Cllr Fassenfelt & Cllr Bolas would draft a letter to Arriva as stated above asking them to use smaller busses on the new Maidstone Road and Oad street route. The letter will be sent via the Clerk.

21:40 Standing Orders suspended as meeting running past 21:30

Cllr Baldock proposed that the letter to Arriva includes assurance that they continue to provide a regular service from Danaway and Chestnut Street.

It was **RESOLVED** that the letter being sent to Arriva would request assurances that they would continue to provide a regular service from Danaway and Chestnut Street.

Cllr Bolas proposed that the PC writes to the Police, KCC and National Highways asking for their assurance that the Parish Council will be consulted on the findings and recommendations of the independent report on the new Maidstone Road suitability as a diversion route for all traffic should the A249 be closed for any reason.

It was **RESOLVED** to agree the above proposal to write to the Police, KCC and National Highway for their assurance that the Parish Council will be consulted on the findings and recommendations of the independent report on the new Maidstone Road suitability as a diversion route for all traffic should the A249 be closed.

Cllr Baldock left the meeting at 21:44

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

1. **Application: 23/501054/SUB.** Grid: 588553/163571. Address: Land at Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to conditions 39 (Internal Spine Road details, phase 1A) and 40 (Internal Spine Road details) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606) in respect of phases 1A & 1B. *Extension for comments agreed.*
It was **RESOLVED** to have no objections to this application.
2. **Application Reference: 22/504799/SUB;** Proposal: Submission of details pursuant to conditions 15 (existing & proposed site levels, proposed finished floor levels), 16 (fixed telecommunication infrastructure & high speed fibre optic connections), 37 (proposed estate road, footways, footpaths, verges, street tree planting, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, driveway gradients, car parking and street furniture), 40 (spine road details), and 10 (connection to public sewerage system) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606) in relation to the Chestnut Street roundabout. Location: Land at Wises Lane Borden Kent ME10 1GD. *Comments due 21/04/23*
It was **RESOLVED** to have no objections to this application.
3. **Application No: 22/505735/REM.** Location: Land at Manor Farm Chestnut Street Borden Kent ME10 1YU.
Proposal: Approval of Reserved Matters of appearance, landscaping, layout and scale for erection of 50 dwellinghouses pursuant to application 17/500727/OUT – Outline application for residential development for up to 50 dwellings with access off Chestnut Street (All others matters reserved), as amended by drawings received 31/05/2017. *Comments due 17/04/23.*

It was **RESOLVED** to object to this application because confirmed badger activity in the area was identified by a recent Borden Parish Council Survey by Wildlife Management Consultancy. Also, the Parish Council objects to the lack to visitor parking spaces as only 8 have been identified where there should be 10.

12. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES (Reports to be circulated prior to meeting).

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Parish Hall – Cllr Hepburn. The report can be found on the Parish Council website at <https://www.bordenparishcouncil.gov.uk/>.
The ladies toilets have been refurbished and are awaiting a vanity heater.

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- c. Borden Heritage Group – Cllr Harrison. The report can be found on the Parish Council website at <https://www.bordenparishcouncil.gov.uk/>.

13. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to Councillors.

NEXT MEETING TO BE HELD 18th May 2023

Meeting closed at 22:05

Minutes agreed and signed on 18th May by;

Print Name: *BORDEN PARISH 18th May 2023*

Signature: 

Title: *Chair*