

**BORDEN PARISH COUNCIL**  
**MINUTES OF FULL COUNCIL**  
**Held on Thursday 10<sup>th</sup> June 2021 at Borden Parish Hall**

**Present:** Cllr Bolas; Cllr Baldock; Cllr Broughton; Cllr N Butlin; Cllr J Emery; Cllr J Hepburn; Cllr C Sims;

**Apologies:** Cllr G Cole; Cllr M Downes; Cllr J Evans; Cllr J Fassenfelt; Cllr E Harrison; Cllr B Jemmett;;

**Also in attendance:** J Miller Clerk; PCSO Green and PCSO Linge, 1 member of the public.

**33. APOLOGIES FOR ABSENCE**

There were none.

**34. DECLARATIONS OF PECUNIARY AND NON-PECUNARY INTERESTS**

Cllr Hepburn and Cllr Bolas declared an interest in the parish hall item; Cllr Baldock declared an interest in the planning item.

**35. CHAIRMAN'S ANNOUNCEMENTS**

The chairman welcomed councillors in attendance for the first face to face meeting of full council in over a year, since COVID lockdown restrictions had been lifted.

**36. PUBLIC PARTICIPATION SESSION –**

**(a) Police/PCSO**

The PCSO advised that face to face surgeries could now recommence. It was suggested that these surgeries should be used to cover the various areas of the parish and not just focused on the village. Future dates shall be sent to the clerk for advertising.

It was noted that a successful Speedwatch campaign had been carried out and a total of 58 vehicles had been logged as speeding. The scheme will continue throughout the parish. The introduction of the Lorry Watch Scheme was also noted.

The PCSO reported several issues of nuisance vehicles and it was noted that section 59 notices had been served on offenders.

The PCSO was asked to patrol the nature reserve due to the disturbance of badger setts recently.

**(b) Parishioners**

A resident gave a verbal presentation concerning the renovation of the old post office. It was recommended that parish councillors visit the site, the clerk will make arrangements to organise a group visit. It was suggested that the resident join the Playstool working group, to further his interest in the community.

**(c) County/Borough Councillors**

Cllr Baldock reported that it is intended that SBC shall form a Traffic Regulation Order to cover parking restrictions in all parishes by the end of the year, however funding is limited. Cllr Baldock also reported that he would be restarting the parish group meetings in Autumn and there shall be two per year.

Cllr Baldock gave an update on the Wises Lane development and confirmed that SBC considered a Judicial Review challenge is unlikely to be successful.

Thanks were recorded to Cllr Baldock for his considerable efforts in fighting against the Wises Lane development.

**37. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MEETINGS HELD ON 6TH MAY 2021**

It was **RESOLVED** to sign and approve the minutes of the meeting held on 6<sup>th</sup> May as a true record.

The RFO shall check 'Olympus' on the asset list.

**38. TO NOTE MINUTES FROM FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 27<sup>TH</sup> MAY 2021 – all noted.**

**39. FINANCE**

**a. To approve the accounts for payment**

A query was raised regarding the cost of 'one ream' of paper as this cost appeared very high.

It was **RESOLVED** to approve the following accounts for payment subject to the payment to Kent County Supplies being for a box of paper and not one ream.

**ACCOUNTS FOR**

**PAYMENT**

Borden Parish Council

**Payment Schedule**

		Month	Jun21			
Payee	Inv Date	Inv No	Goods & Services	Gross	VAT	Net
Ms Miller	31-05-21		Clerk Wages May 21	£698.27		£698.27
Ms Miller	31-05-21		Clerk Expenses May 21	£112.75		£112.75
HMRC	31-05-21		PAYE May 21	£208.48		£208.48
Fryer Cleaning & Maintenance	31-05-21	11159	Maintenance of Memorial & Centenary Gardens	£460.80	£76.80	£384.00
Kings Commercial	01-06-21		Toilet Cleaning	£173.33		£173.33
Streetlights	01-01-85	12117	Maintenance Contract 1/2 Yr	£691.20	£115.20	£576.00
Omiga Fire & Security Ltd	14-05-21	22856	Remove & Reinstall Door Contact	£75.00	£12.50	£62.50
Michael Downes	31-05-21		Expenses - Mileage & Printer Ink	£133.10	£19.17	£113.93
Kent County Supplies KCS	02-06-21	I3810007	A4 Copier Paper - 1 Ream	£25.02	£4.17	£20.85
PJA	22-03-21	9228	HIP Report - 2nd Pay't	£5,023.20	£837.20	£4,186.00
Kent Trade Frames Ltd	29-04-21	21470	BPH Windows & Doors, balance	£11,044.00	£1,840.67	£9,203.33
M J Fagg	31-05-21		Repairs to 3 x Playstool Benches	£1,900.00		£1,900.00
<b>Total Payment by Bank Transfer</b>				<b>£20,545.15</b>	<b>£2,905.71</b>	<b>£17,639.44</b>
<b>Direct Debits</b>	<b>Pay't Date</b>					
EDF	01-06-21		Power Supply Pillar in Centenary Gardens	£7.00	£0.33	£6.67
E-on	17-06-21		Streetlight Electricity Supply	£66.13	£3.15	£62.98
Waveney IT	01-06-21	1230	Exchange Email - Mthly Chg	£5.99	£1.00	£4.99
<b>Lloyds Bank Credit Card - analysis below</b>				<b>£291.00</b>	<b>£48.00</b>	<b>£243.00</b>
Lloyds Monthly Chg	31-05-21		Mthly Serv Chg Fee	£3.00		£3.00
Euroloo	01-04-21	182212	Toilet Servicing	£144.00	£24.00	£120.00
Euroloo	01-05-21	177768	Toilet Servicing	£144.00	£24.00	£120.00

