

# 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 19<sup>th</sup> October 2023 in the Pavilion, Wises Lane at 7 pm

Teresa Millum

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

13<sup>th</sup> October 2023

## A G E N D A

### 108. APOLOGIES FOR ABSENCE

### 109. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

### 110. CHAIR'S ANNOUNCEMENTS

### 111. TO APPROVE FOR SIGNATURE:

- a. The minutes of the annual Parish Council meeting held on 21<sup>st</sup> September 23 (Appendix A).

### 112. 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.  
b. Parishioners.  
c. County/Borough Councillors (a written report must be submitted three days before the meeting).

### 113. FINANCE

- a. To approve the accounting statement and reconciliation for September 2023 (Appendix B).  
b. To approve the following BACS list of accounts for payment in October 2023.

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & milage	£ 29.05	n/a	£ 29.05
HMRC	Payroll	PAYE	£ 280.73	n/a	£ 280.73
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
Kings Commercial	Open Spaces	Toilet Cleaning (11/9 - 11/10)	£ 173.33	n/a	£ 173.33
Streetlights	Utilities	Repairs - Coppins Lane	£ 500.10	£ 83.35	£ 416.75
Streetlights	Utilities	Repairs - Coppins Lane	£ 80.40	£ 13.40	£ 67.00
Streetlights	Utilities	Maintenance contract (part 2)	£ 725.76	£ 120.96	£ 604.80
Swale Borough Council	Administratin	Election costs	£ 268.01	n/a	£ 268.01
TMS Traffic Management	Open Spaces	Tree Maintenance	£ 760.80	£ 126.80	£ 634.00
GraphicKat	Public Consultation	Mailshot	£ 255.00	n/a	£ 255.00
Ethos Air	Open Spaces	Sports Pavilion - air con service	£ 144.00	£ 24.00	£ 120.00
Mazars LLP	Admin	External audit	£ 378.00	£ 63.00	£ 315.00
Treecraft	Open Spaces	Tree Maintenance - NR ivy March 23	£ 1,375.00	n/a	£ 1,375.00
J England	Health & Safety	Playstool insptctions	£ 75.00	n/a	£ 75.00
<b>Total BACS payments Aug</b>			<b>£ 6,500.20</b>	<b>£ 515.71</b>	<b>£ 5,984.49</b>
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Hugo Fox		Website	£ 11.99	n/a	£ 11.99
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 13.00	£ 0.62	£ 12.38
N Power	Electricity - Unmetered supply	Electric	£ 119.72	£ 5.70	£ 114.02
Lloyds Bank	Admin	Corporate card	£ 120.36	£ 6.11	£ 114.25
Unity Bank	Admin	Charges	£ 18.00	n/a	£ 18.00
<b>Total DD payments Aug</b>			<b>£ 335.92</b>	<b>£ 21.24</b>	<b>£ 314.68</b>
Credit Card Payments	Budget	Description	Gross	VAT	Net
Amazon	Office	Stationary - cartridges	£ 31.71	£ 3.33	£ 28.38
Amazon	Office	Stationary - USB connector	£ 16.65	£ 2.78	£ 13.87
Eco Green Communities	Open Spaces	General Maintenance	£ 69.00	n/a	£ 69.00
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			<b>£ 120.36</b>	<b>£ 6.11</b>	<b>£ 114.25</b>

- c. The RFO is arranging for the bank's signatories to be updated and 2 authorised signatories are required to sign the mandate.  
d. To note Parish precept 2023/24 – Swale Borough Council paid the second installment of the precept on 3<sup>rd</sup> October for £36,083.50. £35,026.00 is the precept and £1,057.50 is the lighting grant.  
e. To note that the Clerk under financial regulation 3.4 has arranged for our street light contractor to fix a light in Coppins Lane, the cost is on the October payment list for £80.40.

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## 114. BUSINESS ITEMS

- a. To note a Councillor resignation and the dates that the casual vacancy notice will be posted.
- b. To receive an update on the Community Honours board to be located at the Parish Hall.
- c. To consider a further Councillor to join the Highways Working Group, volunteers should express their interest at the meeting.
- d. To consider a further Councillor to join the Wises Lane Monitoring & Liaison Group, volunteers should express their interest at the meeting.

