



All members of Borden Parish Council are summoned to attend the Full Council meeting of Borden Parish Council to be held on **Thursday, 17th April 2025** at the Pavilion, Wisles Lane, from 7 pm

Teresa Millum

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

11th April 2025

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

3. CHAIR'S ANNOUNCEMENTS

4. TO APPROVE FOR SIGNATURE

The minutes of the March Parish Council meeting (APPX A).

5. 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).

6. FINANCE

a. To approve the following BACS list of accounts for payment in April 2025:

Payee	Budget	Description	Gross	VAT	Net
Swale Borough Council	Other Expenditure	Broadside (payment made 31/03/25)	£ 308.00	n/a	£ 308.00
Staff	Payroll	Staff salary	£ 975.43	n/a	£ 975.43
HMRC	Payroll	PAYE	£ 386.01	n/a	£ 386.01
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
J England	Health & Safety	Playstool inspections	£ 60.00	n/a	£ 60.00
Bridget Knight	Admin	Internal Audit	£ 250.00	n/a	£ 250.00
Kent Association of Local Councils	Office	Subscriptions	£ 1,137.22	£ 189.54	£ 947.68
Rialtas Business Solutions Ltd	Office	Accounting system annual user fee	£ 405.60	£ 67.60	£ 338.00
Rialtas Business Solutions Ltd	Office	Accounting system annual maintenance licence	£ 243.60	£ 40.60	£ 203.00
Southern Water	New Playstool Toilet	Sewerage Infrastructure charge	£ 454.00	n/a	£ 454.00
Total BACS payments			£ 4,815.46	£ 392.84	£ 4,422.62
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	£ 22.03	£ 3.67	£ 18.36
EDF energy	Utilities	Electricity - metered supply	£ 46.43	£ 2.21	£ 44.22
PHS	Toilet Service /Maintenance	Bins	£ 269.69	£ 44.95	£ 224.74
Lloyds Bank	Admin	Corporate card	£ 521.45	£ 76.41	£ 445.04
Total DD payments			£ 904.11	£ 134.66	£ 769.45
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Red Lion	N/A	Error see credit	£ 50.00	n/a	£ 50.00
Credit	N/A	Credit Red Lion payment	-£ 50.00	n/a	-£ 50.00
Euroloos	Open Spaces	Toilet servicing (01-28 Feb)	£ 144.00	£ 24.00	£ 120.00
Amazon	Other Expenditure	General contingency - traffic cones x 12	£ 102.58	£ 17.10	£ 85.48
Euroloos	Open Spaces	Toilet servicing (01-31 Mar)	£ 159.41	£ 26.57	£ 132.84
Solopress	Events	VE Day 80 - Banner	£ 31.86	£ 5.31	£ 26.55
JW Plant Flag Co	Events	VE Day 80 - Flag	£ 20.60	£ 3.43	£ 17.17
Oad St	Other Expenditure	General Contingency (£2 x £30 vouchers (Feb minute item 203a))	£ 60.00	n/a	£ 60.00
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
Total Credit Card			£ 521.45	£ 76.41	£ 445.04
Bank Charges and Transfers					
Bank Charges	Unity	Monthly service charge due 31/03/25	£ 9.45	n/a	£ 9.45

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- b. To approve a transfer of £16,716.00 made from the General Reserves (£15,000 from the National Lottery Community Fund and £1,716 from Cllr Baldock's Kent Member Grant) into the Playstool Equipment Earmarked Reserves (EMR). This is to carry over unspent funds for the new Playstool roundabout project. The project has already begun but will not be completed within the current financial year. Following Financial Regulations 4.4, unspent funds for partially completed projects can be carried forward as an EMR with formal council approval.
- c. To approve the bank reconciliation as of the financial year ending 31st March 2025 (APPX B).
- d. To approve the earmarked reserves as of the financial year ending 31st March 2025.
- e. To review and approve the budget vs actual report for the financial year ending March 2025.
- f. To note that a donation from a quiz night run by Cllr Baldock at the Long Hop Public House has been received for £241.00 towards the VE Day 80 event.
- g. To review the Clerk's report on storage space for the Parish Council filing cabinets and consider approval of the SBC offer.
- h. To note the cancellation of Euroloo's contract for the servicing of the old Playstool toilet and approve.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/2025

- a. To review and approve the annual Internal Audit report - AGAR 2024/2025.
- b. To review and approve the annual Internal Auditor report findings and recommendations for 2024/2025.
- c. To review and agree on section 1 of the AGAR - The Annual Governance Statement 2024/2025.
- d. To review and approve section 2 of the AGAR - The Accounting Statements for 2024/25 as of 31st March 2025.
- e. To review and approve the statement of variances for the year ending 31st March 2025.
- f. To review and approve the asset register as of 31st March 2025.

8. PLANNING MATTERS

- a. **Application 23/502210/FULL:** PINS reference: APP/V2255/W/25/3360089: Address: Land On Either Side Of Vigo Lane And Wrens Road Sittingbourne Kent.
To receive an update following the March minutes (item 197a) regarding the Parish Council's request to speak at the planning appeal and to discuss the appointment of a representative to speak on behalf of the Parish Council at the inquiry scheduled for 5th August 2025.
- b. **Highsted Park Enquiry:**
Further to the March meeting (item 199), to discuss the appointment of a representative to speak on behalf of the Parish Council at the hearing on either the 15th or 16th of May 2025.
- c. Further to the February meeting (item 182b), to receive an update from the meeting with DHA as the Taylor Wimpey representatives on 2nd April 2025, regarding the Ufton Court development.

9. 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: 25/501147/REM.** Proposal: Approval of reserved matters for Phase 2F (access, appearance, landscaping, layout and scale sought) for creation of open space together with associated access, landscaping, and infrastructure pursuant to 17/505711/HYBRID. Address: Land At Wises Lane Borden Kent ME10 1GD.
Consultation comments are due by 18th April 2025, to which an extension has been agreed.
- 2) **Application ref: 25/501146/NMAMD** Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Non material amendment to 22/504937/REM: Approval of Reserved Matters (appearance, landscaping, layout and scale) for Phase 1B, 2A, 2B and 2C for the erection of 209no. dwellings including affordable, together with associated access, landscaping, equipped play, drainage, infrastructure and earthworks, pursuant to 17/505711/HYBRID - Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249;

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allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS. - Minor changes to the materials on plots 1-42 with the weatherboarding.

- 3) Application ref: 25/501148/NMAMD** Grid: 588553/163571. Officer: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Non material amendment to 17/505711/HYBRID: 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access / roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS. - Hard and soft landscaping, planting and boundary details
- 4) Application Ref: 25/501229/FULL.** Proposal: Section 73 Application for Variation of condition 5 (Other than demolition of the existing bungalow, prior to the commencement of the development, the off-site highway works shown on drawing PCD423_001 Rev C shall have been carried out in accordance with a design and specification to be approved in writing with the Local Planning Authority and to be fully implemented to the satisfaction of the Local Planning Authority) pursuant to application 21/505544/FULL for Revision to extant planning permission SW/96/0620 for the demolition of 1 bungalow and garage and the erection of 6 no. houses, garages and parking. Widening of Washley Hill, provision of a pedestrian footpath from Hearts Delight Road, closure of existing vehicular access and provision of new, relocated access, along with wildlife enhancements. Address: Hillyfield Hearts Delight Borden Kent ME9 8HX.

Consultation comments are due by 24th April 2025.

- 5) Application: 25/501418/SUB** Grid: 588798/162478 Address: Hillyfield Hearts Delight Borden Kent ME9 8HX Proposal: Submission of details pursuant to conditions 3 (Site Stability Measures) and 4 (Construction Management Plan), subject to 21/505544/FULL.

10. BUSINESS ITEMS

- To approve the suspension of the Playstool BBQ bylaw for the Christmas light switch on event on Sunday, 23rd November, where it is intended for an Electric BBQ to be in use.
- To agree on the date and time of the Annual Parish Meeting, which is required to be held between 1st March and 1st June, not starting before 6 p.m. (Part III of Schedule 12 to the Local Government Act 1972).
- To approve the flyer promoting the Annual Parish Meeting, to help encourage community attendance.

11. COMMITTEE AND WORKING GROUP UPDATES

- Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on available updates (attachment 1)
 - To consider items for the WLMG to present at the next meeting with BDW.
- Nature Reserve:**
 - To receive an update on the status of the new lease.
 - Further to February minutes (item 187a), to receive an update on the installation of signs at the Nature Reserve entrances.
- VE Day 80 Group:** To receive an update on the event planning progress (attachment 2).
 - To approve the letters of appreciation for donations from the Long Hop quiz night towards the VE Day event.
 - To agree on a catering budget for the Pavilion and authorise the use of the Clerk's time for catering-related tasks.
 - Approval is required for the Clerk's purchase of necessary items for the lighting of the beacon.
 - To request assistance for the event, including support with loading the beacon and marshaling the event on

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the night.

v. To discuss the status of the church flag renewal and discuss potential support from the Parish Council.

12. HIGHWAYS

- a. To receive an update on the proposed 20 mph scheme through parts of Borden.
- b. To approve a letter of thanks being sent to the KCC Highways Community Engagement Team for support given with the proposed 20 mph scheme funding.

13. MOTIONS FROM COUNCILLORS

- a. To consider opening the new Playstool toilet facility from 6 am to accommodate early users such as exercisers and dog walkers.

14. CORRESPONDENCE

- a. To review resident correspondence and agree on any further actions to be taken.
- b. To review correspondence sent by the Parish Council following the March meeting, along with any updates received and consider if any further actions are required.
- c. To receive an update on the complaint to KCC regarding the lack of response from letters sent to KCC Ecology, regarding planning application 24/502787/SUB (November item 140c).
- d. To consider completing the 10-year plan for the NHS survey sent via KALC and discuss the implications of the plans on Parish Councils and any immediate actions to be taken.
- e. To consider a donation request from Citizens' Advice.

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

- a. Kent Association of Local Councils – reports circulated as received.
- b. Borden Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn.
- d. Borden Heritage Group – Cllr Harrison (attachment 3).

16. ITEMS FOR INFORMATION

THE NEXT MEETING IS TO BE HELD ON 15th MAY 2025, THIS WILL FOLLOW THE ANNUAL PARISH COUNCIL MEETING STARTING AT 19:00.