

BORDEN PARISH COUNCIL
MINUTES OF ANNUAL GENERAL MEETING

Held on Thursday 16th May 2019

Present: Cllr J Bolas (Chairman); Cllr G Broughton; Cllr N Butlin; Cllr J Emery; Cllr M Downes; Cllr J Evans; Cllr E Harrison; Cllr J Hepburn; Cllr B Jemmett; Cllr M Luxton; Cllr C Masters; Cllr Sims (Vice-Chair); J Miller (Interim Clerk)

Apologies: Cllr M Baldock

Also in attendance: Cllr Mike Whiting Kent County Council; PCSO Jim Cork; PCSO Sydney Baldry

1. TO ELECT CHAIRMAN

It was **RESOLVED** to elect Cllr Jeremy Bolas to the chair.

2. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Cllr Bolas duly signed the acceptance of office form.

3. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF COUNCILLORS

Councillors duly signed the acceptance of office form

4. TO ELECT VICE CHAIRMAN

It was **RESOLVED** to elect Cllr Sims to the office of Vice Chair

5. TO CONFIRM ACCURACY OF THE MINUTES OF THE MEETING HELD ON 18th April 2019

It was **RESOLVED** to approve the minutes of the meeting. The chairman duly signed the minutes.

6. TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

It was **RESOLVED** to adopt the terms of reference for the Finance Committee.

7. TO APPOINT MEMBERS TO EXISTING COMMITTEES

It was **RESOLVED** to approve the membership of the Finance Committee as follows:
Cllr Bolas; Cllr Sims; Cllr Masters; Cllr Downes.

8. TO APPOINT ANY NEW COMMITTEES

There were none.

9. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

- (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; Cllr Baldock

10. TO REVIEW AND ADOPT STANDING ORDERS

It was **RESOLVED** to adopt the Standing Orders.

11. TO REVIEW AN ADOPT FINANCIAL REGULATIONS

It was **RESOLVED** to adopt the financial regulations.

12. TO CONFIRM CODE OF CONDUCT ARRANGEMENTS

It was **RESOLVED** to adopt the Code of Conduct.

13. TO REVIEW INVENTORY OF LAND AND ASSETS

It was **RESOLVED** to adopt the inventory of land and assets

14. TO CONFIRM INSURANCE ARRANGEMENTS

It was **RESOLVED** to confirm the insurance arrangements.

15. TO REVIEW SUBSCRIPTIONS

It was **RESOLVED** to continue the following subscriptions:

- Kent Association of Local Councils
- Campaign to Protect Rural England

16. TO REVIEW COMPLAINTS PROCEDURE

It was **RESOLVED** to amend 2 (e) to include the chairman’s nominee and increase from 10 working days to 28 working days. It was **RESOLVED** to adopt the amended procedure.

17. TO REVIEW PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT

It was **RESOLVED** to adopt the procedure for handling requests made under the Freedom of Information Act.

18. TO REVIEW THE COUNCIL’S POLICY FOR DEALING WITH THE PRESS/MEDIA

It was **RESOLVED** to adopt the policy for dealing with the press/media.

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

It was **RESOLVED** to adopt the pattern of the third Thursday of the month.

20. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies were received and accepted from Cllr Baldock due to a planning meeting at Swale Borough Council.

21. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Sims and Cllr Harrison declared an interest in the planning application for Appletree Cottage

Cllr Masters declared an interest in the Playstool quotes item.

Cllr Bolas, Hepburn and Downes declared an interest in items related to the Parish Hall.

22. 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

- a. Parishioners
- b. County/Borough Councillors

Cllr Whiting provided a report prior the meeting. Cllr Whiting also noted that he is investigating the current works signage for Wises Lane as this is confusing. Cllr Whiting reported that the KCC Member grant is now open for applications from the parish council and local groups. It was asked if Cllr Whiting can investigate the overgrown hedges.

- c. Police/PCSO

PCSO Cork introduced PCSO Sydney Baldry. It was reported that a car had been broken into alongside the Tudor Rose, reports of quad bikes riding along The Street had been investigated and the police had given words of advice to the rider. Councillors reported that the regular breaches of width restriction on Chestnut Street is increasing on Chestnut Street. PCSO Cork confirmed that he would deploy special constables to address this. Nuisance motorbikes were discussed and the PCSO confirmed the strategy of dealing with this issue. The difficulties of using the 101 service and the online reporting system were noted.

It was noted to move the PCSO item above parishioners for the next meeting.

23. FINANCE

a. ANNUAL RETURN 2018-19

i. To review the effectiveness of the system of internal control.

It was **RESOLVED** to approve the Statement of Internal Control in support of the Annual Governance Statement. The chair of the meeting and the interim clerk duly signed the document.

ii. To approve the Annual Governance Statement for 2018-19, Section 1 of the AGAR for the year ending 31 March 2019.

It was **RESOLVED** to approve the Annual Governance Statement for 2018-19 section 1 of the AGAR for the year ending 31 March 2019. The chair of the and the interim clerk duly signed the document.

iii. To approve the Accounting Statements for 2018-19, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting bank reconciliation and the explanation of significant variations from last year (2017-18) to the year 2018-19)

It was **RESOLVED** to approve the Accounting Statements for 2018-19, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting bank reconciliation and the explanation of significant variations and reserves from last year 2017-18. The chair and the RFO duly signed the document.

b. To approve accounting statements April 2019

It was **RESOLVED** to approve the accounting statements for April. The Chair and RFO duly signed the bank reconciliation and bank statement balances

c. To approve the accounts for payment – April 2019

It was **RESOLVED** that the following accounts for payment were approved:

Payee	Description	Gross Amount	Net Amount	VAT	Cheque Number
Ms J Miller	Interim Clerk invoice	£ 625.83	£ 625.83	N/A	102819
Fryer Cleaning & Maintenance	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80	102820
Streetlights	Repair of Borden Lane lamp	£ 117.30	£ 19.55		102821
Streetlights	Annual Maintenance Contract	£ 691.20	£ 576.00	£ 115.20	102822
Four Jays	Toilet Servicing	£ 64.80	£ 54.00	£ 10.80	102823
John England	Playstool inspections	£ 40.00	£ 40.00	£ -	102824
Clearway	Graffiti removal	£			102825

d. To receive update on new investment account.

It was **RESOLVED** for the finance advisory committee to prepare a comprehensive report and recommendation of a new investment account for approval by Full Council.

e. To consider request from Church for funding.

Cllr Butlin reported that the church are seeking funding towards a purchase of lighting. It was **RESOLVED** for a grant application form to be sent to Cllr Butlin to pass onto the church.

24. MATTERS ARISING FROM THE LAST MEETING

Cllr Sims asked about the flytipping and it was confirmed that an impact statement will be sent to Swale Borough Council.

25. WISES LANE & MANOR FARM PLANNING APPLICATIONS

- a.** To receive update on initial s106 scoping meeting and approve list of requirements.
Cllr Bolas reported that the comments of the parish council were welcomed by Swale Borough Council. The confirmed document will be circulated to councillors when received.
It was **RESOLVED** to nominate Cllr Sims to attend the Swale Borough Council planning meeting to speak on the s106 proposals.
It was **RESOLVED** to arrange a meeting with Clare Lyndon to discuss air quality monitoring. Cllr Bolas, Cllr Sims and Cllr Baldock will attend.
- b.** To receive update on complaint sent to Local Government Ombudsman.
It was noted that Cllr Sims will send this complaint.
- c.** To receive update on meeting planned with Kent Highways
It was noted that this meeting will be booked once the s106 has been agreed with Swale Borough Council
- d.** To receive update on meeting with Environmental Law Foundation
It was noted that Cllr Sims had provided the information and a response is awaited.
- e.** To receive update from Cllr Jemmett on village green hearings
It was noted that this meeting has been postponed until 21st June. Cllr Sims agreed to attend in place of Cllr Jemmett.

26. OPEN SPACES

- a.** To discuss wooden wall at Playstool
Cllr Masters reported that the wood that holds the bank back has collapsed. Cllr Bolas will investigate and the clerk will perform a land registry search to ascertain who is responsible for this area.
- b.** To note update on Playstool refurbishment and wetpour
It was noted that the works will begin week commencing 20th May 2019.
- c.** To note receipt of £1000 grant from KCC members fund for wetpour
Thanks were noted to Cllr Whiting.
- d.** To consider quotes for reinforcement mesh at Playstool
It was noted that only one quotation had been received so far. Quotes will be submitted to the next meeting.

It was **RESOLVED** to purchase a high-quality combination lock for the Playstool gate.

27. BORDEN NATURE RESERVE

- a.** To note Interim Clerk arranging for new bin and corresponding collection round.

28. HIGHWAYS

- a.** To note bus shelter order received and highways paperwork underway.
Thanks were noted to the interim clerk for arranging
- b.** To receive update on 4no. streetlights; School Lane; Woodgate Lane; Danaway; Hearts Delight
It was noted that Hearts Delight has been repaired, Woodgate Lane and Danaway are underway. School Lane will be investigated next.
- c.** To receive update on site meeting at Barn Close.
It was noted that Cllr Baldock is working on this and a further update and review will take place at the next meeting.

- d. To note letter sent regarding hedge cutting on Wises Lane.
It was noted that no response had been received from the landowner.

Cllr Masters and Cllr Sims left the meeting at 21:18pm

29. POLICIES AND PROCEDURES

- a. To receive update on new website
It was asked that a report be produced detailing the aims and objectives of the site.
- b. To note draft staff handbook in progress

30. EXTERNAL MEETINGS

- a. 25/04/2019 S106 at Swale Borough Council; Cllr J Bolas; Cllr C Sims; Cllr M Baldock

31. CORRESPONDENCE

There is none.

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

Cllr Harrison left the meeting at 21:21pm

19/501965/FULL

Appletree Cottage, The Street, Borden, Kent. Proposed replacement fence to west boundary

It was **RESOLVED** no comment.

33. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

Committees:

- 1. Finance

Representatives

- 2. KALC
- 3. Borden Sport Association

Representatives:

- 4. Borden Parish Hall
- 5. Heritage

PARISH HALL REPORT

- 1. The area of the car park that has sunk down is being monitored. There appears to be no change at present
- 2. A new set of cleaning blades have been fitted to the floor cleaning machine.
- 3. A notice has been put on the baby changing unit in the disabled toilet informing of the correct disposal of nappies as the small bin in the disabled toilet
- 4. Thanks to Cllr Downes for checking the leak in the kitchen which has now been repaired.

HERITAGE GROUP REPORT

Dick Bolton will give an illustrated talk 'Kentish Church stained glass windows' on Monday June 10th 7pm in Church; we are running this event in conjunction with the Friends of Borden Church and will promote the fundraising project for replacing the East Window that was stored in Canterbury Cathedral having been removed for safety during WW2.

34. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors were noted.
- b. To receive any reports from councillors
Cllr Bolas reported that a meeting will be convened for the annual parish meeting and presentation.
Cllr Sims asked for an agenda item to be included about VE Day
Cllr Sims asked for a new contact list to be circulated to councillors for private use only.

Cllr Emery asked for the seating in the Centenary Gardens to be added to the agenda.
Cllr Hepburn reported that in the Natwest is a spectacular picture of Borden Church.
Cllr Downes asked for internet access at the Parish Hall to be added to the agenda.

35. NEXT MEETING TO BE HELD 20 JUNE 2019 at 7pm

Meeting Closed at 21:37pm

Signed.....

Date.....