

Minutes of Borden Parish Council Annual General Meeting held on 19th May 2022

1. TO ELECT CHAIRMAN

Cllr Bolas has stepped down from the position of Chairman and a nomination was requested for a new Chairman.

Cllr Sims was nominated by Cllr Butlin and Cllr Jemmett seconded the nomination.

It was **RESOLVED** unanimously to appoint Cllr Clive Sims to the position of Chairman.

2. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN

The Acceptance form of Office of Chairman was duly signed by Cllr Sims.

3. TO ELECT VICE CHAIRMAN

As the previous Vice Chairman Cllr Sims has now been elected to the position of Chairman, a nomination was requested for a new Vice Chairman.

Cllr Fassenfelt was nominated by Cllr Jemmett and Cllr Harrison seconded the nomination.

It was **RESOLVED** unanimously to appoint Cllr Fassenfelt to the position of Vice Chairman.

4. APOLOGIES FOR ABSENCE

It was **RESOLVED** to approve apologies from Cllr Bolas; Cllr Broughton; Cllr Emery and Cllr Baldock to attend late due to another meeting commitment and PCSO Katie Jorden due to work commitments.

5. CHAIRMAN'S ANNOUNCEMENTS

New Chairman Cllr Sims acknowledged his appreciation of the work that outgoing Chairman Cllr Bolas has done over the past 4 years for the Parish Council, his lead was of great benefit to the community especially through the difficult COVID period.

6. TO REVIEW THE TERMS OF REFERENCE (TORs) FOR COMMITTEES (Attachment 1)

- a. Borden Nature Reserve Working Group
- b. Playstool Advisory Committee – remove as agreed in previous minutes.
- c. Finance Advisory Committee
- d. Wises Lane Monitoring Group
- e. Jubilee Committee Working Group

It was **RESOLVED** to adopt the above Terms of Reference (items a, c, d & e) for 2022/2023

f. Any further Terms of Reference to be added

It was noted that The Terms of Reference for the Borden Neighbourhood plan was missing from the above list.

It was **RESOLVED** that the Borden Neighbourhood Plan Terms of Reference would be brought to the June meeting for review.

7. TO APPOINT MEMBERS TO EXISTING COMMITTEES

a. Borden Nature Reserve Working Group

It was **RESOLVED** to keep the existing members in place - Cllr Bolas; Cllr Baldock; Cllr Butlin; Cllr Emery;

b. Playstool Advisory Committee - disbanded

It was **RESOLVED** to disperse this committee.

c. Finance Advisory Committee

It was **RESOLVED** to keep the existing members Cllr Bolas; Cllr Sims; Cllr Downes; Cllr Cole, Cllr Evans in place and add Cllr Fassenfelt, to the Finance committee.

BORDEN PARISH COUNCIL

d. Wises Lane Monitoring Group –

It was **RESOLVED** to keep the existing members in place - Cllr Fassenfelt, Cllr Butlin; Cllr Evans, Cllr Jemmett and Cllr Cole

e. Jubilee Committee Working Group

It was **RESOLVED** to keep the existing members in place Cllr Sims; Cllr Jemmett; Cllr Harrison; Cllr Butlin; Cllr Fassenfelt

f. Highways Improvement Project Advisory Committee

It was **RESOLVED** to keep the existing members in place - Cllr Bolas; Cllr Fassenfelt; Cllr Downes; Cllr Sims and Cllr Baldock

g. Neighbourhood Plan Steering Group

It was **RESOLVED** to keep the existing members in place - Cllr Butlin; Cllr Fassenfelt: Cllr Cole

8. TO APPOINT ANY NEW COMMITTEES REQUIRED

There were no new committees

9. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

It was **RESOLVED** to appoint the following.

- a. Borden Parish Hall Committee - Cllr Bolas
- b. Borden Sports Association - Cllr Sims
- c. Borden Heritage Group –Cllr Harrison
- d. KALC Area Committee –Cllr Sims
- e. Western Swale Area Committee –Cllr Butlin
- f. Swale west parish group – Cllr Butlin appointed
- i. To note that Cllr Sims has asked that the KALC area committee is reviewed again in June when there are more Cllrs in attendance.
- ii. To note that the Western Swale Area Committee Should be known as the western area committee.

