

**BORDEN PARISH COUNCIL**  
**MINUTES OF MEETING Held on Thursday 21<sup>st</sup> April at 19:00**

**Present:** Cllr Bolas; Cllr Butlin; Cllr Broughton; Cllr Cole; Cllr Fassenfelt; Cllr Evans; Cllr Sims; Cllr Harrison; Cllr Hepburn; Cllr Baldock; Cllr Jemmett

**Apologies:** Cllr Downs; Cllr Emery

**Also in attendance:** Teresa Millum Clerk; Julie Miller outgoing Clerk.

**134. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to approve apologies for absence from Cllr Downs and Cllr Emery.  
Apologies from Borough Councillor Hampshire not received prior to meeting.

**135. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cllr Hepburn and Cllr Bolas declared an interest in the Parish Hall.  
Cllr Baldock declared an interest in a planning item.  
Cllr Jemmett declared an interest in the Fete committee.

**136. MINUTES**

It was **RESOLVED** to approve the minutes of the meeting of 17<sup>th</sup> March, noting that Cllr Hepburn was in attendance. Chair signed minutes.

**137. PUBLIC PARTICIPATION SESSION –**

- a. Police/PCSO - there were none.
- o There was confirmation that the Police written report had been received, and Cllr Sims asked if there could be a better understanding of the MO (Modus Operandi) of the crimes and to ask the PCSO for confirmation that they covered the nature reserve.
  - o Cllr Baldock requested contact with the PCSO to uphold commitments of meeting attendance.
- b. Parishioners – there were 2 in attendance.

It was **RESOLVED** Forward to item c then revert to item b and discuss planning item 14.7 for Parishioners.

*Cllr Baldock left the meeting @ 19:20 for discussion*

*Cllr Baldock returned to meeting @ 19:30*

- c. County/Borough Councillors (a written report must be submitted three days before the meeting)
- o A written report from Cllr Hampshire had not been received prior to the meeting.
  - o Cllr Baldock gave a report on County and Borough matters. As follows;
    - 1. KCC cuts to bus services.
    - 2. Confirmed new highway person to be appointed in May for Swale.
    - 3. Still not heard about the A2 key Street interchange.

**138. FINANCE**

- a. **To approve accounting statements March 2022.**

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 list of accounts for payment**

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



Payee	Budget	Description		Gross	VAT	Net
Various	Staff Costs	April Staff Costs		£2265.55	n/a	n/a
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Mar 22 maintenance		£480.00	£80.00	£400.00
John England	Playstool Inspections	Mar 22 inspections		£40.00	£ -	£40.00
The Forge	Hall Hire	Hire 12/04		£45.00	£ -	£45.00
Borden Fete Committee	Reserves b/f	Grant payment		£301.00	n/a	n/a
Swale Borough Council	Broadside Newsletter	Printing Broadside		£186.00	£ -	£186.00
Treecycle	Space maintenance	Grind out chestnut stump		£216.00	£36.00	£180.00

Direct Debits	Budget	Description		Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge		£16.67	£2.78	£13.89
N Power	Streetlighting - unmetered supply	Street lighting Mar-22		£105.93	£5.04	£100.89
Lloyds Bank	See below	Credit card payment		£713.41	n/a	n/a

#### Credit Card

Payee	Budget	Description		Gross	VAT	Net
Currys Online	Reserves b/f	Laptop		£499.00	£83.17	£415.83
Euroloos	Toilet servicing	Weekly toilet emptying		£159.44	£26.57	£132.87
Screwfix	Jubilee reserves b/f	parts for fete		£51.97	£8.65	£43.32
Lloyds Bank	Credit Card Charges	Monthly fee		£3.00	n/a	n/a

c. It was noted that a quote had been accepted for the Pavilion PIR light instalment of £150.00.

### 139. GOVERNANCE AND ADMINISTRATION

a. Byelaws – Update received from Cllr Sims.

It was noted that Cllr Sims is waiting for a response from Kent County Council, regarding byelaws on the Nature Reserve.

### 140. COMMITTEE AND WORKING GROUP UPDATES

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

An update was circulated prior to the meeting.

Update received from Cllr Fassenfelt.

It was **RESOLVED** that when set up the link to Barrett's webpage would be put on the Borden Parish Council Facebook page for transparency.

It was **RESOLVED** that Swale Borough Council (SBC) planning department be informed of Borden Parish Council concerns as follows:



'We propose that SBC be informed that we are very concerned at the recent disk harrowing of the fields in areas A & B, which form part of the Skylark mitigation strategy to satisfy pre-condition 60 of the Wises Lane development. This has resulted in no suitable nesting habitat in these areas for Skylarks. The developers should be asked to submit suitable, and nearby alternatives in place of the areas cultivated.

Areas A & B on the current mitigation plan and appropriate updated baseline surveys covering all the development are to be completed before approval is given to this pre-condition.'

**b. To receive report and update from Jubilee Working Group**

An update was circulated prior to the meeting and Cllr Jemmett gave an update.

The Clerk to check if the status of the risk & fire plan submitted to Swale Borough Council and report back at next meeting.

Clerk to check the registration of event details and certificate of participation.

Cllr Butlin confirmed the attendance of the Mayor for lighting of the Beacon.

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

An update was circulated prior to the meeting and Cllr Butlin gave an update.

The Clerk to forward to Cllr's the original fencing quote and look back in minutes for formal agreement to bring back to next meeting.

It was **RESOLVED** to go out for 3 quotes for fencing using the specification on the grant.

**141. NEIGHBOURHOOD PLAN**

- a. To receive update from Steering Group. An update was circulated prior to the meeting and there were no questions.

**142. OPEN SPACES**

- a. To note a possible plumber has been identified to address the WC flush issues, now awaiting update on availability.
- b. There was no further update on the grant application with Barrow trust
- c. To note there is no update as yet on the insurance for the noticeboard replacement on Wrens Road.
- d. To note three quotes for the oak tree guard are still to be obtained within the £400 agreed budget.

**143. MOTIONS FROM COUNCILLORS**

- a. Cllr's Emery/ Baldock: To consider the Maypole Inn to be added to Swale Borough Councils List of Community Assets.

It was **RESOLVED** that the paperwork is obtained and brought to next meeting and to consider including The Plough and Harrow, The Long Hop and The Tudor Rose if re-opened and applicable.

- b. Cllr Emery: To consider removal of debris left on Parish Council land from the replacement of the boundary fence between Fermain and the Playstool.

It was **RESOLVED** to defer this item to the next meeting as Cllr Emery not at the meeting

**c. Cllr Sims: To consider review of policies and procedures.**

Cllr Sims reported that there are 13 policies on the Borden Parish Council Website and suggested that reviewing 1 per month rather than 13 once per year would be more manageable. Cllr Sims also drew attention to other amendments that could be made and requested that another Cllr reviewed the Code of Conduct policy prior to the next meeting.

It was **RESOLVED** to review the policy guide from NALC to confirm we are compliant if completing monthly rather than annual policy checks and Clerk to go through JPAG to check for any audit implications and report back at the next meeting.

It was **RESOLVED** to seek guidance from NALC regarding a Councillor becoming the Responsible Financial Officer (RFO). Cllr Sims to email clerk questions for NALC

#### **144.HIGHWAYS**

- a. To receive update on Highways matters, two updates were circulated prior to the meeting. Cllr Fassenfelt gave update including the highway improvement plan. Cllr Bolas will write to Cllr Baldock to arrange a Teams meeting with National Highways. It was **RESOLVED** to adopt the highway improvement plan
- b. To note the use of Maidstone Road as a diversion for the A249. It was previously noted that Kent County Council do not have capacity to meet Cllr's on site. No further update.

#### **145.CONULTATIONS FOR COMMENTS**

- a. The questions for Swale Borough Council's survey regarding their Electric Vehicle Strategy were discussed. It was **RESOLVED** that the Clerk would add the following responses to survey 22/04/22.
  - o There is not enough emphasis on charging points on new developments.
  - o The suggestions regarding on street charging for residents are currently unhelpful
- b. The questions for Swale Borough Council's survey regarding their independent Review of the current Special Responsibility Allowances for Councillors at Swale Borough Council were discussed for response. It was **RESOLVED** that the Clerk would add responses to survey on 22/04/22

#### **146.EXTERNAL MEETINGS**

- a. To note any external meetings attended by councillors.
  - a) Cllr Butlin will attend the next Swale West Parish Group meeting, date not yet known.
- b. No further future meetings noted.

