

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 10th June 2021
At Borden Parish Hall at 16:30pm
Please see www.bordenparishcouncil.gov.uk for guidance on COVID-19
regulations for attending this meeting.

Julie Miller

Julie Miller, Parish Clerk

clerk@bordenparishcouncil.gov.uk

3rd June 2021

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

3. CHAIRMAN'S ANNOUNCEMENTS

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
- b. Parishioners
- c. County/Borough Councillors

5. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 6TH MAY 2021

(Attachment A)

6. TO NOTE MINUTES FROM FINNCE AND GENERAL PURPOSES COMMITTEE HELD ON 27TH MAY 2021

(Attachment B)

7. FINANCE

a. To approve the accounts for payment

(Appendix 1)

Approved signatories to sign the BACs payment list at next available opportunity.

8. ANNUAL RETURN 2020-21

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

- 1. To approve the Statement of Internal Control in support of the Annual Governance Statement. The chair of the meeting and the Responsible Financial Officer to sign the document. *(Attachment C)*

ii. To approve the Annual Governance Statement for 2020-21, Section 1 of the AGAR for the year ending 31 March 2021.

- 1. To approve the Annual Governance Statement for 2020-21 section 1 of the AGAR for the year ending 31 March 2021. The chair of the and the clerk to sign the document. *(Attachment D)*

iii. To approve the Accounting Statements for 2020-21, Section 2 of the AGAR for the year ending 31 March 2021 and the supporting bank reconciliation and the explanation of significant variations from last year (2019-20) to the year 2020-21)

The RFO and chair to signed the documents.

(Attachment D)

iv. To note annual internal auditor report to follow at next meeting

v. Risk Assessment

To approve the annual risk assessment review.

(Attachment E)

9. TO DISCUSS CHRISTMAS LIGHTS – Cllr Sims

10. TO CONSIDER RESIDENT REQUEST TO CONVERT MEMORIAL GARDENS INTO A WILDFLOWER AREA

11. CONSULTATIONS

- (a) Local Heritage Listing Criteria consultation
- (b) BT Payphones consultation

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

(a) To consider planning applications for comment

i. Application No: 21/500968/FULL Location: 2 Homestead View Borden Sittingbourne Kent ME9 8JQ Proposal: Part conversion of garage into habitable space, with creation of first floor including 3no. front rooflights and 1no. rear dormer. Erection of single storey rear extension including internal and external alterations as amended by drawings received 5th May 2021 removing the rear dormer

ii. Application No: 21/502860/FULL Conversion of garage into habitable space, with alterations to roof. Erection of single storey double garage to front, with pitched roof. The Meadows Chestnut Street Borden Sittingbourne Kent ME9 8DB

13. NEXT MEETING DATE – to be agreed at this meeting.

Appendix 1

ACCOUNTS FOR

PAYMENT Borden Parish Council

Payment Schedule

Month

Jun21

Payee	Inv Date	Inv No	Goods & Services	Gross	VAT	Net
Ms Miller	31-05-21		Clerk Wages May 21	£698.27		£698.27
Ms Miller	31-05-21		Clerk Expenses May 21	£112.75		£112.75
HMRC	31-05-21		PAYE May 21	£208.48		£208.48
Fryer Cleaning & Maintenance	31-05-21	11159	Maintenance of Memorial & Centenary Gardens	£460.80	£76.80	£384.00
Kings Commercial	01-06-21		Toilet Cleaning	£173.33		£173.33
Streetlights	01-01-85	12117	Maintenance Contract 1/2 Yr	£691.20	£115.20	£576.00
Omiga Fire & Security Ltd	14-05-21	22856	Remove & Reinstall Door Contact	£75.00	£12.50	£62.50
Michael Downes	31-05-21		Expenses - Mileage & Printer Ink	£133.10	£19.17	£113.93
Kent County Supplies KCS	02-06-21	I3810007	A4 Copier Paper - 1 Ream	£25.02	£4.17	£20.85
PJA	22-03-21	9228	HIP Report - 2nd Pay't	£5,023.20	£837.20	£4,186.00
Kent Trade Frames Ltd	29-04-21	21470	BPH Windows & Doors, balance	£11,044.00	£1,840.67	£9,203.33
M J Fagg	31-05-21		Repairs to 3 x Playstool Benches	£1,900.00		£1,900.00
Total Payment by Bank Transfer				£20,545.15	£2,905.71	£17,639.44
Direct Debits	Pay't Date					
EDF	01-06-21		Power Supply Pillar in Centenary Gardens	£7.00	£0.33	£6.67
E-on	17-06-21		Streetlight Electricity Supply	£66.13	£3.15	£62.98
Waveney IT	01-06-21	1230	Exchange Email - Mthly Chg	£5.99	£1.00	£4.99
Lloyds Bank Credit Card - analysis below				£291.00	£48.00	£243.00
Lloyds Monthly Chg	31-05-21		Mthly Serv Chg Fee	£3.00		£3.00
Euroloo	01-04-21	182212	Toilet Servicing	£144.00	£24.00	£120.00
Euroloo	01-05-21	177768	Toilet Servicing	£144.00	£24.00	£120.00