

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 16th December 2021
In the Borden Sports Pavilion, Wises Lane at 7pm**

Julie Miller

Julie Miller, Parish Clerk

clerk@bordenparishcouncil.gov.uk

9th December 2021

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 FOLLOWING MEETINGS

- a) **18th NOVEMBER 2021** (Appendix A)
- b) **6th DECEMBER 2021** (Appendix B)

4. PUBLIC PARTICIPATION SESSION –

The period of time designated for public participation at a meeting in accordance with standing order 3 above shall not exceed 30 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 5 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 – new PCSO Jake Marsh
- b. Parishioners
- c. County/Borough Councillors (a written report must be submitted three days before the meeting)

5. FINANCE

a. To approve accounting statements November 2021

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

b. To approve the BACS list of accounts for payment

Approved signatories to sign the BACs payment list

| Payee | Inv Date | Inv No | Description | Gross | VAT | Net |
|------------------------------------|------------|------------------|--|---------|--------|---------|
| Ms Miller | | | Clerk Wages Dec 21 | £698.27 | | £698.27 |
| Ms Miller | | | Clerk Expenses Nov 21 | £71.80 | | £71.80 |
| HMRC | | | PAYE Dec 21 | £208.48 | | £208.48 |
| Fryer Cleaning & Maintenance | 30/11/2021 | 1052 | Maintenance of Memorial & Centenary Gardens | £460.80 | £76.80 | £384.00 |
| John England | 10/12/2021 | . | Playstool Inspections | £40.00 | £0.00 | £40.00 |
| Lushland | 17/11/2021 | in0943/11- 21 | Tree inspection | £370.00 | £0.00 | £370.00 |
| KALC | 24/07/2021 | 17697 | Neighbourhood planning training | £60.00 | £10.00 | £50.00 |
| Richard Wilkinson Electrical | 14/11/2021 | 21/1338 | Safety test Christmas lights and fault tracing/disconnecting fete tree lights | £180.00 | £30.00 | £150.00 |
| Kings Commercial | 01/11/2021 | 568 | Toilet cleaning August - November 2021 | £693.32 | £0.00 | £693.32 |
| D Kirby | 06/12/2021 | | Supply and fit new toilet seat | £306.00 | £0.00 | £306.00 |
| D Kirby | 06/12/2021 | | Supply and fit new toddler swing | £390.00 | £0.00 | £390.00 |
| PKF Littlejohn | 22/09/2021 | 20213034 | Annual Audit | £360.00 | £0.00 | £360.00 |

c. To approve Direct Debit payments

| | | | | | | |
|------------|------------|------|-------------------------|--------|-------|--------|
| Waveney IT | 01/12/2021 | 1390 | Mailbox charge November | £5.99 | £1.00 | £5.99 |
| E.On | 01/11/2021 | | November Electricity | £73.55 | £3.50 | £70.05 |
| Lloyds | 01/12/2021 | | | | | |
| EDF Energy | 01/11/2021 | | November Pillar | £16.00 | £0.80 | £15.20 |

£95.54

6. PLANNING MATTERS

- a. To note complaint submitted to KCC regarding lack of adequate response to Hillyfield planning application
- b. To note response from SBC regarding pre-application for beacon on Playstool.
- c. To note Borden Parish Council added to Highsted Park circulation list at SBC.
- d. To discuss Neighbourhood Plan Survey – Cllr Butlin

7. PRECEPT AND BUDGET 2022-23

- a. To consider precept and budget for 2022-23.

8. KALC COMMUNITY AWARDS

- a. To consider nominations

9. GOVERNANCE AND ADMINISTRATION

- a. To note update on meeting with school regarding Parish Cup – Cllr Cole
- b. To note quotes being sought for new byelaw signs.
- c. To review social media policy.
- d. To note Civility and Respect update from NALC and to consider adding statement to website.

10. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report and update from Wisers Lane Monitoring Group.
- b. To receive report and update from Neighbourhood Plan Steering Group.
- c. To receive report and update from Jubilee Working Group.
- d. To receive report and update from the Playstool Working Group.

11. ACTIONS TAKEN IN RESPONSE TO COVID-19

- a. To receive update on COVID-19 response.

12. OPEN SPACES

- a. To note tree works being scheduled as per inspection report and public to be informed.
- b. To note chain and padlock replaced at Playstool.
- c. To receive update on wildflower planting.
- d. To consider next steps regarding toilet.

13. BORDEN NATURE RESERVE

- a. To note new lease terms requested from KCC still pending.
- b. To discuss Management Plan – Cllr Butlin

14. HIGHWAYS

- a. To receive update on Highways matters from Cllr Fassenfelt
- b. To note National Highways meeting scheduled for 14th December.
- c. To note incident in Danaway and consider lobbying for safety action.
- d. To receive update on Highways Improvement Plan.
- e. To receive update on the use of Maidstone Road as a diversion for the A249.
- f. To discuss the possible upgrade of surface to Woodgate Lane.

15. CONSULTATIONS FOR COMMENTS

There are none.

16. EXTERNAL MEETINGS

- a. To note any external meetings attended by councillors.
13/11/2021 – KALC AGM

- b. To note any future meetings
14/12/2021 – Western Area Committee SBC

17. CORRESPONDENCE

- a. Email from Cllr Tutt regarding lighting grant comments.
- b. Email from resident regarding protest at Wises Lane.

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

- a. **Planning Applications to consider for comments**
- b. **Lawful Development Certificate to note**

Application: 21/506024/LAWPRO Address: 195 Borden Lane Borden Sittingbourne Kent ME9 8HR Proposal: Lawful Development Certificate for proposed roof conversion including dormer windows and insertion of roof lights.

19. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

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

20. ITEMS FOR INFORMATION ONLY

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

21. NEXT MEETING TO BE HELD 20TH JANUARY 2022

Appendix 1

MATTERS FOR INFORMATION

10/11/2021 Latest Kent Police Rural Task Force report
17/11/2021 National CSSC Message
17/11/2021 The Rural Bulletin
17/11/2021 NALC Chief Executives Bulletin
17/11/2021 KALC AGM Papers
17/11/2021 KALC Community Awards
17/11/2021 Civility and Respect Newsletter
22/11/2021 Local Government Bulletin
22/11/2021 KALC CEO Bulletin
22/11/2021 Local Government Bulletin
22/11/2021 National Model Design Code
22/11/2021 National CSSC Message
22/11/2021 Local Government Bulletin
29/11/2021 Cold weather alert
29/11/2021 Local Government Bulletin
29/11/2021 KALC Virtual Climate Change Conference
29/11/2021 Swale JTB
29/11/2021 Public Engagement slides