



## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

In Attendance: Cllr Baldock, Cllr Bolas, Cllr Broughton, Cllr Butlin, Cllr Evans, Cllr Jemmett, Cllr Sims.

### 51. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall – Cllr Bolas  
Planning – Cllr Baldock  
Pavilion – Cllr Sims

### 52. CHAIR'S ANNOUNCEMENTS – No announcements.

### 53. TO APPROVE FOR SIGNATURE:

- a. The minutes of the annual Parish Council meeting held on 18<sup>th</sup> May (appendix A).  
It was **RESOLVED** to approve the minutes of the AGM held on 18<sup>th</sup> May, and these were duly signed by the Chair.
- b. The minutes of the monthly Parish Council meeting held on 18<sup>th</sup> May (appendix B).  
It was **RESOLVED** to approve the minutes of the monthly meeting held on 18<sup>th</sup> May, and these were duly signed by the Chair.
- c. The minutes of the annual Parish meeting held on 25<sup>th</sup> May, to be approved and signed by the Chair (appendix C).  
It was **RESOLVED** to accept the minutes of the Annual Parish meeting held on 25<sup>th</sup> May were approved and duly signed by the Chair.

### 54. 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. We now have Hannah Savage who is a beat officer for the Ward and not a PCSO.
- b. Parishioners 4 in attendance.  
2 residents spoke about;
  - The increased traffic in the Hearts Delight, and Bannister Hill areas.
  - The speed of traffic in these areas.
  - Vehicle parking on Bannister Hill causing various issues.
  - A request for double yellow lines in these areas.
  - Bannister Hill Road works opening and closing at various times.

The Chair acknowledged the resident's concerns regarding the areas mentioned, along with those in Oad Street. However, a clear picture is needed of where to put the limited Parish Council finance, to get the greatest effect, and so requested that the residents who had spoken email the Clerk with the main perceived problems, so that the Parish Council can review and target what is happening, in balance with other areas. It is appreciated that it will not be as quick as residents would like, but the Parish Council will take the information given today forward along with the detail that is sent to the Clerk.

The Clerk reminded the Chair of a previous resolution in February regarding Bannister Hill double yellow lines, and of the Standing Orders 6-month rule in relation to this.

Cllr Baldock asked for an email to be sent to him regarding a request to close Bannister Hill permanently through the roadworks so that he could take it up with the Street Works team directly.

- c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
  - i. Cllr Baldock's report was not received prior to the meeting so he gave a verbal update.
  - ii. Ann Cavanagh's report was shared prior to the meeting and Ann gave a verbal update and introduction as this was the first Borden meeting attended since being appointed.

### 55. FINANCE

- a. To approve accounting statements for May 2023 (appendix D).  
It was **RESOLVED** to approve the accounting statements for May 2023, which were duly signed by the Chair and RFO.
- b. To approve the BACS list of accounts for June 2023 payment (as shown on the accounting spreadsheet).  
The Clerk advised that the list sent out is now less the Rialtas payment as this will now be paid in July when the correct invoice received.

# BORDEN PARISH COUNCIL

## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

It was **RESOLVED** to approve the following BACs list of accounts for June 2023 payment.