## 115. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive an update from Wises Lane Monitoring Group (attachment 1).
- i. The Borden Directory is with the printers and the WLMG proposes that they be delivered to current residents with the next edition of the Broadside, and we would ask that the Parish Council agree on the following recommendations:
  - They are delivered to new residents in the development in person by Parish Councillors.
  - Councillors would be asked to volunteer and a rota to be initiated.
  - The Parish Council ask that BDW let us know when the new residents pick up their keys and move in.
- b. D-Day 80 working group update (attachment 2).
- i. To consider and agree on a suitable budget for the D-Day event.
- c. Nature Reserve updates.
- i. To agree on who will meet KCC Operations at the Nature Reserve for a site visit on 25<sup>th</sup> October, to assess for the lease renewal and also the opportunity to discuss the Parish Council's desires to have it designated as an area with Rural England.
- ii. To consider and agree on the re-design of the Nature Reserve lectern.
- iii. To note that Cryalls Lane will be closed from 6<sup>th</sup> November for 5 days from 8 am to 6 pm to allow tree pollarding of 62 trees at the Nature Reserve as required by the tree survey. (previous item 100e).

## 116. OPEN SPACES

- a. To receive an update on the Playstool Toilets (previous item 103c).
- b. To receive an update on the proposed waste bins for both Wrens Road and Maylam Gardens (previous items 103a and 103f)).
- c. To receive an update regarding the proposed bench at Maylam Gardens (previous item 103e).
- d. The Jubilee oak tree plaque has now been received and the Parish Council is to consider and agree on the best way forward regarding the installation.
- e. To consider and agree on a location where the Coronation oak tree will be planted.
- f. To consider the purchase of a tree guard for the Coronation oak tree.
- g. To consider the purchase of a Coronation oak tree plaque and if agreed the plaque wording.
- h. To receive an update and recommendations from Cllr Sims & Cllr Tumber from their recent site visit to view the Christmas tree lights and assess if there need to be more lights added in line with the growth of the tree.
- i. To discuss the recent activity seen in the Woodland area with some trees being cut back by unknown persons.
- j. After a site visit by Cllr Sims and Cllr Tumber, to receive an update and recommendations regarding the provision of a barrier to stop motor and quad bike access to the Woodland area, at the Homewood View pathway (previous item 100g).

## 117. HIGHWAYS

- a. To receive a report from the Highways Working Group (attachment 3).
- i. To receive an update on the meeting with KCC on 11<sup>th</sup> October, regarding the Key Street Roundabout.
- ii. To receive an update on the meeting with KCC regarding their recent site visit to Borden.
- iii. To review responses received from Parishioners who have shared their experiences from the stopping of the bus service through Borden, and agree if there is anything further that the Parish Council feasibly do.

## 118. CORRESPONDENCE

- a. To note correspondence from residents and agree on any actions to be taken.

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- b. To consider a Parishioner request who lives near the Danaway bus stop, who along with others would like the shrubs on the embankment adjacent to the millennium garden cut back as they are now encroaching onto the green space by about six feet, and the nettles around the milestone removed. They would also like the two dead crab apple trees replaced.

## 119. PLANNING RELATED ITEMS

- a. Reserved Matters application 23/500263/REM. Further to September item 102a/ii - Receive an update on the meeting between the Parish Council, Quinn Estates and SRUFC on 2<sup>nd</sup> October 23, and consider if there are any further matters that need to be considered and raised in regards to this application before it goes back to the Planning Committee.
- b. 23/502210/FULL Vigo Solar Farm responses – A letter has been received responding to the Parish Council comments on this application, providing additional details to help allay concerns regarding the solar farm. The Parish Council is to consider the responses and agree if there are any further questions at this stage.

## 120. 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 Ref: 23/504228/FULL.** Proposal: Erection of first-floor rear extension, roof adaptations including insertion of roof lights and dormer windows, together with changes to fenestration. ADDRESS: 15 Coppins Lane Borden Sittingbourne Kent ME9 8JG.  
***Consultation comments are due by 13<sup>th</sup> October, an extension has been agreed.***
- 2) **Application No: 23/500263/REM.** Location: Land At Wises Lane Borden Kent ME10 1GD. Proposal: Approval of Reserved Matters for Scale, Appearance, Landscaping, Layout being sought for the Sittingbourne Rugby Club and Community Hub including, 2x RFU compliant rugby pitches and associated parking, pursuant to application. 17/505711/HYBRID.  
***Consultation comments are due by 18<sup>th</sup> October, extension requested.***
- 3) **Application Ref: 23/504529/TPOA.** PROPOSAL: TPO Application to re-pollard four Lombardy poplar trees by 6m to one meter below previous pollarded points leaving the trees 12.6m in height. ADDRESS: Havering 3 The Rise Borden Sittingbourne Kent ME9 8HY  
***Consultation comments are due by: 30 October 2023.***

## 121. 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. Borden Parish Hall – Cllr Hepburn (attachment 4)
- d. Borden Heritage Group – Cllr Hepburn (attachment 5 & 6).
- e. The next Swale West Parish meeting will be November 21st, 7pm at Iwade Village Hall. All Parishes are invited to send two delegates.

**NEXT MEETING TO BE HELD ON 16<sup>th</sup> NOVEMBER 2023**