10. TO REVIEW AND ADOPT STANDING ORDERS (Attachment 2)

It was **RESOLVED** to adopt the Standing Orders that had been sent out prior to the meeting and are available on the Borden Parish Council website www.bordenparishcouncil.gov.uk

11. TO REVIEW AN ADOPT FINANCIAL REGULATIONS (Attachment 3)

It was **RESOLVED** to adopt the Financial Regulations that had been sent out prior to the meeting and are available on the Borden Parish Council website www.bordenparishcouncil.gov.uk

12. TO REVIEW INVENTORY OF LAND AND ASSETS (Attachment 4)

- i. To note items have been identified that need to be added / removed from the register.
- ii. To note there is a Heritage notice board located at the Oad Street craft centre car park which is not listed.
- iii. To note confirmation is required of ownership for the notice board located at the front of the Forge.
- iv. To note the item HP Officejet Pro 8500A has an incorrect address.

It was **RESOLVED** to approve the inventory of land and assets as it is but with the caveat that the Clerk will investigate the above noted points and bring back for a full review at the June meeting.

13. TO CONFIRM INSURANCE ARRANGEMENTS (Attachment 5)

BORDEN PARISH COUNCIL

- i. It was noted that the Insurance document address needs to be updated to that of the new Clerk.
- ii. It was noted that when the premium is due for renewal that the Parish Hall should be split as this is refunded to the Parish Council.

It was **RESOLVED** to approve the insurance arrangements with the above noted comments.

14. TO REVIEW SUBSCRIPTIONS

The following subscriptions were reviewed.

- a) Kent Association of Local Councils, cost £984.05 per year.

It was **RESOLVED** to continue with this subscription.

- b) Campaign to Protect Rural England, cost £36.00 per year.

It was **RESOLVED** to continue with this subscription.

- c) Action with Rural Communities in Kent.

To note in November 2021 minutes, it was noted that the Parish Council did not wish to continue with this subscription when the free trial ceased.

- d) To add Society for Local Council Clerks, cost £144 per year plus a £10 joining fee

It was **RESOLVED** to add the subscription to the Society for Local Council Clerks

15. TO REVIEW COMPLAINTS PROCEDURE (Attachment 6)

It was **RESOLVED** to approve the complaints procedure, which is available on the Borden Parish Council website www.bordenparishcouncil.gov.uk

REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION LEGISLATION:

- a) Privacy Notice - (Attachment 7)

- i. It was noted that the Clerks address should be changed.

It was **RESOLVED** to approve this policy.

- b) GDPR Policy (Risk plan) – (Attachment 8).

- ii. It was noted that the Data Protection policy for GDPR was not cascaded prior to the meeting so will now be carried over to review in June.

- iii. Cllr Downes reminded the group to update their email addresses accordingly and to add the relevant message on the bottom of emails.

It was **RESOLVED** to review the Data Protection Policy at the June meeting and from this look to update the GDPR risk plan where appropriate.

- c) Model publication scheme (Attachment 9)

It was **RESOLVED** to approve this policy which can be found on the Borden Parish Council website www.bordenparishcouncil.gov.uk

19:25 Cllr Cole arrived at meeting

16. TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA (Attachment 10)

- i. It was noted that a further review of this policy is required which may allow Cllr's more authority to speak with press about specialist subjects.

It was **RESOLVED** to approve the policy, which can be found on the Borden Parish Council website www.bordenparishcouncil.gov.uk, with the caveat that Cllr Fassenfelt would make the amendments to the policy which he feels would enhance press and Parish Council relationships and brings back to the July meeting for further discussion.

17. TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES (Attachment 11)

BORDEN PARISH COUNCIL

It was noted that page 11 of the Policy under heading 2.7 requires the sequencing to be corrected.
It was **RESOLVED** to approve the Policy and make the amendments noted.

19. TO REVIEW THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972

Borden Parish Council S137 Report Fiscal year 21/22

The following expenditure was reviewed.

Grant Allocations - S137	Totals	
Sittingbourne Xmas Lights	250.00	
Citizens Advice	200.00	
Christmas Fete	1,000.00	1,450.00
Section 137 - Other		
Parish Cup	47.62	
Poppy wreath	50.00	
Fete Toilets	187.80	285.42
Other Expense 2		
Jubilee Beacon	1,800.00	
Julie Evans Christmas food	38.33	1,838.33
		3573.75

20. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.

It was **RESOLVED** to-

- Continue with monthly meetings on the 3rd Thursday of each month with no planned breaks.
- The next annual meeting will be May 2023 on the 3rd Thursday of the month.
- The meetings will continue to be held at The Pavilion, Wisers Lane, Borden.

The Borden Parish Council AGM meeting was closed at 19:40

It was **RESOLVED** to continue directly on to the Parish Annual meeting agenda, and then pick up the monthly agenda below.

AGENDA BORDEN PARISH COUNCIL MONTHLY MEETING

21. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Downes and Cllr Hepburn declared interest in Borden Parish Hall.

22. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING OF 21st April 2022 (Appendix A)

It was **RESOLVED** to approve the minutes of the meeting on 21st April 2022 with a manual amendment to item 136 Attendee's – Where it was noted that Cllr Hepburn was in attendance on 17th March but should read, he was 'not' in attendance. Minutes signed by Chairman.

23. PUBLIC PARTICIPATION SESSION –

The period of time designated for public participation at a meeting in accordance with standing order 3 above 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

- Police/PCSO** (April newsletter forwarded 03/05/22)

It was **RESOLVED** to accept PCSO apologies due to work commitments.

BORDEN PARISH COUNCIL

b. Parishioners

There were none.

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

- i. Cllr Baldock was not in attendance due to another meeting commitment, a written report was not received prior to meeting.
- ii. Borough Cllr Hampshire congratulated the new Chairman on his appointment and noted his thanks to exiting Chairman Cllr Bolas.
Cllr Fassenfelt noted that Borough Cllr Hampshire had been invited to a Wisers Lane meeting on 7th June and sought confirmation on the receipt of the invitation and re-iterated the good relationship that has been built with Barrett's.

24. FINANCE

a. To approve accounting statements April 2022 (Appendix B)

It was **RESOLVED** to sign and approve the bank reconciliation. Chair and RFO duly signed the bank reconciliation and bank statement balances

b. To approve the BACS and DD list of accounts for payment

It was **RESOLVED** to approve the following payments and two signatories duly signed the BACs payment list.

To note that a direct debit to NPower for the sum of £93.23 had been received after agenda published.

Payee	Budget	Description	Gross	VAT	Net
Various	Clerks Salary	May Salary	1800.82	n/a	n/a
HMRC	PAYE	May PAYE costs	798.56	n/a	n/a
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	May 22 Maintenance	480.00	80.00	400.00
KALC	Subscriptions	Annual Subscription	984.05	164.01	820.04
Streetlights		2022/2023 Street lighting maintenance contract	691.20	n/a	n/a
Steve Wakeling	Maintenance	1 st Payment Playstool Maintenance	728.75	n/a	n/a
Steve Wakeling	Maintenance	Remove Wrens notice board	69.48	n/a	n/a
Steve Wakeling	Maintenance	Removal of fallen tree	75.00	n/a	n/a
Optima	Security Pavilion	Disconnect door's & service	186.00	31.00	155.00
Smart Events Support	Jubilee event	Toilet Trailer for 4 th June	563.40	125.20	438.20
J Evans	Chair Allowance	Expenses	35.99	n/a	n/a

c.

Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT	IT Support	16.67	2.78	13.89
Lloyds Bank	See below	Credit card payment	354.98	n/a	n/a

**NPower

Street lighting unmetered supply for April 22 £93.23 £4.44 £88.79

Credit Card Payments

Payee	Budget	Description	Gross	VAT	Net
McAfee	IT	Laptop annual security	29.99	n/a	n/a
London Hearts (Defib World)		Defib battery	321.99	53.00	268.99
Lloyds Bank	Credit Card Charges	Monthly fee	3.00	n/a	n/a

BORDEN PARISH COUNCIL

25. GOVERNANCE AND ADMINISTRATION

- a. Byelaws – Update from Cllr Sims.

It was noted that Cllr Sims has after 5 months of waiting now received a reply from KCC.

26. COMMITTEE AND WORKING GROUP UPDATES

- a. **To receive report and update from Wises Lane Monitoring Group.**

- i. Cllr Fassenfelt gave an update.