JUNE 23 PAYMENT LIST					
Payee	Budget	Description	Gross	VAT	Net
Staff	Salary	Mar/Apr Salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & milage	£ 33.10	n/a	£ 33.10
HMRC	PAYE	April PAYE costs	£ 280.73	n/a	£ 280.73
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
John England	Playstool Inspections	Weekly Safety inspections	£ 60.00	n/a	£ 60.00
Borden Parish Hall	Grants	Grant payment	£ 12,237.60	n/a	£ 12,237.60
Prestige Plumbing	Pavilion	Hot water immersion	£ 360.00	n/a	£ 360.00
April Skies Accounting	Audit	Internal Audit	£ 411.60	£ 66.60	£ 345.00
GraphicKat UK Ltd	Borden Directory	First half of bill	£ 170.00	n/a	£ 170.00
SLCC	Subscription	Renewal	£ 177.00	n/a	£ 177.00
KALC	Training	Social Media Skills for Cllrs	£ 44.40	£ 7.40	£ 37.00
Steve Wakeling	Open Spaces	Playstool maintenance - 2nd payment	£ 779.76	n/a	£ 779.76
Steve Wakeling	Open Spaces	Playstool maintenance	£ 50.00	n/a	£ 50.00
			<b>£ 16,059.21</b>	<b>£ 158.20</b>	<b>£ 15,901.01</b>
Cheques	Budget	Description	Gross	VAT	Net
Kevin Smith	Playstool	Replace table tops	£ 50.00	n/a	£ 50.00
			<b>£ 50.00</b>	<b>£ -</b>	<b>£ 50.00</b>
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 16.00	£ 2.67	£ 13.33
N Power	Electricity - Unmetered supply	Electric	£ 89.44	£ 4.26	£ 85.18
Lloyds Bank	Corporate card		£ 428.70	£ 69.30	£ 359.40
<b>Total payments June</b>			<b>£ 586.99</b>	<b>£ 85.04</b>	<b>£ 501.95</b>
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	Weekly toilet emptying	£ 159.41	£ 26.57	£ 132.84
Euroloos	Toilet servicing	Weekly toilet emptying	£ 154.30	£ 25.72	£ 128.58
Cartridge People	Office	Stationary - Cartridges	£ 19.24	£ 3.21	£ 16.03
Eco Green Communities	Open Spaces	General Maintenance - dog waste bags	£ 92.75	£ 13.80	£ 78.95
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			<b>£ 428.70</b>	<b>£ 69.30</b>	<b>£ 359.40</b>

- c. To note the year-to-date accounting spreadsheet, budget spend and June 2023 BACs payment list (attachment 1).  
The Clerk referred to the general reserves and earmarked reserves shown on the accounting spreadsheet, which had been reviewed at the last Finance Committee meeting on 15<sup>th</sup> May 23.  
It was **RESOLVED** to agree the accounting spreadsheet, with the detailed general reserves and earmarked reserves from April 2023.
- d. To note under financial regulation 3.4, the Clerk had arranged to have the leg on the adult exercise air walker replaced as the footplate has rusted through as reported on the weekly safety checks, the cost including VAT is £648.00. The Clerk advised that the engineer visited on 6<sup>th</sup> June and noted that the whole unit needs replacing as the unit is an older model the parts are now obsolete. For an extra £245 + VAT they would be able to replace the Air Walker with a new unit, and so this had been agreed with the consent of the Chair.  
It was **RESOLVED** that the Parish Council agreed to the decision made by the Clerk and the Chair to replace the air walker at the additional cost.
57. **ANNUAL RETURN 2022-23**
- a. **To approve the annual Internal Auditor Report** (attachment 2).  
The Clerk referred to the report sent out along with the internal audit action plan.  
It was **RESOLVED** to agree the annual Internal Auditor Report from April 2022 – March 2023.
- b. **To review the effectiveness of the system of internal control and to approve the Statement of Internal Control in support of the Annual Governance Statement** (attachment 3).  
It was **RESOLVED** to approve the Statement of Internal Control and the Chair and RFO duly signed to confirm.
- c. **Annual Governance Statement (AGAR) for 2022-23, Section 1 of the AGAR (attachment 5)**  
To approve post internal audit, section 1 of the AGAR for 2022-23 for the year ending 31 March 2023.

# BORDEN PARISH COUNCIL

## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

The RFO read out each of the 9 statements of Section 1 of the AGAR and noted down the Parish Council responses, including as noted in the internal audit report, point 4 should be marked as 'no'. This was due to an error on dates noted on the 2021/22 external auditor certificate for the 'exercise of public rights', which should have stated a failure in the 2021/22 audit but noted as the 2022/23 audit, this was not challenged at the time, and is now too late to amend the dates.

