

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 20th July 2023 in the Pavilion, Wises Lane at 7pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk

14th July 2023

AGENDA

66. APOLOGIES FOR ABSENCE

67. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

68. CHAIR'S ANNOUNCEMENTS

69. TO APPROVE FOR SIGNATURE:

The minutes of the annual Parish Council meeting held on 15th June 23 (appendix A).

70. VACANCIES

- Councillor Co-option from uncontested election -To consider the vacancies and any applications for co-option.
- To discuss and applications for the 1 casual vacancy, where the notice was published on 25th May, requesting persons wishing to be considered for this appointment to apply in writing to the Clerk no later than 15th June 23.

71. 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.*

- Police/PCSO.
- Parishioners.
- County/Borough Councillors (*a written report must be submitted three days before the meeting*).

72. FINANCE

- To approve accounting statements for June 2023 (appendix B).
- To approve the following BACS list of accounts for July 2023 payments.

Payee	Budget	Description	Gross	VAT	Net
Staff	Salary	Mar/Apr Salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & milage	£ 29.05	n/a	£ 29.05
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
Kings Commercial	Open Spaces	Toilet Cleaning (3x £173.33)	£ 519.99	n/a	£ 519.99
Rialtas	Office	Accounts Cloud annual fee	£ 271.99	£ 45.33	£ 226.66
Rialtas	Office	Accounts software, training & licence	£ 878.09	£ 146.35	£ 731.74
Parish Hall	Room booking	Internal Audit	£ 26.80	n/a	£ 26.80
			£ 3,521.67	£ 275.88	£ 3,245.79
Cheques	Budget	Description	Gross	VAT	Net
Kevin Smith	Playstool (Chq no. 300051)	Replace table tops	£ 50.00	n/a	£ 50.00
			£ 50.00	£ -	£ 50.00
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	£ 80.70	£ 3.84	£ 76.86
Lloyds Bank	Admin	Corporate card	£ 64.99	£ 10.34	£ 54.65
			£ 214.54	£ 25.66	£ 188.88
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Amazon	Office	HDMI lead / Printer paper	£ 47.49	£ 7.92	£ 39.57
Amazon	Office	Cartridge	£ 14.50	£ 2.42	£ 12.08
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 64.99	£ 10.34	£ 54.65

- To note that Cheque no. 300051 for £50 was initially on the June payment list but the work was re-scheduled, and the cheque re-dated to 6th July once work completed, and initialled by 2 authorised signatories.
- To note the year-to-date detail of receipts and payments by budget heading (attachment 1).

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- e. To confirm and agree virements and earmarked reserve use.
The Grant budget was set for 2023/24 at £2500, and to accommodate the grant agreed in May for £12,237.60 towards the Parish Hall refurbishment, £10,000 has been used from the Parish Toilet earmarked reserves. A virement of £3000 has been made from Election expenses (as unused) to the grant budget line. After paying both the Parish Hall and Fete grants, this now leaves the grant budget at £2215.20.
- f. S. 106 funds including indexation amounts to £42,501.49, the RFO has sent details to the S. 106 Monitoring Officer at Swale, for payment to the Parish Council. The Monitoring Officer has also confirmed the funds have been reallocated for the new Playstool toilets.
- g. To note the Rialtas accounting system is now in use to replace the previous spreadsheet system.
- h. To consider quotes for Pavilion new hot water tanks and installation (attachment 2)
- i. Community Board – Further to May agenda item 42c, the Clerk has been unsuccessful in identifying the original suppliers of the Parish Hall notice boards so that the Community board can be made by the same supplier. The Council to consider the suitability of the original quotes gathered by the Clerk, whilst noting that they are now out of date so prices may differ slightly to those shown (attachment 3)

73. BUSINESS ITEMS

- a. To review and agree outstanding Terms of Reference (attachment 4).
Further to May Annual Parish meeting resolution under item 20, Cllrs were to consider if the current groups which they are members of, fall under 'the usual business of the Council', and return to full Council with recommendation for consideration, of the structure and remit of the current groups going forward.
- b. To discuss the Councils list of priorities (attachment 5)
- c. To discuss the initial arrangements for the June 2024 D-Day 80 celebrations (attachment 6).

74. COMMITTEE AND WORKING GROUP UPDATES

- a. Wisers Lane - To receive an update from June resolution 59ai where an email was sent to the Enforcement Officer at SBC regarding clarification on Condition 60 Skylarks.
- b. To consider ideas for the S. 106 Woodland area fund towards the maintenance of the Woodland area.
- c. To receive a report from the Nature Reserve Group (attachment 7).

75. MOTIONS FROM COUNCILLORS

Cllr Baldock - As per the April resolution 10a iii, a letter was sent from the Parish Council to Arriva on 16th May 2023, with a request to reinstate the bus service through Danaway / Chestnut Street. If, when received the Arriva response is not favourable or no response received at all, I would like the Parish Council to consider contacting alternative bus companies who may be able to provide this service.

76. HIGHWAYS

- a. To receive update on Highways matters.
- b. Traffic and Parking in the Parish.
 - i. Further to February minutes item 175c, Councillors to bring an update of parking in their own areas for discussion (attachment 8).
- c. To consider Bannister Hill, Hearts Delight residents safety issues and concerns, as discussed at the June meeting during the Public Participation Session (attachment 9).

77. OPEN SPACES

- d. Cllr Bolas – From discussion with residents to consider installing a dog waste bin at Maylam Gardens.
- e. To consider support for maintenance of the traffic island near the Maypole.
- f. To consider a resident request for a bench to be installed in the green area of Maylam Gardens.
- g. Playstool weekly safety checks – there will be up to an 8-week period where our current inspector will be unavailable to carry out the play area and adult exercise equipment weekly safety checks. The Council to consider who will carry out the safety checks during this period.

78. CORRESPONDENCE

To review resident correspondence and agree any actions to be taken (attachment 10).

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

- 1) **Application: 23/502524/LAWPRO.** Grid: 587151/163434. Address: The Hollies Chestnut Wood Lane Borden Sittingbourne Kent. Proposal: Lawful Development Certificate for proposed removal of existing conservatory and construction of a wet room and entrance lobby.
App received after June agenda posted, comments due by 23/06/23, extension requested 02/06/23.
Response from Swale Planning - *This is an application for Lawful Development Certificate Proposed where we check to confirm that the development falls within permitted development rights therefore no one is consulted for these types of planning applications.*

- 2) To note the following application was due to be reported to the Planning Committee meeting of the Council on 22 June 23:
Application No: 22/505870/FULL Proposal: Conversion and change of use of existing detached disused and abandoned former light industrial workshop into a three bedroom dwelling (C3) and conversion and change of use of existing adjacent detached former associated office and store (previously hay barn) currently disused into a home office to be used for the dwelling occupier including part demolition of existing commercial workshop and installation of a sewage treatment plant and EV charging point. Location: Light Industrial Unit (Disused) Land Adjacent To Pebble Court Farm Woodgate Lane Borden.

- 3) **Application: 23/502759/LAWPRO.** Address: Ambleside Maidstone Road Borden Kent ME9 7QA
Proposal: Lawful Development Certificate for proposed single storey rear extension

- 4) **Application No: 23/501750/FULL.** Location: 195 Borden Lane Borden Sittingbourne Kent ME9 8HR. Proposal: Erection of a detached garage and boundary wall with railings and sliding gate. Relocation of vehicular access and extension of existing driveway.

- 5) **Application: 23/503032/SUB.** Grid: 588126/164212. Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU
Proposal: Submission of details pursuant to conditions 12 (foul and surface water drainage), 15 (sustainable surface water drainage scheme), and 16 (measures within drainage scheme to ensure silt and pollutants can be managed) , of application 17/500727/OUT.

- 6) Application: 23/503033/SUB. Grid: 588115/164086. Address: Land at Manor Farm Chestnut Street Borden Kent ME10 1YU
Proposal: Submission of details pursuant to condition 2 (Arboricultural Method Statement) of application 22/505735/REM.

80. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated prior to meeting).
 - a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
 - b. Borden Sports Association – Cllr Sims (attachment 11).
 - c. Borden Parish Hall – Cllr Hepburn (attachment 12)

NEXT MEETING TO BE HELD ON 17th AUGUST 2023