

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 20th October 2022 in Borden Sports Pavilion, Wises Lane at 7pm

Teresa Millum

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

14th October 2022

A G E N D A

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 26th September 22 (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.*
 - a. Police/PCSO – Parish Council report (attachment 1)
 - b. Parishioners.
 - c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).
6. FINANCE
 - a. **To approve accounting statements for September 2022** - Chair and RFO to sign the bank reconciliation and bank statement balances (appendix B).
 - b. **To approve the BACS list of accounts for October payment** - Approved signatories to sign the BACs payment list.

Payee	Budget	Description	Gross	VAT	Net
T Millum	Clerk salary	May Salary	£904.87	n/a	£904.87
T Millum	Clerk expenses	WFH allowance & milage	£52.00	n/a	£52.00
HMRC	PAYE	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 safety checks	£75.00	n/a	£75.00
Kings Commercial Services	Maintenance	Toilet cleaning	£173.33	n/a	£173.33
KALC	Training	Finance conference 19/10/22	£72.00	£12.00	£60.00
Prestige Plumbing	Pavilion Infrastructure Reserve	Pavilion plumbing refurb	£9,882.90	£1647.15	£8235.75
Steve Wakeling	Playstool Maintenance	Playstool Maintenance	£728.75	n/a	728.75
Streetlights	Streetlighting Maintenance	Streetlight Maintenance	£117.30	n/a	117.30
Total direct payments Sept			£12,742.24	£1,739.15	£11,003.09
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 Costs	Mobile	£13.20	n/a	£13.20
Npower	Electric	Unmetered supply	£84.86	£4.04	£80.82

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Lloyds Bank	See below	Credit card payment	£444.62	£60.29	£384.33
Total DD Sept payments			£575.35	£67.11	£508.24
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloos	Toilet maintenance	Replace flush & pump	£158.40	£26.40	£132.00
HM Land Registry	Documents	Parish Hall	£3.00	n/a	£3.00
Essential Aids	Pavilion infrastructure	Wheelchair ramp	£146.38	£24.40	£121.98
HM Land Registry	Documents	Parish Hall	£3.00	n/a	£3.00
Mr Flower	Chairs Allowance	QE2 Memorial flower spray	£35.00	n/a	£35.00
M&S	Chairs Allowance	Viv Smith - Thankyou	£20.10	n/a	£20.10
Amazon - Justar Technology	Office Equipment	Bonsaii home office shredder	£49.99	£8.33	£41.66
Amazon	Office stationery	3 x lever arch files	£6.95	£1.16	£5.79
Amazon	Office stationery	Ink cartridge	£18.80	n/a	£18.80
Lloyds	Charge for card end 3857™	Monthly credit card fee	£3.00	n/a	£3.00
Total Credit card payments			£444.62	£60.29	£384.33

- c. To note year to date budget, spend and accounts (attachment 2).
- d. To note on 30th September the 2nd instalment of the precept has been received from Swale Borough Council, this is broken down as £32,075.50 for precept and £1,846.00 for 2022/23 lighting grant, totalling £33,921.50.
- e. ROSPA repair costs (attachment 3).
- Further to resolution 81d in the August minutes, to complete the recommended repairs to the equipment at the Playstool, the quotes to complete the repairs with the addition of the rotted post on the Playstool steps come to £10,754.86 (inc VAT). This exceeds the repair budget and reserves for Playstool equipment contingency. The Clerk is looking for agreement to complete the safety inspection repairs as per the above stated resolution by using funds from the budget and reserves as follows;
- Playstool equipment repair budget £2100.
 - Playstool equipment contingency reserves £6000.
 - Playstool benches budget £700.00.
 - General repairs budget £1179.26.
 - Surplus reserves from the end of year balance of £3826 – use £775.60 to complete required repairs.

7. BUSINESS ITEMS

- a. Internal Auditor appointment (attachment 4)
The Clerk has submitted the required 3 quotes and seeks the Councils agreement to appoint a new internal auditor.
- b. To look at the feasibility of acquiring a new accounting system to replace the current spreadsheet in use.
- c. The Parish Council Dropbox cloud storage is close to maximum capacity and requires an upgrade to the next package which will cost £7.99 per month for 2TB's of data storage.
- d. The Parish Hall – exploring the legal situation.
- e. Asset Register – from the previous review of the Borden Asset the following items were removed (attachment 5).
- Projector
 - Projector Screen
 - Printer

In a recent audit of files located at the Parish Hall, a second projector has been found along with a second projector screen which is still in place. The printer which was thought to have only been shared with another Parish Councils by a previous Clerk, has also been located. Agreement is sought to approve the revised Asset Register with these items added back, along with the newly acquired Parish mobile phone & shredder, and removal of a disused laptop.

- f. To note the acquisition of mobile broadband for the Parish Council is ongoing.
- g. Remembrance Day Friday 11th November.
- i. Arrangements for laying of the wreath, which has been ordered.

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- ii. Does the Council wish to purchase any Tommy merchandise made by veterans.

8. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group (attachment 6).
 - i. To look at how the Parish Council can integrate the new residents in Wises Lane into the parish – Cllr Cole.
 - ii. To note there is a consultation put forward by the developers starting on the 12th October and finishing two weeks later on a proposed new development, which is located to the east of the Parish boundary in the Minterne road area called Ufton Green and consisting of some 300 houses (attachment 7).
- b. Finance Committee Meeting on 17th October.
 - i. Update on the year-to-date budget review.
 - ii. Update on the initial budget setting for 2023.
- c. To receive report from Nature Reserve Working Group.
 - i. Risk assessment for volunteers (brought forward from September's meeting).
- d. Operation Golden Orb – the coronation of King Charles III planned for on the 6th May 2023 (attachment 8).

