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MINUTES OF MEETING HELD ON 15 OCTOBER 2026

102. APOLOGIES FOR ABSENCE: Cllr Wallace, Cllr Jemmett and Cllr Baldock.

It was **RESOLVED** to accept the above apologies.

In attendance: Cllr's Bolas, Butlin, Harrison, Hepburn, Palmer and Tumber

103. DECLARATIONS OF INTERESTS

Parish Hall: Cllr Harrison

Borden Football Club: Cllr Tumber

Item 111(c) – Christmas Lights: Cllr Tumber

104. CHAIR'S ANNOUNCEMENTS

There were none.

105. TO APPROVE FOR SIGNATURE:

- a. The minutes of the previous month's Parish Council meeting (APPX A).

It was **RESOLVED** to approve the minutes from 17 September 2026, which were duly signed by the Chair.

106. 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:

- i. To receive updates: PC Atherton sent his apologies for the meeting along with a newsletter which is available on the website and Facebook page.
- ii. As a result of issues raised by the Parish Council, to consider the request from PC Atherton to arrange for new metal signs to be installed at each entrance to the Playstool, to educate users and deter the use of off-road/electric vehicles within public spaces (deferred from September meeting (item 92a).

It was **RESOLVED** to decline the offer of signs at each entrance, as the byelaw signs are already in place. There was one vote against.

It was **RESOLVED** to agree in principle to signs on the Pavilion and main Playstool gates and at the Mountview entrance, provided they are official Police signs. Before the final approval, the Parish Council would like to see the draft artwork for the sign and its size.

b. Parishioners: There were none in attendance.

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 sent apologies and shared a report.

It was **RESOLVED** to write to County Cllr Palmer to thank him for his report and request an update on his meeting with KCC Highways relating to the Parish Council's concerns, as outlined in its email of 28 August 2026, about the inconsistent pricing and conditions applied to speed deterrent measures, including cameras, Speed Indicator Devices (SID) and Vehicle Activated Signs (VAS). Clarification was sought on KCC's

BORDEN PARISH COUNCIL

position that it determines whether these devices can be installed, and its stipulation that signs must be purchased from its recognised suppliers, as the Parish Council's understanding is that this is not a legal requirement. Additionally, the Parish Council would like to be kept informed on his progress regarding the Danaway bus route to avoid duplication and, if possible, confirm the bus companies involved.

Borough Cllrs Cavanagh and Baldock sent their apologies.

108. FINANCE

- a. **Bank Reconciliation:** To approve the bank reconciliation as of 30 September 2026 (APPX B).
It was **RESOLVED** to approve the bank reconciliation of the account as of 30 September 2026, signed by the RFO and duly signed by the Chair.
- b. **Budget vs Actual:** To review and approve the report as of 30 September 2026.
It was **RESOLVED** to approve the budget vs actual report as of 30 September 2026.
- c. **Payments:**
- To note a BACS interim payment was raised to correct the September staff salary Standing Order underpayment.
The BACS payment was noted.
 - To approve the list of accounts presented for BACS payment in October 2026, and the Standing Order amendment reflecting the agreed staff salary increase;
It was **RESOLVED** to approve the list of accounts presented for payment, including the BACS payment and the Standing Order amendment, noting that the Npower invoice for £141.12 has been received and an additional invoice for Waveney IT for the sum of £93.60 (Gross), for the annual Domain renewal.