#### **147.CORRESPONDENCE**

- a. 26/3 Email addressed to Wises Lane Committee. Regarding wildlife protection during the building and completion of the development for the wooded area leading into Maylam Gardens. It was **RESOLVED** Cllr Fassenfelt to draft response to be sent to Parishioner by Clerk.
- b. 05/04 Email regarding Oad Street food & craft centre car park evening closure. Resolved prior to meeting.
- c. 13/04 Email requesting access to Playstool land for residential tree removal. The Clerk will check the liability insurance and if permitting, respond back to the Parishioner to advise the contractor will need to supply a method statement and agree to repair any damage caused when removing the tree.

*Cllr Baldock left the meeting 10pm*

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

- a. **Planning Applications**
- i. **Application: 22/501225/SUB** Officer: Emma Gore Grid: 588553/163571 Ward: Borden and Grove Park Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge **Condition 49 Phase 1A** - Detailed sustainable surface water drainage scheme subject to 17/505711/HYBRID (V2255/W/19/3233606). It was **RESOLVED** that;  
The Parish Council supports the Environmental Agency's comments:-



"We do not recommend the discharge of the surface water condition at this time for any phase of development.

Deep borehole soakaways are proposed but no details have been provided on pollution prevention measures or depths to groundwater. Regional groundwater is fairly shallow so it must first be shown that discharge via boreholes will not result in a direct discharge to groundwater."

- ii. **Application: 22/501226/SUB** Officer: Emma Gore Grid: 588553/163571 Ward: Borden and Grove Park Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge **Condition 67** - Implementation of any safeguarding measures for archaeological remains and/or further archaeological investigation and recording subject to 17/505711/HYBRID (V2255/W/19/3233606).

It was **RESOLVED** to make the following comments;

- Further work should be undertaken in the southern area of Phase 1 before construction starts.
- Further work also needed in the area of trench 11, in the northern area, as identified in section 8.1.4 of the submitted report by Wessex Archaeology.
- Any historical artifacts should be offered for storage and display to the Borden Heritage Group

- iii. **Application: 22/501227/SUB** Officer: Emma Gore Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge **Condition 37 Phases 1A and 1B** - Road, footways, footpaths, verges, street tree planting, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang, embankments, visibility splays, accesses, carriageway, driveway, car parking and street furniture shall be constructed and laid out subject to 17/505711/HYBRID (V2255/W/19/3233606).

It was **RESOLVED** to make the following comments;

- No vehicle parking to be allowed on Spine Road (Platinum Way)
- Individual access to properties should be kept to a minimum
- Comprehensive study needed of pedestrian crossing points of the Spine Road (Platinum Way)
- The old Wises Lane should be used for pedestrians and cyclists
- There should be consultation with local residents about the proposals for Wises Lane north.
- There should be a high standard of block paving used.

- iv. **Application: 22/501192/FULL** Officer: Claire Attaway Grid: 588339/162909 Ward: Borden and Grove Park Parish: Borden Address: Borden Post Office 17 The Street Borden Sittingbourne Kent Proposal: Demolition of side cable wall. Erection of first floor rear infill, single storey rear extension, including alterations to replacement of existing rear balcony with Juliette balcony and alterations to windows and doors. C

It was **RESOLVED** to welcome enhanced design but there is concern over the removal of the post box and would like to see its relocation in the immediate area.

- v. **Application: 22/501315/FULL** Officer: Claire Attaway Grid: 588387/162878 Ward: Borden and Grove Park Parish: Borden Address: St Mawes The Street Borden Kent ME9 8JN Proposal: Raising of roof height and insertion of dormer window and roof lights together with two storey front and rear extension.

It was **RESOLVED** that the Parish Council object to this application as it would be out of character in the row it is within and with the substantial use of glass and minimal use of traditional materials. It is also in conservation area and would overlook the neighbour's property.

- vi. **Application: 22/501543/TCA** Officer: Julia Marshall Grid: 588493/162810 Ward: Borden and Grove Park Parish: Borden Address: 6 Barn Close Borden Sittingbourne Kent ME9 8JW Proposal: Conservation Area Notification for 1 x Sliver birch - Fell.  
It was **RESOLVED** to agree to the tree felling.

- vii. **Application: 22/501556/FULL** Officer: Claire Attaway Grid: 588721/162558 Ward: Borden and Grove Park Parish: Borden Address: Greystone Bannister Hill Borden Kent ME9 8HU Proposal: Demolition of existing dwelling and erection of 2no. five bedroom dwellings with associated parking and private amenity space (Resubmission of 21/504571/FULL).  
It was **RESOLVED** to object on the grounds that  
1. Proposed alterations were insufficient to reduce visual intrusion which was detrimental to living environment.  
2. No part of the new submission addresses the 2<sup>nd</sup> refusal by SBC neither does it address the original objections.

- viii. **Application: 22/501634/SUB** Officer: Emma Gore Grid: 588553/163571 Ward: Borden and Grove Park Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to **condition 41** (soft landscaping scheme) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606).

It was **RESOLVED** to make the following comments;

- The planting programme should be brought forward.
- Impact on wildlife must be taken into account when planting takes place.

- ix. **Application: 22/501635/SUB** Officer: Emma Gore Grid: 588553/163571 Ward: Borden and Grove Park Parish: Borden Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to **condition 66** (archaeological field evaluation works) in relation to planning application 17/505711/HYBRID and appeal decision (APP/V2255/W/19/3233606).

It was **RESOLVED** to make the following comments;

- Borden Parish Council should be supplied with any reports.
- Any historical artifacts should be offered for storage and display to the Borden Heritage Group

#### 149. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

Reports to be circulated prior to meeting.

- a. Speedwatch – Cllr Downes
- b. Kent Association of Local Councils – Cllr Sims
- c. Western Area Committee - Cllr Butlin
- d. Borden Sports Association – Cllr Sims
- e. Heritage – Cllr Harrison
- f. Borden Parish Hall – Cllr Hepburn - floor requires re surfacing

**All above circulated**

#### 150. ITEMS FOR INFORMATION ONLY

##### a. Matters for information

18/03 Public notice 28/03 SBC planning list 02/04 Minutes 02/04 SBC planning list	12/04 Borden Parish Police report from Katie Jordan 12/04 KALC regarding KCC engaging partners on the development of their new Council Strategy 2022-2026, Framing Kent's Future.
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02/04 Has Made document amendment 18 SBC, and attachments 02/04 KALC training – advanced planning for local councils 02/04 KALC events through April and May 02/04 KCC ecology comments and attachment 02/04 NALC smaller council committee's 02/04 NALC Chief Exec bulletin 02/04 The Duke of Edinburgh's green space legacy 02/04 Faversham bike ride 02/04 Swale green grid meeting 4/5 02/04 March accounts 12/04 KALC bitesize courses 12/04 KALC mapping of tree pictures re Queen's green canopy	12/04 NALC Star Council awards 12/04 KALC Easter getaway road disruptions 12/04 KALC re NALC newsletter 12/04 KALC Agenda for the next Swale Area Committee meeting, 10th May 12/04 KALC news 12/04 Swale Borough Council draft electric vehicle strategy 13/04 M2 Selling Road Bridge Expansion works - Tuesday 19 April-Friday 22 13/04 KALC Environment Calculator Workshop 13/04 SBC Review of Special Responsibility Allowances. 13/04 KALC membership & subscription
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**b. To receive any reports from councillors**

- Cllr Bolas reminded of next month's election for chair & vice chair and for Cllrs to put formal nominations into clerk at latest 1 week prior to meeting
- Cllr Bolas unable to attend May AGM, Cllr Sims will run as Vice Chair
- Outgoing Clerk thanked
- Outgoing Chair thanked
- Community award received – sent today
- Cllr Butlin – regarding disabled toilets in village hall but there is not a proper dropped curb for wheelchair access to and from hall. There is a portable ramp in place but this needs to be physically moved for curb and may not be manageable for all.

**151. NEXT MEETING TO BE HELD 19<sup>th</sup> May 2022**

Meeting ended 22:35

Signed .....  Chris Sims v/cmmr.

Date..... 19-05-22 .....