

BORDEN PARISH COUNCIL
MINUTES OF MEETING
Held on Thursday 18th March 2021

Present: Cllr Bolas; Cllr Baldock; Cllr Broughton; Cllr N Butlin; Cllr J Emery; Cllr B Jemmett; Cllr J Evans; Cllr J Fassenfelt; Cllr J Hepburn; Cllr C Sims; Cllr Downes

Apologies: Cllr E Harrison;

Also in attendance: J Miller Clerk; 1 member of the public; Borough Councillor Hampshire.

344. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies be accepted from Cllr Harrison.

345. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

Cllr Bolas, Cllr Hepburn and Cllr Downes declared an interest in the parish hall item.

Cllr Baldock declared an interest in the planning item.

Cllr Sims declared an interest in the planning item.

346. CHAIRMAN'S ANNOUNCEMENTS

The Chairman raised the potential issues caused by the statutory instrument for remote meetings expiring by 7th May and no new guidance being released by the government. The possibilities of bringing forward the Annual General Meeting to ensure it can be held legally via Zoom was discussed and the council will consider this option at April's meeting if there is no update to the guidance. Early risk assessments show that holding face to face meetings at the parish hall could constitute a transmission risk of the virus and concerns about this were discussed.

The meeting was adjourned to allow members of the public and borough councillors to address the meeting:

347. PUBLIC PARTICIPATION SESSION –

- a. Police/PCSO - The PCSO is not able to attend virtual meetings and is sending email updates.
- b. Parishioners
There were none.
- c. County/Borough Councillors
It was reported that Cllr Whiting had given apologies and had asked for the refund on KCC travel saver bus pass to be highlighted at the meeting. It was also reported that litter picking equipment is now available to parishioners.

Cllr Hampshire had not provided a written report but noted the Local Plan consultation has been extended and gave an update on the vaccination centre.

Cllr Baldock reported that the new conservation areas have been adopted by Swale Borough Council.

Cllr Baldock suggested that some local events may be going ahead, subject to COVID restrictions.

The meeting was reconvened at 19:20

348. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 18th FEBRUARY 2021.

It was **RESOLVED** to approve the minutes of the meeting on 18th February 2021 following minor amendments on the numbers recorded as declarations of interest.

349. FINANCE

a. To receive budget update from RFO (including 5 year plan spending)

The RFO reported that there have been several unexpected items incurred by the parish council this financial year, such as COVID sanitisation and the backlog of maintenance work at the pavilion and parish hall. This expenditure has led the parish council to fall behind on its projected revenue funds by approximately £17,000. The finance committee have met and shall present a recovery plan at the next meeting.

The RFO reported that the finance committee suggest that in order to track expenditure more closely the use of purchase order forms shall be introduced and a 'traffic light' 'RAG' report annotated for the budget spends of the council will be explored as this could better assist members in identifying costs against budget throughout the year.

The requirement for emergency plumbing works at the pavilion was discussed and it was **RESOLVED** to carry out the emergency repairs and additional repair works concurrently for economic efficiency at a cost of £218.40 + £370.80, to be taken from the maintenance budget and pavilion reserves respectively.

b. To approve accounting statements February 2021

It was **RESOLVED** to approve the accounting statements for February 2021. The Chair and RFO shall sign the accounts at the next available opportunity.

c. To approve the accounts for payment

It was **RESOLVED** to approve the following payments and the approved signatories shall sign at the next available opportunity: -

Payment Schedule	Month	March 2021				
Payee	Inv Date	Inv No	Goods & Services	Gross	VAT	Net
Ms Miller	31-03-21		Clerk Wages Mar21	£758.02		£758.02
Ms Miller	31-03-21		Clerk Expenses Mar21	£90.70		£90.70
HMRC	31-03-21		PAYE Mar21	£250.49		£250.49
Fryer Cleaning & Maintenance	28-02-21	10731	Maintenance of Memorial & Centenary Gardens	£386.40	£64.40	£322.00
Kings Commercial	01-03-21	511	Toilet Cleaning	£173.33		£173.33
Steve Wakelin	08-02-21	25	Sanitisation of Playstool Equipment - Sep & Oct	£570.00		£570.00
Steve Wakelin	18-02-21	26	Padlock Children Play Area	£35.00		£35.00
Steve Wakelin	08-02-21	24	Gate Closers Children Play Area	£590.00		£590.00
M Belsom & Son Ltd	15-02-21	0198	Handle Rails Centenary Garden Steps	£576.00	£96.00	£480.00
Clearway Env Services Ltd	15-12-20	471882	Removal of Tent & Waste - Nature Reserve	£462.00	£77.00	£385.00