It was **RESOLVED** to agree and approve the Parish Councils responsibility of a sound system of internal control, including preparation of the Accounting Statements for the year ending 31 March 2023, on section 1 of the AGAR and the Chair and RFO duly signed to confirm. Noting that the external audit has not yet been completed.

d. **Accounting Statements for 2022-23, Section 2 of the AGAR (attachment 6).**

To approve post internal audit, section 2 of the AGAR for year ending 31 March 2023, and the supporting bank reconciliation and the explanation of any significant variances in the accounting statements from 2021-22 to the year 2022-23.

The Clerk advised that point 9 of section 2 had been restated for 2022 to remove the Parish Hall. This is because during the 2022/23 financial year an amendment was made to the current asset register for the deduction of the Parish Hall, which has been amended to a 'charity asset held by the authority as trustee', and showing as zero in costs, in line with the Governance and Accountability Guidelines. As the Parish Hall had been incorrectly included in the asset register as £1,517,756 for several years, and this adjustment is effectively a correction of an error, the internal auditor recommended that the asset register balance for 2021/22 is restated under point 9, and the Parish Hall is removed from the 2021/22 asset register balance.

It was **RESOLVED** to approve the Accounting Statements and supporting attachments for 2022/2023 on section 2 of the AGAR, which were duly signed. Noting that the external audit has not yet been completed.

e. **To approve the annual Risk Assessment review (attachment 7).**

The financial risk assessment was previously reviewed by full Council on 18<sup>th</sup> June 22 and further reviewed and updated by the Finance Committee on both 12<sup>th</sup> January 23 and 12<sup>th</sup> May 23.

It was **RESOLVED** to approve the annual Risk Assessment review.

f. **To agree the dates for the period for the exercise of public rights.**

It was **RESOLVED** to agree the dates for the exercise of public rights from 20<sup>th</sup> June to 1<sup>st</sup> August 2023. Noting that the accounting statements at this time will be unaudited by the external auditor.

### 58. BUSINESS ITEMS

a. Social Media – a discussion to clarify the use of the Parish Council, Councillors own, and other public forums.

It was **RESOLVED** to adopt the social media and Electronic Communication Policy. This will be added to the website at <https://www.bordenparishcouncil.gov.uk/>.

b. To review the method of communication between the Clerk and Councillors, including general emails and resident communications.

The Clerk has previously sent parishioner emails relating to a working group to the working group lead, to share with the working group and to the full council via the correspondence log prior to the monthly meetings. Since the election with fewer Cllrs, emails have been sent to all members of the relevant working group with the rest of the Council copied in, with the full correspondence log continuing to be sent prior to meeting, are the Council happy for this process to continue.

It was **RESOLVED** that the Parish Council are happy to continue with the current Parishioner communication process.

It was also agreed there was no value in the Clerk continuing sending Cllrs the 'FYI' email log with the monthly agenda.

c. Playstool toilets – to discuss the way forward with the new toilet facilities.

The project of looking at replacing the current Playstool toilet with permanent structure, is being led by Cllr Sims, who is preparing a report for the Council and has asked for another Cllr to support.

Both Cllr Evans and Cllr Butlin volunteered.

It was **RESOLVED** that working group was not required at this time and that Cllr Sims can engage with other Cllrs as and when required for support, and all communications would go out via the Clerk.

It was **RESOLVED** that Cllr Sims has the authority to engage with the relevant residents and stakeholders.

d. To consider Swale Borough Councils 'Invitation to Nominate for Local Heritage List' (attachment 9).

Cllr Butlin confirmed that listed buildings are not included, and asked Cllrs for suggestions for the list.

# BORDEN PARISH COUNCIL

## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

Cllr Bolas proposed including the cast iron signpost at Harman's Corner and the Church, the 2-mile markers at Chestnut Street and Danaway, the Forge if appropriate, the Roman Road by the Church, the Post Office – post box in the wall and stables at the back, another forge in Chestnut Street, Upper Playstool.  
It was **RESOLVED** to nominate the above-stated items to the local Heritage list, and the Clerk will send.

