Stay Connected
Facebook: https://www.facebook.com/BordenParishCouncil
Website: www.bordenparishcouncil.gov.uk

MINUTES OF THE MONTHLY MEETING HELD ON 21ST MAY 2026

This meeting followed the Annual Parish Council Meeting and started at 19:45

29. APOLOGIES FOR ABSENCE: To receive apologies not previously recorded in the Annual Parish Council meeting.
There were no further apologies.

30. DECLARATIONS OF INTEREST
Parish Hall: Cllr Harrison
Borden Football Club: Cllr Tumber

31. CHAIR'S ANNOUNCEMENTS
The Chair announced that the Clerk has now passed the Certificate in Local Council Administration qualification (CiLCA).

i. Kent Association of Local Councils Community Award.
This item has been deferred until the June meeting to allow the awardee to be present.

32. TO APPROVE FOR SIGNATURE: The minutes of the last Parish Council meeting (APPX A).
It was **RESOLVED** to approve the minutes of the meeting on 16th April 2026, which were duly signed by the Chair.

33. PUBLIC PARTICIPATION SESSION (The *period designated for public participation at a meeting shall not exceed 10 minutes unless directed by the Chair. 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 chair may direct that a written or oral response be given).*

a. **Police/PCSO:** PC Atherton sent his apologies and provided the May newsletter, which is available on the website and Facebook page.

b. **Parishioners:** There were 2 in attendance who addressed the Council regarding Planning Application 26/501469/FULL.
The Chair, with approval, moved the meeting to item 36(1).

Meeting resumed from item 36(1)

c. **County/Borough Councillors** *(it would be appreciated if any reports from Borough or County Councillors could be submitted at least 5 days in advance of the meeting):*

County Cllr Palmer was not in attendance.
Borough Cllr Cavanage sent apologies.
Borough Cllr Baldock had no updates to report in addition to those already on the agenda.

34. FINANCE

a. **Bank Reconciliation:** To review and approve as at 30th April 2026 (APPX B).
It was **RESOLVED** to approve the bank reconciliation as of 30th April 2026, which was duly signed by the Chair.

b. **Budget vs Actual:** To review and approve the report as at 30th April 2026.
It was **RESOLVED** to approve the Budget versus Actual report as at 30th April 2026.

c. **Funds Transfer**: To note that an internal bank transfer for £50,000 has been submitted by the RFO and authorised by two signatories, from Unity Current to the Unity Instant Access Account.

d. **Quotes for approval:**

i. Byelaw signs: To confirm the final number of signs required for each of the Playstool upper and lower, the Woodland and the Nature Reserve, and approve the updated quote.
It was **RESOLVED** to approve the revised invoice from RBVE for £2769.00 + VAT for payment, and to confirm that the total of 16 signs is correct as follows:
Playstool upper and lower **7 signs** (including one double-sided) located at all entrances, including four into the Centenary Gardens, one each at the pathway from Wise Lane (double-sided), the Pavilion entrance and access from the Woodland Area.
Woodland area **3 signs** located at Mountview, Homewood and the entrance from lower Playstool
Nature Reserve **6 signs** to be located at all five gated entrances and the **footpath from Borden Lane**

BDW have confirmed that they will provide a donation towards costs.

ii. Bylelaw signs installation: To consider the installation quotations and approve as appropriate.
It was **RESOLVED** to approve quote number one from M Belsom & Son for £1,180 plus VAT, as the most cost-effective option.

e. **BACS Payments**: To approve the list of accounts for payment in May 2026:
It was **RESOLVED** to approve the BACS payment list for May 2026:

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Staff	£ 1,036.31	n/a	£ 1,036.31	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 421.98	n/a	£ 421.98	LGA 1972, s.112	
Staff	Expenses	Expenses	£ 30.05	n/a	£ 30.05	LGA 1972, s.112	
Fryer Cleaning & Maint	Centenary Gdns	Maintenance	£ 640.80	**£ 106.80**	£ 534.00	Open Spaces Act 1906, ss 9 and 10	
J England	Health & Safety	Playstool inspections	£ 45.00	n/a	£ 45.00	Open Spaces Act 1906, ss 9 and 10;	
Kings Commercial	Open Spaces	Toilet cleaning	£ 450.66	n/a	£ 450.66	Public Health Act 1936, ss 221-223, 227	
Irwin Installations	Open Spaces	Playstool repairs	£ 300.00	**£ 50.00**	£ 250.00	Open Spaces Act 1906, ss 9 and 10;	
Mulberry	Admin	Internal Audit	£ 382.50	**£ 63.75**	£ 318.75	Accounts and Audit Regulations 2015	
Steve Wakeling	Open Spaces	Playdale Maintenance (1 of 4)	£ 834.00	**n/a**	£ 834.00	Open Spaces Act 1906, ss 9 and 10;	
Citizens Advive	Admin	Donations	£ 100.00	**n/a**	£ 100.00	Local Government Act 1972, s.142(2A)	
Total BACS payments			**£ 4,241.30**	**£ 220.55**	**£ 4,020.75**	**£ -**	**£ -**
Direct Debits	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**s.137**
Waveney IT	Office	365 Licence	£ 14.47	**£ 2.41**	£ 12.06	LGA 1972, s.111	
Hugo Fox	Office	Website	£ 11.99	**£ 2.00**	£ 9.99	LGA 1972 s 142	
O2	Office	Mobile	£ 15.00	**£ 2.50**	£ 12.50	LGA 1972, s.111	
EE	Office	Broadband	£ 23.64	**£ 3.94**	£ 19.70	LGA 1972, s.111	
Npower	Utilities	Electric - unmetered (01-31Mar)	£ 126.42	**£ 6.02**	£ 120.40	Parish Councils Act 1957, s.3	
Smartest Energy	Utilities	Electric - Metered supply (01-31 Mar)	£ 38.23	**£ 1.82**	£ 36.41	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card	£ 574.80	**£ 92.22**	£ 482.58	See below card information	
Total DD payments			**£ 804.55**	**£ 110.91**	**£ 693.64**	**£ -**	**£ -**
Credit Card Payments	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**s.137**
Wicks	**Open Spaces**	**General Repairs (padlocks)**	**£ 18.50**	**n/a**	**£ 18.50**	LGA 1972, s.111	
Epson	Office	Stationary	£ 35.55	£ 5.92	£ 29.63	LGA 1972, s.111	
Epson	Office	Stationary - Credit	-£ 35.55	-£ 5.92	-£ 29.63	LGA 1972, s.111	
Playdale	Open Spaces	Playstool Repairs	£ 553.30	£ 92.22	£ 461.08	Open Spaces Act 1906, ss 9 and 10;	
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00	LGA 1972, s.111	
Total Credit Card *(Payment made via Lloyds DD payment)*			**£ 574.80**	**£ 92.22**	**£ 482.58**	**£ -**	**£ -**

f. **Annual Governance and Accountability Return (AGAR) 1st April 2025 to 31st March 2026**:

i. To receive and consider the Annual Internal Audit Report.
It was **RESOLVED** to receive and note the Annual Internal Audit Report.

ii. To consider and agree the Internal Auditors' Summary of Recommendations and any actions arising.
It was **RESOLVED** to agree with the Internal Audit Recommendations and actions.

iii. To review, complete, approve and sign Section 1 – Annual Governance Statement
Each assertion within Section 1 of the Annual Governance Statement was reviewed and considered by Members.
It was **RESOLVED** to approve Section 1 of the Annual Governance Statement, which was duly signed by the Chair and Clerk.

iv. To consider, approve and sign Section 2 – Accounting Statements
Members considered the Accounting Statements for the financial year ending 31st March 2026.
It was **RESOLVED** that Section 2 - Accounting Statements, having been signed by the Responsible Financial Officer before the meeting, be approved by Members and signed by the Chair.

v. To review and approve the statement of variances as at 31st March 2026
It was **RESOLVED** to approve the statement of variances for the financial year ending 31st March 2026.

vi. To note that the Exercise of Public Rights will be posted on 5th June 2026, with the inspection period commencing on 8th June and ending on 17th July 2026.

vii. Members noted that the period for the exercise of public rights had been reviewed by the Internal Auditor and confirmed as compliant with the Accounts and Audit Regulations 2015. Members also noted that the unaudited Accounting Statements would be published and made available for inspection during the period 8 June 2026 to 17 July 2026**.**

35. PLANNING MATTERS

1) **Application Reference: 22/503654/EIOUT Address:** Land To The West Of Bobbing Sittingbourne Kent ME9 8QL Proposal: Outline application (all matters reserved except for means of access from Sheppey Way) for a mixed use development comprising up to 2,500 dwellings, a 5.21 ha commercial employment zone including doctors' surgery, a 4.35 ha sports hub (and sports pitches), 3FE primary school, community facilities, local retail provision, public open space, children's play areas and associated parking, servicing, utilities, footpath and cycle links, drainage, ground and other infrastructure.