Streetlights	16-02-21	11994	Column 36 Oaf Street	£1,134.00	£189.00	£945.00
Waveney IT	01-03-21	1133	Email Account - Mthly Charge	£5.99	£1.00	£4.99
Omiga Fire & Security Ltd	14-03-21	22500	Fire Alarm Install – BPH	£5,348.40	£891.40	£4,457.00
Omiga Fire & Security Ltd	23-02-21	22466	Intruder Alarm BPH	£2,154.20	£359.03	£1,795.17
PlayFix Ltd	04-03-21	1247 Pro Forma	Play Equip Repairs	£1,860.00	£310.00	£1,550.00
Total Payment by Bank Transfer				£14,394.53	£1,987.83	£12,406.70
Direct Debits	Pay't Date					
EDF	01-03-21		Power Supply Pillar in Centenary Gardens	£7.00	£0.33	£6.67
E-on	01-03-21		Streetlight Electricity Supply	£61.87	£2.95	£58.92
ICO	11-02-21		DGPR Annual Fee	£35.00		£35.00
Lloyds Bank Credit Card - analysis below				£147.00	£24.00	£123.00
Lloyds Monthly Chg			Mthly Serv Chg Fee	£3.00		£3.00
Euroloo	01-02-21	169276	Toilet Servicing	£144.00	£24.00	£120.00
Meno			Total Payments	14,645.40		
UTB Transfer between Deposit & Current Accounts			From Deposit & Current Accounts	£15,000.00	08-03-21	
Meno			UTB Account Bal at 1st Mar	£2,482.46	£2,837.06	

350. ACTIONS TAKEN IN RESPONSE TO COVID-19

a. To receive update on COVID-19 response.

It was reported that John England had returned from self-isolation to complete the playground inspections and Cllr Emery was thanked for covering the work.

The government sanitisation recommendations were discussed and it was **RESOLVED** to reduce the play area sanitisation to once a week with immediate effect.

351. GOVERNANCE AND ADMINISTRATION

a. To consider co-option process.

It was **RESOLVED** to advertise the councillor vacancy for applicants to apply by 6th April, notices to be put in the noticeboards, website and circulate to local groups to promote.

It was **RESOLVED** to include the criteria for eligibility in the advert and a summary of the role and requesting a letter giving reasons why they would like to join the parish council.

It was **RESOLVED** to interview the candidates at the parish council meeting on April 15th.

b. To note planning permission for parish storage with Swale Borough Council for

consideration.

It was noted that the planning officer is drafting a report.

c. To consider social media policy

It was **RESOLVED** to change wording 2.1 to 'party' political nature. 4.2 'or nominee'. 7.1 add 'be' very careful. Confirm in 8.1 that complaints will not be considered via Facebook and in 8.2 add that persistent offenders shall be removed.

It was **RESOLVED** to adopt the Social Media policy and proceed with the Facebook page with a review of its success in six months' time (September).

d. To note update from KCC on costs for electric charging points at Parish Hall £12,635.
It was **RESOLVED** to not proceed with the electric charging points quote from KCC.

352. PLANNING MATTERS

a. To receive update on Wises Lane planning appeal.
There was none.

b. To note Swale Borough Council investigating weekly decision lists.
Cllr Baldock reported that a decision list is being considered.

c. To receive update on Neighbourhood Plan Steering Group – Cllr Butlin
It was noted that the group is waiting news from SBC on the designation area.

