

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 Monday 26th September 2022 in Borden Sports Pavilion, Wises Lane at 7pm

Teresa Millum

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

20th September 2022

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

3. CHAIR'S ANNOUNCEMENTS

4. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 18th AUGUST 2022 (appendix A)

5. PUBLIC PARTICIPATION SESSION – The period of time designated for public participation at a meeting 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.

- Police/PCSO (Incident reports from BPC attachment 1).
- Parishioners.
- County/Borough Councillors (a written report must be submitted three days before the meeting).

6. FINANCE

i. To approve accounting statements for August 2022 - Chair and RFO to sign the bank reconciliation and bank statement balances (appendix B).

- To approve the BACS list of accounts for September payment - Approved signatories to sign the BACs payment list.
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Payee	Budget	Description	Gross	VAT	Net
Clerk/ RFO	Salary	May Salary	£904.87	n/a	£904.87
Clerk	Clerk expenses	WFH allowance, mileage	£29.05	n/a	£29.05
HMRC	PAYE	June PAYE costs	£ 256.09	n/a	£256.09
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£480.00	£80.00	£400.00
J England	Safety	Playstool checks	£60.00	n/a	£60.00
Kings Commercial	Maintenance	Toilet cleaning	£173.33	n/a	173.33
Treecraft	Maintenance	Tree cutback	£480.00	n/a	£480.00
Playsafe	Annual Safety Inspection	Playstool	£151.20	£25.20	£126.00
Gallagher	Insurance	Insurance renewal	£4086.45	n/a	£4086.45
Mark Vigrass	Jubilee	Overnight carriage	£10.80	£1.80	£9.00
PKF Littlejohn	Audit	External Audit	£360.00	£60.00	£300.00
Total Direct Bank Payments			£6991.79	£167.00	£6824.79
Direct Debits	Budget	Description	Gross	VAT	Net
EDF Energy	Electric	Feeder pillar	£16.00	n/a	£16.00
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£2.78	£13.89
O2	IT	Mobile	£13.20	n/a	£13.20
NPower	Electric	Unmetered supply	£82.16	£3.91	£78.25
Lloyds	Credit card		£187.15	n/a	£187.15
Lloyds	Credit card	J Miller	£3.00	n/a	£3.00
Total DD Payments			£315.18	£33.26	£281.92

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Credit Card	Budget	Description	Gross	VAT	Net
Euroloos			£159.41	£26.57	£132.84
Euroloos	Admin		£1.00	n/a	£1.00
Dust Spares	Maintenance	Dog waste bin connector	£20.74	n/a	£20.74
Lloyds	Charge	Monthly credit card fee	£3.00	n/a	£3.00
Lloyds	Charge	Monthly credit card fee J Miller	£3.00	n/a	£3.00
Total Credit Card Payments			£187.15	£26.57	£160.58

- c. To note Year to Date budget, spend and accounts (attachment 2).
- d. To note annual insurance payment of £4086.45 includes the Parish Hall premium of £2,307.12 which is to be reimbursed by the Parish Hall Committee as normal.
- e. To note 2 x £3.00 credit card fee's to be refunded by bank.
- f. To note an internal transfer of £5000.00 has been made from Unity instant access to the current account to enable payments to be made.
- g. To note the external audit is complete. Section 3 of the external auditor report and certificate, and final sections 1 & 2 of the AGAR along with 'notice of conclusion of audit', have been posted on our website as required.

7. BUSINESS ITEMS

- a. To discuss and agree actions relating to Operation London Bridge – Her Majesty the Queen – and to plan and budget for the resulting coronation.
- b. **Data Protection / GDPR** – Cllr Jemmett (attachment 3 & 4).

8. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive an update from the Wises Lane Monitoring Group.
 - i. Gas Transportation Co. Ltd, update on the letter of complaint sent by BPC.
- b. To receive report from Nature Reserve Working Group (attachment 5).
 - i. Risk assessment review for volunteers.
- c. Jubilee Working Group – agreement to be sought on plaque for the beacon (attachment 6).

9. OPEN SPACES

- a. Christmas lights switch on – Cllr Sims.
- b. To have enough power to run the Christmas Lights Switch-on event, the Fete Committee have requested that an additional high-power socket is installed into the green power box that is sighted in the centenary gardens. Currently there are 6 off 16A ceeform connectors in the pillar, and the request is to upgrade one of these connectors, preferably the first in the row, to a 32A socket. The Fete committee are happy to pay the expected £120.00 fee for this upgrade.
- c. Dead tree in woodland - Cllr Fassenfelt (attachment 7).
- d. Annual arboricultural Tree Survey at Playstool, Woodland & Nature Reserve – Cllr Butlin.
- e. Homestead path to woodland, installation of post to stop vehicular traffic – Cllr Downes.
- f. The refurbishment of the signpost on the corner of Borden Lane/Bannister Hill/The Street – Cllr Evans.

10. MOTIONS FROM COUNCILLORS (to be sent to clerk 7 days prior to meeting date)

- a. Cllr Fassenfelt – Community bus, continued from July action 67d.
- b. Cllr Emery - Community assets to be listed (attachment 8).
- c. Cllr Sims – Update on Byelaws.

11. HIGHWAYS

- a. To receive update on Highways matters (attachment 9).
- b. Quotes for a potential seating bench on the Street at the bus shelter location (attachment 10)

12. EXTERNAL MEETINGS

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- a. Western Area Committee (attachment 11)

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

- 1) **Application 22/503947/SUB** Grid: 588721/162558 Address: Greystone Bannister Hill Borden Kent ME9 8HU. Proposal: Discharge of conditions 3 - Finished Floor _ Site Levels, Condition 4 - Landscaping and Condition 9 - Energy for 22/501556/FULL
- 2) **Application 22/503676/FULL** Grid: 586240/163016 Address: Windyridge Maidstone Road Borden Sittingbourne Kent, ME9 7PU.
Proposal: Erection of a single storey rear extension including insertion 1no. roof light and relocation of existing oil tank.
- 3) **APPLICATION REF: 22/503623/FULL. Grid: 587706/163874. PROPOSAL:** Change of use of barn from agricultural to B8 storage and distribution use, with associated office space (retrospective).
ADDRESS: Hooks Hole Farm School Lane Borden Kent ME9 8DA

14. 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.
 - i. Pavilion plumbing quotes (attachment 12)
- c. Heritage – Cllr Harrison.
- d. Borden Parish Hall – Cllr Hepburn (attachment 13).

15. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (attachment 14).
- b. To receive any reports from councillors.

NEXT MEETING TO BE HELD 20th October 2022