To receive an update.

Cllr Baldock provided an update: Bobbing Parish Council has allocated £11,000 towards pursuing the first stage of a Judicial Review. Swale Borough Council will be formally notified by legal representation that proceedings have commenced. If this matter progresses to a subsequent stage, costs will increase, and due to the impact that the development would have on Borden residents, Borden Parish Council are asked to agenda an item for its June meeting to consider a contribution towards further costs.

Meeting moved from item 33b. Cllr Baldock left the meeting at 20:00, having declared an interest in the Planning Committee, and returned at 20:10.

The meeting was suspended at 20:10 for a comfort break and resumed at 20:12.

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

(Please note that unless otherwise stated, the following applications are a discharge of conditions and not formal consultations for the Parish Council).

1) **Application reference: 26/501469/FULL** Address: Woodgate Oast, Woodgate Lane, Borden, Kent ME9 8JX Proposal: Change of use from mixed-use building comprising office, residential accommodation, and bed and breakfast facility to Class E use of offices, a Pilates studio, and treatment rooms for welfare professionals.
Consultation response due by 18/05/2026; an extension has been agreed.
Members raised concerns about traffic movement, both size and volume and the access approach.
It was **RESOLVED** to support this application, subject to the local authority approving a traffic and travel plan to ensure that access is safe and suitable for the road.
Meeting returned to item 33b.

2) **Application reference:** 26/501281/ADV Address: Phase 3 and 4 Land, At Wises Lane, Borden, Kent ME10 1GD Proposal: Advertisement Consent for 2 x non-illuminated vertical main signs.
Consultation response due by 21/05/2026; an extension has been agreed.
There was no comment on this application

37. BUSINESS ITEMS

a. **Clerk's report**: To review the report and consider any further actions to be taken.
Further to the April minutes (item 7b(i)), members considered a response received from Swale Borough Council's Planning Investigations regarding decisions made within the Borden conservation area.
It was **RESOLVED** to write the following letters to Swale Borough Council's Conservation Officer, copying in the Chief Executive:

1) Members did not consider that the Borough Council had met its duty regarding the conservation area by not following up appropriately on the destruction of the cherub, as a heritage feature, at St Maws. The Council would have expected an appropriately qualified person to have removed the cherub, and if damaged, arrangements made to either restore or replace it with a like-for-like feature.
2) Concerns raised by Members regarding damage to the Old Post Office, and noting that works being undertaken within the curtilage do not appear to accord with the approved planning permission.
To also write to the Head of Planning, copying in the Chief Executive:
3) To request that Swale Borough Council ensure a robust and consistent application of its statutory responsibilities to conserve and enhance heritage assets and conservation areas within the borough.

b. **Borden Fete Committee**: To consider the date submitted for the 2026 Christmas tree light switch-on event on 22nd November 2026.
It was **RESOLVED** to approve the Christmas tree light switch-on event for 22nd November 2026.

Clerk Action: Advise the Fete Committee that the lights owned by them at the Centenary Gardens may have been damaged.

c. **Councillor casual vacancies:** To approve the advertisement for the two remaining vacancies.
It was **RESOLVED** to approve the further advertisement on the website for the two available seats.

d. **CCTV Service Agreement:** To review the CCTV Service Agreement with Swale Borough Council (SBC), note that the original agreement was entered into under the former Toilet Committee delegated authority, consider the updated version and terms received, and resolve whether to approve the agreement or approve in principle and delegate authority for final review and execution.
It was **RESOLVED** to delegate authority to the Clerk and Cllr Bolas to review the updated CCTV agreement with Swale Borough Council and, subject to their satisfaction with the terms, to approve and sign and return the agreement on behalf of the Council.

e. **Policies:** To consider approval for the following policies, due for annual review, including minor amendments or updates.
   i. Website Accessibility Statement
   ii. Press and Media Policy
   iii. Sponsorship Policy
   iv. Grant Awarding Policy

   It was **RESOLVED** to approve the four policies noted above.

38. COMMITTEE AND WORKING GROUP UPDATES

a. **Wises Lane Monitoring & Liaison Group (WLMG)**: To receive a report on updates.
There were no updates.
   i. To consider items for the WLMG to present at the next meeting with BDW.
   There were no questions for BDW.
   ii. To receive an update regarding Cryall's Lane access.
   The meeting regarding the potential use of the Nature Reserve as a footpath to Borden Lane, during an upcoming closure of Cryalls Lane, was considered, on review, as not appropriate.
   iii. To consider appointing a Parish Council representative to attend a future meeting with KCC and BDW regarding the Cryalls Lane access, if required.
   It was **RESOLVED** that Cllr Small would attend any future meeting regarding this matter with KCC and BDW and report to the Full Council at the next meeting.

b. **Nature Reserve:** To receive a progress update on the lease renewal.
The Parish Council's Solicitor has reviewed the Heads of Terms, and KCC has been advised that the Council is generally supportive of progressing the lease agreement, subject to clarification of several matters within the proposed lease. These include KCC's intentions regarding renewal at the end of the lease term, clarification of the break clause in favour of KCC, and operational and public safety considerations. When the lease agreement is received, it will be shared with the Solicitor for review before final agreement.

39. HIGHWAYS

a. To receive a progress update on the Maidstone Road and Danaway 40mph scheme.
Kent County Council Highways (KCC) has shared the initial design documents for the proposed 40mph scheme. However, further information has been requested from KCC, including maps showing the locations of roundels, signs, and other changes, so that they can be clearly identified and considered in context to assess their likely effectiveness and value for money.
At its next meeting, the Highways Committee will review the information received to date and liaise with KCC regarding any proposed amendments to enable the progression of the scheme and report back to the next meeting of the Full Council.

b. To review April correspondence (minute item 10a(i)) with Local MP and KCC Cabinet Member for Highways & Transport, and consider any further action required.
Members noted the correspondence and that no further updates have been received regarding this matter. It was also noted that the Oad Street issues remain a priority on the Parish Council's Highways Improvement Plan and will be discussed at the next Highways Committee meeting.
It was **agreed** that the Clerk would follow up to seek any updates to the previous correspondence, which will be uploaded to the website.

40. CORRESPONDENCE To review correspondence received and consider actions to be taken:

a. To review resident correspondence and consider further responses required.

Residents' correspondence and the Clerk's responses were reviewed by Members.
The meeting was resolved to move into closed session at 21:23 to discuss sensitive information and reconvened at 21:25.

1) Oad Street speeding and HGV issues. It was noted that this matter is on the Parish Council's Highways Improvement Plan with KCC and is an item for discussion at the next Highways Committee meeting.

It was **RESOLVED** that should any further correspondence be received, a response be issued advising that all matters fall within the remit of Kent County Council; however, any further ideas or proposals should be submitted in writing or raised in person at a future Parish Council meeting.

2) Home library on Applegate Estate for community awareness.

It was **RESOLVED** to mention in the next edition of the Broadside and ask the resident to supply a flyer.
There were no further responses required in addition to the ones already provided by the Clerk.

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

a. Kent Association of Local Councils – reports circulated as received.
KALC Committee AGM 15th June 26. Consider Cllr attendance: The Swale Area Committee will be attended by Cllr Baldock and Cllr Butlin.

b. Borden Sports Association – Cllr Butlin: Report available on the website.

c. Borden Parish Hall Report – Cllr Harrison: Report available on the website.

i. To consider the relocation of files held by the Parish Council at the Barrow Room
The two filing cabinets with Parish Council files will be relocated within the Parish Hall on a temporary basis only.
It was **RESOLVED** to grant the Clerk delegated authority to contact Swale Borough Council regarding storing 2 filing cabinets. As this is an urgent matter, it was agreed to suspend the normal financial regulations in this instance. In addition, the Clerk will investigate the potential of sending items to be stored at KCC Kent Archives, which may include the cost of binding the minutes.

d. Borden Heritage Group – Cllr Harrison: Report available on the website.

42. ITEMS FOR INFORMATION

- Cllr Tumber will be absent at the next meeting.

The meeting ended at 21:50

Minutes to be approved and signed by the Chair:

……