

# **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 15<sup>th</sup> April 2021**  
**Via Video Conferencing at 7pm**  
Please see [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk) for Zoom log in details.

*Julie Miller*

Julie Miller, Parish Clerk

[clerk@bordenparishcouncil.gov.uk](mailto:clerk@bordenparishcouncil.gov.uk)

7<sup>th</sup> April 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 18TH MARCH 2021**

*(Attachment A)*

### **6. FINANCE**

#### **a. To approve accounting statements March 2021**

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

*(Attachment B)*

#### **b. To approve the accounts for payment**

*(Appendix 1)*

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

#### **c. To consider budget virements 2021-22**

i. Reduce the Parish Hall fund from £19,900 to £9,720 {£10,180}

Reduced the Pavilion 5yr Plan from £19,000 to £11,025 {£7,975}

= £18,155.

Total Earmarked Reserves are now £127,675 which is equal to the bank balance at the 31st March.

ii. Increase VAT Refund from £5,500 to £8,500 {£3,000}

Reduce sanitizing from £9,025 to £1,800 {£7,225} = £10,225

Other Expenses - Contingencies" add £10,225

£225 I have added into "Other Expenses - Contingencies – roll over of unspent Highways Improvement Plan invoice.

### **7. ACTIONS TAKEN IN RESPONSE TO COVID-19**

- a. To receive update on COVID-19 response.

### **8. GOVERNANCE AND ADMINISTRATION**

- a. To consider applicant for councillor role.
- b. To consider moving Annual General Meeting forward to 6<sup>th</sup> May to permit remote attendance and to consider future face to face meetings.
- c. To consider Annual Parish Meeting date.

- d. To consider annual KALC subscription.
- e. To note pre-application planning advice for parish storage at the pavilion and Lawful Development Certificate application submitted.
- f. To note further update from KCC on costs for electric charging points at Parish Hall.

## 9. PLANNING MATTERS

- a. To receive update on Wises Lane planning appeal.
- b. To approve Local Plan response. *(Attachment C)*
- c. To receive update on Neighbourhood Plan Steering Group – Cllr Butlin.

## 10. OPEN SPACES

- a. To receive update on Playstool working group – Cllr Emery.
- b. To review Playstool COVID19 risk assessment. *(Attachment D)*
- c. To consider request from resident to address puddling at Playstool gate.
- d. To receive update on information boards – Cllr Sims.
- e. To note update on installation of Ticspac dispenser.

## 11. BORDEN NATURE RESERVE

- a. To note update on fly-tipping prosecution.
- b. To receive update on Nature Reserve management working group.

## 12. HIGHWAYS

- a. To receive update on Highways issues reported – Cllr Fassenfelt.
- b. To receive update Highways Improvement project.
- c. To receive update on the use of Maidstone Road as a diversion for the A249.
- d. KCC Key Street A249 Improvements.
  - i. To note no further response from MP Gordon Henderson
  - ii. To note no response to KCC complaint ref 19850025 despite two reminders.

## 13. EXTERNAL MEETINGS

### a. Meetings attended

Local Plan briefings 25/03 and 30/03 – Cllrs Butlin and Sims

## 14. CONSULTATIONS

There are none.

## 15. CORRESPONDENCE

- a. To consider request for Citizens Advice funding

## 16. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES

- a. Speedwatch – Cllr Downes
- b. Kent Association of Local Councils – Cllr Sims
- c. KALC Swale area committee – Cllr Baldock
- d. Borden Sports Association – Cllr Sims
- e. Heritage – Cllr Harrison
- f. Borden Parish Hall – Cllr Hepburn

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

### (a) To consider planning applications for comment

APPLICATION REF: 21/501143/FULL

PROPOSAL: Section 73 - Application for Minor Material Amendment to approved plans condition 2 (addition of dormer windows to units 2 and 3) pursuant to 20/500367/FULL for - Demolition of existing storage buildings and erection of 1 no. two bed and 3 no. one bed dwelling units with associated parking turning and amenity space.

### (b) Lawful Development Certificates for noting

APPLICATION REF: 21/501544/LAWPRO Address: 211 Borden Lane Borden Sittingbourne Kent ME9 8HR

PROPOSAL: Lawful Development Certificate for proposed erection of single storey rear extension. Applicant: Mr M. Webb Contact Address: C/O Kent Design Partnership FAO: James Batson Grove Dairy Farm Bobbing Hill Bobbing Sittingbourne Kent.