### 59. COMMITTEE AND WORKING GROUP UPDATES

- a. **To receive report from Wises Lane Monitoring Group** (attachment 10). Report sent out prior to meeting and available on the website at <https://www.bordenparishcouncil.gov.uk/>.
- i. Cllr Butlin gave an update from the latest meeting with DBW on 12<sup>th</sup> June.
  - Sports pitches – there is an expectation that there will be some sort of fitness leisure facility such as a small football pitch. We suggested cycle track with picnic benches and landscaping (expression of interest).
  - BDW confirmed that the Enforcement Officer had visited the site on 6th June, and she had spoken with their Ecologist and there were no issues. However, Cllr Butlin has contacted the Enforcement Officer and from this conversation the Enforcement Officers understanding of the location and condition of the mitigation sites was unclear, so Cllr Butlin would like to seek further clarity on this.
  - BDW confirmed window cleaning had begun and was fortnightly.
  - BDW own the land referred to as "Wards' Land".
  - The BDW Minutes from the May meeting have been approved and the Clerk has updated on the Parish Council website at <https://www.bordenparishcouncil.gov.uk/>.
  - Lorries using the wrong route were discussed. They will speak with site Manager to stop this. Any damage on the triangle will be made good.

*Cllr Bolas left the meeting at 20:59 and Cllr Sims took over as Chair.*

*Cllr Bolas returned to the meeting at 21:00 and took back the Chair.*

Cllr Sims proposed the Parish Council write to the Enforcement Officer asking for credible evidence of what exactly they have seen and done and identification of the actual proposed mitigation Skylark sites.

It was **RESOLVED** to agree that the Clerk write to the Enforcement Officer asking for credible evidence of what exactly they have seen and done, and identification of the actual proposed mitigation Skylark sites. 1 abstention.

Cllr Baldock proposed the Parish Council write to the head of Planning to ask what steps have been taken to ensure Skylark mitigation measures are adequate to meet the planning conditions. Due to the urgency of this issue if no response in 8 working days the Parish Council will be notifying Kent Police.

It was **RESOLVED** that the Clerk would write to the head of Planning to ask what steps have been taken to ensure Skylark mitigation measures are adequate to meet the planning conditions. Due to the urgency of this issue if no response in 8 working days the Parish Council will be notifying Kent Police.

*Cllr Sims left the room at 21:25 and returned at 21:26.*

- ii. Wises Lane TOR for review.

It was **RESOLVED** to agree the changes submitted by the Wises Lane Monitoring & Liaison Group to their Terms of Reference as detailed on their monthly report under points 1, as follows;

(b) Make recommendation on usage of S106 money

(c) Liaise with BDW and reporting to Full Council on potential use of community areas in Phases 2f, 5a, 5b and 5c

(d) To investigate ways of integrating new residents into the parish

(e) To investigate ways in which the development can bring benefits to the wider parish

*Cllr Broughton left the meeting at 21:28*

- iii. It was **RESOLVED** to withdraw the Councils objection to the cycle path being on the northern side of Platinum Way to Chestnut Street as the PROWZR120 is being upgraded to a bridleway which will give cyclists the route they require to School Lane. The Clerk will write to Swale Planning to advise.

# BORDEN PARISH COUNCIL

## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

### b. To consider the following 3 items regarding the Nature Reserve.

- i. To consider installation of disabled and pushchair kissing gate, which in principle is supported by KCC. However, there are many models of such structures available on the market and KCC have requested details of the dimensions of the model the Parish Council wish to see installed, and the precise location, for approval. It is possible that the KCC Public Rights of Way Team will become involved in this matter too, particularly if the County Council are being requested to consider funding part/all of such an installation (attachment 11). It was **RESOLVED** to delay decision until further information is known on the lease.
- ii. To consider FOBNR lectern. KCC have confirmed the proposed design of the lectern surface is satisfactory and assume, that the proposed A2 size refers to the readable surface of the lectern. KCC have requested details of the height of the lectern above ground level; assuming this is a sloping structure, also indicating the highest point of the lectern (attachment 11).