The new estate advertising signs have been placed in Wises Lane, just south of its junction with Maylam Gardens. The applications for a temporary sales cabin have been made which will be positioned opposite these signs.

A further paper about the Skylarks mitigation strategy has been submitted although only minor changes from the original.

Discussions with KCC Highway representatives have been carried out. No progress with the proposals at the northern end of Wises Lane which were unacceptable to the Parish. They did confirm that the footpath on the northern part of the proposed Chestnut Street roundabout will not be constructed thus making it necessary for walkers to negotiate three arms of the roundabout instead of one. This was to enable the junction to conform with National design standards. Issues concerning the new Spine Road (Platinum Way) were raised i.e., parking, pedestrian crossings, and speed limits.

There had been no progress with land acquisitions from the developer or the outstanding planning application for the rugby club. A further meeting with Barratts is planned for 7th June at 11.00.

- ii. It was noted by Cllr Jemmett that the developers were disappointed with delay in Phase 1A but has said that working with a Parish Council was new to them, but they thought it was working well.

- b. **To receive report and update from Jubilee Working Group (Attachment 12).**

- i. A quote has been obtained for a PA system hire for the night within budget.

- c. **To receive report and update from Nature Reserve Working Group**

- i. To note the report was received prior to the meeting.

- ii. To Note that Clerk has started the process getting the required three quotes for the Nature Reserve fencing and will keep the Parish Council updated.

It was **RESOLVED** to that the PCSO be asked again to include Nature Reserve on her rounds.

27. NEIGHBOURHOOD PLAN

- a. To receive update from Steering Group.

- i. Report not received.

28. OPEN SPACES

- a. **Playstool toilet flush repair.**

- i. It was noted that the Clerk has chased for an update on the repair and will check with exiting Clerk to confirm there were no other options being progressed.

- b. **The Barrow Trust Grant application for new toilet at The Playstool Recreation Ground.**

- i. It was noted with disappointment that the Barrow Trust Grant application for new toilet facilities at Playstool had been declined.

It was **RESOLVED** to put a formal approach to Swale Borough Council for release of s 106 funds towards a new toilet facility.

BORDEN PARISH COUNCIL

- c. **Insurance for noticeboard replacement on Wrens Road.**
 - i. It was noted that there had not been an update regarding the insurance claim for the damaged noticeboard, which had delayed the boards replacement, the Clerk will contact insurance company to chase.
- d. **Oak tree guard to be obtained with £400 agreed budget.**
 - i. It was noted that the guard quote was still to be obtained.
 - ii. Cllr Butlin confirmed that the donation letter request to Barrow Trust had been declined.
 - iii. It was **RESOLVED** to draft a letter to the Barrow Trust and review at the next meeting. There was one objection.

29. MOTIONS FROM COUNCILLORS

- i. Cllr Hepburn – The Parish Hall Memorial boards require some amendments and would like the Parish Council to have a signwriter amend the details.
Cllr Sims noted that the exact details would need to be ascertained before alterations were made and this would need to be sent to the Parish Council as a formal written request.
- ii. Cllr Hepburn advised that the Parish Council owns 2 seats in the Parish Hall entrance which need refurbishment.
It was **RESOLVED** that Clerk would get the normal three quotes.
- iii. Cllr Downs asked who is responsible for maintenance payment of £144 on the Parish Hall alarm.
It was **RESOLVED** for Clerk would check the Parish Hall lease.

30. HIGHWAYS

- a. **To receive update on Highways matters from Cllr Fassenfelt (Attachment 13)**
Cllr Fassenfelt gave an update and noted-
 - i. There were trees on Oad Street covering up signs and would take up with Kent Highways.
 - ii. News regarding the diseased tree in Wrens Road.
 - iii. KCC Highways have said all Parishes agree National Highways improvement plan.
 - iv. KCC Highways advised that they meet the Parish Councils annually and the Borden meeting is due in October.
 - v. A meeting is being planned with Stockbury and KCC Highways regarding slowing traffic down on Maidstone Road and Chestnut Street.

To note Cllr Jemmet said he would like Borden Lane & Wises Lane speeding mentioned at the meeting with KCC Highways.

31. CONSULTATIONS FOR COMMENTS

There were none

32. EXTERNAL MEETINGS

- a. **To note any external meetings attended by councillors.**
 - i. There were none.
- b. **To note any future meetings**
Cllr Butlin advised of the Western area meeting 7th June at Hartlip Village Hall.

