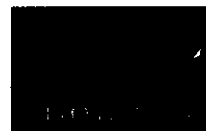


BORDEN PARISH COUNCIL

MINUTES OF MONTHLY MEETING 18th MAY 2023



The meeting followed the Parish Council Annual meeting and started at 20:20

35. APOLOGIES FOR ABSENCE: Cllr Broughton, Cllr Baldock

It was **RESOLVED** to agree the above apologies for absence.

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

36. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall: Cllr Hepburn and Cllr Bolas (dispensation agreed by Clerk to talk about item 42d but not vote).

Pavilion: Cllr Sims

IT 32: Cllr Jemmett

37. CHAIR'S ANNOUNCEMENTS

The newly appointed Chair Cllr Bolas thanked Cllr Sims for his last year as Chair, and the work he has done during that time. He also thanked all the Cllrs who have returned to office, and those who are no longer in office, for their contribution and time over the last term.

As since the election the Parish Council are reduced in number, the Chair would like to get the business we do, done well, and would like Cllrs to think of the top 3 or 4 priorities for the Council to focus their time on. The Clerk will add this to the June agenda.

38. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 13th April 23.

It was **RESOLVED** to agree the minutes of the meeting held on 13th April 23, which the Chair duly signed.
1 abstention.

39. 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 not in attendance
- b. Parishioners – No Parishioners were in attendance.
- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
None in attendance

40. FINANCE

- a. To approve accounting statements for April 2023.

It was **RESOLVED** to approve the accounting statements for April 23, which were duly signed by the Chair and RFO.

- b. To approve the following BACS list of accounts for May 2023 payment.

It was **RESOLVED** to approve the May BACs list for payment, these were checked and duly signed by 2 authorised signatories.

BORDEN PARISH COUNCIL

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Payee	Budget	Description	Gross	VAT	Net
Staff	Salary	Mar/Apr Salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & mileage	£ 33.10	n/a	£ 33.10
HMRC	PAYE	April PAYE costs	£ 280.73	n/a	£ 280.73
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns		£ 505.20	£ 84.20	£ 421.00
John England	Playstool Inspections		£ 75.00	n/a	£ 75.00
Borden Fete Committee	Grants	Grant payment (£137)	£ 1,047.20	n/a	£ 1,047.20
Streetlights	Streetlighting maintenance contract	Payment 1 of 2	£ 725.76	£ 120.96	£ 604.80
Borden Parish Hall	Hall Hire	Barrow room (12/01; 19/01; 16/02)	£ 40.20	n/a	£ 40.20
Maypole Minstrels set	Coronation of King Charles III	Choir donation (£137)	£ 60.00	n/a	£ 60.00
KALC	Subscriptions	Annual fee	£ 1,011.12	£ 168.52	£ 842.60
DJS Audio	Coronation of King Charles III	Sound	£ 300.00	n/a	£ 300.00
Total direct payments April			£ 5,028.13	£ 373.68	£ 4,654.45
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90
EE	Office	Broadband	£ 19.20	£ 3.20	£ 19.20
EDF energy	Electricity -Feeder pillar	Electric	£ 16.00	£ 2.67	£ 13.33
N Power	Electricity - Unmetered supply	Electric	£ 96.18	£ 4.58	£ 91.60
Lloyds Bank	Corporate card		£ 364.00	£ 60.18	£ 303.82
Total payments April			£ 529.03	£ 76.24	£ 455.99
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	Weekly toilet emptying	£ 159.44	£ 26.57	£ 132.87
Anyjunk	Open spaces	Fly tipping removals	£ 70.00	£ 11.67	£ 58.33
Solopress	Coronation of King Charles III	Banner	£ 56.68	£ 9.45	£ 47.23
Cartridge People	Office	Stationary - Cartridges	£ 74.88	£ 12.49	£ 62.39
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 364.00	£ 60.18	£ 303.82

c. To note year to date accounts and budget spend sent out to all Cllrs prior to the meeting.

41. ANNUAL RETURN 2022 - 2023

- a. Annual Governance Statement (AGAR) for 2022-23, Section 1 of the AGAR

To pre-approve prior to the internal audit, section 1 of the AGAR for 2022-23 for the year ending 31 March 2023.

The RFO read out each of the 9 statements of Section 1 of the AGAR and noted down the Parish Council responses.

It was **RESOLVED** to agree and pre-approve the Parish Councils responsibility of a sound system of internal control, including preparation of the Accounting Statements for the year ending 31 March 2023, on section 1 of the AGAR and the Chair and RFO duly signed to confirm. Noting that the internal audit has not yet been completed, so may be subject to change.

- b. Accounting Statements for 2022-23, Section 2 of the AGAR.