It was **RESOLVED** to keep items in 1 – 4 in place:

1. Please keep to the main footpaths.
2. Please keep your dog under control.
3. Please remember it is illegal to pick any plant of flowers, disturb or cause harm to the wildlife and damage any of the habitat.
4. Please respect nature, your litter is harmful.

To remove items 5-6 as these are detailed in the Byelaws:

5. Please do not bring bicycles or motorbikes into the Reserve.
6. Please note this area is not suitable for any ball games.

In addition, add 'please be aware that byelaws apply in this area'.

- iii. Nature Reserve lease update from KCC requested in March minute item 189e/iv. The Clerk advised that she had written to Nick Gill at KCC on 19<sup>th</sup> April, who has confirmed that the lease runs until 30th September 2024, and that he has forwarded the enquiry to his colleague in KCC Property, who has been dealing with this, and has asked that they update him on the progress. The Clerk was asked to send the email to Cllr Baldock on Kent email address.

### 60. OPEN SPACES

- a. Further to February minutes item 175c, Councillors to bring an update of parking in their own areas for discussion. The Chair moved this item to the July meeting, due to lack of time, and Cllrs to send to Clerk to cascade.

### 61. HIGHWAYS

- a. To receive update on Highways matters. Cllr Bolas gave a verbal update including that he had attended the Highways England monthly meeting at Oad Street and concerns have been raised from Oad Street residents regarding the volume and speed of traffic, especially since Chestnut Street & Danaway have been closed. Cllr Baldock proposed the Clerk write to Highways England requesting that the Parish Council are included in consultations. It was **RESOLVED** that the Clerk would write to Highways England (copy to Cllr Baldock), requesting a copy of the risk assessment for the use of Maidstone Road and Oad Street as a diversion for all traffic during planned and emergency work on A249. As per April minute item 45a the Clerk has updated the Parish Council website Highways page to advise that the contact for Highways matters going forward would be the Clerk.

**Standing orders suspended at 10:00pm**

# BORDEN PARISH COUNCIL

## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

### 62. CORRESPONDENCE

- a. To review resident correspondence and agree any actions to be taken (attachment 12)  
Correspondence received from Parishioners since the last meeting was reviewed.  
It was **RESOLVED** that the Clerk and the Chair can respond to emails, and report to the following Parish Council meeting. Trial for a 3-month period then if works amend Standing orders.

*The Chair agreed a comfort break for the extended meeting at 22:13  
Meeting reconvened at 22:22*

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

- 1) **APPLICATION REF: 23/502210/FULL. Grid: 587631/161562.** PROPOSAL: Construction of a solar farm together with control building, switch room, substations and compound, point of connection equipment, storeroom, access track, security measures, associated infrastructure and works, landscaping and biodiversity enhancements. ADDRESS: Land on Either Side of Vigo Lane and Wrens Road Sittingbourne Kent ME9 8LA.

Borden Parish Council have been made aware that a financial contribution to the community has been offered if this application is successful, however, that offer played no part in the consideration of the application by the Parish Council.

It was **RESOLVED** that Borden Parish Council object to the application on the basis of the following 2 points which were raised by Bredgar Parish Council.

1. Loss of grade 2, 3a and 3b agricultural land. Development on grades 2 and 3a land is inconsistent with Swale planning policies and is not welcome in this time of reduced food security.
2. The proposed farm will impact negatively on the setting of the AONB, in terms of visual impact, noise and light pollution and also the countryside gap.

However, BPC recognises that due to the climate change crisis and need for urgent action, SBC may take the view that this application merits an exception and decide on approval. In such a situation BPC would raise no objection, provided that conditions are imposed to reduce the negative impact.

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Rather than duplicate further points Borden Parish Council also agree with Bredgar Parish Councils comments submitted to the Mid-Kent Planning Portal on 5<sup>th</sup> June as listed below, with the addition of the following two points.

1. All construction traffic should enter the site by Vigo Farm and no traffic should enter the thoroughfare of the Oad Street settlement.
2. We have concerns of hedge removal destroying dormouse corridors.

