



MINUTES OF MEETING HELD ON 21ST DECEMBER 2023

133. APOLOGIES FOR ABSENCE: Cllr Tumber and Cllr Broughton.

In Attendance: Cllr Baldock, Cllr Bolas, Cllr Butlin, Cllr Cole, Cllr Harrison, Cllr Hepburn Cllr Jemmett, Cllr Sims.

134. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Planning - Cllr Baldock except for planning item 6 as not voting at the Swale Borough Planning Committee.

Parish Hall - Cllr Bolas and Cllr Hepburn.

Pavilion – Cllr Sims

135. CHAIR'S ANNOUNCEMENTS

Former Borden Parish Councillor Andrew Mair sadly passed away at the end of last week, the Parish Council would like to offer his family their deepest sympathy.

It was **RESOLVED** to send a notice of condolence to the family from the Parish Council.

136. TO APPROVE FOR SIGNATURE:

The minutes of the Parish Council meeting held on 16th November 23 (Appendix A).

It was **RESOLVED** to approve the minutes for November 2023 which were duly signed by the Chair.

137. PUBLIC PARTICIPATION SESSION – The period designated for public participation at a meeting shall not exceed 10 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 3 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. There were none in attendance, however, the Clerk has reached out and has a contact who will try to arrange attendance for future meetings.

b. Parishioners. There were 5 in attendance as observers.

c. County/Borough Councillors (a written report must be submitted three days before the meeting).

Cllr Baldock – Report sent before the meeting.

Cllr Cavanagh – Report sent to the Clerk before the meeting, which was not cascaded so a verbal update given.

138. FINANCE

a. To approve the accounting statement and reconciliation for November 2023 (Appendix B).

It was **RESOLVED** to approve the accounting statement and reconciliation for November which was duly signed by the Chair and RFO.

b. To approve the following BACS list of accounts for payment for December 2023.

It was **RESOLVED** to approve the BACs list for payment in December 23, which were checked by 2 signatories and signed accordingly.

December 23 PAYMENT LIST					
Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 994.02	n/a	£ 994.02
Staff	Expenses	WFH allowance	£ 25.00	n/a	£ 25.00
HMRC	Payroll	PAYE	£ 310.50	n/a	£ 310.50
Richard Wilkinson Electrical	Christmas Tree Lights	Labour and equipment for lights	£ 1,696.80	£ 282.80	£ 1,414.00
Treecraft	Tree Maintenance	1st installment of 4	£ 2,200.00	n/a	£ 2,200.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
Kings Commercial	Open Spaces	Toilet Cleaning (11/ Oct - 11 Nov)	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
Sittingbourne Christmas Lights	Grants	Sleigh round	£ 250.00	n/a	£ 250.00
Fete Committee	Grants	Xmas light switch on	£ 400.00	n/a	£ 400.00
Swale Borough Council	Other Expenditure	Borden Broadside printing	£ 186.00	n/a	£ 186.00
Steve Wakeling	Playstool Maintenance	Contract 4th installment	£ 779.76	n/a	£ 779.76
SLCC	Training	VAT	£ 36.00	£ 6.00	£ 30.00
Total BACS payments			£ 7,616.61	£ 373.00	£ 7,243.61
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
O2	Office	Mobile	£ 12.16	£ 2.03	£ 10.13
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 8.22	£ 1.37	£ 6.85
N Power	Electricity - Unmetered supply		£ 156.78	£ 7.47	£ 149.31
Lloyds Bank	Admin	Corporate card	£ 157.30	£ 25.72	£ 131.58
Total DD payments			£ 383.82	£ 44.82	£ 339.00
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	Weekly toilet emptying (1 - 30 Nov)	£ 154.30	£ 25.72	£ 128.58
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 157.30	£ 25.72	£ 131.58

