



## MINUTES OF MEETING 18TH JANUARY 2024

147. **APOLOGIES FOR ABSENCE:** There were none.

**In Attendance:** Cllr Bolas, Cllr Butlin, Cllr Broughton, Cllr Baldock, Cllr Hepburn, Cllr Harrison, Cllr Jemmett, Cllr Sims, Cllr Tumber.

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

Parish Hall: Cllr Bolas and Cllr Hepburn.

Pavilion: Cllr Sims.

Planning: Cllr Baldock

149. **CHAIR'S ANNOUNCEMENTS**

The Chair acknowledged the resignation of Cllr George Cole.

150. **TO APPROVE FOR SIGNATURE:**

The minutes of the Parish Council meeting held on 21<sup>st</sup> December 23 (Appendix A).

It was **RESOLVED** to agree the minutes from 21<sup>st</sup> December 2023, which were duly signed by the Chair.

151. **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 Ryan Chase who is the beat Chief Sergeant was in attendance. He confirmed that Swale is split into several wards with 8 beat PC's, where there should be 18 and they are currently recruiting.

Hannah Savage is the beat PC for Borden and is on maternity leave and due back in July.

PS Chase is hoping to carry out a surgery in Borden and welcomed input on suitable times and a place for this, and a timeslot of 11 am at the Forge was suggested. The Chair opened the floor and PS Chase responded to the following questions.

➤ The Kent Police Borden Parish Newsletter has been received (see Borden Parish Council website [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk)), and Facebook page for full details), which reported recent speed checks on Borden Lane, PS Chase confirmed that the speed data collector will go back out over the next couple of months, and speed checks will continue on Borden Lane. The last one was completed on 16<sup>th</sup> January 2024, and in an hour 7 vehicles were travelling over between 31 - 35 mph.

➤ The speed checks have been carried out on Borden Lane but other areas of the Parish also have speeding issues including the bottom of Wises Lane, Chestnut Street, Danaway, and Oad Street. PS Chase confirmed that he was happy to offer Police support with Borden Speed watch, and it was suggested to contact the Speed Watch coordinator directly.

➤ Regarding the tree cut down in the Playstool a response was received from the Police but nothing has been progressed, the Parish Council does not want this to become a problem as the trees are valuable assets along with the wildlife that lives in them. If reported online it's assessed but no lines of inquiry that would lead to a suspect. If there is further information or witnesses send those details through to PS Chase by email and he will pass them to the correct team.

PS Chase confirmed that the Parish Council can email him directly with issues and he will pass through to the correct area to assist.

a. Parishioners: There were 5 In attendance including 3 co-option candidates.

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

Cllr Baldock – a report was not sent before the meeting as very little has happened at the County level that affects the parish or borough.

As KCC is responsible for LNRS, to be a part of this Borden Nature Reserve should hold a designated status, and Cllr Baldock was asked to take this message back to KCC.

Cllr Cavanagh – a report was sent out before the meeting and a brief verbal update was also given.

152. **CO-OPTION VACANCIES**

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- a. To consider applicants for the three Councillor co-option vacancies on the Parish Council.

The three applicants in attendance were invited by the Chair to address the Parish Council with their interests in becoming a Parish Councillor, which they all did.

The Chair explained that two applicants had withdrawn their applications and that the co-option voting would be conducted as a composite vote in line with the NALC guidelines.

Cllr Baldock proposed a composite vote, which was seconded by Cllr Broughton.

It was **RESOLVED** to unanimously co-opt Vivien Smith, Brian Steadman, and Kevin Ingram into the 3 Parish Council vacant seats.

***The Chair suspended the meeting at 19:45 until 19:52 whilst all three co-opted Councillors signed their declaration of acceptance of office, which the Clerk witnessed, and then all three new Councillors joined the meeting***

- b. To note Cllr George Cole has resigned from the Parish Council and the notice of a casual vacancy has been posted on the website and notice boards from 15<sup>th</sup> January 2024 for the required 14 working days. If no petition is received within this period the Parish Council will fill the vacancy by co-opting a person onto the Parish Council as soon as practical.

