



## MINUTES OF MEETING HELD 16<sup>TH</sup> NOVEMBER 2023

122. **APOLOGIES FOR ABSENCE:** There were none.

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

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

**Parish Hall:** Cllr Bolas and Cllr Hepburn.

**Planning:** Cllr Baldock.

**Pavilion:** Cllr Sims.

124. **CHAIR'S ANNOUNCEMENTS –**

The Chair would like to thank Cllr Tumber for laying the wreath on behalf of the Parish Council at the remembrance day service.

125. **TO APPROVE FOR SIGNATURE:**

a. The minutes of the Parish Council meeting held on 19<sup>th</sup> October 23 (Appendix A).

It was noted that under item 115b the Parish Council could apply for D-Day funding from Cllr Baldock's of £250.00 when this should have been £350.00.

It was **RESOLVED** to approve the minutes of the meeting held on 19<sup>th</sup> October 2023, with the amendment under item 115b as stated above, the Minutes were duly signed by the Chair.

b. The minutes of the Extraordinary meeting held on 9<sup>th</sup> November 23 (Appendix B).

It was **RESOLVED** to approve the minutes of the Extraordinary meeting held on 9<sup>th</sup> November 2023, which the Chair duly signed.

126. **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 – No one was in attendance.

b. Parishioners – There was 1 in attendance to observe only.

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

i. Cllr Baldock's report was submitted to the Full Council before the meeting.

Cllr Bolas raised that Chestnut Street / Danaway is being made one way for a weekend and then reversing on 6<sup>th</sup> December and although it has been approved by KCC Highways there is not a public document and asked Cllr Baldock if he can get the documents as residents and the Parish Council have not been engaged.

Cllr Sims asked about the Swale Local Plan as has concerns regarding ongoing development in the area.

Cllr Baldock advised that Last night Swale Councillors unanimously voted to support the Council's policy of suspending work on the Local Plan timetable until the Government's position is clearer regarding the removal of targets.

ii. Cllr Cavanagh submitted a report to the Parish Council before the meeting and also gave a verbal summary update, including a new item from a resident regarding the flooding in Pond Farm Road which is ongoing and more recently in Oad Street. KCC will investigate this when the water level goes down again. Cllr Cavanagh asked that any further incidents be reported online and to also make her aware so that she can gather evidence.

127. **FINANCE**

a. To approve the accounting statement and reconciliation for October 2023 (Appendix C).

It was **RESOLVED** to approve the accounting statements and reconciliation for October 2023 which was duly signed by the Chair and RFO.

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

It was **RESOLVED** to approve the BACs list of accounts for payment in November, except for the invoice for Treecraft for £8,800.00 which will now be paid in 4 monthly installments of £2,200 from December to March 2024, as requested by the contractor. The payments were duly checked and signed by authorised signatories.

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Payee	Budget	Description	Gross	VAT	Net
Richard Wilkinson Electrical	Christmas Tree Lights	Lights ( <i>authorised 9th Nov</i> )	£ 1,144.80	£ 190.80	£ 954.00
Staff	Payroll	Staff salary	£ 1,303.42	n/a	£ 1,303.42
Staff	Expenses	WFH allowance	£ 25.00	n/a	£ 25.00
HMRC	Payroll	PAYE	£ 518.18	n/a	£ 518.18
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
Kings Commercial	Open Spaces	Toilet Cleaning ( <i>11/ Oct - 11 Nov</i> )	£ 173.33	n/a	£ 173.33
Swale Borough Council	Welcome Pack - EMR	Printing	£ 424.50	n/a	£ 424.50
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
April Skies Accounting	Administation	Internal Audit - Intrim	£ 187.50	n/a	£ 187.50
Martin Newcombe	Other expenditure	General contingency - Survey 1 Mar	£ 870.00	n/a	£ 870.00
Steve Wakeling	Open Spaces	General maintenance - plaque inst	£ 85.00	n/a	£ 85.00
Treecraft	Open Spaces	Tree maintenance - NR pollarding	£ 8,800.00	n/a	£ 8,800.00
<b>Total BACS payments Aug</b>			<b>£ 14,096.93</b>	<b>£ 275.00</b>	<b>£ 13,821.93</b>
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Waveney IT	IT Costs	IT Support	£ 42.00	£ 7.00	£ 35.00
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
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	£ 137.91	£ 6.57	£ 131.34
Lloyds Bank	Admin	Corporate card	£ 915.86	n/a	£ 3.00
<b>Total DD payments Aug</b>			<b>£ 1,173.61</b>	<b>£ 25.00</b>	<b>£ 235.75</b>
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	Weekly toilet emptying ( <i>1 - 30 Sept</i> )	£ 154.30	£ 26.57	£ 132.84
Dell Group	Office	Equipment	£ 549.00	£ 91.50	£ 457.50
Poppy Shop UK	Chairs allowance	Poppy wreath	£ 42.50	£ 7.08	£ 35.42
Post Office Counters	Office	Postage	£ 7.65	n/a	£ 7.65
Euroloos	Toilet servicing	Weekly toilet emptying ( <i>1 - 31 Oct</i> )	£ 159.41		
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 915.86	£ 125.15	£ 636.41

