



MINUTES OF MEETING ON 15TH FEBRUARY 2024

157. APOLOGIES FOR ABSENCE: Cllr Baldock, Cllr Broughton.

It was **RESOLVED** to agree to the absence as notified from Cllr Baldock.

In Attendance: Cllr Bolas, Cllr Butlin, Cllr Hepburn, Cllr Harrison, Cllr Ingram, Cllr Jemmett, Cllr Sims, Cllr Smith, Cllr Steadman, Cllr Tumber

158. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

The Parish Hall – Cllr Bolas and Cllr Hepburn.

The Pavilion – Cllr Sims

159. CHAIR'S ANNOUNCEMENTS - There were none.

160. TO APPROVE FOR SIGNATURE:

The minutes of the Parish Council meeting held on 18th January 2024 (Appendix A).

It was **RESOLVED** to agree to the minutes of the meeting held on 18th January 2024, which were sent out before the meeting. These were duly signed by the Chair.

161. 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 - PS Chase has sent his apologies.
- i. Regarding the tree that was cut down at the Woodland Area, PS Chase has sent an update after speaking with the witness. He suggested that he could progress the matter by completing some door knocks to the addresses directly concerned if he had the ones that would need to be attended.
Proposal to reply to PS Chase asking that he visit the crime scene to see which property the chopped-down tree is next to.
It was **RESOLVED** to contact PS Chase and ask that he visit the crime scene and see which property the chopped-down tree is next to and link in with Cllr Sims or Cllr Smith for the site visit.
- b. Parishioners – There was 1 in attendance.
- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
Both Cllr Baldock and Cllr Cavanagh have sent their apologies due to other commitments.
Cllr Cavanagh's report was shared before the meeting.

162. FINANCE

- a. To approve the accounting statement and reconciliation for January 2024 (Appendix B).
It was **RESOLVED** to agree to the accounting statement and reconciliation, which was sent out before the meeting. This was duly signed by the Chair and RFO.
- b. To note the payment list for December showed a payment due to EDF of £8.22, instead the normal direct debit of £13 was taken. The January payment list showed a payment due of £21, this was also not taken due to the changeover in tariff. The £8.22 debit is now included along with a credit of £30 (a gesture of goodwill for missing an appointment), in the payment of £30.25 due to EDF due on or after 19th February.
- c. To approve the following BACS list of accounts for payment in February 2024.
It was **RESOLVED** to agree to the BACS payment list for February as detailed below. Payments were duly checked and signed by 2 authorised signatories.

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Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 994.02	n/a	£ 994.02
Staff	Expenses	WFH allowance	£ 29.05	n/a	£ 29.05
HMRC	Payroll	PAYE	£ 310.50	n/a	£ 310.50
Treecraft	Tree Maintenance	2nd installment of 4	£ 2,200.00	n/a	£ 2,200.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 426.00	£ 71.00	£ 355.00
Kings Commercial	Open Spaces	Toilet Cleaning (11/Nov - 11 Dec)	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
Lumley Designs	Event Planning	Coronation oak tree plaque	£ 170.00	n/a	£ 170.00
Total BACS payments			£ 4,362.90	£ 71.00	£ 4,291.90
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
O2	Office	Mobile	£ 13.20	£ 2.20	£ 11.00
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 30.25	£ 2.48	£ 27.77
N Power	Electricity - Unmetered supply	Electric	£ 175.33	£ 8.35	£ 166.98
Lloyds Bank	Admin	SD	£ 758.02	£ 125.85	£ 632.17
Total DD payments			£ 1,026.16	£ 147.11	£ 879.05
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	1st Dec - 31st Dec	£ 159.44	£ 26.57	£ 132.87
Defib Store Ltd	Health & Safety	Defib pads for The Maypole	£ 80.40	£ 13.40	£ 67.00
Amazon	Office	Stationary - general	£ 66.24	£ 11.05	£ 55.19
John Lewis	Office	Stationary - Cartridges	£ 86.99	£ 14.50	£ 72.49
Moonpig	Administration	Chairs Allowance	£ 5.14	£ 0.86	£ 4.28
Euroloos	Toilet servicing	Credit for missed December service	£ 108.00	£ 18.00	£ 90.00
Defib Store Ltd	Health & Safety	Defib pads for the Pavilion	£ 145.20	£ 24.20	£ 121.00
Eco Green Communities	Open Spaces	General Maintenance - Dog waste bags	£ 88.20	£ 14.70	£ 73.50
Euroloos	Toilet servicing	1st Jan - 31st Jan	£ 123.41	£ 20.57	£ 102.84
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 758.02	£ 125.85	£ 632.17