To provisionally pre-approve section 2 of the AGAR for year ending 31 March 2023, and the supporting bank reconciliation and the explanation of any significant variances in the accounting statements from 2021-22 to the year 2022-23.

It was **RESOLVED** to approve the Accounting Statements and supporting attachments for 2022/2023 on section 2 of the AGAR, which were duly signed. Noting that the internal audit has not yet been completed, so may be subject to change.

42. BUSINESS ITEMS

- a. The Council to consider and agree the process for co-opting Councillors to fill the 3 vacant seats post-election.

It was noted that a further vacancy has arisen from the resignation of Cllr Fassenfelt. The Clerk has contacted the Elections officer who has confirmed that this should be advertised as a casual vacancy and not a post-election co-option.

BORDEN PARISH COUNCIL

MINUTES OF MONTHLY MEETING 18th MAY 2023

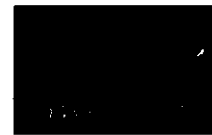
Before a decision is made regarding the co-option process the Clerk was asked to send co-option information out to the Council, and the co-option process would be looked at after the casual vacancy had been advertised.

- b. To consider and agree a quote for the Jubilee Oak tree plaque.
The Clerk advised that as per February meeting item 175d, that she had gone back out to plaque makers to get further in cast iron, but a majority could not supply in cast iron, so their closest options have been shared.
Change QE2 to roman numerals. Wording sponsored by BPC & 2 businesses should be on a separate line.
It was **RESOLVED** to agree option 2, no. 2 the cast iron.
It was **RESOLVED** to change QE2 to roman numerals and add a line for the wording 'sponsored by BPC' followed on a separate line with the sponsors name and to also centre the wording. The Clerk will speak to the Company to confirm the changes and send the Council a layout preview.
- c. To consider and agree a quote for the Parish Hall Honours board.
The Clerk advised that the prices may vary slightly as 2 additional names need to be added. The Clerk has been asked to try and locate the original sign maker of the Parish Hall boards for continuity of style and font with new costs and where this will be allocated in the budget.
- d. To consider a grant request to refurbish the Gent's and Disabled toilets in Borden Parish Hall.
To note both Cllr Bolas & Cllr Hepburn have been given dispensation from their written requests sent to the Proper Officer prior to the meeting to speak on this matter but not to vote.
Cllr Hepburn advised that phase 1 of the Parish Hall toilets refurbishment has been completed with the Ladies toilets, which was paid from the Parish Hall funds. The grant request is for Phase 2 to bring the gents and disabled toilets up to standard. This needs to be done as there are concerns over hygiene and the boiler is over 20 years old and inefficient, this runs into the gents, kitchen, and barrow room. Also, the new development may put the Hall in jeopardy if not up to standard. The grant funding to complete this work is for £10198 plus VAT.
Cllr Sims proposed that the grant request to fund the remaining Parish Hall toilets was granted. It was **RESOLVED** to agree the grant request of £10198.00 plus VAT totalling £12237.60 to be paid in June. As this is over the grant budget for 2023/24 the Clerk as recommended by the Finance Group at their meeting on 15th May, will move funds via virements from other budgets and detail in the next minutes.
- e. The Clerk will be on annual leave from 3rd to 11th June, do the Parish Council want to consider getting a locum Clerk for this period, or are they happy to defer until the Clerks return.
It was agreed that there was not a necessity for a locum Clerk and the Clerk would add Cllr Bolas's email address to her email out of office message.

43. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive a report from Wises Lane Monitoring Group.
The report for May was sent out prior to the meeting and will be available to view on the Borden Parish Council website at www.bordenparishcouncil.gov.uk.
- i. From the latest meeting with BDW Cllr Butlin confirmed that BDW have agreed to share their minutes of the meetings attended by the Wises Lane Monitoring & Liaison Group and agreed that they can be made public on the Borden Parish Council website. Cllr Butlin then gave the following update from the meeting.
- 1) Skylarks have been seen in flight, but no nests found.
The Ecologist will no longer work on site unless she is accompanied by security. Sadly, verbal harassment has got the better of her, and language used has resulted in the Police being called.

BORDEN PARISH COUNCIL



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- 2) The Undertaking between Hinge and SBC was discussed. The Working Group were under the impression that Hinge has not complied with the Undertaking, which should have been done by 15th March 2023. The Undertaking signed between Hinge and Swale Borough Council (SBC) has been sent to SBC and BDW.
- 3) Archaeology on phase 2 has begun. Re: phase 1a – the report has been submitted to BDW and we have asked for sight of this for the Heritage Group.
- 4) BDW are applying for licenses from Natural England regarding the dormouse before hedgerows can be removed in Chestnut Street.
- 5) 19th May will see Wises Lane open, but with traffic lights. It will be 4-5 weeks before the new junction is open and there will be one week of tarmacking.
- 6) Residents who had concerns over their foundations have been visited by Surveyors and the necessary photographs and information taken.
- 7) There were 16 complaints of dirt/dust, so they were organising twice a month cleans.
- 8) To replace Nicholas Hampshire, it was agreed to invite Ann Cavanagh to the meetings as Ward Councillor.
- 9) 2 houses have been sold.
- 10) The sales launch and showhouse opening is due on 27th July 2023.
- 11) The Plan Tree Scheme by KCC was explained to them, and they asked for more details and have approved an area in 2f. They would like the Parish Council to complete and submit the show of interest form.
- 12) They confirmed there is no agreement with Quinn regarding green spaces.

The Wises Lane Monitoring & Liaison Group put forward the following **6 proposals**:

Proposal 1. The Wises Lane Monitoring & Liaison group proposed that the Clerk writes to Swale Borough Council asking them to enforce the S. 106 Agreement they have with A Hinge and Sons Ltd dated 15th September 2022.

It was **RESOLVED** to agree the above proposal.

Proposal 2. It is proposed that the Clerk publishes on the Parish Council Facebook page, the achievements of the Wises Lane Monitoring & Liaison Group over the past 15 months, as listed on their May report, and that these are also included in the next issue of the Borden Broadside publication.

It was **RESOLVED** to agree the above proposal.

Proposal 3. It is proposed that The Clerk writes immediately to Swale BC asking for the Playstool S. 106 funds to be transferred to the Parish Council so that the Parish Council can begin design work on the new permanent toilets.

It was **RESOLVED** to agree the above proposal.

Proposal 4. It is proposed that the Clerk investigates the placing of these S. 106 funds, once obtained, in a high interest accessible account.

It was **RESOLVED** to agree the above proposal.

Standing orders suspended at 10:04

Proposal 5. It is proposed that following discussion of a recent interaction at the Wises Lane Monitoring & Liaison Group with BDW, this council supports the stance made by Cllr Fassenfelt that the Parish Council never condones the use of abusive language in support of an individual's point of view.

It was **RESOLVED** to agree the above proposal.

Proposal 6. Regarding the local authority proposal form for 2F land, to provide a community tree planting scheme or orchard.

It was **RESOLVED** that Cllr Butlin would complete the application and send to the Clerk to return.

- b. To receive a report from the Nature Reserve Working Group.

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The report for May was sent out prior to the meeting and will be available to view on the Borden Parish Council website at www.bordenparishcouncil.gov.uk.

- i. To consider the installation of Byelaw notice boards at the Playstool, Woodland area and Nature Reserve. A draft design was sent out prior to the meeting for consideration.
It was **RESOLVED** that the Nature Reserve Working Group produce a final design, showing where the Byelaws should be located and how many, then present back to council.
- c. Operation Golden Orb – His Majesty King Charles III Coronation. The report was sent out prior to the meeting.
- i. To review quotes for the Coronation oak tree which were sent out prior to the meeting.
The Clerk has received an email from a resident with the kind offer of local oak tree sapling, and so the quotes were not reviewed at this time, and it was proposed that the Clerk ask the resident if the saplings can be viewed to see if suitable to plant at the Playstool.
It was **RESOLVED** for the Clerk to ask the resident if Cllr Bolas can go and view the saplings to ascertain if they are suitable and one usable for the Coronation oak tree, to be sited at the Parish Council's discretion.

44. OPEN SPACES

- a. To consider the quality of the ground fixing of the bench recently installed on The Street.
It was **RESOLVED** that the Clerk will contact a local contractor for the cost of 2 further fixing brackets with anti-theft bolts, and it was agreed to suspend financial regulation 11.8 which required the Clerk to get 3 estimates if below £250 or 3 quotes if below £5000.

45. HIGHWAYS

- a. To receive update on Highways matters.
The report for May was sent out prior to the meeting and will be available to view on the Borden Parish Council website at www.bordenparishcouncil.gov.uk.
Cllr Bolas gave an update which included the National Highways Oad Street meeting and expanding the planting tree area.
Cllr Bolas proposed that a letter of thanks is sent regarding the litter pick up at Danaway and Chestnut Street.
It was **RESOLVED** to agree the above proposal.
It was **RESOLVED** to put on the Parish Council website that contact for Highways matters going forward would be the Clerk.

46. MOTIONS FROM COUNCILLORS

- a. Dog fouling issue Maylam Gardens.
Cllr Jemmett proposes that the Parish Council support this resident by writing to SBC asking for a decision to be made on potential solutions the resident has put forward.
It was **RESOLVED** to agree the above proposal.

47. CORRESPONDENCE

- a. To review correspondence from residents.
Consideration required regarding 2nd request for Bannister Hill double yellow lines.
It was **RESOLVED** for the Clerk to respond to the resident to say that its perceived vehicle obstruction is a police matter and the PC have no authority on highways'. The Parish Council can legally not discuss this again as a resolution has already been passed in February.

BORDEN PARISH COUNCIL

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

- a. **APPLICATION REF: 23/501750/FULL PROPOSAL:** Erection of a detached garage and boundary wall with railings and sliding gate. ADDRESS: 195 Borden Lane Borden Sittingbourne Kent ME9 8HR. COMMENTS DUE BY: 9 May 2023.

Extension for comments agreed until 19/05/23.

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

- b. **APPLICATION: 23/501895/PN14J.** Grid: 587716/161938. Address: Denne Court Hengist Field Pond Farm Road Borden Kent. Proposal: Prior Notification for the installation of roof mounted solar photovoltaics (PV) equipment. For its prior approval to: - Design and external appearance of the development.

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

- c. To consider a response to responses made by the applicant, to the Parish Councils comments made on 18/11/22 for 'application 22/504937/REM - Wises Lane - Reserved Matters on Phases 1B, 2A, 2B & 2C & Others'.

This matter has been discussed previously with the Parish Council and KCC Highways. In Phase 1 (as approved) the footway/cycleway is located to the south of the Spine Road and is continued in Phase 2 residential on this alignment until the central linear green space pictured below. Just beyond this a crossing point is then provided and the footway/cycleway switches to the northern side. The cycleway is aligned to the north at this point as this is considered to be the key desire line with the majority of cyclists heading towards Key Street to the north. A further crossing is however in place adjacent to the Chestnut Street Roundabout should cyclists wish to continue south. The images below indicate the shared footway/cycleway and associated crossing points.

The design of the footway/cycleway has been developed in consultation with KCC Highways and meets the requirements of securing a suitable and safe walking and cycling environment. Shared footway/cycleway

It was **RESOLVED** to respond stating that the Parish Council disagree with the assertion that most cyclists will travel toward Key Street Roundabout.

- d. **RE: REFERENCE 21/504812/REM.** To consider adding to, modifying, or withdrawing the Parish Councils previous representations.

Notification of Appeal Lodged with the Planning Inspectorate

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).

Location: Land at Manor Farm Chestnut Street Borden

An appeal has been lodged by Abbey Development Ltd in relation to the above for the following reason:

The Council has refused permission for this application.

The Planning Inspectorate/Secretary of State has decided that the appeal will be determined on the basis of Written Representations.

Any comments and/or representations received in relation to this application have already been forwarded to the Planning Inspectorate and will be considered by the Inspector when deciding the appeal.

to add to modify or withdraw your previous representations then you can do so by contacting the Planning Inspectorate by email to: North2@planninginspectorate.gov.uk or in writing to 3D Eagle Wing, Temple Quay House, 2 The Square, Bristol, BS1 6PN, quoting reference(s) APP/V2255/W/22/3313216.

BORDEN PARISH COUNCIL

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Please note you must do this by 6 June 2023.

It was **RESOLVED** to have nothing further to add, modify or withdraw to the previous comments the Parish Council have made. 1 objection.

49. 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.
The report for May was sent out prior to the meeting and will be available to view on the Borden Parish Council website at www.bordenparishcouncil.gov.uk.
- c. Borden Parish Hall – Cllr Hepburn.
The report for May was sent out prior to the meeting and will be available to view on the Borden Parish Council website at www.bordenparishcouncil.gov.uk.
- d. Borden Heritage Group – Cllr Hepburn.
The report for May was sent out prior to the meeting and will be available to view on the Borden Parish Council website at www.bordenparishcouncil.gov.uk.

50. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to Councillors.
- b. To note on 19th April at the Local Councils Liaison Forum, Swale Borough Council have published the following 2 dates for Parish Councils to undergo Planning training. All training will be recorded and available to rewatch if unable to attend or to refer to. If Councillors are interested in attending, please let the Clerk know and she will forward attendees names.
 - Wednesday 28th June at 7pm via Teams. -
 - Wednesday 27th September at 7pm via Teams.

The Clerk will book Cllr Butlin and Cllr Cole on the June 28th meeting and Cllr Evans on the September 27th meeting as requested.

Apologies were given for the June and July meeting from Cllr Cole.

Apologies were given for the June meeting from Cllr Hepburn.

Apologies were given for the July meeting from Cllr Jemmett.

NEXT MONTHLY MEETING TO BE HELD 15th June 2023

Minutes agreed and signed on 15th June by:

Print Name: TERENY P BORN Signature: [Redacted]

Title: CHAIR