- c. To note the external audit has been completed for 2022/23. Section 3 of the external auditor report and certificate, and final sections 1 & 2 of the AGAR along with 'notice of conclusion of audit', have been posted on our website as required at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- The Clerk advised that there was one 'other' matter noted on the Certificate which was the Elector's Rights.
- d. To note the interim internal audit for 2023/24 was completed on 31<sup>st</sup> October.
- e. The Finance Committee has completed the 2024 initial budget review for consideration by the Full Council. The current calculations for the 2024 precept is £74,474.40, which equates to 6.31% on last year. The band D increase will not be known until notification is received from SBC.
- The Clerk took general questions and will bring the budget back to the December meeting once the Finance Committee has completed a final review and band D details are received from Swale Borough Council.
- f. To consider a grant request from Sittingbourne Lights for £250.00 (attachment 1).  
It was **RESOLVED** to agree to the £250.00 grant request for Sittingbourne lights and to ask that they come around the whole area as Borden is growing.
- g. To consider a grant request from the Fete Committee for £400.00 (attachment 2).  
It was **RESOLVED** to agree to the £400.00 grant request for the Borden Fete Committee.  
Cllr Sims advised that the new Christmas tree lights are now in place and looking good.
- h. As only signatories can request information on the NatWest Liquidity account the Clerk asked if the Council wished to add her so that she has access to manage the account.  
It was **RESOLVED** that the Clerk would be added as a signatory but for phone access only to manage the account, not to sign on the account unless in an emergency.
128. **BUSINESS ITEMS**
- a. To consider and agree on the way forward with the current casual vacancy.  
It was **RESOLVED** to advertise on the website, parish noticeboard, and Broadside publication. The Clerk will put together an advertisement for the 3 vacancies, including information about being a Councillor and an application form.
- b. To consider a further Councillor to join the Finance Advisory Committee, volunteers should express their interest at the meeting.  
After observing the recent Finance meeting Cllr Butlin put her name forward to volunteer.  
It was **RESOLVED** that Cllr Butlin would join the Finance Advisory Committee.
- c. To consider incorporating a community message in the next Borden Broadside regarding approaching BDW for community financial support.  
It was noted that this applies to all developers and it is not a decision that the Parish Council has made or proposed. It was acknowledged that clarity is required so Parishioners are fully informed and clear.  
It was **RESOLVED** to defer incorporating a community message regarding Borden Parish Council's future stance when approached by local developers proffering community financial support.

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It is worthy of note that Councillors have received opinions both for and against these financial offerings but the Full Council wishes to widen public opinion.

- d. The Borden Broadside to agree on the next publication.

There was a discussion to agree delivery of both the Borden Broadside and Directory together.

It was **RESOLVED** to agree on the publication shared by Cllr Baldock and to ask Swale Borough Council to print 1200 copies which Councillors will distribute along with the Borden Directory.

- e. To discuss opposition to a 3<sup>rd</sup> Rugby pitch at the Wisers Lane development.

It was **RESOLVED** to wait until a formal application is made from BDW to the planning department and the WLWG before further discussion.

## 129. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive Nature Reserve updates on the following:-

- i. To receive an update on the Nature Reserve visit by KCC on 25<sup>th</sup> October, regarding the lease renewal.

Cllr Baldock and Cllr Bolas gave an update on the visit with the KCC Estates Surveyor, which was said to be a positive meeting. The conversation with the Estates Surveyor included how long the lease should be, and the running costs, the Parish Council has recently renewed a majority of the fencing, and as KCC will receive the \$106 funding for maintenance, they should consider assistance toward the future maintenance costs. Although the Estates Surveyor was unable to help with getting registered as a Local Nature Reserve he did ask if KCC could offer any advice regarding this and they have responded with the relevant information and link. This will be added to the December agenda for further consideration.