- d. To note the precept of £75,687.40 for 2024/25 agreed by the Parish Council at the January meeting will equate to an increase of £1.32 per week for an average Band D property.
- e. To consider the 2024 contract renewal for the Playstool maintenance.
The Clerk advised that the contract should go out for comparison quotes.
It was proposed that details of the contract requirement should be drawn up and brought back to the March meeting in readiness to agree to go out for quotes.
It was **RESOLVED** to agree to draw up a contract for a quote to bring back to the March meeting to be agreed for the quote process.
It was **RESOLVED** to go out for the Playstool maintenance quotes for the 2024/25 contract once the requirements have been agreed at the March meeting.
It was **RESOLVED** to extend the current maintenance contract until the end of May by which time the quote process for the contract should be completed.
- f. To consider quotes for the annual Playstool, Woodland Area, and Nature Reserve tree survey.
It was **RESOLVED** to accept quote 1 from Lushland for the sum of £900.00.

163. BUSINESS ITEMS

- a. The Neighbourhood Plan Steering Group's Terms of Reference require a minimum of two Cllr's, and there is currently only one. To consider a second Cllr to join this group, volunteers to confirm their interest at the meeting.
A report was shared before the meeting along with the May 2023 annual report for reference.
Cllr Steadman volunteered to be on the Steering Group.
It was **RESOLVED** that Cllr Steadman will be on the Neighbourhood Plan Steering Group.
- b. To review and agree to the Terms of Reference for a new Community Travel Working Group.
It was **RESOLVED** to agree to the Terms of Reference for the Community Travel Working Group.
- c. To agree members of the Community Travel working group which was agreed in January under item 154e.
It was agreed to bring this item back to the March meeting when Cllr Baldock is in attendance.
- d. To review and agree to the Terms of Reference for the new Designated Nature Reserve working group as agreed in January item 155a.
It was **RESOLVED** to agree to the Terms of Reference for the Nature Reserve Working Group.
- e. To review and agree to the Anti-Fraud and Corruption Policy, which is a requirement of the Community Ownership Fund Grant.
It was **RESOLVED** to agree to the Anti-Fraud and Corruption Policy.
- f. To review and discuss the NALC guidance for Parish Council Meetings, in relation to the Parish Council's current committees and working groups.

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The Chair went through the requirements of committees, sub-committees, and working groups /task and finishing groups. Cllr's were asked to consider which category their groups fall into and look to update the Terms of Reference at the May annual meeting (AGM). Before this speak to the Clerk and Chair regarding any concerns.

- g. To consider any further items for the next Borden Broadside.

The current version of the Broadside has not been reviewed as yet by the Full Council but a banner for the D-Day 80 celebrations and an update on the new Playstool public convenience has been sent for inclusion.

It was proposed that the Clerk and the Chair review the Broadside before publication to save delay in bringing it back to another meeting.

It was **RESOLVED** that the Broadside would be reviewed by the Chair and Clerk before publishing.

164. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group update.** A report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.

The Group was asked to raise with BDW how they will meet their Biodiversity net gain obligation? New guidance has been issued by Natural England which refers to how a 10% uplift which is a legal requirement for new applications may be met and appraised.

Cllr Smith has resigned from the WLWG, and Cllr Ingram volunteered to join the group.

It was **RESOLVED** that Cllr Ingram would join the Wises Lane Monitoring & Liaison Group.

Cllr Bolas is to attend the next WLWG meeting as agreed at the December meeting.

- b. **New Build Playstool Convenience Committee update (the Committee).** A report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.

- i. To consider and agree on the sum of £10,575.00 of the S.106 Playstool fund, to form part of the 20/80 match funding along with the £7,000.00 grant.

It was **RESOLVED** to agree for £10,575 of Borden Parish Council's Playstool Section 106 fund to be utilised as a part of the 20/80 match funding for the £70,300 Community Ownership Fund Grant (COF), from the Department for Levelling Up, Housing and Communities, which along with the £7000 Community Infrastructure Grant from Swale Borough Council makes up the total COF match funding required of £17,575.00, towards the new Playstool public convenience.

- ii. In line with the COF grant requirements the project needs to be completed within a strict timeframe, if not the funding can be withdrawn. To adhere to the required timeline the Committee has the following five recommendations for the Full Council's consideration and agreement as noted in their written report;

1. The Terms of Reference agreed upon by resolution at the Parish Council's January meeting be amended to allow delegate spending powers of up to £5000 per task to the Committee, so essential works can be progressed without delay.

All expenditures by the Committee will follow financial regulations and be reported to at the next Full Council meeting.

The Clerk has received a motion from Cllr Butlin on behalf of the Committee to amend the Terms of Reference.

It was **RESOLVED** to agree to the amended Terms of Reference to allow a delegated budget of up to £5000 per task to be used where the need arises, in line with Financial Regulations, and for the Full Council to be updated at their next meetings.

2. The Clerk is given delegation to go out for quotes and tenders as required by the Committee for the toilet unit and utilities as per the financial regulations. All actions will be reported back to the Full Council at their next meetings.

It was **RESOLVED** that the Clerk is given delegation to go out for quotes and tenders in line with Financial Regulations, as and when required by the Committee, and update the Full Council at the next meeting.

3. The exterior is finished with a look of timber cladding which is vandal-resistant, as opposed to a brick look. It was **RESOLVED** that if available the exterior is timber-clad look, and vandal resistant.

4. For the Toilet unit to have an apex roof, as opposed to a flat roof which would be easier for vandals to climb on. It was **RESOLVED** to agree to the apex roof.

5. The location of the new toilet is recommended to be closer to the main gate which should reduce the cost of utility installations and away from larger overhanging trees.

It was **RESOLVED** to agree to the new build toilet location closer to the main Playstool gate.

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- iii. With the strict timeframe and volume of work required, the Committee proposes that a working group be established as there will be a need to meet often and on short notice to work through any problems and investigations and gather information. The working group findings would then be reported to the Committee at their normal meetings in readiness to update the Full Council at monthly meetings where required.
It was **RESOLVED** to agree to a sub-committee being put in place, as outlined above.
- iv. The Committee proposes that their new working group members are Cllr Sims, Cllr Bolas, Cllr Butlin, Cllr Tumber, and non-Cllr Nigel Sands
It was **RESOLVED** to agree to the members of the sub-committee being the same as the full committee plus non-Cllr Nigel Sands.
- v. The Committee proposes that non-Cllr Nigel Sands join the Committee, as he has expertise in this field that the Committee requires.
It was **RESOLVED** to agree that non-Cllr Nigel Sands join the main Committee.
- c. **Neighbourhood Plan Steering Group update.** A report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk

165. OPEN SPACES

- a. To receive an update on the request to have bins installed at the junction of Wrens Road and Hearts Delight and also beside the dog bag dispenser at Maylam Gardens.
The Clerk updated that SBC in their last contact was monitoring the locations through December and were to contact the Clerk in January. This has not happened so the Clerk emailed for an update on 13th February 24.
- b. To receive an update on the location for the bench being considered at Maylam Gardens.
A map of the suggested location was shared before the meeting for consideration.
It was **RESOLVED** to agree to the location of the bench and that the Clerk could report this back to SBC's Greenspace Technical Officer.
The Clerk will email the resident who requested the bench with an update.
- c. To receive an update on contact made to Swale Environmental to protect a hedgerow near the Wises Lane Development.
The November 2023 communication advised that, unfortunately, the TPO regulations cannot be applied to hedges, so it would not be applicable in this case.
It was proposed to write to the Land Registry to understand who owns the land, by sending the site map with what3words location. To establish ownership.
It was **RESOLVED** that what3words would be used for the hedgerow location, and Cllr Butlin will go to the Land Registry to ascertain who owns the land and if there is no legal ownership, what the process is for a Parish Council to adopt unowned land.
- d. To receive an update on a potential new defibrillator from the British Heart Foundation (BHF), including installation costs and suggested locations.
Cllr Butlin gave an update on possible locations and a recommendation was made that Oad Street has a lot of visitors and events would be a suitable location along with the Tudor Rose, as both fit the criteria of distance from another defibrillator. This decision needs to be made by 28th February.
It was proposed to obtain written confirmation from either Oad Street or Tudor Rose for permission to locate the BHF defibrillator and then go ahead with the application.
It was **RESOLVED** that if written confirmation is agreed for the location of either Oad Street or the Tudor Rose, Cllr Butlin can apply for a free defibrillator before the closing date of 28th February 24.
- e. To consider and agree on a date to plant the Coronation Oak tree during March, and how this will be achieved.
The Clerk advised that a risk assessment would be required for this activity.
It was **RESOLVED** that the tree planting would be on 21st March 2024 at 4 pm.
The Clerk will let the resident who donated the tree know that it is now to be planted.
- f. The Parish Council has signed up to Making Space for Nature. LNRS would like feedback to understand if they are reviewing the priorities against the right considerations. Does the Parish Council wish to give any feedback?
It was proposed that a response should be made as this may help to further our goal of getting our Nature Reserve designated.
It was **RESOLVED** that Cllr Smith will send survey responses to Cllr Bolas to review and then the Clerk will update the survey on behalf of the Parish Council.

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166. HIGHWAYS

- a. To receive an update from the Highways Working Group. A report was sent out prior to the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.
- b. The following six recommendations for proposals are made by the Highways Group to the Full Council.

Proposal 1 - Wises Lane Closure by Coinford from 18th March;-

The Parish Council writes to Kent County Council with the following points included, and posts the letter on the Parish website and Facebook page.

1. Consider that the TRO may not be lawful (as not dated or signed).
2. The road Closure completely shuts the connection between Lower and Upper Borden for an unreasonable period. The suggested diversion is extremely time-consuming due to heavy volumes of traffic which also forces vehicles down the narrow Cryalls Lane.
3. We understand the benefits to the developer of the joining of two separate sites for the moving of materials and machinery.
4. What is the reason the work cannot be operated under a 2-way traffic control system.
5. Could they have direct liaison with the other utility companies so that the road is not closed again at a later date, as has been seen on other parts of Wises Lane in recent times.

Cllr Jemmett asked why the TRO was considered not lawful and was advised that it was not dated or signed.

There was a general discussion including the diversion route from Upper and Lower Wises Lane, and that utility companies have no requirement to liaise with each other.

It was **RESOLVED** to agree to the above proposal and write to KCC with the original 5 points stated above, with the addition agreed on point 2. The letter will be published on the Parish Council website and Facebook page.

Proposal 2 - The Parish Council copies the letter sent to KCC to Kent County Councillor Mike Baldock.

It was **RESOLVED** to include Kent County Councillor Mike Baldock in the letter to KCC.

Proposal 3 - The Proposed 20 mph speed limit consultation;-

The 20 mph speed limit as outlined in the resident's consultation is progressed via the Highways group with KCC. The Highways Group reports back to the Full Council with progress and for agreement on decisions and costs.

It was **RESOLVED** for the Highways Group to progress the 20mph limit in Borden as originally discussed with the KCC.

Proposal 4 - A response to all residents who responded to the 20-mph consultation is placed in the next edition of the Borden Broadside. This will include the recommendations and rationale for dealing with other pertinent resident suggestions.

It was **RESOLVED** to add a response to all the residents who responded to the 20-mph consultation in the last edition of the Borden Broadside, which will include the recommendations and rationale for dealing with other pertinent resident suggestions.

Proposal 5 - Environmental Land Management schemes and grants;-

The Parish Council writes to KCC to understand what steps KCC has taken to work with landowners to utilise the DEFRA Environmental Land Management schemes and grants to ameliorate flooding, reduce pollution and enhance the environment on land adjacent to highways.

It was **RESOLVED** that the Parish Council would write to KCC to understand what steps they are taking to work with landowners to utilise the DEFRA Environmental Land Management Schemes and grants to alleviate flooding, reduce pollution and enhance the environment on land adjacent to highways.

Clerk to devise letter and the Chair will review it before sending it.

Proposal 6 - The 6' 6" width restrictions through Borden;-

The Parish Council writes to KCC Highways for the area of width restrictions and where it starts in Borden. This information is to understand if there is a legal right, and if not how to enforce it.

It was **RESOLVED** that the Parish Council would write to KCC Highways for the area of width restrictions and where it starts in Borden.

167. CORRESPONDENCE

- a. To consider a resident's request for a bin at lower Wises Lane.