## 153. FINANCE

- a. To approve the accounting statement and reconciliation for December 2023 (Appendix B).

It was **RESOLVED** to approve the accounting statement for December 2023, which was duly signed by the Chair and RFO.

- b. To approve the BACS list of accounts for payment in January 2024.

It was **RESOLVED** to approve the BAC's list of accounts for payment in January, these were duly checked and signed by 2 authorised signatories.

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 994.02	n/a	£ 994.02
Staff	Expenses	WFH allowance	£ 25.00	n/a	£ 25.00
HMRC	Payroll	PAYE	£ 310.50	n/a	£ 310.50
Treecraft	Tree Maintenance	2nd instalment 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	£ 75.00	n/a	£ 75.00
<b>Total BACS payments</b>			<b>£ 4,203.85</b>	<b>£ 71.00</b>	<b>£ 4,132.85</b>
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Waveney IT	IT Costs	Annual Domain renewal	£ 87.84	£ 14.64	£ 73.20
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	£ 21.00	£ 3.50	£ 17.50
N Power	Electricity - Unmetered supply	Electric	£ 162.52	£ 7.74	£ 154.78
ICO	Subscriptions	Data protection fee	£ 35.00	n/a	£ 35.00
Lloyds Bank	Admin	Corporate card (Euroloos rec'd cr £36 leaving £33 credit on card)	£ 3.00	n/a	£ 3.00
<b>Total DD payments</b>			<b>£ 371.92</b>	<b>£ 36.31</b>	<b>£ 335.61</b>
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	Credit (1st Dec - 31st Dec)	£ 36.00	£ 6.00	£ 30.00
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			<b>£33.00 credit</b>	<b>n/a</b>	<b>n/a</b>

- c. To complete a final review and agree on the budget and precept for 2024/25.

The Finance Committee presented 4 budget options to the Parish Council, taking into account items requested to be added at the December meeting.

Cllr Baldock proposed option 3 but this was not seconded.

Cllr Sims proposed option 1 which was seconded.

It was **RESOLVED** to agree on budget option 1 (1 against), as follows:-

- Total budget required is £86,302.40
- Less total known income £10,615.00
- The precept required for 2024/25 is £75,687.40 which equates to a 8.04% (£5,635.00) increase on the 2023/24 precept which was £70,052.40.

- d. To consider quotes for the Coronation oak tree plaque.

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It was **RESOLVED** to agree on quote 1 Lumley design for £170.00 which includes £20 shipping and is to match the Jubilee plaque.

- e. To consider quotes for the Coronation oak tree guard.

It was **RESOLVED** to agree on quote 1 from MEC 2001 Ltd for £220.00 plus VAT. The Clerk will go ahead and order and ask if MEC will store the guard until the young Oak tree is ready to plant.

- f. To consider quotes for the shrubbery work at Danaway.

The Clerk went out for 3 quotes, but only one has been returned, the work was too large for another, and the 3<sup>rd</sup> confirmed interest but did not make further contact.

It was **RESOLVED** to agree on quote 2 due to time constraints from Fryer Group for £1338 plus VAT, as the work needs to be completed before the bird nesting season starts, and not to go out for further quotes.

## 154. BUSINESS ITEMS

- a. To consider a further Councillor to join the Wises Lane Monitoring & Liaison Group (WLMG).

Cllr Smith and Cllr Steadman both confirmed interest.

It was proposed that both Cllr Smith and Cllr Steadman join the WLMG

It was **RESOLVED** that both Cllr Smith and Cllr Steadman would join the Wises Lane Monitoring & Liaison Group.

There were 4 against and 1 abstention.

Cllr Bolas asked that consideration be given to the WLMG becoming a Committee, which will be on next month's agenda for consideration.

- b. To consider a further Councillor to join the Finance Committee.

Cllr Ingram confirmed interest.

It was proposed that Cllr Ingram join the Finance Committee.

It was **RESOLVED** that Cllr Ingram would join the Finance Committee.

