

## **BORDEN PARISH COUNCIL**

All members of Borden Parish Council are summonsed to attend the FULL ANNUAL COUNCIL MEETING OF BORDEN PARISH COUNCIL to be held on Thursday 19<sup>th</sup> May 2022 at the Borden Sports Pavilion, Wises Lane at 7pm.

*Teresa Millum*

Teresa Millum, Parish Clerk    clerk@bordenparishcouncil.gov.uk    13<sup>th</sup> May 2022

### **AGENDA FOR BORDEN PARISH COUNCIL ANNUAL MEETING**

1. TO ELECT CHAIRMAN
2. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN
3. TO ELECT VICE CHAIRMAN
4. APOLOGIES FOR ABSENCE
5. CHAIRMAN'S ANNOUNCEMENTS
6. TO REVIEW THE TERMS OF REFERENCE (TORs) FOR COMMITTEES (Attachment 1)
  - a. Borden Nature Reserve Working Group
  - b. Playstool Advisory Committee
  - c. Finance Advisory Committee
  - d. Wises Lane Monitoring Group
  - e. Jubilee Committee Working Group
  - f. Any further Terms of Reference to be added?
7. TO APPOINT MEMBERS TO EXISTING COMMITTEES
  - a. Borden Nature Reserve Working Group
  - b. Playstool Advisory Committee
  - c. Finance Advisory Committee
  - d. Wises Lane Monitoring Group
  - e. Jubilee Committee Working Group
  - f. Highways Improvement Project Advisory Committee
  - g. Neighbourhood Plan Steering Group
8. TO APPOINT ANY NEW COMMITTEES REQUIRED
9. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES
  - (a) Borden Parish Hall Committee – current Cllr Bolas
  - (b) Borden Sports Association – current Cllr Sims
  - (c) Borden Heritage Group – current Cllr Harrison
  - (d) KALC Area Committee – current Cllr Sims
  - (e) Western Swale Area Committee – current Cllr Butlin
10. TO REVIEW AND ADOPT STANDING ORDERS (Attachment 2)
11. TO REVIEW AN ADOPT FINANCIAL REGULATIONS (Attachment 3)
12. TO REVIEW INVENTORY OF LAND AND ASSETS (Attachment 4)
13. TO CONFIRM INSURANCE ARRANGEMENTS (Attachment 5)

# BORDEN PARISH COUNCIL

## 14. TO REVIEW SUBSCRIPTIONS for:

- a) Kent Association of Local Councils
- b) Campaign to Protect Rural England
- c) Action with Rural Communities in Kent
- d) To add Society for Local Council Clerks

## 15. TO REVIEW COMPLAINTS PROCEDURE (Attachment 6)

## 16. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION LEGISLATION:

- a) Privacy Notice - (Attachment 7)
- b) GDPR Policy (Risk plan) – (Attachment 8)
- c) Model publication scheme (Attachment 9)

## 17. TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA (Attachment 10)

## 18. TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES (Attachment 11)

## 19. TO REVIEW THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972

### Borden Parish Council S137 Report Fiscal year 21/22

<b>Grant Allocations - S137</b>	<b>Totals</b>	
Sittingbourne Xmas Lights	250.00	
Citizens Advice	200.00	
Christmas Fete	1,000.00	<b>1,450.00</b>
<b>Section 137 - Other</b>		
Parish Cup	47.62	
Poppy wreath	50.00	
Fete Toilets	187.80	<b>285.42</b>
<b>Other Expense 2</b>		
Jubilee Beacon	1,800.00	
Julie Evans Christmas food	38.33	<b>1,838.33</b>
		<b>3573.75</b>

## 20. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AN INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

### AGENDA BORDEN PARISH COUNCIL MONTHLY MEETING

## 21. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS

## 22. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETING OF 21<sup>st</sup> April 2022 (Appendix A)

## 23. 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** (April newsletter forwarded 03/05/22)
- b. **Parishioners**
- c. **County/Borough Councillors** (a written report must be submitted three days before the meeting)

# BORDEN PARISH COUNCIL

## 24. FINANCE

### a. To approve accounting statements April 2022 (Appendix B)

Chair and RFO to sign the bank reconciliation and bank statement balances

### b. To approve the BACS and DD list of accounts for payment

Payee	Budget	Description	Gross	VAT	Net
Various	Clerks Salary	May Salary	1800.82	n/a	n/a
HMRC	PAYE	May PAYE costs	798.56	n/a	n/a
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	May 22 Maintenance	480.00	80.00	400.00
KALC	Subscriptions	Annual Subscription	984.05	164.01	820.04
Streetlights		2022/2023 Street lighting maintenance contract	691.20	n/a	n/a
Steve Wakeling	Maintenance	1 <sup>st</sup> Payment Playstool Maintenance	728.75	n/a	n/a
Steve Wakeling	Maintenance	Remove Wrens notice board	69.48	n/a	n/a
Steve Wakeling	Maintenance	Removal of fallen tree	75.00	n/a	n/a
Optima	Security Pavilion	Disconnect door's & service	186.00	31.00	155.00
Smart Events Support	Jubilee event	Toilet Trailer for 4 <sup>th</sup> June	563.40	125.20	438.20
J Evans	Chair Allowance	Expenses	35.99	n/a	n/a

c.

Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT	IT Support	16.67	2.78	13.89
Lloyds Bank	See below	Credit card payment	354.98	n/a	n/a

### Credit Card Payments

Payee	Budget	Description	Gross	VAT	Net
McAfee	IT	Laptop annual security	29.99	n/a	n/a
London Hearts (Defib World)		Defib battery	321.99	53.00	268.99
Lloyds Bank	Credit Card Charges	Monthly fee	3.00	n/a	n/a

## 25. GOVERNANCE AND ADMINISTRATION

- a. Byelaws – Update from Cllr Sims.

## 26. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report and update from Wisers Lane Monitoring Group.  
 b. To receive report and update from Jubilee Working Group (Attachment 12)  
 c. To receive report and update from Nature Reserve Working Group.

## 27. NEIGHBOURHOOD PLAN

- a. To receive update from Steering Group.

## 28. OPEN SPACES

- a. Playstool toilet flush repair.  
 b. The Barrow Trust Grant application for new toilet.  
 c. Insurance for noticeboard replacement on Wrens Road.  
 d. Oak tree guard to be obtained with £400 agreed budget.

# BORDEN PARISH COUNCIL

## 29. MOTIONS FROM COUNCILLORS

### 30. HIGHWAYS

- a. To receive update on Highways matters from Cllr Fassenfelt (Attachment 13)

### 31. CONSULTATIONS FOR COMMENTS

### 32. EXTERNAL MEETINGS

- a. To note any external meetings attended by councillors.
- b. To note any future meetings

### 33. CORRESPONDENCE

- a. 21/04 Residents email regarding Hillyfield (Attachment 14)
- b. Complaint (ref: 26244897) update (Attachment 15)
- c. Citizens Advice donation request (email sent) (Attachment 16)
- d. Victim Support donation request (email sent) (Attachment 17)

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

#### a. Planning Applications to consider for comments

**Application: 22/501637/NMAMD** Officer: Emma Gore Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Non-material amendment: Amendment of plans as per covering letter (original application 17/505711/HYBRID - allowed on appeal).

***Extension for response agreed until 20/05/22***

Application: **22/501804/FULL** Officer: Claire Attaway Grid: 588846/162860 Ward: Borden And Grove Park Parish: Borden Address: 140 Borden Lane Borden Kent ME9 8HR Proposal: Demolition of existing dwelling and detached garage, and erection of a two storey, 5 bedroom dwelling, including widening of access drive.

***Comments due 12/5, extension declined but decision date 3/6***

Application: **22/501599/ADV** Officer: Claire Attaway Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Advertisement Consent for installation of 2no. flag pole signs, 3no. fascia signs and 2no. window graphic signs

***Comments due 13/5, extension declined but decision date 8/6***

Application: **22/501362/FULL** Officer: Claire Attaway Grid: 588553/163571 Ward: Borden And Grove Park Parish: Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Erection of a temporary sales cabin with associated sales car park, access, and landscaping, for use in connection with the residential development approved at appeal under 17/505711/HYBRID.

***Comments due 13/5, extension declined but decision date 8/6***

### 35. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

Reports to be circulated prior to meeting.

- a. Speedwatch – Cllr Downes
- b. Kent Association of Local Councils – Cllr Sims
- c. Western Area Committee - Cllr Butlin
- d. Borden Sports Association – Cllr Sims
- e. Heritage – Cllr Harrison
- f. Borden Parish Hall – Cllr Hepburn (Attachment 18)

# **BORDEN PARISH COUNCIL**

**36. ITEMS FOR INFORMATION ONLY (Attachment 19)**

- a. Matters for information circulated to councillors
- b. To receive any reports from councillors

**37. NEXT MEETING TO BE HELD 16<sup>th</sup> June 2022**