



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on Thursday 17th October 2024 at the Pavilion, Wises Lane from 7 pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 11th October 2024

AGENDA

108. **APOLOGIES FOR ABSENCE**

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

110. **CHAIR'S ANNOUNCEMENTS**

111. **TO APPROVE FOR SIGNATURE**

- The minutes of the meeting held on 19th September 2024 (Appx A).
- The minutes of the Extraordinary meeting held on 9th October 2024 (Appx B).

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.*

- Police/PCSO.
- Parishioners.
- County/Borough Councillors (*a written report must be submitted three days before the meeting*).

113. **FINANCE**

- To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 30th September 2024 (Appx C).
- To review and agree to the budget vs actual report as of 30th September 2024.
- To approve the following BACS list of accounts for payment in October 2024.

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 983.03	n/a	£ 983.03
HMRC	Payroll	PAYE	£ 321.49	n/a	£ 321.49
Staff	Expenses	WFH allowance & D-Day expenses	£ 25.00	n/a	£ 25.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 570.60	£ 95.10	£ 475.50
Kings Commercial	Open Spaces	Toilet Cleaning - Aug	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool inspections	£ 60.00	n/a	£ 60.00
JNC Architecture	New Playstool Toilet	Architect - JNC Stage 2 Technical	£ 300.00	n/a	£ 300.00
Streetlights	Utilities	Streetlight maintenance contract (part 2)	£ 725.76	£ 120.96	£ 604.80
Streetlights	Utilities	Repairs - foliage cut back	£ 468.00	£ 78.00	£ 390.00
Cardinus	Open Spaces	Pavilion - revaluation	£ 168.00	£ 28.00	£ 140.00
Swale Shutter and Door Sevices	Open Spaces	Pavilion - Shutter repair	£ 511.80	£ 85.30	£ 426.50
Borden Sports Association	Admin	Pavilion Hire (annual fee)	£ 250.00	n/a	£ 250.00
Total BACS payments			£ 4,557.01	£ 407.36	£ 4,149.65
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	£ 14.35	£ 2.39	£ 11.96
EE	Office	Broadband	£ 20.71	£ 3.45	£ 17.26
EDF energy	Utilities	Electricity - metered supply	£ 20.79	£ 0.99	£ 19.80
N Power	Utilities	Electricity - Unmetered supply	£ 130.96	£ 6.24	£ 124.72
Lloyds Bank	Admin	Corporate card	£ 494.66	£ 81.94	£ 412.72
Total DD payments			£ 711.63	£ 100.04	£ 611.59
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloo	Open Spaces	Toilet servicing	£ 159.44	£ 26.57	£ 132.87
Eco Green Communities	Open Spaces	General maintenance - dog waste	£ 88.20	£ 14.70	£ 73.50
Turnock	Event Planning	Christmas lights	£ 89.76	£ 14.96	£ 74.80
Euroloo	Open Spaces	Toilet servicing	£ 154.26	£ 25.71	£ 128.55
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 494.66	£ 81.94	£ 412.72

- To review and agree the external Auditor report for the 2023/2024 Annual Governance and Accountability Return (AGAR).

BORDEN PARISH COUNCIL

- e. To consider the external audit advisement on 'completion of audit' under email management that for GDPR purposes Councillors are provided with .gov email accounts.
- f. To receive an update on the KCC Member Community Grant and Swale Members Grant requests towards the Playstool play area roundabout (previous minute item 98h).
- g. To review and approve a quote for a new roundabout at the Playstool play area, with feedback from Cllr Sims regarding the School's input. Alternatively, consider repairing the bearing of the existing unit (refer to previous minute item 98h).
- h. To consider the grant request for £300 from Sittingbourne Lights.
- i. To note the quote to supply and erect a barrier at Homestead View has been received at £1058 + VAT, and the contractor has been instructed to go ahead with the work as agreed in May minute item 21g.
- j. To note that the Remembrance Day poppy wreath has been ordered for £41.67 + VAT from the Poppy Appeal and is due for delivery on 29th October 24.

114. BUDGET 2025/26

- a. Finance Committee report (attachment 1)
- b. To discuss the Finance Committee presentation of the 2025/26 initial draft budget requirements and to agree on any necessary changes before the final approval.

115. PLANNING MATTERS

- 1) **Application No: 24/500856/REM** Proposal: Approval of reserved matters (Access, Appearance, Landscaping, Layout, and Scale sought) for levels and earthworks changes for Phase 2F and the Primary School Land pursuant to 17/505711/HYBRID. Location: Land At Wises Lane Borden Kent.

This application is due to be reported to the Planning Committee meeting of the Council to be held on 10th October 2024 at 7 pm, in the Council Chambers at Swale House.

- 2) **Application 24/500733/SUB** – Land at Wises Lane, Borden, Kent (Rugby Club).
Submission of details pursuant to conditions 20 (construction management plan) and 21 (construction work times) of application 17/505711/HYBRID (part discharge, relating only to Rugby Club).

To address the Parish Council's most recent comments related to a request regarding construction hours, the Planning Agent has provided the suggested wording below to be incorporated into their submission.

The Planning Consultant has asked that if the Parish Council is satisfied this response has addressed their concerns about lighting and its potential impact on the Nature Reserve, can the call-in which was made in March be removed and this application be dealt with under delegated authority:

- We have stated that any light spillage is kept to a minimum and that the lighting will be used to access the escape routes as legally required for worker safety.
- All of the compounds and working areas are situated on the far side, away from the nature reserve, to ensure that any impact is mitigated as much as possible.
- We are happy to have the wording as 'any work relating to the pitches due to the proximity to the nature reserve will be between 7:30- and Dusk, works undertaken on the construction of the building will use the inside lights where possible or appropriately sourced lighting during the construction phase'.

- 3) **Application 24/501832/SUB:** Proposal: Submission of details to discharge conditions 20 - Construction Management Plan and 21 - Audible Construction Work, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID): Land At Wises Lane Borden Kent ME10 1GD.

In June, the Parish Council submitted an objection to this application for the use of construction traffic using Cryalls Lane past the Nature Reserve into the Australia Estate.

In July, the Planning Consultant advised that the Planning Agent addressed the objection, confirming that construction traffic will not route past the Nature Reserve into the Australia estate. The designated route is outlined in the Traffic Management Plan available on the Council's website.

The Planning Consultant has now asked that in light of this clarification, is the Parish Council satisfied that their concerns have been addressed.

BORDEN PARISH COUNCIL

116. **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: 24/502787/SUB** PROPOSAL: Submission of details pursuant to condition 7 (External Lighting Scheme) of application 23/500263/REM. ADDRESS: Land At Wises Lane Borden Kent ME10 1GD.
Consultation comments are due by 23rd October 24.
2. **APPLICATION REF: 24/503571/FULL** PROPOSAL: Replacement of entrance doors, removal of existing air conditioning unit and erection of a 1.8m high hit and miss fence around a new air condensing unit ADDRESS: Wrens Oast Wrens Road Borden Sittingbourne Kent ME9 8JE
Consultation comments are due by 16th October 24, an extension has been agreed.
3. **APPLICATION REF: 24/504060/FULL** PROPOSAL: Creation of a temporary construction compound on an area of existing hardstanding, including 1no. secure store, CCTV, 2no. double stacked cabins to provide offices, canteen and drying room, 1no. meeting room/information hub, 1no. toilet block and tank, 3no. segregated skips, 1no. fuel browser, materials laydown area, and 11no. parking spaces including 2no. visitor spaces and 1no. EV charging space. ADDRESS: Hooks Hole Farm School Lane Borden Kent ME9 8DA.
Consultation comments are due by 1st November 24.
Application: 24/504081/SUB: Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 66 (programme of archaeological field evaluation) subject to application 17/505711/HYBRID (for the remainder of the site).

117. **BUSINESS ITEMS**

- a. To receive an update on the Maylam Gardens bench
- b. To review questions from SBC on The Maypole Community Right to Bid application and agree on how to proceed with the response.
- c. To consider the new Borden Logo.
- d. To discuss the Management Committee requirements for the Community Hub.
- e. To consider Councillor volunteers to join the Finance Advisory Committee.
- f. To discuss communication with the Fete Committee about potential dates for next year's Christmas Tree light switch-on event.
- g. To evaluate the benefits of repairing the vandalised Playstool toilet which is currently out of service.

118. **COMMITTEE AND WORKING GROUP UPDATES**

- a. **Wises Lane Monitoring & Liaison Group update (WLMG)** (attachment 2).
 - i. To consider items for the WLMG to take to the next meeting with BDW.
 - ii. To acknowledge that an invitation to the groundbreaking at the new Community Hub site on 11th October 2024, was issued to the Parish Council.
- b. **New Build Playstool Convenience Committee report** (attachment 3).
- c. **Nature Reserve report** (attachment 4)
 - i. To receive an update on the lease renewal.
 - ii. Please note that the Management Plan is being processed for update due to its expiration this year.

119. **MOTIONS FROM COUNCILLORS**

- a. Cllr Small would like to address the use of the Borden Sports Pavilion car park for the recent Rugby/Community Hub groundbreaking event.

120. **HIGHWAYS**

- a. To receive an update on KCC's response to the council's letter concerning the road surface defect at Wises Lane.

121. **OPEN SPACES**

- a. To note that, following item 104c from the September minutes, the hole in the Playstool bank has been filled as directed by a representative from Borden Wildlife.

BORDEN PARISH COUNCIL

122. CORRESPONDENCE

- a. To review resident correspondence and agree on any actions to be taken.
- b. To consider the completion of the 'Empowering You in Swale – Consultation' by 11th November 2024.

123. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES (Reports to be circulated before the meeting).

- a. Kent Association of Local Councils – reports circulated as received.
 - i. To discuss items from Councillors to be submitted to the KALC AGM, following the resolution recorded in September minutes, item 106ai.
- b. Borden Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 5).
- d. Borden Heritage Group – Cllr Harrison (attachment 6).
- e. To receive a report from the Highways & Transportation Autumn Parish Seminar attended by Cllr Butlin.
- f. To receive a report from the Local Council Liaison Forum meeting attended by Cllr Butlin.

124. ITEMS FOR INFORMATION

NEXT MEETING TO BE HELD ON 21st NOVEMBER 2024