- c. Grant funding has now been secured for the new Playstool toilet and the Parish Council is to consider the following:-

- i. To put a committee in place to manage the new Playstool toilet build.

Cllr Sims summarised the project position for the group.

The formation of a new committee was proposed.

It was **RESOLVED** to form a committee for the New Build Playstool Public Convenience.

- ii. To agree to the proposed Terms of Reference (ToR) for the new Playstool toilet committee.

It was **RESOLVED** to agree on the Terms of Reference for the New Build Playstool Public Convenience Committee, with the agreed changes as viewed and discussed.

It was **RESOLVED** that the members of the New Build Playstool Public Convenience Committee will be Cllr Sims, Cllr Butlin, and Cllr Tumber.

It was **RESOLVED** that Cllr Bolas would also join the New Build Playstool Public Convenience Toilet Committee.

- d. Further to December item 142a, to receive an update on the cost of a youth provision in Borden.

This item has been covered in item 153c, as after discussion the budget was not agreed at this time for youth provision.

- e. Further to November item 130a, to receive an update on KCC Community Transport Service and an understanding of taxi service costs.

A proposal was made to establish a working group for community transport, to investigate this further.

It was **RESOLVED** that a working group would be formed to further investigate the Community Transport options. 1 against.

Cllr Baldock and the Clerk will produce a Terms of Reference for the Community Transport working group and will bring it to the February meeting for approval by the Full Council.

## 155. COMMITTEE AND WORKING GROUP UPDATES

- a. Further to December minute item 140ai to discuss how to proceed with the application for the Nature Reserve to have a designated status.

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Cllr Butlin gave an update on the application requirements which include a management plan. As the current one from FOBNR expires this year, she asked the Parish Council for consideration on renewing this before completing an application for designated status to Natural England.

After further discussion, it was proposed that Cllr Baldock, Cllr Bolas & Cllr Butlin form a working group to progress this item.

It was **RESOLVED** that a Designated Nature Reserve Working Group would be formed and the members would be Cllr Bolas, Cllr Butlin, and Cllr Baldock. The group's Terms of Reference will be brought back to the February meeting for agreement by the Full Council.

- b. Further to December item 140a, to consider a draft of the artwork advertisement for the proposed Nature Reserve lectern cherry logo.

A correction on this item was made as it's the Parish Council logo, not the Nature Reserve logo.

It was **RESOLVED** to agree on the logo advertisement with the viewed and agreed amendments to be published in the Broadside, on the Parish Council website and Facebook page, and also on the Borden Village and Borden Community Facebook pages.

- c. To receive an update from the D-Day 80 Working Group.

Further to the report sent before the meeting (which can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk)), the proclamation is included and there is also the opportunity for poems and the bell ringing.

- d. To discuss the Coronation oak tree planting.

It was agreed that when the weather was warmer the Pavilion would be opened to make it a social event for the Parish.

## 156. **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. The report can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk)

The Sports Association is looking to have all the flooring renewed except in the changing room and disabled toilet areas. This will be at a cost of circa £4,500 and they are asking for £725.00 towards those costs to be taken from the Pavilion earmarked reserves.

It was **RESOLVED** to agree £725.00 to be funded from the Pavilion earmarked reserve towards the Pavilion's new flooring.

- c. Borden Parish Hall – Cllr Hepburn (attachment 1). The report can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk)

The broken sink pipe is now repaired and the broken strip on the cupboard replaced. There was a faulty security light which has also been repaired.

- d. Borden Heritage Group – Cllr Harrison (attachment 2). The report can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk)

A reminder to pay membership subscriptions was given.

The Heritage has found a D-Day entry whilst cataloguing, and In May will have other groups and a speaker in for a 2-hour event to encourage people to start thinking about D-Day and what it means.

**The meeting ended at 9:45 pm.**

**THE NEXT MEETING TO BE HELD ON 15<sup>th</sup> FEBRUARY 2024**

**Minutes agreed and signed on 15<sup>th</sup> February 2024 by;**

**Print Name:** .....

**Signature:** .....

**Title:** .....