*Cllr Harrison and Cllr Broughton left the meeting at 20.43 and returned at 20:45 and 20:48.*

- ii. To consider delaying the purchase and installation of the Nature Reserve lectern until after the new lease agreement is confirmed.

It was noted that the agenda item is incorrect as the Parish Council is not purchasing the lectern.

It was **RESOLVED** to wait until the Nature Reserve lease renewal has been agreed.

- iii. To consider the addition of the historic Borden logo of cherries to the Nature Reserve lectern design.

The history of the cherry logo could not be located, so consideration was given to how to incorporate this into the lectern design.

It was **RESOLVED** to put out a suggestion for the cherry logo design, which would go in the Broadside and on the Parish Council website.

- iv. Further to August item 88b - To consider the way forward in the Parish Council's request for the Nature Reserve to be given designated status.

This has been noted under item 129ai.

- b. The delivery of the Borden Directory and consideration of pictures.

It was **RESOLVED** to deliver the Borden Directory with the Borden Broadside publication but not to include photographs. 1 Abstention.

## 130. HIGHWAYS

- a. B/F from September - 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 can feasibly do.

It was proposed to contact local taxi companies to get quotes for a twice-a-week service for two potential routes, the first to serve Borden, Chestnut Street, Danaway, Oad Street, Wrens, Hearts Delight into The Street, with the second route for Cherryfields, Maylam Gardens, Wisers Lane – lower Borden, and The Street. Both routes would go into Sittingbourne.

It was **RESOLVED** to get details for the KCC community transport service and quotes from taxi services for the next meeting as per the above proposal.

It was **RESOLVED** that the Clerk would respond to the residents who have written in to share their experiences with the resolution.

*21.00 Cllr Baldock left the meeting.*

## 131. **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: 23/504613/SUB.** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge condition 37 (footways, footpaths, street planting/parking, lighting and sewers/drains details) for phases 2B and 2C of planning application 17/505711/HYBRID.  
Comments due 10<sup>th</sup> November, extension agreed.

It was **RESOLVED** to object to this application due to the following reasons:-

Borden Parish Council object to application 23/504613/SUB, lighting for the new junction with Maidstone Road and the Western link road on the basis that a luminaire colour temperature of 4000K is too far into the blue spectrum and the lighting proposed does not minimise either light pollution or energy consumption.

The 4000K spectrum contains sufficient blue light to:

- Adversely affect human health through disrupting melatonin production and sleep patterns Increases in poor mood, cancers, obesity and T2 diabetes have been found to be a consequence of night-time exposure to the proposed spectrum and intensity of the lighting.
- Adversely affect biodiversity through disturbance to the flora and fauna within and around the lit area. This prevents foraging, disrupts breeding, renders certain species more prone to predation, disturbs the timing of invertebrate hatching and food supplies from plants. The overall effects are not compatible with the developments aim to increase net biodiversity, provide skylark habitat mitigation sites on adjacent land or allow for the necessary provision of wildlife corridors between habitats.
- Be of detriment to the adjacent rural conservation area and curtilage through Increasing light scatter when compared to lower colour temperature lighting, especially during periods of damp or misty conditions frequently experienced in the Danaway valley.

The lighting should be reduced during periods of low highway use to reduce unnecessary energy consumption whilst still providing sufficient illumination for driving at 30mph or lower and active travel.

Borden Parish Council propose that:

- a warmer light temperature (containing more of the yellow spectrum and less of the blue), of 2700 to 3000K is used to reduce the detrimental effects on human health, biodiversity, light pollution and light scatter on the conservation area.
- A proportion of the luminaires are switched off (readily achievable through telemetric control fitted to all lighting) during periods of low highway use.

- 2) **Application: 23/504614/SUB.** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge conditions 67 (archaeological safeguarding measures) and 68 (post-excavation assessment report) for phases 2B and 2C of planning application 17/505711/HYBRID.  
Comments due 10<sup>th</sup> November, extension requested.

An update has been received from the Planning Officer advising that the description of application 23/504614/SUB should have also referred to Chestnut Street Roundabout as all information, including the application form as originally submitted, refers to the Chestnut Street Roundabout.