There was a discussion that there was a bin in this location previously and it has gone missing so the Clerk can write to SBC to request a replacement.

It was **RESOLVED** for the Clerk to contact SBC regarding the missing bin and request a replacement.

- b. To consider a request from Bobbing Parish Council to jointly hire a drain-cleaning lorry.

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It was **RESOLVED** to decline this request.

The Chair suspended the meeting for a comfort break at 21: 26 and reconvened at 21:45

168. PLANNING MATTERS

- a. To consider submitting comments on the Kent Minerals and Waste Local Plan (KMWLP) consultation which is taking place from Wednesday 17th January 2024 to midnight on Thursday 29th February 2024.
It was **RESOLVED** to not comment.
- b. To note regarding the new KCC PROW link from ZR121 there is an aim to do the work in February this year, to complete the groundwork before the bird nesting season. The work will involve vegetation clearance of undergrowth and overhanging branches, a path of 2m width with timber edging and MOT Type 1 surface, some excavation, and a new ramp where the new path will meet Wises Lane and we envisage the works could be completed within a week.
- c. To note KCC notice of confirmation of public footpath order for ZR117 order.
- d. To note KCC notice to temporarily close public Footpath ZR117 from 10th February 2024, for a maximum of 6 months.
- e. BDW has approached Swale Borough Council (SBC) to name and number phase 2 of the Applegate Park development, and SBC requires the Parish Council's consultation on the following suggested names, all of which are British-grown varieties of apples to continue the apple theme on phase one of the site – **5 are required**.
 1. Baldwin
 2. Rubens
 3. Evelina
 4. Cameo
 5. Blenheim
 6. Oaken
 7. Greensleaves
 8. Sturmer
 9. Winston
 10. Peasgood

It was **RESOLVED** to agree to the following: 2 Rubens; 3. Evelina; 4 Cameo, 9 Winston, 10 Peasgood.

Standing Orders were suspended at 10:00

169. 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: 23/505769/FULL PROPOSAL:** Demolition of existing conservatory and erection of a single-storey rear extension, first-floor side extension and insertion of rear dormer. Amendments to the front elevation including insertion of two dormer windows and roof light. Widening of driveway to the front to create appropriate parking and turning area, and erection of a refuse store. ADDRESS: Langley Chestnut Street Borden Sittingbourne Kent ME9 8DB
Consultation comments are due by 9th February 24, and an extension has been agreed.
It was **RESOLVED** that the Parish Council has no objection to this application.
2. **Application: 23/505422/ADV** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Advertisement consent for 2no. signage boards and 2no. double-sided flagpoles.
Consultation comments are due by 6th February, and an extension has been agreed.
It was proposed that this application be rejected because they are no longer needed.
There was not a seconder to this proposal.
It was **RESOLVED** that the Parish Council has no objection to this application.

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3. **Application: 24/500320/SUB** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 67 (archaeology) of application 17/505711/HYBRID (partial discharge relating to phases 2B and 2C).
It was **RESOLVED** that Borden Parish Council wish to be kept informed of any significant findings in the archaeological survey, relating to phases 2b and 2c.

170. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated before the meeting).

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims. A report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.
- c. Borden Parish Hall – Cllr Hepburn. A report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.
The new booking system is working well, and Cllr Hepburn wanted to thank Michael Downes for all his hard work.
Consideration is being made to installing the same air conditioning unit as the Pavilion.
- i. Borden Parish Hall has requested an update on the removal of filing cabinets from the Barrow room.
It was agreed that the Clerk explore the costs of commercial document space.
- d. Borden Heritage Group – Cllr Harrison. A report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk.
The next quiz will be on 9th March 2024.
- e. Local Councils Liaison Forum – Cllr Butlin.
It was proposed to write to SBC asking why they do not have a 5-year housing plan, as this makes us vulnerable to developers.
It was **RESOLVED** to raise the question to SBC why do they not have a 5-year housing land supply and when one will be put in place.

AOB

The D-Day Working Group report was sent out before the meeting and can be viewed online at www.bordenparishcouncil.gov.uk. The Clerk apologised for leaving this item off the agenda.
The Working Group are looking for a veteran from the 2nd World War to light the beacon.

The meeting was closed at 22:48

NEXT MEETING TO BE HELD ON 21st March 2024

Minutes agreed and signed on 21st March 2024 by:

Print Name:

Signature:

Title: