

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 June 2022 in Borden Sports Pavilion, Wises Lane at 7pm

Teresa Millum

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

10th June 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 AGM, ANNUAL PARISH AND MONTHLY MEETINGS OF 21st May 2022 (Appendix A)

5. 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 (*a written report must be submitted three days before the meeting*)

6. FINANCE

- a. To approve accounting statements May 2022 (Appendix B)
- i. Chair and RFO to sign the bank reconciliation and bank statement balances
- b. To approve the BACS and DD list of accounts for payment

Jun-22					
Payee	Budget	Description	Gross	VAT	Net
T Millum	Clerk salary	May Salary	£617.23	n/a	n/a
T Millum	Clerk expenses	WFH allowance, mileage, stationary	£65.52	n/a	n/a
J Miller	Clerk expenses	WFH allowance for May	£25.00		
J Miller	Clerk expenses	Annual Zoom payment	143.88		
HMRC	PAYE	June PAYE costs	£121.60	n/a	n/a
Fryer Cleaning & Maintenance	Maintenance	Playstool toilet	£480.00	£80.00	£400.00
Kings Commercial Services	Maintenance	Playstool toilet cleaning Nov 21-June22	£1,213.31	n/a	n/a
J England	Safety	Playstool safety checks (7 wk period)	£70.00	n/a	n/a
J Fassenfelt	Jubilee	Oak Tree deposit	£74.00	£ 12.33	£ 61.67
Barcham Tree Specialists	Jubilee	Oak Tree final payment	£295.00	£49.17	£245.84
KALC conference	Training	Chair conference	£60.00	£10.00	£50.00

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RWE Electrical	Maintenance	Pavilion PIR light installation	£180.00	£30.00	£150.00
Bethan Foot	Jubilee	Bugle player	£100.00		
Band	Jubilee	Air Cadets	£200.00		
DJS Audio	Jubilee	Audio (Thursday & Saturday events)	£378.00		
Fete Committee	Jubilee	AAA00808 Security, contribution towards cost	£290.00		
Fete Committee	Jubilee	Hello print Marketing contribution towards cost	£200.00		
Taking Care of Vegas - Band	Jubilee	Entertainment	£300.00		
X5 - Band	Jubilee	Entertainment	£300.00		
Pavilion Hire	Jubilee	Fete	£250.00		
The Forge hire	Meetings	Wises Lane Group	£30.00		
David Buckett	Audit	Internal Audit	346.60		
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£2.78	£13.89
Lloyds Bank	See below	Credit card payment	£3.00		
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Lloyds Bank	Credit Card Charges	Monthly fee	£3.00	n/a	n/a

- c. To note BACs payment authorised 30/05/22 to T. Millum for £150.00 cash fee for Jubilee Beacon lighting, Bagpipe player,
- d. To note as part of the Jubilee agreed budget, the Clerk has been requested to obtain 3 quotes for the Pavilion carpet cleaning.
- e. To note Year to Date budget, spend and accounts (attachment 1)

7. ANNUAL RETURN 2021-22

- a. **Annual internal Auditor Report** (attachment 2)
 - i. To approve the annual internal Audit report
- b. **To review the effectiveness of the system of internal control** (attachment 3)
 - i. To approve the Statement of Internal Control in support of the Annual Governance Statement (attachments 3a & 3b)
 - ii. The Chair of the meeting and the Responsible Financial Officer (RFO) to sign the document.
- c. **Annual Governance Statement for 2021-22, Section 1 of the AGAR** (attachment 4)
 - i. To approve the Annual Governance Statement for 2021-22 section 1 of the AGAR for the year ending 31 March 2022.
 - ii. The Chair of the meeting and the Clerk /Responsible Financial Officer (RFO) to sign the document.
- d. **Accounting Statements for 2021-22, Section 2 or the AGAR** (attachment 5)
 - i. To approve the Annual Governance Statement section 2 of the AGAR for year ending 31 March 2022, and the supporting bank reconciliation and the explanation of significant variations from 2020-21 to the year 2021-22.
- e. **Risk Assessment** (attachment 6)
 - i. To approve the annual risk assessment review.

8. BUSINESS ITEMS

- a. **Byelaws** – Update from Cllr Sims.

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- b. **KALC external committee** - Bought forward from May AGM minutes.
- i. New member required for position.
- c. **Asset Register** - Bought forward from May AGM minutes (attachment 7)
 - i. Review items to be removed from register.
 - ii. Review items added to register.
 - iii. The Forge notice board ownership.
 - iv. Heritage notice board confirmation of Oad Street Craft Centre location.
- d. **GDPR** – Bought forward from May AGM minutes
 - i. Data Protection policy to be reviewed as not included in May AGM (attachment 8)
- e. **Terms of Reference** for Neighbourhood Plan Steering Group to be reviewed as missed from May AGM.

9. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group (attachment 9)
- b. To receive report from Jubilee Working Group (attachment 10)
- c. To receive report from Nature Reserve Working Group (attachment 11)

10. NEIGHBOURHOOD PLAN

- a. To receive update from Steering Group (attachment 12)

11. OPEN SPACES

- a. Playstool toilet repair progress update.
- b. Wrens Road noticeboard destroyed in car accident. Update on replacement via insurance claim.
- c. Jubilee Oak tree due to be delivered September or October. Update on Oak tree guard quotes.
- d. Installation of dog bag dispenser for Maylam Gardens – Cllr Jemmett
- e. To discuss a resident request for a bench/ seat in the Street to give residents a rest place while out walking – Cllr Harrison

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

- a. To discuss the Borden Parish Council official contact telephone number – Cllr Butlin
- b. To discuss the progress on the provision of electrical charging points at the Village Hall car park – Cllr Butlin
- c. To discuss the purchase of more tables at the Pavilion for meeting health & safety – Cllr Butlin
- d. To discuss installing wi-fi at the Pavilion, supporting digital meetings and reducing carbon footprint by less paper and printing – Cllr Butlin
- e. To note proposed letter to William Barrows Charity (WBC) regarding Playstool toilet & Jubilee Oak tree grants (attachment 13) – Cllr Cole

13. HIGHWAYS

- a. To receive update on Highways matters (attachment 14)

14. EXTERNAL MEETINGS

15. CORRESPONDENCE

- a. To note resident email regarding Hearts Delight traffic volumes (attachment 15)

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

(See attachment 19 for iv, v &vi)

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- i. **Application: 22/502221/SUB** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 70 - (details of the scheme of air quality mitigation) in relation to planning application 17/505711/HYBRID and appeal decision (APP/V2255/W/19/3233606)
- ii. **Application: 22/502283/PNQCLA:** The Barn Chestnut Street Borden Sittingbourne Kent Proposal: Prior notification for the change of use of agricultural buildings to 3no. dwellings and associated operation development. For its prior approval to: - Transport and Highways impacts of the development - Noise impacts of the development - Contamination risks on the site - Flooding risks on the site - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses) - Design and external appearance impacts on the building - Provision of adequate natural light in all habitable rooms of the dwellinghouses
- ii. **APPLICATION REF: 22/502263/FULL PROPOSAL:** Demolition of existing conservatory and shed, and erection of a single storey rear extension. ADDRESS: 227 Borden Lane Borden Kent ME9 8HR
Comments due by 9 June 2022, decision date: 4 July
- iii. **APPLICATION REF: 22/502406/FULL PROPOSAL:** Erection of a conservatory to rear. ADDRESS: Tyree Wrens Road Borden Sittingbourne Kent ME9 8JD
Comments due by 9 June 2022, decision date 4 July 2022
- iv. **Application No: 22/500130/SUB** Location: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge Condition 15 (Phase 1A and 1B Part Discharge) - Details of existing site levels, proposed site levels and proposed finished floor levels and Condition 39 (Phase 1A and 1B Part Discharge) - Full Design details subject to 17/505711/HYBRID (V2255/W/19/3233606).
Comments due by 10th June extension requested
- v. **Application No: 22/501227/SUB** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge Condition 37 Phases 1A and 1B - Road, footways, footpaths, verges, street tree planting, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang, embankments, visibility splays, accesses, carriageway, driveway, car parking and street furniture shall be constructed and laid out subject to 17/505711/HYBRID (V2255/W/19/3233606).
Comments due by 10th June extension requested
- vi. **Application No: 22/500784/SUB** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details to Discharge Condition 20 - Construction Management Plan - Measures to manage HGV movements, Loose arriving/departing are sheeted, Temporary traffic management and signage, Parking and turning areas, Loading and unloading, storage of plants and materials, Security hoarding, wheel washing facilities, measures to control emission of dust and dirt and scheme for recycling/disposing of waste subject to 17/505711/HYBRID (V2255/W/19/3233606).
Comments due 9th June extension requested

17. 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
 - i. Barrow room storage solution (attachment 16)
 - ii. Amendments to the Parish Hall Memorial Boards - HRGS Treasurer request to see the proposed list of additions so that they could submit any names that should be considered.

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18. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to councillors (attachment 17)
- b. To receive any reports from councillors

NEXT MEETING TO BE HELD 21st July 2022