

# **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 16<sup>th</sup> December 2021**  
**In the Borden Sports Pavilion, Wises Lane at 7pm**

*Julie Miller*

Julie Miller, Parish Clerk

clerk@bordenparishcouncil.gov.uk

9<sup>th</sup> December 2021

## **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 FOLLOWING MEETINGS**

- a) **18<sup>th</sup> NOVEMBER 2021** (Appendix A)
- b) **6<sup>th</sup> DECEMBER 2021** (Appendix B)

### **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 – new PCSO Jake Marsh
- b. Parishioners
- c. County/Borough Councillors (a written report must be submitted three days before the meeting)

### **5. FINANCE**

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

Chair and RFO to sign the bank reconciliation and bank statement balances (Appendix B)

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

Approved signatories to sign the BACs payment list

<b>Payee</b>	<b>Inv Date</b>	<b>Inv No</b>	<b>Description</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Ms Miller			Clerk Wages Dec 21	£698.27		£698.27
Ms Miller			Clerk Expenses Nov 21	£71.80		£71.80
HMRC			PAYE Dec 21	£208.48		£208.48
Fryer Cleaning & Maintenance	30/11/2021	1052	Maintenance of Memorial & Centenary Gardens	£460.80	£76.80	£384.00
John England	10/12/2021	.	Playstool Inspections	£40.00	£0.00	£40.00
Lushland	17/11/2021	in0943/11- 21	Tree inspection	£370.00	£0.00	£370.00
KALC	24/07/2021	17697	Neighbourhood planning training	£60.00	£10.00	£50.00
Richard Wilkinson Electrical	14/11/2021	21/1338	Safety test Christmas lights and fault tracing/disconnecting fete tree lights	£180.00	£30.00	£150.00
Kings Commercial	01/11/2021	568	Toilet cleaning August - November 2021	£693.32	£0.00	£693.32
D Kirby	06/12/2021		Supply and fit new toilet seat	£306.00	£0.00	£306.00
D Kirby	06/12/2021		Supply and fit new toddler swing	£390.00	£0.00	£390.00
PKF Littlejohn	22/09/2021	20213034	Annual Audit	£360.00	£0.00	£360.00

### c. To approve Direct Debit payments

Waveney IT	01/12/2021	1390	Mailbox charge November	£5.99	£1.00	£5.99
E.On	01/11/2021		November Electricity	£73.55	£3.50	£70.05
Lloyds	01/12/2021					
EDF Energy	01/11/2021		November Pillar	£16.00	£0.80	£15.20

**£95.54**

#### 6. PLANNING MATTERS

- a. To note complaint submitted to KCC regarding lack of adequate response to Hillyfield planning application
- b. To note response from SBC regarding pre-application for beacon on Playstool.
- c. To note Borden Parish Council added to Highsted Park circulation list at SBC.
- d. To discuss Neighbourhood Plan Survey – Cllr Butlin

#### 7. PRECEPT AND BUDGET 2022-23

- a. To consider precept and budget for 2022-23.

#### 8. KALC COMMUNITY AWARDS

- a. To consider nominations

#### 9. GOVERNANCE AND ADMINISTRATION

- a. To note update on meeting with school regarding Parish Cup – Cllr Cole
- b. To note quotes being sought for new byelaw signs.
- c. To review social media policy.
- d. To note Civility and Respect update from NALC and to consider adding statement to website.

#### 10. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report and update from Wises Lane Monitoring Group.
- b. To receive report and update from Neighbourhood Plan Steering Group.
- c. To receive report and update from Jubilee Working Group.
- d. To receive report and update from the Playstool Working Group.

#### 11. ACTIONS TAKEN IN RESPONSE TO COVID-19

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

#### 12. OPEN SPACES

- a. To note tree works being scheduled as per inspection report and public to be informed.
- b. To note chain and padlock replaced at Playstool.
- c. To receive update on wildflower planting.
- d. To consider next steps regarding toilet.

#### 13. BORDEN NATURE RESERVE

- a. To note new lease terms requested from KCC still pending.
- b. To discuss Management Plan – Cllr Butlin

#### 14. HIGHWAYS

- a. To receive update on Highways matters from Cllr Fassenfelt
- b. To note National Highways meeting scheduled for 14<sup>th</sup> December.
- c. To note incident in Danaway and consider lobbying for safety action.
- d. To receive update on Highways Improvement Plan.
- e. To receive update on the use of Maidstone Road as a diversion for the A249.
- f. To discuss the possible upgrade of surface to Woodgate Lane.

#### 15. CONSULTATIONS FOR COMMENTS

There are none.

#### 16. EXTERNAL MEETINGS

a. To note any external meetings attended by councillors.  
13/11/2021 – KALC AGM

b. To note any future meetings  
14/12/2021 – Western Area Committee SBC

#### **17. CORRESPONDENCE**

- a. Email from Cllr Tutt regarding lighting grant comments.
- b. Email from resident regarding protest at Wises Lane.

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

- a. **Planning Applications to consider for comments**
- b. **Lawful Development Certificate to note**

Application: 21/506024/LAWPRO Address: 195 Borden Lane Borden Sittingbourne Kent  
ME9 8HR Proposal: Lawful Development Certificate for proposed roof conversion including  
dormer windows and insertion of roof lights.

#### **19. REPORTS AND MINUTES FROM EXTERNAL 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

#### **20. ITEMS FOR INFORMATION ONLY**

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

#### **21. NEXT MEETING TO BE HELD 20<sup>TH</sup> JANUARY 2022**

#### **Appendix 1**

##### **MATTERS FOR INFORMATION**

10/11/2021 Latest Kent Police Rural Task Force report  
17/11/2021 National CSSC Message  
17/11/2021 The Rural Bulletin  
17/11/2021 NALC Chief Executives Bulletin  
17/11/2021 KALC AGM Papers  
17/11/2021 KALC Community Awards  
17/11/2021 Civility and Respect Newsletter  
22/11/2021 Local Government Bulletin  
22/11/2021 KALC CEO Bulletin  
22/11/2021 Local Government Bulletin  
22/11/2021 National Model Design Code  
22/11/2021 National CSSC Message  
22/11/2021 Local Government Bulletin  
29/11/2021 Cold weather alert  
29/11/2021 Local Government Bulletin  
29/11/2021 KALC Virtual Climate Change Conference  
29/11/2021 Swale JTB  
29/11/2021 Public Engagement slides