

# BORDEN PARISH COUNCIL

## Minutes of monthly meeting held on 20<sup>th</sup> October 2022

### APOLOGIES FOR ABSENCE - None

**In attendance:** Cllr Sims, Cllr Fassenfelt, Cllr Harrison, Cllr Evans, Cllr Jemmett, Cllr Baldock, Cllr Downes, Cllr Broughton, Cllr Emery, Cllr Cole, Cllr Butlin, Cllr Bolas, Cllr Hepburn.

### 105. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall – Cllr Hepburn, Cllr Downes & Cllr Bolas.

Sports Association – Cllr Sims.

Planning – Cllr Baldock.

### 106. CHAIR'S ANNOUNCEMENTS – There were none.

### 107. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 26<sup>th</sup> September 22 (appendix A).

The minutes were approved and duly signed by the Chair. Cllrs Emery, Evans, Butlin, Cole, Broughton & Baldock abstained as were not in attendance at the September meeting.

**108. PUBLIC PARTICIPATION SESSION** – *The period of time designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 5 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 – The Parish Council report to PCSO (attachment 1).

i. To Note Katie Jordan has been replaced as PCSO by Owen Taylor, who has advised that he will be leaving the Police force in 4 weeks time and will let the Parish Council know, if possible, who his replacement will be.

b. Parishioners – There were none in attendance.

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

Cllr Baldock gave an update on the Borough local plan and the County budget and responded questions from Councillors.

### 109. FINANCE

a. **To approve accounting statements for September 2022** (appendix B).

i. The bank statements were approved and duly signed by the Chair and RFO.

b. **To approve the BACS list of accounts for October payment** (appendix C).

i. The BACS list of accounts for October payment were approved and duly signed by two authorised signatories.

| Payee                             | Budget                          | Description                 | Gross             | VAT              | Net               |
|-----------------------------------|---------------------------------|-----------------------------|-------------------|------------------|-------------------|
| T Millum                          | Clerk salary                    | May Salary                  | £904.87           | n/a              | £904.87           |
| T Millum                          | Clerk expenses                  | WFH allowance & milage      | £52.00            | n/a              | £52.00            |
| HMRC                              | PAYE                            | PAYE costs                  | £256.09           | n/a              | £256.09           |
| Fryer Cleaning & Maintenance      | Centenary & Memorial Gdns       | Maintenance                 | £480.00           | £80.00           | £400.00           |
| J England                         | Safety                          | Playstool safety checks     | £75.00            | n/a              | £75.00            |
| Kings Commercial Services         | Maintenance                     | Toilet cleaning             | £173.33           | n/a              | £173.33           |
| KALC                              | Training                        | Finance conference 19/10/22 | £72.00            | £12.00           | £60.00            |
| Prestige Plumbing                 | Pavilion Infrastructure Reserve | Pavilion plumbing refurb    | £9,882.90         | £1647.15         | £8235.75          |
| Steve Wakeling                    | Playstool Maintenance           | Playstool Maintenance       | £728.75           | n/a              | 728.75            |
| Streetlights                      | Streetlighting Maintenance      | Streetlight Maintenance     | £117.30           | n/a              | 117.30            |
| <b>Total direct payments Sept</b> |                                 |                             | <b>£12,742.24</b> | <b>£1,739.15</b> | <b>£11,003.09</b> |
| Direct Debits                     | Budget                          | Description                 | Gross             | VAT              | Net               |

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|                                   |                           |                              |                |               |                |
|-----------------------------------|---------------------------|------------------------------|----------------|---------------|----------------|
| EDF Energy                        | Electric                  | Feeder pillar                | £16.00         | n/a           | £16.00         |
| Waveney IT                        | IT Costs                  | Monthly Mailbox charge       | £16.67         | £2.78         | £13.89         |
| O2                                | IT Costs                  | Mobile                       | £13.20         | n/a           | £13.20         |
| Npower                            | Electric                  | Unmetered supply             | £84.86         | £4.04         | £80.82         |
| Lloyds Bank                       | See below                 | Credit card payment          | £444.62        | £60.29        | £384.33        |
| <b>Total DD Sept payments</b>     |                           |                              | <b>£575.35</b> | <b>£67.11</b> | <b>£508.24</b> |
| <b>Credit Card Payments</b>       |                           |                              |                |               |                |
| <b>Payee</b>                      | <b>Budget</b>             | <b>Description</b>           | <b>Gross</b>   | <b>VAT</b>    | <b>Net</b>     |
| Euroloos                          | Toilet maintenance        | Replace flush & pump         | £158.40        | £26.40        | £132.00        |
| HM Land Registry                  | Documents                 | Parish Hall                  | £3.00          | n/a           | £3.00          |
| Essential Aids                    | Pavilion infrastructure   | Wheelchair ramp              | £146.38        | £24.40        | £121.98        |
| HM Land Registry                  | Documents                 | Parish Hall                  | £3.00          | n/a           | £3.00          |
| Mr Flower                         | Chairs Allowance          | QE2 Memorial flower spray    | £35.00         | n/a           | £35.00         |
| M&S                               | Chairs Allowance          | Viv Smith - Thankyou         | £20.10         | n/a           | £20.10         |
| Amazon - Justar Technology        | Office Equipment          | Bonsaii home office shredder | £49.99         | £8.33         | £41.66         |
| Amazon                            | Office stationery         | 3 x lever arch files         | £6.95          | £1.16         | £5.79          |
| Amazon                            | Office stationery         | Ink cartridge                | £18.80         | n/a           | £18.80         |
| Lloyds                            | Charge for card end 3857™ | Monthly credit card fee      | £3.00          | n/a           | £3.00          |
| <b>Total Credit card payments</b> |                           |                              | <b>£444.62</b> | <b>£60.29</b> | <b>£384.33</b> |

- c. To note year to date budget, spend and accounts (attachment 2).
- d. To note on 30th September the 2<sup>nd</sup> instalment of the precept has been received from Swale Borough Council, this is broken down as £32,075.50 for precept and £1,846.00 for 2022/23 lighting grant, totalling £33,921.50.
- e. ROSPA repair costs (attachment 3).

Further to resolution 81d in the August minutes, to complete the recommended repairs to the equipment at the Playstool, the quotes to complete the repairs with the addition of the rotted post on the Playstool steps come to £10,754.86 (inc VAT). This exceeds the repair budget and reserves for Playstool equipment contingency. The Clerk is looking for agreement to complete the safety inspection repairs as per the above stated resolution by using funds from the budget and reserves as follows;

- Playstool equipment repair budget £2100.
- Playstool equipment contingency reserves £6000.
- Playstool benches budget £700.00.
- General repairs budget £1179.26.
- Surplus reserves from the end of year balance of £3826 – use £775.60 to complete required repairs.

To note further to Finance Committee meeting on 17<sup>th</sup> October, it was suggested that the surplus reserves are not used for the remaining £775.60, but instead use a virement from the 'convenience store' budget, to the Playstool equipment contingency reserves.

It was **RESOLVED** to agree to the ROSPA repairs being completed as stated in attachment 3 and for funds to be used from the above stated budgets but with the £775.60 being moved via a virement from the 'convenience store' budget and not as originally suggested from Surplus reserves.

## 110. BUSINESS ITEMS

- a. Internal Auditor appointment (attachment 4)  
The Clerk has submitted the required 3 quotes and seeks the Councils agreement to appoint a new internal auditor. It was **RESOLVED** to appoint option A which was for April Sky's Accounting. Although not the lowest quote this is a firm price, whereas the lesser quote was an estimate on required hours and it was felt that this cost could increase dependent on work required.
- b. To look at the feasibility of acquiring a new accounting system to replace the current spreadsheet in use.

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It was agreed to look closer into the options of accounting systems in readiness for the 2023 budget.

- c. The Parish Council Dropbox cloud storage is close to maximum capacity and requires an upgrade to the next package which will cost £7.99 per month for 2TB's of data storage.

The Clerk advised that an investigation into other options has found that via our annual subscription to Office 365 that OneDrive is included with a free 1TB of data. The Clerk suggested that the fee storage already in place with DropBox is kept as an archive for older files and move current folders to OneDrive as this would be the most cost-effective option.

It was **RESOLVED** to keep DropBox but also use the space available in OneDrive as appropriate.

- d. The Parish Hall – exploring the legal situation.

- i. Cllr Sims gave an overview on the current situation.

Cllr Baldock left the meeting 19:35 & returned at 19:35

Cllr Bolas explained in further detail what action was needed to clarify both the Parish Council and Parish Hall Committee's roles and responsibilities.

From investigation of available documents, it is thought that the Parish Council are the freehold title holders and Custodian Trustees of the Parish Hall. The Charities commission state that this is a conflict as the usual way is to appoint a 3<sup>rd</sup> party or Charity Commission as holder of title deeds at nil value.

The agreement to state how the Parish Hall Committee will manage the Parish Hall on behalf of the Custodian Trustee's needs clarifying. A legal quote could put this into 2 separate issues 1. conveyancing and 2. Charity Commission.

Legal advice is required to clarify these matters and it was suggested that we could approach Swale Borough Councils (SBC) legal team for free of charge support. Alternatively what financial legal limits should initially be imposed.

Cllr Baldock proposed that to start with the conveyancing side is investigated, and to also allocate the initial sum of £1000.00 to use for legal fees in the Custodial Trustees matter.

It was **RESOLVED** for the Clerk to go ahead and seek potential assistance from the SBC legal team and / or get the necessary quotes from other solicitors, using the Law Society website where possible.

- e. Asset Register – from the previous review of the Borden Asset the following items were removed.

- Projector
- Projector Screen
- Printer

In a recent audit of files located at the Parish Hall, a second projector has been found along with a second projector screen which is still in place. The printer which was thought to have only been shared with another Parish Councils by a previous Clerk, has also been located. Agreement is sought to approve the revised Asset Register with these items added back, along with the newly acquired Parish mobile phone & shredder, and removal of a disused laptop.

It was **RESOLVED** to agree the revised Asset Register.

- f. To note the acquisition of mobile broadband for the Parish Council is ongoing.

- g. Remembrance Day Friday 11<sup>th</sup> November.

- i. Arrangements for laying of the wreath, which has been ordered.

The Remembrance Day service is on Sunday 13<sup>th</sup> November, Cllr Butlin volunteered to lay the wreath this year.

- ii. Does the Council wish to purchase any Tommy merchandise made by veterans.

To note the Council does not currently require the purchase of further Tommy merchandise.

## 111. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group – The October report can be viewed on the Borden Parish Council Webpage [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).

- 1) Cllr Baldock agreed to follow up with Swale Borough Council regarding the S106 agreement regarding funds for the Playstool to be used for the better provision of toilet facilities.

- 2) The Wises Lane Working Group would like the Parish Council to investigate the possible funding of a full survey of the badgers and how they operate in the whole of the Wises Lane development area and to also include the Playstool and the Manor Farm areas.

It was **RESOLVED** that the Clerk would investigate the possible funding of a full survey of the badgers as detailed above and bring back to full Council.

- 3) As the details of the Skylark Mitigation Strategy have been approved by Swale Borough Council, including a S106 agreement between the Council and landowner, the Wises Lane Working Group would like this placed on the Swale Borough Council Planning Portal as the agreement is a public document.

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It was **RESOLVED** that the Clerk would add the Skylark Mitigation Strategy to the Borden Parish Council Webpage once received.

- 4) To continue long term monitoring of the Wises Lane wildlife conditions on the development, the Wises Lane Working group have asked if training on wildlife legislation can be provided.

It was **RESOLVED** that the Clerk would contact KALC to see if they offer wildlife legislation training.

- 5) Regarding the condition laid in the permission around hours of the day and week contractors are allowed to work, it was noted that in the document submitted section 20 does specify times from 7am to 5.30pm. However, the condition has been submitted by Barrett's but not yet agreed by Swale Borough Council.
- 6) To note Swale Borough Council gave consent to grub out hedges opposite the sales cabin on the Wises Lane development. Barrett's claim a soft landscape plan will provide more hedgerows elsewhere.
- 7) To note regarding lorries using Cryalls Lane, this is not approved on a construction management plan circulated today, which labels the various routes that can be used. Any evidence that Barrett's contractors are not doing what they have proposed, should be fed back to Barrett's directly.

In reference to item 8/a/5 it was proposed to write to Swale Borough Councils planning enforcement stating that work has started but should not have done so until relevant condition had been signed off.

It was **RESOLVED** that regarding item 8/a/5 that the Clerk would write to Swale Borough Council planning enforcement to advise that work should not have started until the relevant condition has been signed off.

- i. To look at how the Parish Council can integrate the new residents in Wises Lane into the parish – Cllr Cole.

With the increase in the Parish population from the new development it was thought that an introductory leaflet could be included in the Barrett's welcome pack outlining the history of Borden, information on the Parish Hall and Borden heritage, what facilities are available and what the Parish Council does. A Parish noticeboard could also be installed. It was proposed that the Wises Lane Working Group extend their remit to investigate these options for all new residents to the Parish.

It was **RESOLVED** that the Wises Lane Group would extend their remit to support the integration of new residents into the Parish.

- ii. To note there is a consultation put forward by the developers starting on the 12th October and finishing two weeks later on a proposed new development, which is located to the east of the Parish boundary in the Minterne road area called Ufton Green and consisting of some 300 houses.

- b. Finance Committee Meeting on 17<sup>th</sup> October.

- i. Update on the year-to-date budget review.

The budget for this year is on track, although some movement between budgeted items has been necessary such as the above ROSPA repairs.

- ii. Update on the initial budget setting for 2023.

The initial budget proposals for 2023 have been reviewed by the Finance Committee and when completed will be brought to full council for agreement at November's meeting.

It was **RESOLVED** that both the Wises Lane committee & Neighbourhood Planning Group would expand their remit to advise the full Parish Council on any potential financial issues relative to the Wises Lane development over next 5 years, including the integration into the Parish of new residents.

- c. To receive report from Nature Reserve Working Group.

- i. Risk assessment for volunteers (brought forward from September's meeting).

The Risk assessment has been completed and Cllr Butlin will review with volunteers on Monday, then bring back to the November meeting.

- d. Operation Golden Orb – the Coronation of King Charles III planned for on the 6<sup>th</sup> May 2023.

The first meeting of this group has been postponed until details have been cascaded by central government regarding the Coronation requirements. The Finance Committee would like to wait to see what the government are proposing before committing a budget to this event.

## 112. OPEN SPACES

- a. Christmas lights switch on.

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To note the electrician has been engaged to check the lights and as per September resolution 98b and will also install the 32A socket in the power box situated at the Centenary Gardens. This will be completed prior to the Christmas lights being switched on, on 4<sup>th</sup> December 22.

- b. Bylaws – To note the Clerk has now emailed Byelaws Communities on 16<sup>th</sup> August and 23<sup>rd</sup> September asking if the Borden byelaws from 2009 have been submitted and registered and is still awaiting a response.
- c. Agreement is sought on the annual tree survey for the Playstool and should the quote include the Woodland area and Nature Reserve.

It was noted that due to the change in weather that the annual tree survey should be completed as soon as possible for safety reasons.

It was **RESOLVED** to go ahead with the quote already received for the Playstool area of £395.00. The Clerk will also get a quote for the Woodland & Nature Reserve areas and proceed up to a budget of £1200.00, with priority in this order the Playstool, Nature Reserve then the Woodlands area last. As per Financial regulation 11.8 this will be classed as 'specialist' work and so the normal 3 quotes /estimations do not apply.

It was **RESOLVED** to increase Clerks authority to incur expenditure on behalf of the Council under Financial Regulation 3.4 from £1000.00 to £1200.00. Cllr Butlin abstained.

- d. Boys riding cycles have been seen inside the children's playground area and nearly knocked a child over. The safety inspector was approached by a parishioner to see if the Parish Council could put up signage to ban cycling within the playground area.

It was noted that this is covered under the Byelaws which are awaiting confirmation from the Byelaws Communities.

## **113. MOTIONS FROM COUNCILLORS** (to be sent to clerk 7 days prior to meeting date)

- a. Community assets to be listed, brought forward from September's meeting – Cllr Emery.

Cllr Baldock assured that there would be no financial burden on the Parish Council (PC) to list community assets but if they were for sale the PC would be consulted. The cost for listing as community assets would be small, paperwork only. It was proposed that all 4 public Houses were listed as community assets (The Maypole, The Tudor Rose, The Plough and Harrow and The Long Hop).

It was **RESOLVED** that Cllr Baldock and Cllr Emery would research the process required to list all 4 public houses as community assets and come back to full council before any application is made.

- b. Request to amend September resolution item 98f 'The refurbishment of the signpost on the corner of Borden Lane/Bannister Hill/The Street'. The amendment would be not to write to KCC, as it is thought that they may decide to replace the sign with a new one, so instead to maintain the historic sign look for quotes to refurbish only – Cllr Fassenfelt.

It was proposed that although the sign belongs to the KCC that it could still be listed to conserve it, once listed restoration costs could then be sought.

It was **RESOLVED** that the sign be listed first prior to investigating the cost of restoration. 8 voted in favour with 2 abstentions and Cllrs Evans, Butlin & Fassenfelt voted against.

It was **RESOLVED** to withdraw the resolution of item 98f in the September minutes.

It was **RESOLVED** that Cllr Evans will investigate how to list the sign and the cost of repairs to conserve the structure which is in a conservation area. Cllrs Fassenfelt, Evans, and Broughton abstained.

- c. Now that the oak tree has been planted along with the provision of the tree guard, look to acknowledge those who donated. Suggest the Chairman writes letters to let them know that the tree has been successfully planted and thanking them for their contribution – Cllr Fassenfelt.

It was proposed that a resin plaque is purchased for the tree to commemorate the Platinum Jubilee and to note that it was sponsored by local businesses and BPC, and to also send a letter from the Chairman to all those who contributed to the cost of the tree.

It was **RESOLVED** to agree the proposal for a resin plaque as detailed above, and a letter to be sent from the Chairman via the Clerk to thank contributors.

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## 114. HIGHWAYS

To receive update on Highways matters. The October report can be viewed on the Borden Parish Council Webpage [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).

- i. Regarding waiting restrictions in the Street Borden, it was agreed on our Highways Improvement Plan (HIP) from April 22 that the current 'no waiting' restrictions would be extended by 50 meters. However, KCC highways felt that residents need to be consulted and that a 10-meter extension would be more appropriate.

It was proposed to continue with a 50-meter extension and consult residents via a posted letter.

It was **RESOLVED** to continue with a 50-meter extension to the current 'no waiting' restrictions on The Street, Borden and consult residents via letter. Abstentions Cllrs Bolas, Downes, Jemmett and Cllr Baldock voted against.

- ii. There has been no success in seeking a volunteer from the community to supervise and co-ordinate the Speedwatch scheme, so the proposal is to now advertise on the Parish website and Facebook page.

It was **RESOLVED** to agree to advertising for a Speedwatch co-ordinator on the Parish Web and Facebook pages. Cllr Fassenfelt will send the information to the Clerk to update the sites.

- iii. National Highways are considering a bridge over the A249/J5 at South Green.

It was **RESOLVED** to draft a letter to National Highways to be brought back to the November meeting for approval, stating that BPC supports the concept of a bridge over the A249 in the Stockbury Parish but in the absence of a vehicular bridge would still support a pedestrian / equestrian bridge, and that we would like to be briefed of any further details on this including exact location.

## 115. EXTERNAL MEETINGS

- a. Western Area Committee. Next meeting 7<sup>th</sup> November.

## 116. CORRESPONDENCE

- a. To Note a Freedom of Information request was received on 2<sup>nd</sup> September asking for information on the Oad Street Widening questionnaire completed by the Highways Working Group. A response was issued on 20<sup>th</sup> September and has now been updated on the Parish Council Website.

- b. Hugo Fox enquiry regarding serving the local community, families, and dog walkers by setting up a coffee cart to trade locally, selling coffee and homemade bakes. Would like permission granted to set up at the Pavilion car park for 1 or 2 days a week.

It was **RESOLVED** to decline permission for a coffee cart to trade from the Pavilion car park, Cllr Broughton to draft the response for the Clerk to send. Cllr Bolas against and Cllr Baldock abstained.

- c. Hugo Fox enquiry from students at the University of Arts, London studying for a masters in User Experience Design. They are looking for potential Parish Council partners to support with their final dissertation project which is on community-based decision-making, where they have chosen to look at Parish councils specifically.

It was **RESOLVED** that the Clerk would reply to advise that the students are welcome to attend the monthly Parish Council meetings and take pictures and speak to individual Cllrs after the meeting.

- d. Economic Development at Swale Borough Council survey re: Rural England Prosperity Fund Survey.

Consider responses to the following two questions prior to submitting survey.

- 1) What do you consider to be the key issues and priorities for supporting rural business, set against the interventions listed?
- 2) What do you consider to be the key issues and priorities for supporting new and improved community infrastructure, set against the interventions listed?

It was **RESOLVED** that Cllr Butlin would prepare the responses on behalf of the Council.

Cllr Baldock left the meeting at 21:45

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

- 1) **APPLICATION REF: 22/504445/FULL**; PROPOSAL: Erection of a two-storey office building and associated parking  
ADDRESS: Land at Denne Court Hengist Field Pond Farm Road Borden Kent ME9 8LT. COMMENTS DUE BY: 12 October 2022, DECISION DUE DATE: 9 November 2022  
It was **RESOLVED** to have no comment.

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- 2) **APPLICATION REF: 22/504443/SUB**; Grid: 588553/163571, Parish: Borden; Address: Land at Wises Lane Borden Kent ME10 1GD. Proposal: Submission of details pursuant to conditions 15 (site levels), and 40 (details of internal spine road) of application 17/505711/HYBRID (phases 2B & 2C) (allowed on appeal APP/V2255/W/19/3233606), It was **RESOLVED** to return the following comments;
- The Parish Council had not been included in discussions regarding details of the western end of the spine road. It was felt there were points the Council could have commented on.
  - A no waiting policy on the Platinum Way (The Spine Road) should be developed.
  - The provision of parking along Platinum Way should be investigated in greater depth, in conjunction with the proposals for parking in Chestnut Street.
  - On the swept path analysis map, it shows a lorry would encroach on to the other side of the carriageway when turning into Platinum Way. This would have safety implications for oncoming traffic.
  - No provision could be seen for bus laybys.
  - No plans are shown for the provision of street lighting.
  - The cycle path on the south side which is shown as crossing Platinum Way onto the north side at the toucan crossing should be kept on the south side to facilitate access to Chestnut Street southbound which is the most commonly route used by cyclists.
- 3) **APPLICATION REF: 22/504514/AGRIC**; Grid: 586842/162173; Parish: Borden  
Address: Farm Office Oad Street Borden Kent ME9 8JP; Proposal: Prior Notification for the erection of a fertiliser storage tank. For its prior approval to: - Siting, design, and external appearance.  
It was **RESOLVED** to have no comment
- 4) **APPLICATION REF: 22/504515/AGRIC**; Grid: 587707/163875; Parish: Borden; Address: Hooks Hole Farm Chestnut Street Borden Sittingbourne Kent. Proposal: Prior Notification for the erection of a fertiliser storage tank. For its prior approval to: - Siting, design, and external appearance.  
It was **RESOLVED** to have no comment  
To note a letter has been received from Hooks Hole Farm regarding the Parish Council objections to September Application ref: 22/503623/FULL and would like the Parish Council to consider removal of the objections.  
It was **RESOLVED** to acknowledge receipt of the letter and confirm that the request has been noted.
- 5) **APPLICATION: 22/504599/SUB**, Grid: 588553/16357. Address: Land at Wises Lane Borden Kent ME10 1GD. Proposal: Submission of details pursuant to condition 59 (Badger Survey (Phase 1A) of application 17/505711/HYBRID  
It was **RESOLVED** to return the following comment;  
The Council expresses doubt at the thoroughness of the Aspect survey particularly given that hedgerows H3 and H4 were fenced off at the time of the survey. Also, there was hard ground during the hot weather which led to volunteers visiting the badger highways to leave food and water. As the ground was too hard there were no markings of their presence. In turn this meant there is no evidence of snuffle holes. It would appear Aspect Ecology did not take this into account in their Report.
- 6) **APPLICATION REF: 22/504272/FULL** Proposal: Change of use of a commercial equestrian building to 1no. holiday let (Class C3). Address: Land at Milton Bungalow Oad Street Borden Sittingbourne Kent ME9 8JX  
It was **RESOLVED** to have no comment
- Standing orders for meeting length suspended at 21:59
- 7) **Application: 22/504272/FULL** Grid: 586096/162182. Address: Land at Milton Bungalow Oad Street Borden Sittingbourne Kent. Proposal: Change of use of a commercial equestrian building to 1no. holiday let (Class C3).  
**DUPLICATED**
- 8) **Application: 22/504771/LAWPRO** Grid: 588557/163776. Address: 99 Brier Road Borden Kent ME10 1YL. Proposal: Lawful Development Certificate for proposed erection of single storey side extension.

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## For information only

Cllr Baldock returned to meeting 22:00

### 118. 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.  
Cllr Sims will attend the annual meeting on Saturday 19<sup>th</sup> November. The Clerk to book one place.
- e. Borden Sports Association – Cllr Sims. The October report can be viewed on the Borden Parish Council Webpage [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- f. Heritage – Cllr Harrison. The October report can be viewed on the Borden Parish Council Webpage [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
  - i. To note the AGM date has changed to 30<sup>th</sup> November 22.
  - ii. To note the sad news that Joyce Martin of the Heritage group has sadly passed away. Borden Parish Council pass on their condolences at this sad time.
- g. Borden Parish Hall – Cllr Hepburn. The October report can be viewed on the Borden Parish Council Webpage [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
  - To note the heater switch has now been repaired.
  - Salt for adverse weather continues to be delivered and left at the Parish Hall.  
It was **RESOLVED** that the Clerk would write to KCC to stop the Salt deliveries as no longer required.
- i. Quotes to refurbish 2 x outside Parish Hall benches as per action 29ii from the meeting on 19<sup>th</sup> May 22.  
It was **RESOLVED** to agree quote 3 for £297.00, and for the Clerk to engage the contractor to comment the work.

### 119. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors.
- b. To receive any reports from councillors.
  - i. Cllr Butlin attended the Swale West meeting on Monday where there was a representative from KCC present and will send report out to the group.
  - ii. Cllr Fassenfelt and Cllr Hepburn attended a walking & cycling workshop.
  - iii. Cllr Harrison has sent the 'awards board' information, that is to put up in the Parish Hall to the Clerk, and has started looking at boards and costs which she will bring back to Council.
  - iv. Cllr Baldock advised that the next Broadside letter would be sent out by 5<sup>th</sup> November.
  - v. Cllr Hepburn asked if Borden had or could have walking and cycling leaflets.
  - vi. Barrow Trust will be sending booklets to houses in the Parish regarding who they are and what they are about and will write into the PC re attending a monthly meeting.

Meeting ended at 22:21

**NEXT MEETING TO BE HELD 17<sup>th</sup> November 2022**