

# **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 18<sup>TH</sup> June 2020**  
**Via Video Conferencing at 7pm**  
Contact the Clerk for log in details

*Julie Miller*

Julie Miller, Parish Clerk

clerk.bordenpc@gmail.com

11<sup>th</sup> June 2020

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

### **3. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 20<sup>th</sup> FEBRUARY 2020.** *(Attachment A)*

### **4. FINANCE**

#### **a. To approve accounting statements February – May 2020**

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

#### **c. Annual Return 2019-20**

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

Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The chair of the meeting and the interim clerk to sign.  
*(Attachment C)*

**ii. To approve the Annual Governance Statement for 2019-20, Section 1 of the AGAR for the year ending 31 March 2020.** The chair of the meeting and the clerk to sign and date.

**iii. To approve the Accounting Statements for 2019-20, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting bank reconciliation and the explanation of significant variations from last year** The chair of the meeting to sign and date.  
*(Attachment D)*

### **5. MATTERS TO NOTE SINCE LAST MEETING** *(Attachment E)*

- a.** To note Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- b.** To note update on projector installation contractor.
- c.** To note update on parish hall broadband.
- d.** To note installation of shutters and fascia works at Sports Pavilion.
- e.** To note protective surfacing under gates at Playstool.
- f.** To note new toilet contractor in place.
- g.** To note quotes for refurbishment of sign and conservation requirements delayed due to COVID -19
- h.** To note Cllr Fassenfelt's response to Cllr Mike Whiting regarding traffic surveys.

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

- a.** To receive update on Parish Council Fruit and Vegetable market.
- b.** To note volunteer database.
- c.** To note receipt of litter picking equipment from Swale Borough Council.

### **7. GOVERNANCE AND ADMINISTRATION**

- a. To consider delay of annual general meeting until May 2021.
- b. To perform annual review of council risk assessment
- c. To receive update on Parish Hall 5 year costed plan.

(Attachment F)

## **8. PLANNING MATTERS**

- a. To receive update on Wises Lane planning appeal.
- b. To receive update on Neighbourhood Plan.

## **9. OPEN SPACES**

- a. To note trees for Playstool to be ordered.
- b. To receive update from Cllr Bolas on tree warden role.
- c. To note quotes for replacement of picnic tables delayed due to COVID-19
- d. To note dog bin waste bag dispensers to be investigated.
- e. To consider the 'In Bloom' initiative.
- f. To consider plaque for Centenary Gardens – Cllr Sims
- g. To consider marking the reason for planting the two Coronation Oaks – Cllr Sims

## **10. BORDEN NATURE RESERVE**

- a. To note update on fly-tipping prosecution.
- b. To note nature reserve 'walk around' cancelled due to COVID-19
- c. To note update from Cllr Baldock on 'Friends of' group.

## **11. HIGHWAYS**

- a. To receive update on the use of Maidstone Road as a diversion for the A249.
- b. To receive update on KCC Highways Improvement Plan meeting.
- c. To consider installation of School Lane Street Lamp £3,346 + VAT

## **12. VE DAY 2020**

- a. To receive update from VE Day 2020 advisory committee.

## **12. CONSULTATIONS FOR COMMENTS**

- a. Swale Borough Council – PSPO consultation
- b. Swale Borough Council – Code of Conduct consultation

## **14. EXTERNAL MEETINGS**

- a. To note no meetings due to COVID-19

## **15. CORRESPONDENCE**

- a. Email from resident regarding white van parking in Wrens Road – referred to KCC
- b. Email from resident regarding memorial bench in Hearts Delight – referred to KCC
- c. Email from resident regarding homeless people in Nature Reserve – referred to Police and SBC
- d. Email from resident regarding overgrown verge The Street – referred to KCC

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

- a. There are no planning applications to consider.

## **17. REPORTS AND MINUTES FROM COMMITTEES AND REPRESENTATIVES**

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

## **18. ITEMS FOR INFORMATION ONLY**

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

## **19. NEXT MEETING DATE TO BE CONSIDERED.**

**Appendix 1  
ACCOUNTS FOR PAYMENT  
JUNE 2020**

	Invoice Date	Invoice Number	Services Provided	Gross	Net	VAT
Ms J Miller			Clerk costs June	£ 580.83	n/a	n/a
HMRC			PAYE costs June	£ 145.00	n/a	n/a
Ms J Miller			Expenses - Clerk	£ 82.60	n/a	n/a
Ms J Miller			Reimbursement Zoom Subs	£ 143.88	£ 119.90	
Jeremy Bolas	29/05/2020		Q supplies reimbursement	£ 81.17	n/a	n/a
Safe Play	05/06/2020	30/09/1943	Playstool gate surfacing	£ 750.60	£ 625.50	£ 125.10
Fryer Cleaning & Maint	31/05/2020	8526	Maintenance of memorial & centenary gardens	£ 460.80	£ 384.00	£ 76.80
Euro Loos	01/05/2020	135971	Toilet Service	£ 144.00	£ 120.00	£ 24.00

**Appendix 2  
MATTERS FOR INFORMATION**

06/03/2020 Disabled Bay Consultations  
06/03/2020 Smart Motorways Update  
06/03/2020 Disabled Bay Consultations  
06/03/2020 COVID-19 updates  
06/03/2020 NALC update  
09/03/2020 COVID-19 updates  
11/03/2020 COVID-19 updates  
11/03/2020 Rural Bulletin  
14/03/2020 NALC Coronavirus update  
16/03/2020 Coronavirus information for parishes  
16/03/2020 Bobbing Village Consultation event  
19/03/2020 Changes to meetings schedule SBC  
19/03/2020 Coronavirus updates for parishes  
20/03/2020 SBC response to Coronavirus  
20/03/2020 KALC chief executive bulletin  
20/03/2020 Keeping connected in difficult times  
20/03/2020 Clearway COVID19 notification  
20/03/2020 COVID-19 measures  
20/03/2020 Coronavirus information for parishes  
20/03/2020 The lifeboat project  
23/03/2020 A2 SGN works  
23/03/2020 Covid19 update  
24/03/2020 Council office closure  
24/03/2020 PKF Littlejohn – AGAR delays  
24/03/2020 Coronavirus community support scheme  
27/03/2020 Consultation on Street trading  
01/04/2020 COVID19 updates  
02/04/2020 Important NALC Coronavirus  
06/04/2020 Important information community support scheme  
08/04/2020 Temporary road closures  
08/04/2020 The Rural Bulletin  
08/04/2020 NALC Coronavirus  
08/04/2020 Some ideas from us to stay connected  
08/04/2020 Smart Motorway Updates  
08/04/2020 KCC monthly update  
08/04/2020 Key Street Roundabout  
08/04/2020 Coronavirus update

08/04/2020 British Red Cross  
08/04/2020 Coronavirus updates  
15/04/2020 NALC Coronavirus updates  
15/04/2020 The Rural Bulletin  
15/04/2020 Coronavirus information for parishes  
15/04/2020 NALC chief executives bulletin  
15/04/2020 M20 smart motorway updates  
15/04/2020 Coronavirus information for parishes  
15/04/2020 Help NALC in research for dementia  
15/04/2020 KCC Media Release Kent Together  
15/04/2020 COVID19 trading standards  
15/04/2020 Fields in Trust  
15/04/2020 National CSSC Green Message  
15/04/2020 Coronavirus information for parishes  
15/04/2020 Chief Executives Bulletin  
21/04/2020 Urgent Road closure Heart's Delight  
21/04/2020 COVID-19 update – 20/04/2020  
21/04/2020 The Rural Bulletin  
21/04/2020 Kent PCCs Spring Summer newsletter  
21/04/2020 NALC coronavirus information for parishes  
21/04/2020 KALC CEO bulletin April 2020  
21/04/2020 COVID-19 updates  
21/04/2020 NHS Kent and Medway CCG  
23/04/2020 Fields in Trust  
23/04/2020 COVID 19 update  
23/04/2020 Coronavirues updates for parishes  
23/04/2020 Identifying vulnerable people  
23/04/2020 COVID 19 updates  
23/04/2020 Update from SGN gas network  
28/04/2020 The Rural Bulletin  
28/04/2020 Read the latest insights – Came and Co.  
28/04/2020 KCC & Medway Public Health media release  
28/04/2020 PHE weekly comms and marketing update  
28/04/2020 Save our public footpaths  
28/04/2020 Kent County Council Public protection alert  
28/04/2020 Kent County Council Public protection alert – Natwest  
28/04/2020 Chief Executives bulletin  
28/04/2020 COVDI-19 updates  
30/04/2020 KALC news April  
30/04/2020 Citizens Advice Swale  
01/05/2020 SMP M20 update  
01/05/2020 Updated table of examples – supporting your community  
01/05/2020 COVID-19 Updates  
01/05/2020 Coronavirus information for parishes  
01/05/2020 National CSSC Green Message  
01/05/2020 Weekly update  
07/05/2020 Swale Local Plan  
07/05/2020 NALC publishes report  
07/05/2020 RSN Rural Funding Digest  
07/05/2020 Take Action Coronavirus and the Planning system  
07/05/2020 COVID 19 Updates  
07/05/2020 Wheelabrator Kemsley Generating Station  
07/05/2020 Virtual VE Day celebrations  
07/05/2020 Update from SGN gas network  
12/05/2020 Coronavirus information for parishes  
12/05/2020 Updates table of examples  
12/05/2020 Kent's Household Waste and recycling centres to open  
12/05/2020 The planning system in times of crisis  
12/05/2020 Chief Executives Bulletin  
12/05/2020 The Rural Bulletin May  
12/05/2020 Important NALC Coronavirus information  
12/05/2020 COVID 19 updates  
13/05/2020 SMP M20 update of work

13/05/2020 Could you link to walking in Kent?  
13/05/2020 Newsletter from the Chairman  
18/05/2020 Appeal by Quinn Estates  
19/05/2020 COVID 19 content for Kent Residents  
19/05/2020 Updated programme works for SMP M20  
19/05/2020 The Rural Bulletin  
19/05/2020 KALC Letter to Sec of State for Housing, Communities and Local Gov  
19/05/2020 A2 Key Street Interchange Traffic signals  
19/05/2020 KALC CEO Bulletin May  
01/06/2020 Pollution note  
01/06/2020 NALC open letter to councillors  
01/06/2020 KALC launches pilot online training  
01/06/2020 The Rural Bulletin  
01/06/2020 NALC Chief Executives Bulletin  
01/06/2020 Consultation on street trading extended  
01/06/2020 Temporary Road Closure Pond Farm Road  
01/06/2020 Open Letter to Councillors  
01/06/2020 Chestnut Street Suspension of width restriction  
01/06/2020 KCC monthly report  
02/06/2020 KALC SAC  
03/06/2020 Coronavirus advice  
03/06/2020 The Rural Bulletin  
03/06/2020 ELF Newsletter  
03/06/2020 KALC News May  
03/06/2020 RSN Rural Funding Digest  
03/06/2020 Kent and Medway Patient Online Survey  
03/06/2020 Coronavirus information for parishes  
03/06/2020 COVID19 updates  
10/06/2020 NALC and BHIB risk assessment  
10/06/2020 COVID-19 update  
10/06/2020 The Rural Bulletin  
10/06/2020 Disabled Bay Consultations  
10/06/2020 NALC launches new publication website