

**BORDEN PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING**

**Held on Thursday 17<sup>th</sup> January 2019**

**Present:**

Cllr J Bolas (Chairman); Cllr M Baldock; Cllr M Downes; Cllr J Evans; Cllr E Harrison; Cllr J Hepburn; Cllr Sims (Vice-Chair) Cllr S Smith; J Pilbeam (Interim Clerk)

**Also in attendance:** Kent County Councillor Mike Whiting, Swale Borough Councillor Nicholas Hampshire and 4 members of the public.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Millican and Cllr Luxton with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

*The meeting was adjourned to allow the public to address the council.*

**2. PUBLIC TIME**

a) Parishioners

There were no questions

b) County/Borough Councillors

Cllr Whiting circulated a report prior to the meeting. The council were reminded to apply to the members grant for the wet pour repairs and the bus shelter.

Cllr Bolas asked about how the parish council could enter into a constructive dialogue with KCC Highways to have an early intervention in road safety plans in Borden. Cllr Whiting agreed to investigate how this could be achieved and report back.

It was **RESOLVED** for the Clerk will write to Cllr Whiting to formally request collaborative action on highways safety issues.

Cllr Baldock asked why KCC Highways officers are describing Planning Policy MU3 in the Local Plan as 'fundamentally flawed' now and this was not picked up when the Local Plan was approved. Cllr Whiting agreed to investigate and report back before the 30<sup>th</sup> January.

Cllr Hampshire talked of his disappointment of the approval of the Manor Farm planning application and advised that the Wises Lane extraordinary planning meeting on 30<sup>th</sup> January 2019 was open to the public. Cllr Hampshire confirmed that as a voting member he cannot comment but will listen to residents' views.

The issue of drivers not adhering to the Pond Farm road closure was reported by Cllr Hampshire and Cllr Whiting was asked that KCC communicate the road closure better and that the diversion be made more appropriate. Cllr Whiting confirmed that new signage will be erected in the morning.

Cllr Hampshire also reported his concerns about the new Key Street roundabout scheme and the plans for the M2 junction 5 in connection with the Wises Lane planning application.

Cllr Hampshire reminded councillors that the Member Grant funding is coming to an end and applications need to be made by the end of the month.

Councillors asked about Borden Village Fete funding and Cllr Hampshire confirmed that invoices will be presented to the parish council to claim the maximum amount.

Cllr Hampshire reported that the Air Quality consultation ends on 29<sup>th</sup> January and encouraged councillors to respond.

Cllr Sims asked Cllr Hampshire to explain his comments regarding opposition groups not being united for Wises Lane as the parish council had interpreted this as referring to the parish council. Cllr Hampshire confirmed that this was not the case and it was agreed that this statement is confusing.

Cllr Baldock reported that he was disappointed with the progress by the district council scrutiny committee on development planning and that the issue should be re-opened after the next elections.

Cllr Baldock reported that he was disappointed with the way that the district council didn't follow the legal requirement on the badger sett protection and has asked for a detailed analysis on this. Cllr Baldock also noted that there was no provision for badger foraging in either planning application.

Cllr Baldock reported that the Grove Park Ave/Brier Road permission given to build in a back garden could set a dangerous precedent locally.

Cllr Baldock reported that there was money available in the members grant.

c) Police/PCSO

PCSO Cork had sent his apologies for non-attendance.

It was agreed to bring item 6 (c) forward on the agenda.

**6. (c) Key Street Roundabout changes – letter to Cllr Mike Whiting**

It was noted that the parish council had received a full response to the queries raised about the Key Street Roundabout changes.

Cllr Sims raised concerns about the length of the slip road. Cllr Whiting reported that he had asked the same question but it had been confirmed that the length meets the Highways England standards. It has been through thorough checks before getting to this stage.

Cllr Downes asked about the impact on views of planning applications as it makes traffic movement more feasible and encourage the large development approvals.

Cllr Whiting can only inform ward members on the planning committee on the possible scenarios but agreed this could be a risk. Cllr Whiting agreed to speak with the scheme manager at KCC.

Cllr Baldock asked what provisions had been made for pedestrians where the express lane is planned.

Cllr Smith raised concern about traffic having to cross the busy lanes to turn right. Cllr Whiting explained that officers gave an example on the Thanet Way that is similar and successful.

Cllr Bolas asked how horse riders and cyclists will be affected as KCC has sign posted this route to be suitable for these users.

Cllr Masters asked if KCC have considered what happens to traffic when Sheppey bound has an accident.

It was asked that these questions are sent to Cllr Whiting to consult with the Highways officers.

Cllr Whiting was thanked for his input and left the meeting.

### 3. MINUTES OF THE MONTHLY MEETING HELD ON 13<sup>th</sup> DECEMBER 2018

It was **RESOLVED** that the minutes of the 13<sup>th</sup> December meeting be accepted as a true and correct record. The minutes were duly signed.

### 4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Bolas declared a non-pecuniary interest in the item Wises Lane and Manor Farm.

Cllr Baldock declared a non-pecuniary interest in the item Planning

### 5. FINANCE

#### a) To approve the accounts

Cllr Downes explained the requirements of contingency funds and this will be reported throughout the year. It was **RESOLVED** to approve the accounting statements of 31<sup>st</sup> December 2018.

#### b) To approve the cheques raised at the meeting (appendix 1)

It was **RESOLVED** to approve the accounts for payment as follows:

Payee	Description	Gross Amount	Net Amount	VAT	Cheque Number
Ms J Miller	Interim Clerk invoice	£ 472.81	£ 472.81	£ -	102786
CPRE	Annual Subscription	£ 36.00	£ 36.00	£ -	102787
Fryer Cleaning & Maintenance	Maintenance of memorial & centenary gardens	£ 375.60	£ 313.00	£ 62.60	102788
Steve Wakelin	Maintenance of Playstool	£ 551.06	£ 551.06	£ -	102789
Streetlights	Streetlighting (redrawn cheque Oct not rec'd)	£ 117.30			102790
John England	Playstool Inspections	£ 40.00	£ 40.00	£ -	102791
MFV	Payroll costs December	£ 45.00	£ 37.50	£ 7.50	102792

#### c. To consider internal audit report and agree actions.

It was **RESOLVED** for the Clerk to ensure that the website is compliant as per the internal auditor's comments. GDPR and email addresses will be reviewed at the next meeting.

#### d. To approve the income and expenditure budget for 2019/20

It was **RESOLVED** to approve the income and expenditure budget for 2019/20.

#### e. To approve precept request for 2019/20

It was **RESOLVED** to approve a precept figure of £59,000. This equates to an increase on Band D properties of 2.57%.

Cllr Downes and the Interim Clerk were thanked for the work on the precept.

### 6. MATTERS ARISING FROM THE LAST MEETING

#### a. Kent Libraries, Archives and Registrations Consultation

- i. To note response sent.  
Cllr Hepburn was thanked for his work on the response.
- b. **Swale Borough Council Corporate Plan 2019/22**
  - i. To note response sent
- c. **Key Street Roundabout changes – letter to Cllr Mike Whiting**
  - i. To note letter sent and 20 working day response time (31<sup>st</sup> January 2019)

This item was covered earlier on in the meeting. It was noted that the letter needs to be made clear that it is in the capacity of Cabinet Member and Ward Member.

Cllr Downes asked if there was an update on junction 5. Cllr Bolas reported that there is a meeting with Atkins on 13<sup>th</sup> February at Swale House and it was **AGREED** that Cllr Bolas will be attending on behalf of the parish council.

d. **Dog Warden**

- i. To note correspondence number shared with Cllr Sims

**7. WISES LANE & MANOR FARM PLANNING APPLICATIONS**

*Cllr Sims took the chair for this item.*

*Items c and d were taken first.*

- a. To report additional information added to Wises Lane application - Environmental Statement Addendum received 13.12.18 – noted.
- b. To report response from James Freeman in relation to notice of meetings and the Phlorum report - noted
- c. To report update from Planning Committee 10/01/19  
Cllr Sims reported that the case was put across very well and the issue of deferment was raised. Cllr Sims thanked the borough councillors for their efforts. It was noted that the Air quality issue played a key part and swayed councillors against the application.
- d. To receive any other further updates and agree actions

Item 15 was brought forward.

*Cllr Bolas took the chair*

**8. PROFESSIONAL SUBSCRIPTIONS**

- a. To consider investigating a parish council specialist law advisory service  
The benefits of approaching NALC in the first instance to address the feasibility of a case as this is a service already included in the KALC subscription.  
It was **RESOLVED** to approach NALC for advice in the first instance for legal advice. Should the advice not be expedient the council will proceed with the Parish Council Legal Scheme.

*Cllr Sims took the chair and items 7 a and b were addressed*

It was **RESOLVED** to write to Chief Executive Officer of Swale Borough Council to ask under what provisions of the constitution did the council bring the Manor Farm this decision forward rather than await the 12 month agreed deferral period approved by the Planning Committee Meeting in August.

It was **RESOLVED** to write separately to Chief Executive Officer of Swale Borough Council to lodge that Borden Parish Council is concerned that the air quality evidence it provided was not considered adequately in relation to the Manor Farm Planning Application in either the officers report or the update to councillors.

It was noted that a reply be requested before 30<sup>th</sup> January 2019.

It was **RESOLVED** to write to the NALC advisory service on 17<sup>th</sup> January asking whether it is legal to give a planning application approval prior to a badger set disturbance mitigation measures have been investigated.

It was **RESOLVED** to write to the CERDA for advice on MU3 issues concerning the specific contradictions with the Local Plan. It was **APPROVED** to use the budget for CERDA advice to cover the cost up to £500.

It was **RESOLVED** to delegate the authority to the Clerk to object to the latest consultation on Wises Lane once the advice is received from CERDA before the planning consultation deadline.

It was **RESOLVED** to ask if CERDA are prepared to accept information from BRAD solicitor Lisa Foster of Richard Buxton in relation to planning considerations in the preparation of the parish council's response to the officer's report.

It was **RESOLVED** for the Clerk to write to James Freeman to at Swale Borough Council to request a deferral of the planning committee pending the outcome of the HIF bid and confirmation of what is agreed for junction 5 of the M2.

It was **RESOLVED** for Cllr Sims to speak at the planning committee on 30<sup>th</sup> January 2019.

*Cllr Bolas re-took the chair.*

*Cllr Sims left the meeting at 21:50pm*

## 9. WET POUR

- a. To approve specification for tender applications.

It was **RESOLVED** for a more up to date specification on repairs at the playground to be drawn up and three tenders to be approved.

It was **RESOLVED** that the approved contractor be instructed to carry out the repairs as per the ROSPA report.

It was noted that more up to date and environmentally friendly materials will be investigated.

*Cllr Sims entered the meeting at 21:53pm*

- b. To approve application to Member Grant Fund for £1000 towards cost

It was **RESOLVED** that £1000 be applied for under Cllr Whiting's member grant fund.

- c. To consider exploring grant funding for remaining cost.

The Clerk will investigate other funding options for the playground repairs.

## 10. TOILET AT PLAYSTOOL

- a. To report contractor unable to service and to consider actions.

It was **RESOLVED** to source further quotes for servicing the toilet. It was **RESOLVED** to delegate the authority to the Clerk to appoint an alternative contractor within the existing cost.

## 11. BUS SHELTER

- a. To consider new bus shelter at Key Street and agree actions

It was **RESOLVED** for the Clerk to proceed with the Bus Shelter at Key Street and write to KCC for the grant request for the bus shelter and to write to Cllr Hampshire and Cllr Baldock to contribute

Cllr Masters congratulated all councillors that arranged the Christmas tree, the hedge between the Tudor Rose and the a lorry park planning application and asked that the Clerk to check on the planning status Hooks Hole Chestnut Street opposite the Tudor Rose.

*Cllr Masters left the meeting at 21:59pm*

*Cllr Sims left the meeting at 22:01pm*

*Cllr Sims re-entered the meeting at 22:02pm*

## **12. GENERAL DATA PROTECTION REGULATIONS**

- a. To consider request from Cllr Luxton that following the audit report recommendations, the following be adopted by Borden Parish Council:

1. Councillors should have an appropriate GDPR email address
2. There should be a Policies and Procedures webpage
3. Standing orders and Financial Regulations should be placed on the Council Website.
4. A privacy notice be put on the website.

It was noted that points 2, 3 and 4 will be carried out under the audit report requirements.

## **13. EMERGENCY RESILIENCE PLANNING**

- a. To consider report from Cllr Evans and agree actions

It was **RESOLVED** to publish the list of emergency contacts on the website and in 'The Broadside'.

## **14. STREETLIGHTING**

- a. To consider report from Clerk and agree actions

It was noted that investigations are ongoing and a full report will follow.

## **15. PARKING RESTRICTIONS**

- a. To discuss yellow lines outside Barn Close and agree actions

It was **RESOLVED** to write to all properties in Barn Close, those opposite and 100 yards within the junction to consult on the possibility of double yellow lines.

## **16. PROFESSIONAL SUBSCRIPTIONS**

- a. To consider investigating a parish council specialist law advisory service

This item was covered earlier in the meeting.

## **17. EXTERNAL MEETINGS**

- a. Faversham Focus Group 16/01/19 – noted.
- b. 20's Plenty Working Group – noted.

## **18. CORRESPONDENCE**

- a. Parking issues at Maylam Gardens – it was **RESOLVED** to refer the item to the PCSO.
- b. Disabled Bays Swale – response required by 21/01/19 – noted.
- c. Change of date of Faversham Focus Group to 16/01/19 – noted.
- d. Increased prices for Playstool Maintenance – noted.

*Cllr Baldock left the meeting at 22:22pm*

## **19. PLANNING APPLICATIONS**

- a. **APPLICATION REF: 18/506669/FULL**

PROPOSAL: Two storey rear extension (Revision of 18/504205/FULL)

ADDRESS: 13 Dental Close Sittingbourne Kent ME10 1DT

It was **RESOLVED** NO OBJECTIONS

- b. **APPLICATION REF: 18/506695/FULL**

PROPOSAL: Erection of two storey extension and orangery with roof lantern to rear, relocation of front door, window and gate in boundary wall.

ADDRESS: Bannister House Bannister Hill Borden Sittingbourne

It was **RESOLVED** NO OBJECTIONS

## **20. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES**

### **a) Finance**

This had been covered earlier in the meeting.

### **b) KALC**

There was nothing further to report.

### **c) Borden Sport Association**

**There was nothing further to report.**

### **d) Borden Parish Hall**

Cllr Hepburn reported that the paving is almost finished and a very good job.

### **e) Heritage**

Cllr Harrison reported at the first meeting of the year Sheila and John Hepburn gave and illustrated talk on old Sittingbourne, and the Forge was filled to capacity for this very interesting and informative event.

On February 14<sup>th</sup> in The Forge the speaker will be Kerry Gregory, a gem expert, who will talk about the history of gem stones.

The 2019 programme will include be published next month.

## **21. ITEMS FOR INFORMATION ONLY**

a) Matters for information circulated to councillors (Appendix 2)

b) Reports to be noted (Appendix 3)

c) To receive any reports from councillors

Cllr Harrison asked if the Clerk's contact details to be added to the parish noticeboards.

Cllr Baldock reported that the parish hall's noticeboard was out of date.

Cllr Emery reported that he had received a donation for £820.80 from Mr I W Kemsley in relation to the benches in Centenary Gardens and the item will be added to agenda next month.

Cllr Downes asked about missing bank statements and informing Barclays of the new contact details.

## **22. NEXT MEETING TO BE HELD on Thursday 21<sup>st</sup> February 2019 at 7pm**

**The meeting closed at 22:30pm**

**Signed.....**

**Date.....**