9. OPEN SPACES

- a. Christmas lights switch on.

To note the electrician has been engaged to check the lights and as per September resolution 98b and will also install the 32A socket in the power box situated at the Centenary Gardens. This will be completed prior to the Christmas lights being switched on, on 4th December 22.
- b. Bylaws – To note the Clerk has now emailed Byelaws Communities on 16th August and 23rd September asking if the Borden byelaws from 2009 have been submitted and registered and is still awaiting a response.
- c. Agreement is sought on the annual tree survey for the Playstool and should the quote include the woodland area and Nature Reserve.
- d. Boys riding cycles have been seen inside the children's playground area and nearly knocked a child over. The safety inspector was approached by a parishioner to see if the Parish Council could put up signage to ban cycling within the playground area.

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

- a. Community assets to be listed, brought forward from September's meeting (attachment 9) – Cllr Emery.
- b. Request to amend September resolution item 98f 'The refurbishment of the signpost on the corner of Borden Lane/Bannister Hill/The Street'. The amendment would be not to write to KCC, as it is thought that they may decide to replace the sign with a new one, so instead to maintain the historic sign look for quotes to refurbish only – Cllr Fassenfelt.
- c. Now that the oak tree has been planted along with the provision of the tree guard, look to acknowledge those who donated. Suggest the Chairman writes letters to let them know that the tree has been successfully planted and thanking them for their contribution – Cllr Fassenfelt.

11. HIGHWAYS

- a. To receive update on Highways matters (attachment 10).

12. EXTERNAL MEETINGS

- a. Western Area Committee.

13. CORRESPONDENCE

- a. To Note a Freedom of Information request was received on 2nd September asking for information on the Oad Street Widening questionnaire completed by the Highways Working Group. A response was issued on 20th September and has now been updated on the Parish Council Website.
- b. Hugo Fox enquiry regarding serving the local community, families, and dog walkers by setting up a coffee cart to trade locally, selling coffee and homemade bakes. Would like permission granted to set up at the Pavilion car park for 1 or 2 days a week.

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- c. Hugo Fox enquiry from students at the University of Arts, London studying for a masters in User Experience Design. They are looking for potential Parish Council partners to support with their final dissertation project which is on community-based decision-making, where they have chosen to look at Parish councils specifically (attachment 11).
- d. Economic Development at Swale Borough Council survey re: Rural England Prosperity Fund Survey (attachment 12) Consider responses to the following two questions prior to submitting survey.
 - 1) What do you consider to be the key issues and priorities for supporting rural business, set against the interventions listed?
 - 2) What do you consider to be the key issues and priorities for supporting new and improved community infrastructure, set against the interventions listed?

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

- 1) **APPLICATION REF: 22/504445/FULL**; PROPOSAL: Erection of a two-storey office building and associated parking ADDRESS: Land at Denne Court Hengist Field Pond Farm Road Borden Kent ME9 8LT. COMMENTS DUE BY: 12 October 2022, DECISION DUE DATE: 9 November 2022
Requested extension for comments until 21/10
- 2) **APPLICATION REF: 22/504443/SUB**; Grid: 588553/163571, Parish: Borden; Address: Land at Wises Lane Borden Kent ME10 1GD. Proposal: Submission of details pursuant to conditions 15 (site levels), and 40 (details of internal spine road) of application 17/505711/HYBRID (phases 2B & 2C) (allowed on appeal APP/V2255/W/19/3233606), (attachment 13).
- 3) **APPLICATION REF: 22/504514/AGRIC**; Grid: 586842/162173; Parish: Borden Address: Farm Office Oad Street Borden Kent ME9 8JP; Proposal: Prior Notification for the erection of a fertiliser storage tank. For its prior approval to: - Siting, design, and external appearance.
- 4) **APPLICATION REF: 22/504515/AGRIC**; Grid: 587707/163875; Parish: Borden; Address: Hooks Hole Farm Chestnut Street Borden Sittingbourne Kent. Proposal: Prior Notification for the erection of a fertiliser storage tank. For its prior approval to: - Siting, design, and external appearance.
- 5) **APPLICATION: 22/504599/SUB**, Grid: 588553/16357. Address: Land at Wises Lane Borden Kent ME10 1GD. Proposal: Submission of details pursuant to condition 59 (Badger Survey (Phase 1A) of application 17/505711/HYBRID (attachment 13)
- 6) **APPLICATION REF: 22/504272/FULL** Proposal: Change of use of a commercial equestrian building to 1no. holiday let (Class C3). Address: Land at Milton Bungalow Oad Street Borden Sittingbourne Kent ME9 8JX
- 7) **Application: 22/504272/FULL** Grid: 586096/162182. Address: Land At Milton Bungalow Oad Street Borden Sittingbourne Kent. Proposal: Change of use of a commercial equestrian building to 1no. holiday let (Class C3).
- 8) **Application: 22/504771/LAWPRO** Grid: 588557/163776. Address: 99 Brier Road Borden Kent ME10 1YL. Proposal: Lawful Development Certificate for proposed erection of single storey side extension.

15. 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.
- c. Heritage – Cllr Harrison (attachment 14).
- d. Borden Parish Hall – Cllr Hepburn (attachment 15).
- i. Quotes to refurbish 2 x outside Parish Hall benches as per action from meeting on 19th May 22 (attachment 16)

16. 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 17th November 2022