They are awaiting the formal comments from the Archaeologist at KCC but following correspondence from the Planning Agent, it appears further work will be required for the areas in Phases 2B and 2C and so there has been a request to remove reference to Phases 2B and 2C from the description. The description of this application is therefore in the process of being changed to:

Submission of details to discharge conditions 67 (archaeological safeguarding measures) and 68 (post-excavation assessment report) for the Chestnut Street Roundabout phase of planning application 17/505711/HYBRID.

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

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- 3) **Application: 23/504615/SUB.** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge condition 67 (archaeological safeguarding measures) for phase 1A of planning application 17/505711/HYBRID.  
Comments due 10<sup>th</sup> November, extension requested.  
It was **RESOLVED** to have no comment on this application
- 4) **Application: 23/504616/SUB.** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge conditions 67 (archaeological safeguarding measures) and 68 (post-excavation assessment report) for phases 1B of planning application 17/505711/HYBRID.  
Comments due 10<sup>th</sup> November, extension requested.  
It was **RESOLVED** to have no comment on this application
- 5) **Application: 23/504668/TCA.** Grid: 588092/162889. Address: Yew Tree Cottage Pond Farm Road Borden Sittingbourne Kent  
Proposal: Conservation Area Notification: 12 Sweet Chestnut trees in 3 groups (A - 7 trees, B - 3 trees, C - 2 trees). Re-pollard to the same level as previously.  
Comments due 10<sup>th</sup> November, extension requested.  
It was **RESOLVED** to have no objection to this application and the Parish Council is in support of this tree management.
- 6) **Application No: 23/503582/ADV** Location: Land At Wises Lane Borden Kent ME10 1GD  
Proposal: Advertisement consent for 1no. fascia signs, 9no. totem signs, 2no. plaques, 4no. fence panel signs, 1no. development name sign and 5no. flag poles. We have received revised details concerning this application. Change of description and Amended plans - 23.10.23.  
*Please note we re-consulted the Parish Council as the quantity of some of the signs has changed: The number of fence panels has increased from 1 to 4 and 2. The number of flag poles has increased from 3 to 5.*  
Consultation comments are due by 13<sup>th</sup> November, extension agreed.  
It was **RESOLVED** to have no comment on this application's second consultation (initial comments and objection on 25<sup>th</sup> September 23).
- 7) **Application REF: 23/504671/FULL PROPOSAL:** Proposed front extension to provide ground floor WC ADDRESS: 5 Grove Park Avenue Borden Kent ME10 1YH.  
Consultation Comments are due by 13 November 2023, extension agreed  
It was **RESOLVED** to have no comment on this application
- 8) **Application: 23/504874/SUB.** Grid: 587837/163357. Address: Fifield Lodge School Lane Borden Kent ME9 8JS  
Proposal: Submission of details pursuant to conditions 2 (Hard and Soft Landscaping), 6 (EV Charging Points) and 7 (Cycle Parking Facilities) of application 21/503049/FULL.  
It was **RESOLVED** to have no comment on this application
- 9) **Application Reference: 23/503032/SUB** Proposal: Submission of details pursuant to conditions 12 (foul and surface water drainage), 15 (sustainable surface water drainage scheme), and 16 (measures within drainage scheme to ensure silt and pollutants can be managed), of application 17/500727/OUT. Location: Manor Farm Key Street Sittingbourne Kent ME10 1YU.  
Note, this application was also commented on in September but further documents have been added to the planning portal since.  
Consultation comments are due by 27<sup>th</sup> November.  
It was **RESOLVED** to have no comment on this application.

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

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims. The report can be viewed on the website at <https://www.bordenparishcouncil.gov.uk/>
- c. Borden Parish Hall – Cllr Hepburn. The report can be viewed on the website at <https://www.bordenparishcouncil.gov.uk/>  
Booking for Fernham Homes - It was asked if there would be any objections to displaying the poster in the Parish Hall – There were no objections. The poster will also be shared by the Clerk on the Parish Council's Facebook page for Parishioner's awareness.

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- d. Borden Heritage Group – Cllr Harrison. The report can be viewed on the website at <https://www.bordenparishcouncil.gov.uk/>

The meeting ended at 21:37

NEXT MEETING TO BE HELD ON 21<sup>ST</sup> DECEMBER 2023

Minutes agreed and signed on 16<sup>th</sup> November by;

Print Name: ..... Signature: .....

Title: .....

DRAFT