**40. ANNUAL RETURN 2020-21**

**(a) To review the effectiveness of the system of internal control.**

It was **RESOLVED** to approve the Statement of Internal Control in support of the Annual Governance Statement.

**(b) To approve the Annual Governance Statement for 2020-21, Section 1 of the AGAR for the year ending 31 March 2021.**

It was **RESOLVED** to approve the Annual Governance Statement for 2020-21 (section 1 of the AGAR) for the year ending 31 March 2021. The chair and the clerk signed the document.

**(c) To approve the Accounting Statements for 2020-21, Section 2 of the AGAR for the year ending 31 March 2021 and the supporting bank reconciliation and the explanation of significant variations from last year (2019-20) to the year 2020-21)**

It was **RESOLVED** to approve the Accounting Statements for 2020-21 (section 2 of the AGAR) for the year ending 31 March 2021 and the supporting bank reconciliation and the explanation of significant variations from last year. The chair and the clerk signed the document.

**(d) To note annual internal auditor report to follow at next meeting - all noted.**

**(e) Risk Assessment**

It was **RESOLVED** to adopt the annual risk assessment.

#### **41. TO DISCUSS CHRISTMAS LIGHTS – Cllr Sims**

It was **RESOLVED** that the council is in agreement to the proposed Christmas Lights switch on date of Sunday 28<sup>th</sup> November 2021.

#### **42. TO CONSIDER RESIDENT REQUEST TO CONVERT MEMORIAL GARDENS INTO A WILDFLOWER AREA**

Ideas for wildflower areas at the Playstool were discussed and it was agreed for Cllr Bolas create a post on the Facebook page to gather views from residents, Cllr Emery and Cllr Baldock shall be informed of the comments in their capacity as members of the Playstool Working Group.

#### **43. CONSULTATIONS**

**(a) Local Heritage Listing Criteria consultation**

Cllr Butlin offered to review the consultation and it was **RESOLVED** for Cllr Butlin to compile councillors comments and pass them onto the clerk for responding on behalf of the council.

**(b) BT Payphones consultation**

It was **RESOLVED** not to respond to the Payphone Consultation.

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

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

i. Application No: 21/500968/FULL Location: 2 Homestead View Borden Sittingbourne Kent ME9 8JQ Proposal: Part conversion of garage into habitable space, with creation of first floor including 3no. front rooflights and 1no. rear dormer. Erection of single storey rear extension including internal and external alterations as amended by drawings received 5th May 2021 removing the rear dormer

It was **RESOLVED** to submit no comment, subject to there being no adverse neighbour comments. Should there be adverse neighbour comments an extension to comments shall be requested.

ii. Application No: 21/502860/FULL Conversion of garage into habitable space, with alterations to roof. Erection of single storey double garage to front, with pitched roof. The Meadows Chestnut Street Borden Sittingbourne Kent ME9 8DB

It was **RESOLVED** no comment.

*Cllr Emery joined the meeting at 18:18pm*

Cllr Butlin asked about the sustainable transport survey and if it could be added to Facebook. Cllr Butlin asked about the noticeboard on the Forge as it is listed on the parish council asset register – the RFO shall review this.

Cllr Butlin asked about if councillors had completed the rural market town survey.

**45. NEXT MEETING DATE – 15<sup>th</sup> July 2021 Zoom Advisory; F&GP 22<sup>nd</sup> July 2021.**

**The meeting was closed at 18:40pm.**