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- c. New NatWest 35-day notice liquidity account -To note the account has now been opened and the Clerk has been added as a signatory as agreed at the November meeting, this is for bank management purposes only. The £106 funds of £42,501.49 have now also been transferred as agreed under September minute item 100f.
- d. To note Swale Borough Council has agreed to the £7000.00 Community Infrastructure grant towards the new Playstool toilets which will be paid into the NatWest Liquidity account.
- e. To agree to a virement from the Grant Allocations budget line of £1500.00 to the Christmas Tree light budget line, towards the unbudgeted cost of the new Christmas tree lights agreed under October minute item 116h. It was **RESOLVED** to agree to the £1500 virement from the Grant Allocation budget to the Christmas Light budget.
- f. To note the previous EDF 4-year fixed for business rate has ended for the feeder pillar electricity supply and costs were set to increase from £13 to £36 monthly. A new 2-year fixed for-business rate for £21 monthly has now been set up which remains within budget.
- g. To note the VAT reclaim for 2022/2023 has been received from HMRC VTR for £8,790.43.
- h. The Finance Advisory Committee to present for review and agreement the budget and precept for 2024/2025. The Finance Committee presented the proposed budget as follows:-
The total budget required is £83,977.40
Less total known income £10,615.00
The precept required for 2024/25 is £73,362.40 which equates to a 4.73% (£3,310.00) increase on the 2023/24 precept which was £70,052.40.

The inclusion of a budget for Youth Provision and a Taxi service was requested. To get the Taxi service quote was a resolution from the November meeting, which the Clerk has not yet had time to action.

Cllr Sims asked that in the future costings for budget items are produced before the meeting to save time.

It was **RESOLVED** to not agree on the current proposed budget and precept. The Finance Committee will reconvene to assess the impact of including the additional suggested budget lines and bring it back to the January meeting for the final decision.

The Clerk advised that she should gather the required quotes for the suggested new budget lines, however, the following resolutions were agreed.

It was **RESOLVED** to email Brogdale to get quotes for Youth Provision, Cllr Baldock to phone for a quote.

It was **RESOLVED** that Cllr Baldock will phone taxi companies for quotes.

BUSINESS ITEMS

- a. To consider a further Councillor to join the Wises Lane Monitoring & Liaison Group.
It was **RESOLVED** that Cllr Broughton would join the Wises Lane Monitoring & Liaison Group.
- b. To agree that quotes can be sought for the annual Playstool, Woodland Area and Nature Reserve 2024 tree survey which was last completed in February 2023.
It was **RESOLVED** that the Clerk can get quotes for the annual tree survey for the Playstool, Woodland Area and Nature Reserve.

139. HIGHWAYS

- a. To receive an update on November minute item 130a, regarding KCC Community Transport services and Taxi company quotes.
This has been discussed under item 138h.
- i. The finger post near the Parish Hall has been knocked down, and Cllr Hepburn asked that this go to Highways Group to look into repairing.
- ii. Wises Lane A2 junction's previous road repairs have now sunk
It was agreed that Cllrs would individually report online.

140. COMMITTEE AND WORKING GROUP UPDATES

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- a. To receive an update from the Wisers Lane Working & Liaison Group (attachment 1). The report was cascaded before the meeting and can be viewed on the Parish Council website at www.bordenparishcouncil.com.
- i. To review resident communications regarding the Borden Directory content and consider a response from the Parish Council.
3 communications were received regarding non-representation in the Borden directory.
From the first printing there are circa 200 copies left, which will go into phase 2 of the new development, so further copies are not likely to be required for another year.
After discussion, it was agreed that it was not possible to include all businesses but that the inclusion of the Friends of Borden Church and the Borden Light & Fete Committee in the Borden Directory would have been a beneficial addition and it was proposed that the Chair writes to apologise for the omission and advise the Parish Council will look to include them in any further editions of the Borden Directory.
It was **RESOLVED** to agree for the Chair to write to the friends of Borden Church and the Lights and Fete Committee as detailed in the above proposal.
It was **RESOLVED** Cllr Baldock will do a new insert acknowledging the above groups. With 1000 copies for an insert to the Borden Broadside.
It was **RESOLVED** that the Chair responds to the 3rd communication to explain the Borden Directory is not for advertising businesses, and the pubs that have been included along with the Oad Street Craft Centre are considered communal meeting places.
- a. To receive an update from the Nature Reserve Working Group.
Cllr Baldock sent a report before the meeting.
- i. To discuss the way forward with the application for the Nature Reserve to have designated status.
Cllr Baldock has sent an email to the Clerk with links on how to get designated status, which the Clerk will share with Cllrs after the meeting.
It was agreed that Cllr Butlin would review the link and bring it back to the January meeting.
- ii. Further to November item 129a iii, to review a draft of the communication for the proposed cherry logo for the Nature Reserve lectern.
Due to time constraints, this item will be brought back to the January meeting.

141. OPEN SPACES

- a. Homewood View pathway barrier
Further to October item 116j – To ascertain if funds are available in the current budget to purchase and install a pathway 'A-frame' barrier to stop access by bikes to the Woodland area. If so quotes produced for the September meeting under item 100g can be re-considered.
The Clerk confirmed that there are funds available in the current budget to purchase an A-Frame which could be taken from the General Repairs budget line but the installation cost is not yet known, the companies contacted were not offering installation (A-Frame quote £1269.60 General repairs budget line £2000)
It was **RESOLVED** to get the dimensions and go back to suppliers and get quotes for a disabled kissing gate, not an A-Frame barrier, to include installation.
- b. To receive an update on the request to have bins installed at the junction of Wrens Road and Hearts Delight and also beside the dog bag dispenser at Maylam Gardens.
The Clerk has liaised with SBC who has advised that their bin audit has now been completed and they will monitor both areas for 1 month and then contact the Clerk again in January to advise if the monitoring confirms the necessity of the bins to be installed.
- c. To receive an update on the request for a bench at Maylam Gardens.
Swale Borough Council Greenspace Technical Officer, has said that in principle he is happy to allow a bench at Maylam Gardens but firstly the Parish Council needs to agree and advise him of the following requirements:-
- Location within the open space
 - Type of bench
 - Foundation construction
 - Who is undertaking the work – RAMS, PLI, etc
 - Ongoing maintenance liability etc

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It was agreed that Cllr Bolas will go back to re-consider the location as trees have now been planted at the location and the Clerk will respond further to SBC when the new locations are identified and agreed.

- d. To receive an update on the Police response from the Woodland area unauthorised tree felling (previous minute item 116i).

It was proposed that an email be sent to the Rural Taskforce so they can feed into what has been happening and follow up with the police for further investigation and ask the Police if they have contacted the person whose property this tree overhung and if there were any witnesses identified.

It was **RESOLVED** that the above proposal be agreed

- e. To receive an update on the request sent to Swale Environmental to protect a hedgerow near the Wises Lane Development.

It was proposed that the Parish Council pursue SBC correspondence and look at how we can adopt the hedge row.

It was **RESOLVED** to agree on the above proposal.

142. MOTIONS FROM COUNCILLORS

- a. Cllr Baldock asks that consideration be given to youth provision in Borden.

Discussed under item 138h

- b. Cllr Butlin asks that consideration be given to applying for a free defibrillator grant from the British Heart Foundation. ***Cllr Baldock left the meeting at 21:05. Returned 21:08***

Cllr Butlin updated the group including that the installation may be able to be included.

It was agreed to bring this item back to the January meeting.

It was **RESOLVED** that Cllr Baldock will speak with Long Hop to see if they would agree for a defibrillator to be on the wall and their electricity supply used.

It was **RESOLVED** that Cllr Butlin investigate the best location considering that a new defibrillator can not be within 200m of a current one. Also to ascertain if the Gore Court defibrillator is locked or not.

143. CORRESPONDENCE

- a. To consider a resident request to write to KCC requesting that Munsgore Lane and surrounding areas around Borden Primary School and Pre-School Playgroup be added to their winter salting route (attachment 2).