Payee	Budget	Description	Gross	VAT	Net	Power	s.137
Staff	Payroll	Staff (backdated paid 02/10/26)	£ 260.03	n/a	£ 260.03	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 451.32	n/a	£ 451.32	LGA 1972, s.112	
Staff	Expenses	Expenses	£ 30.50	n/a	£ 30.50	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	
Unipar Services LLP	Open Spaces	Highways	£ 387.00	£ 64.50	£ 322.50	LGA 1972, s.111	
Seal Calibration	Health & Safety	Defin Service (Maypole)	£ 183.00	£ 30.50	£ 152.50	Public Health Act 1936, s.234	
Streetlights	Utilities	Streetlighting maintenance	£ 784.97	£ 130.83	£ 654.14	Parish Councils Act 1957, s.3	
Total BACS payments			£ 3,233.28	£ 332.63	£ 2,900.65	£ -	£ -
Regular Payments	Budget	Description	Gross	VAT	Net	Power	s.137
Staff	Payroll	Staff	£ 1,085.68	n/a	£ 1,085.68	LGA 1972, s.112	
Waveney IT	Office	365 Licence/IMAP	£ 44.47	£ 7.41	£ 37.06	LGA 1972, s.111	
Waveney IT	Office	IT Support	£ 72.00	£ 12.00	£ 60.00	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	TBC			Parish Councils Act 1957, s.3	
Smartest Energy	Utilities	Electric - Metered supply	£ 27.10	£ 1.29	£ 25.81	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card fee	£ 339.00	£ 56.00	£ 283.00	See below card information	
Total DD payments			£ 1,618.88	£ 85.14	£ 1,533.74	£ -	£ -
Credit Card Payments	Budget	Description	Gross	VAT	Net	Power	s.137
Defib Store	Health & Safety	Defib Battery (Maypole)	£ 336.00	£ 56.00	£ 280.00	Public Health Act 1936, s.234	
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00	LGA 1972, s.111	
Card Total			£ 339.00	£ 56.00	£ 283.00	£ -	£ -
Bank Charges	Unity	Monthly service charge 31/10/26	£ 7.00	n/a	£ 7.00	LGA 1972, s.111	

BORDEN PARISH COUNCIL

- d. **Precept:** To note that payment received from Swale Borough Council for £47,667 (part 2 of 2), of which £30,000 has been transferred to the Instant Access account.
The Precept payment was noted.
- e. **Nature Reserve Fencing:** To consider quotes received.
It was **RESOLVED** to accept the quote received from M Belsom & Son, for £5,830. Although not the lowest-cost quote, the difference was only £5. Members considered the contractor's previous fencing works and quality of workmanship provided sufficient justification for the selection based on value for money. It was noted that the fencing measurements used to prepare the specification had been estimated using Google Maps, as dense undergrowth had prevented accurate on-site measurements. The Clerk, in consultation with the Chair, was authorised to approve any additional costs arising from the confirmed measurements, subject to the limits of their existing delegated authority, reporting to the Full Council at its next meeting.
- f. **Playstool Repairs:** To consider quotes received to date to carry out the work identified from the annual RoSPA inspection report.
- i. **Playstool play area equipment repair:** A quote received from Playdale was considered, noting that it does not include repair to surfacing as this will be assessed from the site visit. Further parts may also be required following the engineer's assessment when on site.
It was **RESOLVED** to accept the Playdale quote for Playstool play equipment repairs for £3,239.42 + VAT. It was noted that additional costs may arise following the engineer's on-site assessment. Due to the safety aspect of the repairs, the Clerk, in consultation with the Chair, was authorised to approve any additional costs arising from the assessment, subject to the limits of their existing delegated authority, and reported to the Full Council at its next meeting.
- ii. Quotes received from Caloo for the playground adult equipment, either a 4 or 8-hour service, were considered.
It was **RESOLVED** to accept the quote from Caloo for the 8-hour service for £795 + VAT, which was considered the most cost-effective option for completing a majority of the required work. The Clerk, in consultation with the Chair, was authorised to approve any additional costs arising from the service, subject to the limits of their existing delegated authority, and reported to the Full Council at its next meeting.
- iii. It was noted that, as the installers of the Inclusive Roundabout, Caloo are seeking guidance from the manufacturers on the required adjustments to the roundabout.
- g. **Budget 2027/2028:**
- i. To note the draft minutes of the Finance Committee meeting held on 12 October 2026, including the draft 2027/2028 budget.
- 1) The draft minutes of the Finance Committee and its recommendations were noted with the following approvals:
The top 3 priorities:
- 1) Beautifying Borden
 - 2) Solar Panels & battery storage – Pavilion
 - 3) Highways
- It was **RESOLVED** to agree the top 3 priorities.

BORDEN PARISH COUNCIL

- 2) To minimise the impact on the budget, the following earmarked reserve (EMR) transfers were recommended to a new EMR for Beautifying Borden.
- Reduce tree maintenance from £8000 to £4000 (releasing £4000)
 - Welcome pack no longer required (releasing £150.50)
 - Reduce the Resilience Fund from £10000 to £8000 (releasing £2000)
- It was **RESOLVED** to approve the EMR transfers for the total sum of 6150.50 to a new EMR for Beautifying Borden.
- ii. To consider the draft budget requirements and invite Councillors to put forward any additional projects, activities or expenditure for consideration together with any items they consider should be amended or removed.
- There were no further items put forward for consideration.
- iii. To consider and agree whether to approve the draft budget as recommended by the Finance Committee or agree in principle with further amendments before final approval.
- It was **RESOLVED** to approve the **draft** budget.

109. PLANNING MATTERS

- a) **Planning Appeal Reference: 26/500084/REF** Location: 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 Appellant: CELLER8 LTD Appeal Reference Number(s): 6016316.
- The Planning Inspectorate/Secretary of State has decided that this does not offer an opportunity for interested parties to comment further at the appeal stage.***
- This item was noted.

110. 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 No: 26/500747/FULL** Location: St Mawes The Street Borden Kent ME9 8JN Proposal: Raising of roof height, insertion of front dormer window, two-storey front extension, single-storey rear extension and enlargement of rear dormer together with associated external alteration and erection of brick wall (part retrospective).

Consultation received 25 September 2026 with comments due by 9 October 2026. An extension for comments has been declined.

The Planning Officer has advised the amended description relates to the same brick wall as shown on the plans, which the Parish Council were re-consulted on in June. The only recent change (18th September) has been to remedy a discrepancy concerning the width of the ground floor front window, which needed to be reduced in width as it did not match the floor plan or the window which has been constructed.

This item was noted.

It was **RESOLVED** that the Parish Council continues to **object** to this application for which work has been carried out retrospectively, before planning permission has been agreed. Although an extension for comments was not granted, the planning site notice gives 8 July 2027 as the deadline for comments; therefore, the Parish Council's objection and comments should be noted for this application.

It was agreed that Swale Planning would be written to detailing the Parish Council's concerns regarding planning permission being granted but not carried out. The ground floor front window extension, rear extension and enlargement of the rear dormer have been built not under the planning permission granted.

BORDEN PARISH COUNCIL

Furthermore, the external alteration and erection of a brick wall was completed before planning permission was agreed, which has all taken place in a large conservation area that Borden is very proud of.

The parts without planning permission are not conforming with the consent granted. This was raised by the Parish Council at an early stage of the works, and ignored. The Parish Council would like to know why its observations and appropriate enforcement in a conservation area have not been carried out.

- 2) **Application: 26/502741/REM** Location: Land at Ufton Court Farm, Tunstall, Sittingbourne, Kent ME10 1XF
Proposal: **Section 73** Application seeking a minor material amendment to approved plans by varying Condition 1 (to permit the resizing and relocation of the attenuation basins) pursuant to permission 25/501328/REM. The reserved matters approval relates to appearance, landscaping, layout and scale for the construction of 290 dwellings, including affordable housing, with associated landscaping, public open space, equipped play provision, earthworks and supporting infrastructure, further, to outline permission 22/505646/OUT.

Consultation comments due by 9 October 2026. An extension for comments has been agreed.

This application was noted.

- 3) **Application: 26/503653/OUT** Location: Land At Ufton Court Farm, Tunstall, Kent
Proposal: **Section 73** - Application for **variation of condition 36** (to reduce level of affordable housing from 30% to 10%) pursuant to 22/505646/OUT for - Outline application with access being sought for the erection of up to 290 no. dwellings, the formation of a new means of access onto Minterne Avenue, new footpaths and cycle routes, the creation of new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure.

Consultation comments due by 19 October 2026.

It was **RESOLVED** to object to this application, noting the lack of affordable housing and agreeing with the planning inspector's comments in his decision (noted below), which forms part of the Parish Council's full objection. It was also noted that neither planning policy nor the need for social housing has changed in the borough since the inspector's decision:

Inspector's decision on appeal:

I have also found that the proposed 30% affordable provision would be consistent with development plan policy. As such, the obligation to provide 40% affordable housing would not be necessary to make the development acceptable in planning terms. I have therefore not taken the obligation into account. In respect of the obligations in so far as they would provide 30% affordable housing, including First Homes provision, these would meet the necessary tests and ensure the proposal would accord with Policy DM8 of the SBLP and NPPF paragraph 66.

The 30% affordable housing, as secured through the planning obligations, would make a meaningful contribution towards addressing the acute needs in the Borough and would irrefutably amount to a substantial social benefit weighing in favour of the appeal proposal.

- 4) **Application: 26/501281/ADV** Location: Phase 3 and 4 Land at Wisers Lane, Borden, Kent ME10 1GD
Proposal: Advertisement consent for Five Non-Illuminated Vertical Main Signs and Six Flag Poles.

Consultation comments due by 22 October 2026.

This application was noted.

- 5) **Application: 26/503761/TCA** Site Address: Playstool Recreation Ground, The Street, Borden, Kent Proposal: Conservation area notification to crown lift two (T1, T2) Himalayan Birch, and one (T3) Hornbeam to give a ground clearance of 2m, two (T6, T7) English oak to remove deadwood over 1m in length and to reduce crown overhanging play area by 3m by selective branch reductions as stated in the tree works specification.

BORDEN PARISH COUNCIL

The Parish Council's application to arrange work in line with the annual tree survey was noted.

111. BUSINESS ITEMS

- a. **Clerk's report** (attachment 1): To review the report and consider any further actions required.
The Clerk's report was noted.
- b. **Maypole Defibrillator:** To consider relocation options.
As the Maypole is currently closed, relocation options were considered.
It was **RESOLVED** to leave the defibrillator in its current position. This may be reconsidered at a later date, dependent on the outcome of the Maypole.
- c. **Christmas tree lights:** To consider options for the 2026 electric inspection.
Cllr Tumber has visually inspected the lights, and has offered that Staxons would complete the electric test with no charge to the Parish Council.
It was **RESOLVED** to agree to Staxons' offer of completing the Christmas tree electric test, with no charge to the Parish Council.
It was **RESOLVED** to thank Staxons for their continued support in the completion of the Christmas tree light electrical check for the Parish.
It was **RESOLVED** to ask that the Fete Committee formally request that the Parish Council change the toilet opening times for their organised events such as the Christmas lights switch-on event.
- d. **Bus Routes:** To receive an update on the enquiry into a twice-daily shuttle service (August item 81e).
The Clerk advised that three bus companies were contacted, but at present no costs for potential services for the route noted under September minutes (item 81e) have been received.
It was **agreed** that the Clerk would contact the Stockbury mini-bus coordinator regarding the potential use of Danaway residents.

112. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on updates.
Cllr Tumber noted that Coinford employees had shown consideration and care towards pedestrians when leaving the site. Thanks would be passed to DHA for forwarding to Coinford.
 - i. To consider items for the WLMG to refer to BDW. A report is available on the website to questions previously asked by the Parish Council. The occupancy numbers are still awaited, and additionally construction lorries using Wises Lane have also been raised again with DHA.
- b. **Nature Reserve:**
 - i. **Lease renewal:** To receive a progress report.
The updated Head of Terms (HoTs) from KCC has been received.
It was **RESOLVED** that the HoTs will be signed by the Chair and Vice Chair and witnessed by the Clerk, once an amended signing page is received from KCC. This aligns with Standing Order 23(a).

113. HIGHWAYS:

- i. **40mph Scheme:** To receive an update on the scheme's progress.
The invoice for works has been paid, and KCC has advised that its wider team is currently liaising with the contractor, raising the required job ticket, and preparing the Health & Safety documentation and road closure paperwork. The road closure will require a three-month notice period for statutory advertisement, and KCC aims to submit this by the beginning of November, allowing November, December and January for

BORDEN PARISH COUNCIL

the notice period, with start of works currently anticipated to commence in February, dependent on weather conditions, but it should be completed within the current financial year.

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

- a. **Residents' Correspondence:** To review and consider any further action required.

It was **RESOLVED** to include the works required at the Woodland Area to cut back branches overhanging a property on Mountview within the work instructed to the successful contractor appointed for the tree survey works, as this was considered the most cost-effective approach.

The matter regarding the Danaway bus service linking with the Stockbury community bus service has been covered under agenda item 111(d). The Clerk will email the resident with the outcome.

115. 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 Butlin. A report is available on the website.
i. To consider the Pavilion hire cost to the Parish Council.

It was noted that an increase has been considered under the 2027/28 budget.

- c. Borden Parish Hall – Cllr Harrison. A report is available on the website.
A bin for recycling small electrical goods is to be installed next to the clothing bin.
d. Borden Heritage Group – Cllr Harrison. A report is available on the website.

116. ITEMS FOR INFORMATION

- The Remembrance Day wreath will be laid by Cllr Tumber.
- An item for the Borden Broadside will be added for discussion on the November 2026 agenda.

The meeting ended at 21:25

The minutes of the meeting were approved and signed by the Chair:

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Date: