

BORDEN PARISH COUNCIL

MINUTES OF MEETING HELD 19TH OCTOBER 2023

108. **APOLOGIES FOR ABSENCE:** Apologies accepted for Cllr Harrison, Apologies not received for Cllr Broughton.

Apologies accepted for Cllr Baldock who will be late to the meeting.

In attendance: Cllr Bolas, Cllr Butlin, Cllr Cole, Cllr Hepburn, Cllr Jemmett Cllr Sims, and Cllr Tumber.

109. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Parish Hall: Cllr Bolas and Cllr Hepburn

Pavilion: Cllr Sim

Planning: Cllr Baldock

110. **CHAIR'S ANNOUNCEMENTS**

The Chair briefly outlined guidance on how the Parish Council meetings should be run and that he will endeavour to do so in the correct manner and asked everyone to respect people's differences.

111. **TO APPROVE FOR SIGNATURE:**

a. The minutes of the annual Parish Council meeting held on 21st September 23 (Appendix A).

It was **RESOLVED** to approve the minutes of the meeting on 21st September, which were duly signed by the Chair.

There were 2 abstentions.

112. **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: There were none in attendance.

b. Parishioners: There were none in attendance.

c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).

Cllr Baldock submitted a report prior to the meeting.

Cllr Cavanagh submitted a report prior to the meeting and also gave a verbal update.

113. **FINANCE**

a. To approve the accounting statement and reconciliation for September 2023 (Appendix B).

It was **RESOLVED** to agree with the accounting statement and reconciliation which was sent out to Full Council prior to the meeting. These were duly signed by the Chair and RFO.

b. To approve the following BACS list of accounts for payment in October 2023.

It was **RESOLVED** to agree with the following list for payment in October, which was authorised by the required 2 signatories.

Payee	Budget	Description	Gross	VAT	Net	
Staff	Payroll	Staff salary	£ 949.82	n/a	£ 949.82	
Staff	Expenses	WFH allowance & mileage	£ 29.05	n/a	£ 29.05	
HMRC	Payroll	PAYE	£ 280.73	n/a	£ 280.73	
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00	
Kings Commercial	Open Spaces	Toilet Cleaning (11/9 - 11/10)	£ 173.33	n/a	£ 173.33	
Streetlights	Utilities	Repairs - Coppins Lane	£ 500.10	£ 83.35	£ 416.75	
Streetlights	Utilities	Repairs - Coppins Lane	£ 80.40	£ 13.40	£ 67.00	
Streetlights	Utilities	Maintenance contract (part 2)	£ 725.76	£ 120.96	£ 604.80	
Swale Borough Council	Administratin	Election costs	£ 268.01	n/a	£ 268.01	
TMS Traffic Management	Open Spaces	Tree Maintenance	£ 760.80	£ 126.80	£ 634.00	
GraphicKat	Public Consultation	Mailshot	£ 255.00	n/a	£ 255.00	
Ethos Air	Open Spaces	Sports Pavilion - air con service	£ 144.00	£ 24.00	£ 120.00	
Mazars LLP	Admin	External audit	£ 378.00	£ 63.00	£ 315.00	
Treecraft	Open Spaces	Tree Maintenance - NR Ivy March 23	£ 1,375.00	n/a	£ 1,375.00	
J England	Health & Safety	Playstool Insptctions	£ 75.00	n/a	£ 75.00	
Total BACS payments Aug			£ 6,800.30	£ 818.71	£ 5,981.59	
Direct Debits	Budget	Description	Gross	VAT	Net	
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14	
Hugo Fox		Website	£ 11.99	n/a	£ 11.99	
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90	
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00	
EDF energy	Electricity -Feeder pillar	Electric	£ 13.00	£ 0.62	£ 12.38	
N Power	Electricity - Unmetered supply	Electric	£ 119.72	£ 5.70	£ 114.02	
Lloyds Bank	Admin	Corporate card	£ 120.36	£ 6.11	£ 114.25	
Unity Bank	Admin	Charges	£ 18.00	n/a	£ 18.00	
Total DD-payments Aug			£ 388.92	£ 21.24	£ 367.68	
Credit Card Payments	Payee	Budget	Description	Gross	VAT	Net
Amazon	Office	Stationary - cartridges	£ 31.71	£ 3.33	£ 28.38	
Amazon	Office	Stationary - USB connector	£ 16.65	£ 2.78	£ 13.87	
Eco Green Communities	Open Spaces	General Maintenance	£ 69.00	n/a	£ 69.00	
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00	

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- c. The RFO is arranging for the bank's signatories to be updated and 2 authorised signatories are required to sign the mandate, which they did.
- d. To note Parish precept 2023/24 – Swale Borough Council has paid the second installment of the precept on 3rd October for £36,083.50. £35,026.00 is the precept and £1,057.50 is the lighting grant.
- e. To note that the Clerk under financial regulation 3.4 has arranged for our street light contractor to fix a light in Coppins Lane, the cost is on the October payment list for £80.40.

114. BUSINESS ITEMS

- a. To note a Councillor resignation and the dates that the casual vacancy notice will be posted.
Due to Cllr Evan's resignation from the Parish Council, the Clerk will post the casual vacancy for the required 14-day period from 23rd October to 9th November. If from this there are no requests made for an election, the vacancy can be co-opted from 9th November.
It was **RESOLVED** that the casual vacancy will also be shared on the Borden Village Facebook Group.
- b. To receive an update on the Community Honours board to be located at the Parish Hall.
It was **RESOLVED** that Cllr Tumber would install the new Community Honour's board at the Parish Hall.
- c. To consider a further Councillor to join the Highways Working Group, volunteers should express their interest at the meeting.
It was **RESOLVED** to agree that Cllr Tumber joins the Highways working group.
- d. To consider a further Councillor to join the Wises Lane Monitoring & Liaison Group, volunteers should express their interest at the meeting.
There were no volunteers at the meeting.

Cllr Baldock joined the meeting at 19:28

115. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive an update from Wises Lane Monitoring & Liaison Group (the Group). A report was received prior to the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.
Further to their report Cllr Cole gave a further update and started by acknowledging that Cllr Evans had been a valuable member of the group and would be sorely missed.
 - The BDW meeting August minutes have now been received and will be updated on the Parish Council Website.
 - The Rugby Club Management Committee – The Group has concerns about the balance of the committee and so suggests that when formed it should be equal with all involved, and confirmation of how the committee will be created is required.
 - The Group would like more information regarding the work to be carried out on the new Platinum Way and the disturbance of protected wildlife.
It was **RESOLVED** that the Clerk would get 3 quotes for the next meeting so that the Parish Council can consider the feasibility of an outline survey to gauge the extent of the habitat on which protected species depend i.e age and size, potential impact of the new development, mitigation measures, and turnaround time.
- i. The Borden Directory is with the printers and the WLMG proposes that they be delivered to current residents with the next edition of the Broadside, and asked that the Parish Council agree on the following recommendations:
 - They are delivered to new residents in the development in person by Parish Councillors.
 - Councillors would be asked to volunteer and a rota to be initiated.
 - The Parish Council asks that BDW let us know when the new residents pick up their keys and move in.It was **RESOLVED** to agree on the above points for the delivery and circulation of the Borden Directory.
It was agreed that the Clerk would add the next edition of the Borden Broadside as an item to the November agenda so printing can be done for December. Cllr's are to submit items and pictures to Cllr Baldock as soon as possible.

An update was given on the recent meeting with BDW:-

1. The first Occupancy is plot 6.
2. The flat block is at the first-floor level.
3. The 11 affordable housing plots have been changed to 10 with 1 shared ownership. MHS housing association asked for this change.

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4. Regarding trees being removed on Chestnut Street in preparation for Platinum Way, BDW advised that their re-planting plans in the long term would be of benefit.
 5. The roundabout at Chestnut Street will start latter part of November. The 4th arm is dealt with by KCC and there has been no information as to when that will be done.
 6. The phase 2 show home will be erected in August 2024.
 7. The Fiery Clearwing moth was identified on a hedgerow and as it is a protected species BDW has been informed and is working with Natural England to find a solution and plan to protect the species.
 8. The outlier badger set has been closed off temporarily which will be reopened once work is completed. Due to trespassing, BDW has increased security.
Further to concerns that have been raised about the outlier Badgers set closures.
It was **RESOLVED** to write to the Planning Team at SBC to get confirmation that the appropriate license is in place for the set closure.
 9. Residents have complained about lorries being parked on Grove Park Avenue. The Group asks that they be made aware if it happens again by emailing the clerk@bordenparishcouncil.gov.uk.
 10. Clarity was sought on the use of the wording 'Western relief road', and it was confirmed that this is a design use of the work, and it is still to be known as Platinum Way.
 11. The Rugby Club application and all parking is for 2 pitches. BDW said there are no plans whatsoever to have parking in the community area for a 3rd pitch.
 12. Regarding the Plot 22 complaint, this is being dealt with by a non-material amendment.
 13. A new planning officer is taking over from phase 3.
 14. Regarding the Parish Council's request to change the S. 106 agreement wording for the Woodland area from 'maintenance' to 'maintenance and management'. The Swale Planning Officer advised that the installation of the byelaw signs may come under maintenance and suggested writing to SBC to confirm.
It was **RESOLVED** that the Clerk would write to SBC asking if the S106 money, under maintenance, would cover the installation of the byelaw signs.
 15. BDW would like to sponsor the Christmas lights, so they have been asked to write to the Fete Committee, they will also write to the Clerk.
- Going forward the frequency of meetings with BDW will be 6 -7 weeks going forward, so there will not always be a monthly report for the Parish Council meetings.
- ii. A question was raised concerning the hedge around the development. As the hedge is thought to be quite old a preservation order may be possible.
It was **RESOLVED** to write to the environment officer at Swale to ask to put a preservation order in place on that hedgerow. Cllr Baldock to send the Clerk a map to show the hedgerow location.

20:45 Cllr Hepburn left the meeting and returned at 20:46

- b. D-Day 80 working group update (attachment 2). A report was received prior to the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.
- i. To consider and agree on a suitable budget for the D-Day event.
It was **RESOLVED** to agree with the program events outlined in the report and to apply to Cllr Baldock for ~~£250.00~~ ^{£10} toward the events with the Parish Council budgeting a further £500.00 in the next year's budget. ~~£350.00~~
- c. Nature Reserve updates.
- i. To agree on who will meet KCC Operations at the Nature Reserve for a site visit on 25th October, to assess for the lease renewal and also the opportunity to discuss the Parish Council's desires to have it designated as an area with Rural England.
It was **RESOLVED** that Cllr Baldock, Cllr Bolas and the Clerk will meet with KCC Estates Department at the Nature Reserve on 25th October, where KCC will be assessing for the lease renewal due in September 2024. During the visit, the Parish Council would also like to discuss the opportunity for the Nature Reserve to become a designated area with Rural England. A report of the visit will be made to the Parish Council at the next meeting.
Clerk to send out a diary invite.
- ii. To consider and agree on the re-design of the Nature Reserve lectern.
Cllr Butlin advised that the meeting had been changed. The Clerk will add to the November meeting.

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- iii. To note that Cryalls Lane will be closed from 6th November for 5 days from 8 am to 6 pm to allow tree pollarding of 62 trees at the Nature Reserve as required by the tree survey. (previous item 100e).
It was **RESOLVED** that letters will be posted through the doors of houses affected on Cryalls Lane letting them know that we are Pollarding and the road will be closed - from Brisbane Avenue.

The Chair left the meeting at 21.14 and Cllr Butlin as Vice Chair took over as Chair.

116. OPEN SPACES

- a. To receive an update on the Playstool Toilets (previous item 103c).
Cllr Sims updated that the Parish Council was unsuccessful at stage 3 of the Community Ownership Fund grant application process but was invited to reapply with an updated business plan which they have done and are awaiting the response.

Cllr Bolas took back over as Chair at 21:23

- b. To receive an update on the proposed waste bins for both Wrens Road and Maylam Gardens (previous items 103a and 103f)).
As per the last meeting, the Clerk emailed Borough Cllr Baldock who chased the bin requests with SBC but a response was still not received. So the Clerk has once again phoned SBC as unhappy with no responses, and on 10th October spoke with the Contract Monitoring Officer, who was going to look into the requests, The Clerk is still waiting for a response.
It was agreed that the Clerk to chase again and copy in Cllr Baldock
Clerk to get costs for 2 bins and 3 years maintenance and collection for next meeting.
- c. To receive an update regarding the proposed bench at Maylam Gardens (previous item 103e).
The Clerk emailed Customer Service at SBC on 16th October with the bench installation request and a response received said that the enquiry has been passed to the Engineering department to respond.
- d. The Jubilee oak tree plaque has now been received and the Parish Council is to consider and agree on the best way forward regarding the installation.
It was **RESOLVED** to override Financial Regulation 11.8 for 3 estimates as this is considered a specialist job. It was agreed to get Steve Wakeling to concrete in for £85.00.
- e. To consider and agree on a location where the Coronation oak tree will be planted.
It was **RESOLVED** that Cllr Bolas would view the site and advise the Parish Council on the best location.
- f. To consider the purchase of a tree guard for the Coronation oak tree.
It was **RESOLVED** that a tree guard be sourced in the same style as the Jubilee one, and get local quotes if possible.
- g. To consider the purchase of a Coronation oak tree plaque and if agreed the plaque wording.
It was **RESOLVED** to source a quote for a plaque that matches the Jubilee plaque. Cllr Bolas will check with the donator of the tree to see if they would like their name on the plaque.
- h. To receive an update and recommendations from Cllr Sims & Cllr Tumber from their recent site visit to view the Christmas tree lights and assess if there need to be more lights added in line with the growth of the tree.
From their site visit, it was recommended that a further three sets of new coloured lights, one at the top and the other two down either side were required, along with the replacement of a number of bulbs. The quote from RWE Electrical, the electrician who normally services the lights is £2368.00 plus VAT.
The Parish Council was asked to consider the following 4 options:-
1. Do Nothing
2. Replace broken bulbs only and move existing lights to the outer branches
3. Renew and add bulbs as per quote and move existing lights to outer branches
4. Re-new and add 35 bulbs and move existing lights to outer branches
It was **RESOLVED** that the Parish Council's preferred option to future-proof the lights would be option 3 to renew and add bulbs and move the existing lights to the outer branches for £2368 plus VAT. This is subject to the RFO confirming the available budget. Financial Regulation 11.8 has been overridden as this is seen as a specialist job. 1 abstention.

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The Christmas lights Committee would like to change the switch on date from 2nd December to Sunday 3rd December. This would be an amendment to the previous September item 103h.

It was **RESOLVED** to agree to the amended September resolution and agree to change the Christmas tree lights switch on from 2nd to 3rd December and relinquish the byelaws on that date.

22.01 It was RESOLVED to suspend standing orders

- i. To discuss the recent activity seen in the Woodland area with some trees being cut back by unknown persons. Emails have been received by the Clerk regarding the cutting down of trees and shrubs in the Woodland area at the rear of Homewood View, with the debris being left on the site. This work has not authorised by the Parish Council. The Parish Council considered various options.
It was **RESOLVED** to agree to report the cutting down of the trees to the Police as criminal damage.
- j. After a site visit by Cllr Sims and Cllr Tumber, to receive an update and recommendations regarding the provision of a barrier to stop motor and quad bike access to the Woodland area, at the Homewood View pathway (previous item 100g).
Cllr Tumber updated on the site visit and recommended that an A-frame would be the most suitable option and could be located at the start of the alleyway where there is a slight bend.
This was included in the quotes reviewed in September at a cost of £770 plus VAT and postage, there would also be an additional cost for installation.
It was **RESOLVED** that the RFO would review the budget and if this cost was affordable and bring it back to the November meeting.

The Chair adjourned the meeting for a break at 22:20. The meeting resumed at 22:29

117. HIGHWAYS

- a. To receive a report from the Highways Working Group (attachment 3). The report can be viewed on the Parish Council website at www.bordenparishcouncil.gov.uk
- i. To receive an update on the meeting with KCC on 11th October, regarding the Key Street Roundabout.
Cllr Bolas updated the Parish Council on the meeting with KCC, details of which are in the October report, and walked them through the Key Street maps and designs that have since been sent from the KCC Major Projects team.
- ii. To receive an update on the meeting with KCC regarding their recent site visit to Borden.
Cllr Bolas gave a brief update on the meeting, details of which are in the October report.
- iii. The proposal to remove the granite strips at Oad Street was not agreed.
The Parish Council asked that the Highways Group explore this option further and bring it back to a later meeting.
- iv. Since the meeting KCC have contacted the Police regarding a 30mph speed limit request for Maidstone Road/Danaway and given the speed data supplied they have supported a reduction from 50mph to 40mph but not to 30mph.
It was proposed to continue to push for a permanent 30mph speed limit at Danaway, on the principle that 30mph has been in place for the past 2 years under a TRO.
It was **RESOLVED** that the Highways Improvement Group have the Parish Council's permission to pursue a permanent 30mph speed limit at Danaway, which is currently in place under a TRO.

It was proposed that an email be sent to KCC Highways from the Parish Council, in response to the 40mph suggested limit, which will outline the reasons that the road should remain at the current 30mph speed limit.
It was **RESOLVED** that Cllr Bolas write the letter and review it with the Highways Group prior to bringing it back to the Parish Council for agreement to send to KCC Highways.
- v. To review responses received from Parishioners who have shared their experiences from the stopping of the bus service through Borden, and agree if there is anything further that the Parish Council feasibly do.
Parishioner's responses were reviewed and various options were discussed.
To allow the appropriate amount of time required to consider options It was agreed to bring this back to the next meeting.

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118. CORRESPONDENCE

- a. To note correspondence from residents and agree on any actions to be taken.
- b. To consider a Parishioner request who lives near the Danaway bus stop, who along with others would like the shrubs on the embankment adjacent to the millennium garden cut back as they are now encroaching onto the green space by about six feet, and the nettles around the milestone removed. They would also like the two dead crab apple trees replaced.

It was **RESOLVED** to agree to the cutback of shrubs as detailed above. The Clerk is to get 3 quotes including for new crab apple trees and cutting back and refer to Cllr Bolas for further detail.

23.09 Cllr Baldock left the meeting

119. PLANNING RELATED ITEMS

- a. Reserved Matters application 23/500263/REM. Further to September item 102a/ii - Receive an update on the meeting between the Parish Council, Quinn Estates and SRUFC on 2nd October 23, and consider if there are any further matters that need to be considered and raised in regards to this application before it goes back to the Planning Committee. Cllr Bolas, Cllr Cole and the Clerk attended this meeting on behalf of the Parish Council as agreed at their September meeting.

Cllr Bolas walked the Parish Council through the revised plans that Quinn Estates sent after the meeting including:

- The revised proposed site plan
- The internal layout
- Revised plans for the external view including proposed new shrubbery
- Proposed floor plans x 2 showing different external effects

It was **RESOLVED** to publish the notes taken by the Clerk from the meeting with Quinn Estates and the Rugby Club representative, and these will be available to view under 'monitoring Wises Lane' at www.bordenparishcouncil.gov.uk.

It was **RESOLVED** to write to Quinn Estates, stating that if the below points are accepted and Quinn's planning application reflects the following points then the Parish Council would not object.

- The floor covering for the public area and toilets is clearly discernible as different to the changing rooms.
- The light overspill is subject to a separate planning condition following the advice of a lighting expert.
- The planning department is confident that the sound and lighting conditions will result in no detrimental impact to the flora, fauna and protected species within the Nature Reserve.
- The Vertical cladding option is used.
- The 11 extra parking spaces are added.
- The enhanced landscaping to soften the visual impact is included.

- b. 23/502210/FULL Vigo Solar Farm responses – A letter has been received responding to the Parish Council comments on this application, providing additional details to help allay concerns regarding the solar farm. The Parish Council is to consider the responses and agree if there are any further questions at this stage.

It was **RESOLVED** to have no further questions in regard to comments made at this time.

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

Please note the following, unless otherwise stated are a discharge of condition application and not a formal consultation for the Parish Council.

- 1) **Application Ref: 23/504228/FULL.** Proposal: Erection of first-floor rear extension, roof adaptations including insertion of roof lights and dormer windows, together with changes to fenestration. ADDRESS: 15 Coppins Lane Borden Sittingbourne Kent ME9 8JG.

Consultation comments are due by 13th October, an extension has been agreed.

It was **RESOLVED** to have no objection to this application.

- 2) **Application No: 23/500263/REM.** Location: Land At Wises Lane Borden Kent ME10 1GD. Proposal: Approval of Reserved Matters for Scale, Appearance, Landscaping, Layout being sought for the Sittingbourne Rugby Club and Community Hub including, 2x RFU compliant rugby pitches and associated parking, pursuant to application.

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17/505711/HYBRID.

Consultation comments are due by 18th October, an extension has been agreed.

It was **RESOLVED** to write to Quinn Estates to say that if the below points are accepted and Quinn's application reflects those points then the Parish Council does not object.

- The floor covering for the public area and toilets is clearly discernible as different to the changing rooms'
- The light overspill is subject to a separate planning condition following the advice of a lighting expert.
- The planning department is confident that the sound and lighting conditions will result in no detrimental impact to the flora, fauna and protected species within the Nature Reserve.
- The Vertical cladding option is used.
- The 11 extra parking spaces are added.
- The enhanced landscaping to soften the visual impact is included.

3) **Application Ref: 23/504529/TPOA. PROPOSAL:** TPO Application to re-pollard four Lombardy poplar trees by 6m to one meter below previous pollarded points leaving the trees 12.6m in height. **ADDRESS:** Havering 3 The Rise Borden Sittingbourne Kent ME9 8HY

Consultation comments are due by: 30 October 2023.

It was **RESOLVED** to have no objection to this application.

121. **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 Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 4)
- d. Borden Heritage Group – Cllr Hepburn (attachments 5 & 6).
- e. The next Swale West Parish meeting will be November 21st, 7pm at Iwade Village Hall. All Parishes are invited to send two delegates.

There were no volunteers at the meeting and the Clerk will email those absent from the meeting.

The meeting closed at 23:50

NEXT MEETING TO BE HELD ON 16th NOVEMBER 2023

Minutes agreed and signed on 16th November by;

Print Name: Jeremy Bulger Signature: 

Title: Chair