## 18. ITEMS FOR INFORMATION ONLY

- Matters for information circulated to councillors (Appendix 2)
- To receive any reports from councillors

## 19. NEXT MEETING DATE – to be agreed at this meeting.

### Appendix 1 ACCOUNTS FOR PAYMENT

Borden Parish Council

Payment Schedule

Month April 2021

Payee	Inv Date	Inv No	Goods & Services	Gross	VAT	Net
Ms Miller	31-03-21		Clerk Wages Apr21	£698.27		£698.27
Ms Miller	31-03-21		Clerk Expenses Apr21	£71.80		£71.80
HMRC	31-03-21		PAYE Apr21	£208.48		£208.48
Fryer Cleaning & Maintenance	31-03-21	10884	Maintenance of Memorial & Centenary Gardens	£460.80	£76.80	£384.00
Kings Commercial	01-04-21	518	Toilet Cleaning	£173.33		£173.33
Steve Wakeling	11-03-21	31	Sanitisation of Playstool Equipment - Sep & Oct	£1,080.00		£1,080.00
Steve Wakeling	29-03-21	34	Ground Maintenance Contract	£475.86		£475.86
Waveney IT	01-04-21	1175	Exchange Email - Mthly Chg	£5.99	£1.00	£4.99
John England	04-04-21		Playstool Inspections x 5wks	£50.00		£50.00
Jonathan Butcher	05-04-21	10583	Pavilion Water Leaks	£218.40	£36.40	£182.00
Jonathan Butcher	05-04-21	10584	Pavilion Water Controls	£370.80	£61.80	£309.00
Omiga Fire & Security Ltd	23-03-21	22614	BPH Alarm Tags	£72.00	£12.00	£60.00
<b>Total Payment by Bank Transfer</b>				<b>£4,860.27</b>	<b>£350.42</b>	<b>£4,509.85</b>
<b>Direct Debits</b>	<b>Pay't Date</b>					
EDF	01-04-21		Power Supply Pillar in Centenary Gardens	£7.00	£0.33	£6.67
E-on	16-04-21		Streetlight Electricity Supply	£66.13	£3.15	£62.98
<b>Lloyds Bank Credit Card - analysis below</b>				<b>£183.00</b>	<b>£30.00</b>	<b>£153.00</b>
Lloyds Monthly Chg	31-03-21		Mthly Serv Chg Fee	£3.00		£3.00
Euroloo	01-03-21	173492	Toilet Servicing	£180.00	£30.00	£150.00
<b>Meno</b>			<b>Total Payments</b>	<b>£5,116.40</b>		
Meno			UTB Account Bal at 1st Apr	£2,856.20	<b>-£2,260.20</b>	
UTB Transfer between Deposit & Current Accounts			From Deposit & Current Accounts	£5,000.00		
Authorised By						
Date						
Authorised By						
Date						

### Appendix 2 MATTERS FOR INFORMATION

08/03/2021 New learning opportunity from KALC

08/03/2021 Crowdfund Kent launch  
 08/03/2021 NALC Chief Executive's bulletin  
 17/03/2021 Local Government Bulletin  
 17/03/2021 Learning and Development Opportunities from KALC  
 17/03/2021 NALC chief executive bulletin  
 17/03/2021 KCC Member environment briefing  
 17/03/2021 Local Government Bulletin  
 17/03/2021 Local Government Bulletin  
 17/03/2021 KALC New events  
 17/03/2021 NALC Online Events  
 17/03/2021 The Rural Bulletin  
 17/03/2021 SBC Disabled Bay Installs  
 17/03/2021 Rural Market Town Group  
 17/03/2021 Chief Executives Bulletin  
 17/03/2021 Census pack  
 17/03/2021 Crowdfund Kent  
 18/03/2021 ACRE Village Halls Domesday Book  
 22/03/2021 SAC minutes  
 22/03/2021 FCC Communities Funding Grants  
 22/03/2021 NALC Chief Executives bulletin  
 22/03/2021 Simpsons Crossing from Cllr Whiting  
 22/03/2021 Highways forward works programme  
 23/03/2021 Invitation to Rural/Marketing Town Group  
 26/03/2021 KALC CEO Bulletin  
 26/03/2021 KALC learning opportunity  
 26/03/2021 Local Government Bulletin  
 26/03/2021 National free webinar crisis communications  
 26/03/2021 Kent Prepared newsletter  
 26/03/2021 Local Government Bulletin  
 26/03/2021 Local Government Bulletin  
 26/03/2021 Help improve services for people with Long Covid  
 26/03/2021 Government's welcome back fund  
 26/03/2021 Chief Executives Bulletin  
 26/03/2021 ELF news  
 30/03/2021 Local Government Bulletin  
 30/03/2021 Local Government Bulletin  
 30/03/2021 NALC chief executive's bulletin  
 30/03/2021 NALC online events  
 31/03/2021 Local Government Bulletin  
 31/03/2021 NALC online events  
 31/03/2021 Rural bulletin  
 03/04/2021 ECO Green Communities  
 03/04/2021 NALC chief executive's bulletin.  
 03/04/2021 KALC News March  
 03/04/2021 KALC launches second planning conference  
 03/04/2021 KALC stop press events  
 03/04/2021 Practitioners Guide