The following conditions and suggestions should be incorporated in the grant of any permission:

1. The application should demonstrate greater commitment to benefit the environment and biodiversity, and to offset the harm and negative visual impact that the plan creates. We would like to know that there is a detailed plan for the provision of the wildflower meadows.
2. We are aware that, at a similar development nearby, weed killer has been used to manage the land and would want to see a condition prohibiting use of such chemicals.
3. We would like to see more detail on hedgerow planning, including the use of mixed native species, and the plan for maintaining the hedgerow in good condition, to support wildlife.

# BORDEN PARISH COUNCIL

## MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023

4. In the interests of protecting dark skies, there should be no use of lighting other than where essential for maintenance and construction.

5. The decommissioning of the plant is a major concern. We note that there is an outline Decommissioning Plan, which states that it should be a condition of any grant of permission that a detailed plan be submitted 12 months prior to decommissioning. 24 months would seem more realistic. The plan states that the intention is for the use of the land to be returned to agricultural use after the 40 years – can this be locked in somehow? We would like to preclude any sort of automatic change in planning use status of the land, which might come about as a result of its solar farm use over the 40 years.

6. Management of the construction phase is also important. Conditions should be imposed to ensure the noise, light and heavy vehicle traffic are controlled and that the contractors work on a 'considerate' basis.

A final suggestion, which would give further depth to the environmental improvements outlined, would be for the applicant and landowner(s) to investigate new ways of providing environmental benefits from the project and gaining income from the land surrounding the proposed solar site. New income sources could be for environmental good works or tackling climate change, such as, the governments environmental land management scheme (ELMS), by association with a carbon offset scheme or the Kent County Councils Tree Establishment Strategy "Plan Tree". This might enable the planting of woodland on the southern side opposite the solar farm to provide additional benefits for the environment, wildlife, a natural sound barrier against traffic noise from the M2, offset harm to the setting of the AONB and enhance the tranquillity of the AONB. The Parish Council would like to engage with and support any such initiatives if contacted.

We ask members to consider the above potential conditions fully, with a view to enabling a boost to the 'green energy' provision in Kent, while minimising damage and creating a positive impact on the environment

- 2) **APPLICATION REF: 23/502038/LAWPRO.** Grid: 588580/163789. Address: 93 Brier Road Borden Sittingbourne Kent ME10 1YL. Proposal: Lawful Development Certificate for proposed erection of a single storey rear extension. This has been noted.
- 3) To Note re: **Application No: 22/505735/REM.** Land at Manor Farm Chestnut Street Borden Kent. This planning application was due to be reported to the Planning Committee meeting of the Council held in the Council Chamber at Swale House on 25 May 2023.
64. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated prior to meeting).
- b. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- c. Borden Sports Association – Cllr Sims. Report sent out prior to meeting and available on the website at <https://www.bordenparishcouncil.gov.uk/>.
- d. Borden Parish Hall – Cllr Hepburn. Report sent out prior to meeting and available on the website at <https://www.bordenparishcouncil.gov.uk/>.
- e. Borden Heritage Group – Cllr Hepburn. Report sent out prior to meeting and available on the website at <https://www.bordenparishcouncil.gov.uk/>.
- i. To consider the committee of Borden Heritage Groups decision on the following wording for the plaque to be located on The Street bench:  
*"In commemoration of the Coronation of King Charles III 6<sup>th</sup> May 2023  
Borden Heritage Group"*  
The funding notice listing those who provided funds is to be placed in the bus shelter behind the bench. It was **RESOLVED** to approve the above wording of the plaque to be located on The Street bench.
- f. Western Area Committee report sent out prior to the meeting.

**BORDEN PARISH COUNCIL**  
**MINUTES OF MONTHLY MEETING ON 15<sup>TH</sup> JUNE 2023**

**65. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to Councillors prior to the meeting.

**Meeting ended at 23:35**

Apologies for July meeting  
Cllr Cole & Cllr Jemmett

**NEXT MEETING TO BE HELD ON 20<sup>TH</sup> JULY 2023**

**Minutes agreed and signed on 20<sup>th</sup> July by;**

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

**Title: .....**