33. CORRESPONDENCE

- a. 21/04 Residents email regarding Hillyfield (Attachment 14)

BORDEN PARISH COUNCIL

- i. It was noted that an email had been sent to Cllr Baldock, raising several points regarding Hillyfield.
- b. Complaint (ref: 26244897) update (Attachment 15)
 - i. It was noted that a response to the above complaint raised with Kent County Council regarding Hillyfield had been received.
- c. Citizens Advice donation request (email sent) (Attachment 16)

It was **RESOLVED** that a donation of £100 be made on receipt of an official Grant request.
- d. Victim Support donation request (email sent) (Attachment 17)

It was **RESOLVED** that a donation of £100 be made but ask that it is to be used locally in Swale.

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

a. Planning Applications to consider for comments

Application: 22/501637/NMAMD Officer: Emma Gore Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Non-material amendment: Amendment of plans as per covering letter (original application 17/505711/HYBRID - allowed on appeal).

Extension for response agreed until 20/05/22

It was **RESOLVED** to have no comment.

Application: 22/501804/FULL Officer: Claire Attaway Grid: 588846/162860 Ward: Borden And Grove Park Parish: Borden Address: 140 Borden Lane Borden Kent ME9 8HR Proposal: Demolition of existing dwelling and detached garage, and erection of a two storey, 5 bedroom dwelling, including widening of access drive.

Comments due 12/5, extension declined but decision date 3/6

It was **RESOLVED** that there was no objection.

Application: 22/501599/ADV Officer: Claire Attaway Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Advertisement Consent for installation of 2no. flag pole signs, 3no. fascia signs and 2no. window graphic signs

Comments due 13/5, extension declined but decision date 8/6

It was **RESOLVED** to have no comment.

Application: 22/501362/FULL Officer: Claire Attaway Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Erection of a temporary sales cabin with associated sales car park, access, and landscaping, for use in connection with the residential development approved at appeal under 17/505711/HYBRID.

Comments due 13/5, extension declined but decision date 8/6

It was **RESOLVED** to have not comment.

35. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

Reports to be circulated prior to meeting.

- a. **Speedwatch – Cllr Downes**
 - i. No update at present and noted that prompt action is required.
- b. **Kent Association of Local Councils – Cllr Sims**
 - i. Circulated at time received
- c. **Western Area Committee - Cllr Butlin**
 - i. Next meeting is on 9th June
- d. **Borden Sports Association – Cllr Sims**

BORDEN PARISH COUNCIL

- i. The Sports Association have requested that the Council agree to the installation of a 32amp socket with an isolator switch addition. It will go on a new 32amp RCBO breaker in the distribution board in garage with an isolator switch.

The Sports Association feel that this installation will support the upcoming Jubilee celebrations and ensure that all future events do not overload the existing electrical system which currently is an issue.

The fete committee will pay for the installation and the Sports Committee will deal with as tenants in occupancy.

It was **RESOLVED** to agree to the installation as detailed above, with completion of the relevant electrical certificate.

e. Heritage – Cllr Harrison

No further updates

f. Borden Parish Hall – Cllr Hepburn (Attachment 18)

- i. Looking at the ease of the disabled access.

36. ITEMS FOR INFORMATION ONLY (Attachment 19)

- i. Matters for information circulated to councillors
- ii. To receive any reports from councillors
Cllr Fassenfelt thanked Chair & Clerk
- iii. Cllr Jemmet will email the Clerk for an update on the provision of the dog bin/bags that were purchased for provision at Maylam Gardens footpath to the Oast house.
- iv. Cllr Butlin gave an update on the presentation that went ahead for Ann Coker and the Chair thanked Cllr Harrison for all her efforts in arranging this presentation.
- v. Cllr Butlin confirmed that post will go in the Parish Magazine for the Beacon.
- vi. Cllr Downs reminded that a date would need to be set for the annual finance meeting.
- vii. Apologies given by Cllr Cole, Cllr Evans and Cllr Fassenfelt for next meeting absence.

37. NEXT MEETING TO BE HELD 16th June 2022

Meeting ended at21:15

Annual AGM and May monthly minutes approved and signed by

Clive Sims.....
Chairman