353. OPEN SPACES

a. To receive update on Playstool working group – Cllr Emery
Cllr Emery reported that he is liaising with Cllr Baldock to place an article in Broadside advertising for members to join the group.

b. To review Playstool COVID19 risk assessment
It was noted that there had been no further updates from the government on play area management.
It was suggested that the .gov.uk link for advice is added to the website for Playstool users to refer to.

c. To consider quote for wetpour around slide at £3950 or rubber mulch wear pad at £750
It was **RESOLVED** to proceed with the rubber mulch at £750 + VAT to come from the Playstool reserve.
Cllr Sims raised that there is a puddle under the swing where the wetpour is dipping, the clerk shall raise with the wetpour installer in the first instance.

d. To receive update on information board – Cllr Sims

e. To receive update on Playstool steps work
It was reported that new bannisters had now been installed.

f. To consider installation of Ticspac dispenser
Cllr Bolas will investigate a suitable position for the dispenser, the clerk shall follow up the missing bags.

354. BORDEN NATURE RESERVE

a. To note update on fly-tipping prosecution and request to attend court if required.
It was noted that the case is going to court soon as a date is set it will be circulated to councillors. Cllr Sims asked if SBC is applying for costs for the parish council. Cllr Sims agreed to attend on behalf of the parish council.

b. To receive update on Nature Reserve management working group and to approve terms of reference.
It was **RESOLVED** to adopt the terms of reference with the following amendments:

(h) Management of the valuable habitat for a range of wild animals and plants

Increase number of members to 10 and for the chairman to be an ex-officio member.

It was **RESOLVED** for Cllr Emery, Bultin and Baldock to form the nature reserve working group.

355. HIGHWAYS

- a. To receive update on Highways issues reported – Cllr Fassenfelt
Cllr Fassenfelt reported that it could be possible to extend double yellow lines in The Street however it was not agreed to follow this up in the Highways Improvement Plan until the consultant report has been completed. It was agreed that if councillors notice road traffic incidents that they photograph and send to Cllr Fassenfelt to report to KCC to help build a picture of safety issues.
- b. To receive update on Highways project.
It was noted that the group is meeting next week to review the progress of the plan.
- c. To receive update on the use of Maidstone Road as a diversion for the A249.
It was noted that the consultants have a meeting with Highways England and KCC to discuss the diversion of the A249.
- d. KCC Key Street A249 Improvements
 - i. To note no further response from MP Gordon Henderson – noted.
 - ii. To note complaint reported to KCC ref 19850025 – this will be escalated if no response in 21 days.

356. EXTERNAL MEETINGS

a. Meetings attended

KCC Vision Zero Workshops – Cllrs Bolas; Butlin; Fassenfelt; Sims

b. Future meetings

There were none.

357. CONSULTATIONS

- a. Vision Zero – KCC consultation
A response had been submitted to KCC

Cllr Bolas left the meeting at 21:38

Cllr Sims was agreed as chairman for this part of the meeting.

Cllr Baldock declared an interest and did not take part in the discussion or vote

b. Swale Borough Council The Local Plan Review 2021 (Reg 18)

To consider councillors feedback to prepare a response.

There were no suggestions from councillors. It was **RESOLVED** for Cllr Sims to formulate the councillor responses into a reply for the council to consider adopting at the meeting in April.

Cllr Bolas rejoined the meeting at 21:43 and resumed the role as chairman.

c. EPC2-21 Model Design Code

There were no comments.

358. CORRESPONDENCE

- a. Email from resident informing Oad Street streetlamp not working - noted
- b. Update from resident on Stuart Charlesworth memorial bench - noted
- c. Email from resident that toilet flush was broken (subsequently repaired) - noted

Cllr Baldock left the meeting 21:47pm.

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

- (a) To consider planning applications for comment

i. APPLICATION REF: 21/500968/FULL

PROPOSAL: Part conversion of garage into habitable space, with creation of first floor including 3no. front rooflights and 1no. rear dormer. Erection of single storey rear extension including internal and external alterations.

ADDRESS: 2 Homestead View Borden Sittingbourne Kent ME9 8JQ

It was **RESOLVED** no comment.

Cllr Sims declared an interest in the following item and did not participate in the vote

ii. Application No: 20/506052/FULL

ADDRESS: 6 Coppins Lane Borden Sittingbourne Kent ME9 8JG

PROPOSAL: Erection of a single storey rear extension. Amended plans and description

It was **RESOLVED** to comment that the parish council is pleased that the application has been adjusted and that it is content with the new proposals.

iii. Application: 21/500951/PNQCLA

ADDRESS: Pebble Court Farm Woodgate Lane Borden Kent ME9 7QB

PROPOSAL: Prior Notification for change of use of agricultural building to 1no. dwelling and associated operational development. For it's prior approval to: - Transport and Highways impacts of the development - Noise impacts of the development - Contamination risks on the site - Flooding risks on the site - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses) - Design and external appearance impacts on the building, and - Provision of adequate natural light in all habitable rooms of the dwellinghouses.

It was **RESOLVED** no comment.

Cllr Sims declared an interest in the following item and did not participate in the vote.

iv. APPLICATION REF: 21/500998/FULL

PROPOSAL: Erection of a single storey rear extension.

ADDRESS: Jaybees Chestnut Wood Lane, Borden

It was **RESOLVED** no comment.

v. APPLICATION REF: 21/500944/FULL

PROPOSAL: Erection of a part single part two storey side extension.

ADDRESS: 1 Upper Bannister Cottages Bannister Hill Borden Sittingbourne Kent ME9 8HT

It was **RESOLVED** no comment.

It was **RESOLVED** to suspend standing orders to extend the duration of the meeting.

360. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

(Reports were circulated prior to the meeting)

- a. Speedwatch – Cllr Downes – it was noted that Speedwatch can re-commence on 29th March.
- b. Kent Association of Local Councils – Cllr Sims
- c. Swale West Area Committee – Cllr Baldock
- d. Borden Sports Association – Cllr Sims
- e. Heritage – Cllr Harrison
- f. Borden Parish Hall – Cllr Hepburn

361. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (Appendix 1)
It was **RESOLVED** to test the set up of a shared drive for matters for information to be stored in rather than emailed.
- b. To receive any reports from councillors

Cllr Butlin asked if a census pack had been requested from Swale Borough Council – this was confirmed. Cllr Emery asked that the graffiti be removed from the Playstool play shelter – this was confirmed. Cllr Evans asked when the payments should be sent, it was confirmed that Cllr Downes shall email the instruction. Cllr Sims reported that Geoffrey Yeandle had sadly passed away, he had previously held the title of vice chairman of the parish council. Cllr Sims reported that the litter pickers had been working along Cryalls Lane and asked if the parish council could send a letter to thank them at BIFFA.

The clerk advised that this should be added to the next agenda for consideration however the council decided to send the letter.

Cllr Downes reported that there had been an increase in dog fouling on Borden Lane.

362. NEXT MEETING DATE – THURSDAY 15th APRIL 2021 7pm

Meeting closed at 22:20pm

Appendix 1 MATTERS FOR INFORMATION

11/02/2021	SAC Agenda 09.03.21
11/02/2021	Grant for changing website provider
11/02/2021	Local Government Bulletin 11 February
16/02/2021	NALC online events
16/02/2021	The Rural Bulletin
16/02/2021	Local Government Bulletin 15 February
18/02/2021	Kent PCC's winter newsletter
18/02/2021	Engagement opportunity KCC Adult social care
18/02/2021	Swale BC Local Plan Review (Reg 19)
19/02/2021	Swale JTB agenda
19/02/2021	Chief Executives Bulletin
19/02/2021	Local Government Bulletin 19 February
23/02/2021	NALC online events
23/02/2021	Western area committee agenda 2 nd March
23/02/2021	Fuel and water home advice service
23/02/2021	Roadmap for easing restrictions
23/02/2021	Kent Wildlife Trust newsletter
23/02/2021	KALC Zoom for beginners
23/02/2021	NALC chief executive bulletin
26/02/2021	Local Government Bulletin 25 February
26/02/2021	Revised Closing Date Reg 19
26/02/2021	NALC Star Councils award
26/02/2021	2021 Census – supporting residents
26/02/2021	Operation London Bridge
02/03/2021	ACRE Village Halls Doomsday Book
02/03/2021	Local Government Bulletin 26 February
02/03/2021	Chief Executives Bulletin
03/03/2021	RSN Rural Digest
03/03/2021	The Rural Bulletin
03/03/2021	NALC Coronavirus Update
03/03/2021	Vision Zero Delegate Pack
03/03/2021	Kent Police Rural Task Force Report
04/03/2021	LRA recovery press release