The KCC salt routes for Borden were reviewed and School Lane is on the salt route list.

It was **RESOLVED** to write to KCC asking that School Lane along with the car park triangle be salted, and also ask if Munsgore Lane can be added to the salting route. If not agreed request a salt bin be installed.

- b. To consider a resident request for a crossing on Borden Lane for children walking to school (attachment 3). The request was made due to the increased traffic using Borden Lane.

It was **RESOLVED** to write to the resident to advise that the Parish Council's understanding is that as part of the new roadworks and roundabouts crossings will be included.

- c. To consider a resident request for a new highway sign to show Munsgore Lane is not a suitable detour route (attachment 4).

It was **RESOLVED** to write to residents to advise that there is not a suitable sign for a 'no detour route', Cllr Butlin to draft a letter and send it to the Chair and Clerk for sign-off before sending.

Cllr Baldock acknowledged an interest in the following item

- d. To agree on the completion of a survey and comments regarding a consultation on the Swale Borough Council draft Corporate Plan.

It was **RESOLVED** that this can be completed by Cllrs in an individual capacity

- e. To consider the repair of the footpath finger post at the bottom of the Playstool steps that has been broken off at the base and is leaning in the hedge (attachment 5).

It was **RESOLVED** that the Clerk would report to KCC as it is their sign to repair and also respond to the resident that this has been reported.

144. PLANNING MATTERS

- a. Town and Country Planning Act 1990 Section 257 Swale Borough Council (Public Footpath ZR117 (Part) Borden) Public Path Division Order 2023 (attachment 6)

This was noted but there were no further comments on this item

- b. To note the following planning application was objected to by the Parish Council at their meetings in September and November and is due to be reported to the Swale Planning Committee meeting on 7th December.

Application No: 23/503582/ADV Proposal: Advertisement consent for 1no. fascia signs, 9no. totem signs, 2no. plaques, 4no. fence panel signs, 1no. development name sign and 5no. flag poles. Location: Land At Wises Lane Borden Kent.

This was noted only.

- c. **application: 22/505646/OUT.** Notification of Appeal Lodged with the Planning Inspectorate Proposal: Outline application with access being sought for the erection of up to 290no. dwellings, the formation of a new means of access onto Minterne Avenue, new footpaths and cycle routes, the creation of new surface water drainage, new landscaping and habitat creation, groundworks and other infrastructure. Location: Land At Ufton Court Farm Tunstall Kent.

The Parish Council objected to this application on 20th January 2023 and If they wish to add to, modify or withdraw the previous representations this must be done by 10th January 2024.

It was **RESOLVED** to reiterate the Parish Council's previous comments regarding this application and in light of new information, they wish to add to their previous comments that they have serious concerns with the closing of Riddles Road which would prevent parishioners of Borden from traversing into Sittingbourne Town. The Parish Council feel that the open space should be attributed to a Nature Reserve that would be in keeping with the Parish Council's objectives of promoting wildlife and incorporating a wildlife corridor.

It was agreed to jump to planning item 6

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

Please note the following, unless otherwise stated are a discharge of condition application and not a formal consultation for the Parish Council.

1. **Application: 23/505055/SUB.** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge condition 62 (landscape and ecological management plan) of planning application 17/505711/HYBRID (phases A1 and 1B).

Extension for comments agreed until 22/12/23.

It was **RESOLVED** to have no comment on this application.

2. **Application: 23/505056/SUB.** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge condition 20 (updated construction management plan) of planning application 17/505711/HYBRID and in conjunction with 22/500784/SUB.

Extension for comments agreed until 22/12/23

It was **RESOLVED** to have no comment on this application.

3. **Application: 23/504793/FULL** Proposal: Demolition of existing porch and conservatory, and erection of a single storey front, side and rear extension. Erection of a new pitched roof to existing garage with 2no. dormer windows, to provide recreational area. Location: Littlefields Hearts Delight Road Tunstall Kent ME9 8JB

Consultation responses are due by 12th December, an extension has been agreed.

It was **RESOLVED** to have no objection to this application.

4. **Application: 23/500258/OUT** Location: Gleneagles Maidstone Road Borden Kent ME9 7QA Proposal: Outline Application for redevelopment of the former Gleneagles Garage to provide a commercial development of two buildings. 4 x light industry (Use Class E(g)(iii)) and 4 x warehouse/storage (Use Class B8). (All Matters Reserved).

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Previous comment March 23. Consultation responses are due by 14th December, an extension has been requested.

It was **RESOLVED** to have no further comments on this application.

5. **Application: 23/505420/REM PROPOSAL:** Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale sought) for creation of the eastern spine road (Phase 2D), pursuant to 17/505711/HYBRID. ADDRESS: Land At Wises Lane Borden Kent ME10 1GD.

Consultation responses are due by 27th December 2023.

Maps were reviewed by all and an a discussion held.

It was **RESOLVED** to object to this application for the following reasons;

1. There are insufficient speed reduction measures proposed at the Borden Lane end of the Spine Road :
 - Speed reduction measures should be applied along the entire length of the new road in the interest of public safety minimising the impact on the adjacent natural environment and noise.
 2. The location of crossing for pedestrians and to access the cycle paths should be at more strategic locations to maximise safety and encourage active travel.
 3. The spine road between Cryalls Lane and Borden Lane and associated works will adversely impact a long-standing and established large Badger set and associated foraging grounds. No detailed plans have been submitted to mitigate the impact on this protective species and other protected species within this area.
 4. The short spur remaining on Cryalls Lane will be highly susceptible to antisocial behaviour and fly-tipping.
 5. The partial completion of this road is likely to create additional traffic via Cryalls Lane to the New Zealand estate which is a residential area and not designed for high volume traffic. Its use as such will present a safety risk to residents and walkers.
6. **Application: 23/505421/NMAMD.** Grid: 588553/16357. Borden Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Non-material amendment to application 17/505711/HYBRID to alter the boundary of the proposed primary school and open space.
Cllr Baldock feels the sports land going down to the junctions it takes away the amenity space where footpath going through, to make all sports grounds - change from the original.
The plan/map was looked at and discussed
The amenity land has been cut in half on the new plan making it of no use and isolating the shops.

Standing orders were suspended at 10:00

It was **RESOLVED** to respond with it is a material change and it changes the nature of the heart of the development isolates the commercial centre from the amenity land and for these reasons, it has a negative impact on the development and Borden Parish council object.

Chair handed over to the Vice Chair at 22:13. From this went back to planning item 1.

7. **Application: 23/505522/PNQCLA** Grid: 586297/162615. Address: The Field Barn Woodgate Lane Borden Kent ME9 7QB Proposal: Prior notification for the change of use of a building and any land within its curtilage from agricultural to 2no. dwellinghouses and associated operation development. For its prior approval to: - Transport and Highways impacts of the development. - Noise impacts of the development. - Contamination risks on the site. -Flooding risks on the site. - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses). - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwellinghouses.

It was **RESOLVED** to have no further comment on this application.

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146. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated before the meeting).
- b. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
 - c. Borden Sports Association – Cllr Sims. The report was cascaded before the meeting and can be viewed on the Parish Council website at www.bordenparishcouncil.com.
 - d. Borden Parish Hall – Cllr Hepburn (attachment 7). The report was cascaded before the meeting and can be viewed on the Parish Council website at www.bordenparishcouncil.com.
 - e. Borden Heritage Group – Cllr Harrison (attachment 8). The report was cascaded before the meeting and can be viewed on the Parish Council website at www.bordenparishcouncil.com.
- Cllr Harrison updated on the Heritage meeting

Cllr Sims thanked Cllr Baldock for all the work he puts into the Borden Broadside.

The meeting finished at 11:00pm

NEXT MEETING TO BE HELD ON 18th JANUARY 2024

Minutes agreed and signed on 18th January 2024 by;

Print Name:

Signature:

Title: