

# **BORDEN PARISH COUNCIL**

**All members of Borden Parish Council are summonsed to attend the  
FULL COUNCIL MEETING OF BORDEN PARISH COUNCIL to be held on  
Thursday 18<sup>TH</sup> June 2020  
Via Video Conferencing at 7pm  
Contact the Clerk for log in details**

*Julie Miller*

Julie Miller, Parish Clerk

clerk.bordenpc@gmail.com

11<sup>th</sup> June 2020

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

### **3. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 20<sup>th</sup> FEBRUARY 2020.** *(Attachment A)*

### **4. FINANCE**

#### **a. To approve accounting statements February – May 2020**

Chair and RFO to sign the bank reconciliation and bank statement balances  
*(Attachment B)*

#### **b. To approve the accounts for payment**

Approved signatories to sign the BACs payment list  
*(Appendix 1)*

#### **c. Annual Return 2019-20**

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

Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The chair of the meeting and the interim clerk to sign.  
*(Attachment C)*

**ii. To approve the Annual Governance Statement for 2019-20, Section 1 of the AGAR for the year ending 31 March 2020.** The chair of the meeting and the clerk to sign and date.

**iii. To approve the Accounting Statements for 2019-20, 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** The chair of the meeting to sign and date.  
*(Attachment D)*

### **5. MATTERS TO NOTE SINCE LAST MEETING** *(Attachment E)*

- a.** To note Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- b.** To note update on projector installation contractor.
- c.** To note update on parish hall broadband.
- d.** To note installation of shutters and fascia works at Sports Pavilion.
- e.** To note protective surfacing under gates at Playstool.
- f.** To note new toilet contractor in place.
- g.** To note quotes for refurbishment of sign and conservation requirements delayed due to COVID -19
- h.** To note Cllr Fassenfelt's response to Cllr Mike Whiting regarding traffic surveys.

### **6. ACTIONS TAKEN IN RESPONSE TO COVID-19**

- a.** To receive update on Parish Council Fruit and Vegetable market.
- b.** To note volunteer database.
- c.** To note receipt of litter picking equipment from Swale Borough Council.

### **7. GOVERNANCE AND ADMINISTRATION**

- a. To consider delay of annual general meeting until May 2021.
- b. To perform annual review of council risk assessment
- c. To receive update on Parish Hall 5 year costed plan.

(Attachment F)

## **8. PLANNING MATTERS**

- a. To receive update on Wises Lane planning appeal.
- b. To receive update on Neighbourhood Plan.

## **9. OPEN SPACES**

- a. To note trees for Playstool to be ordered.
- b. To receive update from Cllr Bolas on tree warden role.
- c. To note quotes for replacement of picnic tables delayed due to COVID-19
- d. To note dog bin waste bag dispensers to be investigated.
- e. To consider the 'In Bloom' initiative.
- f. To consider plaque for Centenary Gardens – Cllr Sims
- g. To consider marking the reason for planting the two Coronation Oaks – Cllr Sims

## **10. BORDEN NATURE RESERVE**

- a. To note update on fly-tipping prosecution.
- b. To note nature reserve 'walk around' cancelled due to COVID-19
- c. To note update from Cllr Baldock on 'Friends of' group.

## **11. HIGHWAYS**

- a. To receive update on the use of Maidstone Road as a diversion for the A249.
- b. To receive update on KCC Highways Improvement Plan meeting.
- c. To consider installation of School Lane Street Lamp £3,346 + VAT

## **12. VE DAY 2020**

- a. To receive update from VE Day 2020 advisory committee.

## **12. CONSULTATIONS FOR COMMENTS**

- a. Swale Borough Council – PSPO consultation
- b. Swale Borough Council – Code of Conduct consultation

## **14. EXTERNAL MEETINGS**

- a. To note no meetings due to COVID-19

## **15. CORRESPONDENCE**

- a. Email from resident regarding white van parking in Wrens Road – referred to KCC
- b. Email from resident regarding memorial bench in Hearts Delight – referred to KCC
- c. Email from resident regarding homeless people in Nature Reserve – referred to Police and SBC
- d. Email from resident regarding overgrown verge The Street – referred to KCC

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

- a. There are no planning applications to consider.

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

- a. Speedwatch – Cllr Downes
- b. Kent Association of Local Councils – Cllr Sims
- c. Borden Sports Association – Cllr Sims
- d. Heritage – Cllr Harrison
- e. Borden Parish Hall – Cllr Hepburn

## **18. ITEMS FOR INFORMATION ONLY**

- a. Matters for information circulated to councillors (Appendix 2)
- b. To receive any reports from councillors

## **19. NEXT MEETING DATE TO BE CONSIDERED.**

**Appendix 1**  
**ACCOUNTS FOR PAYMENT**  
**JUNE 2020**

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk costs June	£ 580.83	n/a	n/a
HMRC			PAYE costs June	£ 145.00	n/a	n/a
Ms J Miller			Expenses - Clerk	£ 82.60	n/a	n/a
Ms J Miller			Reimbursement Zoom Subs	£ 143.88	£ 119.90	
Jeremy Bolas	29/05/2020		Q supplies reimbursement	£ 81.17	n/a	n/a
Safe Play	05/06/2020	30/09/1943	Playstool gate surfacing	£ 750.60	£ 625.50	£ 125.10
Fryer Cleaning & Maint	31/05/2020	8526	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Euro Loos	01/05/2020	135971	Toilet Service	£ 144.00	£ 120.00	£ 24.00

**Appendix 2**  
**MATTERS FOR INFORMATION**

06/03/2020 Disabled Bay Consultations  
 06/03/2020 Smart Motorways Update  
 06/03/2020 Disabled Bay Consultations  
 06/03/2020 COVID-19 updates  
 06/03/2020 NALC update  
 09/03/2020 COVID-19 updates  
 11/03/2020 COVID-19 updates  
 11/03/2020 Rural Bulletin  
 14/03/2020 NALC Coronavirus update  
 16/03/2020 Coronavirus information for parishes  
 16/03/2020 Bobbing Village Consultation event  
 19/03/2020 Changes to meetings schedule SBC  
 19/03/2020 Coronavirus updates for parishes  
 20/03/2020 SBC response to Coronavirus  
 20/03/2020 KALC chief executive bulletin  
 20/03/2020 Keeping connected in difficult times  
 20/03/2020 Clearway COVID19 notification  
 20/03/2020 COVID-19 measures  
 20/03/2020 Coronavirus information for parishes  
 20/03/2020 The lifeboat project  
 23/03/2020 A2 SGN works  
 23/03/2020 Covid19 update  
 24/03/2020 Council office closure  
 24/03/2020 PKF Littlejohn – AGAR delays  
 24/03/2020 Coronavirus community support scheme  
 27/03/2020 Consultation on Street trading  
 01/04/2020 COVID19 updates  
 02/04/2020 Important NALC Coronavirus  
 06/04/2020 Important information community support scheme  
 08/04/2020 Temporary road closures  
 08/04/2020 The Rural Bulletin  
 08/04/2020 NALC Coronavirus  
 08/04/2020 Some ideas from us to stay connected  
 08/04/2020 Smart Motorway Updates  
 08/04/2020 KCC monthly update  
 08/04/2020 Key Street Roundabout  
 08/04/2020 Coronavirus update

08/04/2020	British Red Cross
08/04/2020	Coronavirus updates
15/04/2020	NALC Coronavirus updates
15/04/2020	The Rural Bulletin
15/04/2020	Coronavirus information for parishes
15/04/2020	NALC chief executives bulletin
15/04/2020	M20 smart motorway updates
15/04/2020	Coronavirus information for parishes
15/04/2020	Help NALC in research for dementia
15/04/2020	KCC Media Release Kent Together
15/04/2020	COVID19 trading standards
15/04/2020	Fields in Trust
15/04/2020	National CSSC Green Message
15/04/2020	Coronavirus information for parishes
15/04/2020	Chief Executives Bulletin
21/04/2020	Urgent Road closure Heart's Delight
21/04/2020	COVID-19 update – 20/04/2020
21/04/2020	The Rural Bulletin
21/04/2020	Kent PCCs Spring Summer newsletter
21/04/2020	NALC coronavirus information for parishes
21/04/2020	KALC CEO bulletin April 2020
21/04/2020	COVID-19 updates
21/04/2020	NHS Kent and Medway CCG
23/04/2020	Fields in Trust
23/04/2020	COVID 19 update
23/04/2020	Coronavirues updates for parishes
23/04/2020	Identifying vulnerable people
23/04/2020	COVID 19 updates
23/04/2020	Update from SGN gas network
28/04/2020	The Rural Bulletin
28/04/2020	Read the latest insights – Came and Co.
28/04/2020	KCC & Medway Public Health media release
28/04/2020	PHE weekly comms and marketing update
28/04/2020	Save our public footpaths
28/04/2020	Kent County Council Public protection alert
28/04/2020	Kent County Council Public protection alert – Natwest
28/04/2020	Chief Executives bulletin
28/04/2020	COVID-19 updates
30/04/2020	KALC news April
30/04/2020	Citizens Advice Swale
01/05/2020	SMP M20 update
01/05/2020	Updated table of examples – supporting your community
01/05/2020	COVID-19 Updates
01/05/2020	Coronavirus information for parishes
01/05/2020	National CSSC Green Message
01/05/2020	Weekly update
07/05/2020	Swale Local Plan
07/05/2020	NALC publishes report
07/05/2020	RSN Rural Funding Digest
07/05/2020	Take Action Coronavirus and the Planning system
07/05/2020	COVID 19 Updates
07/05/2020	Wheelabrator Kemsley Generating Station
07/05/2020	Virtual VE Day celebrations
07/05/2020	Update from SGN gas network
12/05/2020	Coronavirus information for parishes
12/05/2020	Updates table of examples
12/05/2020	Kent's Household Waste and recycling centres to open
12/05/2020	The planning system in times of crisis
12/05/2020	Chief Executives Bulletin
12/05/2020	The Rural Bulletin May
12/05/2020	Important NALC Coronavirus information
12/05/2020	COVID 19 updates
13/05/2020	SMP M20 update of work

13/05/2020	Could you link to walking in Kent?
13/05/2020	Newsletter from the Chairman
18/05/2020	Appeal by Quinn Estates
19/05/2020	COVID 19 content for Kent Residents
19/05/2020	Updated programme works for SMP M20
19/05/2020	The Rural Bulletin
19/05/2020	KALC Letter to Sec of State for Housing, Communities and Local Gov
19/05/2020	A2 Key Street InterchangeTraffic signals
19/05/2020	KALC CEO Bulletin May
01/06/2020	Pollution note
01/06/2020	NALC open letter to councillors
01/06/2020	KALC launches pilot online training
01/06/2020	The Rural Bulletin
01/06/2020	NALC Chief Executives Bulletin
01/06/2020	Consultation on street trading extended
01/06/2020	Temporary Road Closure Pond Farm Road
01/06/2020	Open Letter to Councillors
01/06/2020	Chestnut Street Suspension of width restriction
01/06/2020	KCC monthly report
02/06/2020	KALC SAC
03/06/2020	Coronavirus advice
03/06/2020	The Rural Bulletin
03/06/2020	ELF Newsletter
03/06/2020	KALC News May
03/06/2020	RSN Rural Funding Digest
03/06/2020	Kent and Medway Patient Online Survey
03/06/2020	Coronavirus information for parishes
03/06/2020	COVID19 updates
10/06/2020	NALC and BHIB risk assessment
10/06/2020	COVID-19 update
10/06/2020	The Rural Bulletin
10/06/2020	Disabled Bay Consultations
10/06/2020	NALC launches new publication website