BORDEN PARISH COUNCIL

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MINUTES OF MEETING HELD ON 16TH APRIL 2026

1. **APOLOGIES FOR ABSENCE:** Cllrs Jemmett and Hepburn
   It was **RESOLVED** to accept the above apologies.
   In attendance: Cllrs Bolas, Baldock, Butlin, Harrison, Palmer, Small, Smith, Tumber and Wallace.
   Cllrs Baldock and Smith announced they would need to leave the meeting early due to other commitments.

2. **DECLARATIONS OF INTERESTS**
   Parish Hall: Cllr Bolas
   Borden Football Club: Cllr Tumber
   Planning matters: Cllr Baldock

3. **CHAIR'S ANNOUNCEMENTS**
   The Chair noted that the letter sent to former Cllr Sims expressing thanks for his service had been well received.

4. **TO APPROVE FOR SIGNATURE:** The minutes of the last Parish Council meeting (APPX A).
   It was **RESOLVED** to approve the minutes of the meeting from 19th March 2026, which were duly signed by the Chair.

5. **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:** P.C Atherton sent apologies due to work commitments.

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).*

i. **County Cllr Palmer**: The following updates and discussions included:

- The County Cllr is in ongoing discussions with Kent County Council (KCC) regarding a local bus provision.
  The Chair handed over to the Vice Chair at 19:15 due to a possible conflict of interest regarding the bus service.
- Members raised concerns about the Section 106 education provision, particularly the proposal to increase dwelling occupancy to 75% before primary school land transfer, citing a lack of clear justification. Additionally, KCC's Plans for Education in Kent (2026-2030) appear to forecast sufficient capacity overall. However, concerns were raised about the methodology for birth rates and cross-boundary movements, which may warrant further scrutiny by the Swale Planning Committee.
  The Vice Chair handed back to the Chair at 19:20
- It was noted that local developers referenced sustainable transport provision, including bus services, where bus stops remain in place for withdrawn services. Members expressed concern that this may be misleading and should be correctly researched for accurate verification.
- In relation to the Danaway bus service, it was noted that KCC had withdrawn the subsidy for this in the previous administration. It was also noted that a previously withdrawn service in Detling had been reinstated for two days a week.

With reference to agenda item 9(c), it was **RESOLVED** to write to Detling Parish Council to enquire how the bus service was reinstated, to help inform any further approach to KCC regarding the potential reinstatement of the Danaway service.

ii. **Borough Cllr Baldock** shared an update on the Bobbing Garden Village application, which was overturned at the resources committee, and on the Local Plan, and expressed his view regarding the Section 106 education provision.
As previous correspondence in relation to the Section 106 provision is included later in the agenda (item 9 (a)) within the Clerk's report;
It was **RESOLVED** to write to Swale Borough Council requesting that the case officer ask KCC to substantiate the educational demand figures, including the proportion based on local births and cross boundary movements, and to clarify any omissions within the Education Assessment.

The Chair sought agreement to move to item 9(i)- Lengthsman Scheme to address County Cllr Palmer on the subject, which was agreed.

The meeting returned from item 9i to 5c

iii. **Borough Cllr Cavanagh** sent apologies and shared that an SBC motion has been passed regarding pressurising KCC to work towards giving Swale a better bus service.

Cllr Baldock, via the Chair, sought agreement to move to item 9 (b) – The Broadside, which was agreed.

The meeting returned from item 9 (b)

6. FINANCE

a. **Bank Reconciliation:** To review and approve as at 31st March 2026 (APPX B).
It was **RESOLVED** to approve the end of the financial year bank reconciliation as at 31st March 2026.

b. **Budget vs Actual:** To review and approve the report as at 31st March 2026 (end of financial year).
It was **RESOLVED** to approve the end of the financial year Budget versus Actual report as at 31st March 2026.

c. **Earmarked Reserves:** To review and approve the earmarked reserves (end of financial year).
It was **RESOLVED** to approve the earmarked reserves as at 31st March 2026.

d. **BACS Payments**: To approve the list of accounts for payment in April 2026:
It was **RESOLVED** to approve the BACS payment list for April 2026, whilst noting that the following invoices, although not included on the list, will also be paid:
- Rialtas £668.40 (annual accounting software licence and cloud).
- Streetlights £784.97 (payment 1 of 2)
- When the full cost of the replacement parts for the Playstool swings has been confirmed, this, along with the contractor's installation, will be paid and reported at the next meeting.

In addition, it was noted that a regular payment to Smartest Energy was debited on 30th March 2026.

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Staff	£ 1,036.51	n/a	£ 1,036.51	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 421.78	n/a	£ 421.78	LGA 1972, s.112	
Staff	Expenses	Expenses	£ 33.10	n/a	£ 33.10	LGA 1972, s.112	
Fryer Cleaning & Maint	Centenary Gdns	Maintenance	£ 604.80	£ 100.80	£ 504.00	Open Spaces Act 1906, ss 9 and 10	
J England	Health & Safety	Playstool inspections	£ 60.00	n/a	£ 60.00	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	
KALC	Office	Subscriptions	£ 1,263.97	£ 210.66	£ 1,053.31	LGA 1972, s.143(1)	
Total BACS payments			**£ 3,870.82**	**£ 311.46**	**£ 3,559.36**	**£ -**	**£ -**
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	£ 12.00	£ 2.00	£ 10.00	LGA 1972 s 142	
O2	Office	Mobile	£ 13.20	£ 2.20	£ 11.00	LGA 1972, s.111	
EE	Office	Broadband	£ 23.64	£ 3.94	£ 19.70	LGA 1972, s.111	
Npower	Utilities	Electric - unmetered (01-31Mar)	£ 155.03	£ 7.38	£ 147.65	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card	£ 38.55	£ 5.92	£ 32.63	See below card information	
Total DD payments			**£ 256.89**	**£ 23.85**	**£ 233.04**	**£ -**	**£ -**
Credit Card Payments	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**s.137**
Epsom	Office	Stationary	£ 35.55	£ 5.92	£ 29.63	LGA 1972, s.111	
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)*			**£ 38.55**	**£ 5.92**	**£ 32.63**	**£ -**	**£ -**
Bank Charges and Transfers							
Bank Charges	Unity	Monthly service charge 30/12/25	£ 9.25	n/a	£ 9.25	LGA 1972, s111	

e. **Quotes – To review and approve quotations for the following items:**

i. Byelaw signs installation.
As the quotes are not complete, this item will be carried forward to the next meeting.

ii. Nature Reserve lease legal advice.
It was **RESOLVED** to approve the quote number 2 for £1200 from Surryhills. The Clerk will take this forward once the Heads of Terms have been received from Kent County Council.

f. To consider and approve the 2026/27 increase of 4% for the street lighting maintenance contract.
It was **RESOLVED** to approve the 4% increase for Streetlights, which is within the agreed budget.

g. To note urgent safety works to play area swing sets, actioned under delegated authority in accordance with Financial Regulation 5.12.
The Clerk is arranging for the repair to the junior swing and replacement of both junior and toddler swing shackles in line with the supplier's installation guidance.

7. PLANNING MATTERS

a. **Application 22/5036564/EIOUT:** Land to the West of Bobbing, Sittingbourne, Kent ME9 8QL.
To receive an update from the SBC Planning Committee meeting on 26th March 2026.
To note: Cllr Small attended on behalf of the Parish Council.

b. **Member items** for consideration and decision:

i. To consider Swale Borough Council's enforcement of Borden's conservation areas.
It was **RESOLVED** to write to Swale Planning enforcement, asking that they review the breaches that have been reported on St Maws and the Old Post Office by residents. Additionally, they ensure timely follow-up on future breaches, specifically in conservation areas.

ii. Potential support for an initial investigation into a judicial review of the SBC Bobbing planning decision.
It was **RESOLVED** to defer this decision to a later date, when the application has been progressed further and more practical to consider the matter. The Clerk will write to thank Bobbing Parish Council for the consideration and of the Council's decision.

8. 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: 26/500995/NMAMD** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: **Non-material** amendment to application 25/501437/REM for elevational changes and amend the approved materiality of the homes within Phase 3.
It was **RESOLVED** that no comment would be made.

2) **Application: 26/501122/FULL** Address: Sutton Baron Hall, Sutton Baron Road, Borden, Kent ME9 8LH Proposal: Replacement of an asbestos roof with corrugated insulated sheeting to the existing garage. Installing photovoltaic (PV) panels on the existing garage and existing timber shed.
Consultation comments due by 23rd April 2026.
It was **RESOLVED** to have no objection to this application.

3) **Application: 26/501123/LBC** Address: Sutton Baron Hall, Sutton Baron Road, Borden, Kent ME9 8LH Proposal: Listed Building Consent for replacement of an asbestos roof with corrugated insulated sheeting to the existing garage. Installing photovoltaic (PV) panels on the existing garage and existing timber shed.
Consultation comments due by 23rd April 2026.

It was **RESOLVED** to have no objection to this application.

4) **Application 26/501138/SUB** Address: Land At Wises Lane, Borden, Kent ME10 1GD
Proposal: Submission of details pursuant to **conditions 13** (phases 3 and 4 water consumption rate), **15** (phase 3 site levels), **16** (phase 3 telecommunication details), **40** (phases 3 and 4 planting details) and **48** (phases 3 and 4 public sewers), subject to 17/505711/HYBRID (APP/V2255/W/19/3233606).
To note that this application has been recorded incorrectly on the agenda as 26/5011387/SUB and actually ***26/501138/SUB***
It was **RESOLVED** to note that the two drawings are inconsistent, with a turning point now shown opposite the Nature Reserve entrance, which was not indicated on previous plans. Clarification is required regarding the turning area on Cryalls Lane, as this differs from the main plan.

5) **Application: 26/501141/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to **condition 15**- (details of the existing site levels, proposed site levels (including any levels changes to areas to be used as open space, landscaped buffer areas and highways), and proposed finished floor levels for buildings) **37**- (proposed estate road, footways, footpaths, verges, street tree planting, junctions, street lighting (to include measures to limit light spill and use of lighting to minimise impacts upon wildlife), sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, driveway gradients, car parking and street furniture) subject to 17/505711/HYBRID approved at appeal (APP/V2255/W/19/3233606).
It was **RESOLVED** to have no comment on this application.

6) **Application: 26/501142/SUB** Grid: 588553/163571 Officer: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to **condition 8** (emergency access details), subject to application 25/501437/REM.
It was **RESOLVED** to have no comment on this application.

The meeting was adjourned at 20:58 for a comfort break. The meeting reconvened at 21:06

The agenda had duplicated item 8. The following point has been corrected.

9. BUSINESS ITEMS

a. **Clerk's report**: To review the report and consider any further actions to be taken.

i. Refer to item 5(c) for the resolution regarding the Section 106 school provision.

ii. It was **RESOLVED** that the Borden volunteer **Speedwatch** recruitment posters provided by the Kent Speedwatch Officer would be published on the website and Facebook page.

iii. It was **RESOLVED** to write to Kent County Council requesting an internal review of its handling of the Freedom of Information request submitted on 5 March 2026 (response due 2 April), which remains outstanding, concerning the amendment to the Section 106 agreement for school land handover**,** from 150 dwellings occupied to 75% occupancy. An explanation for the delay and the requested information is required.
It was noted that a response from the KCC Cabinet Member, regarding the Section.106 School land was still outstanding.
Also see the resolution under item 5 (c)

iv. A response from the Planning Support Manager regarding the expressed interest by the Parish Council in the land next to the Nature Reserve, advised logging into public access and highlighting the area of interest. Cllr Small agreed to look into this and update the Clerk.

The agenda was moved from item 5c

b. **Borden Broadside:** To review the draft of the next issue.
It was **RESOLVED** to not delay this edition of the Broadside any further and print and distribute the current version by hand via Member and other local volunteers.
It was **RESOLVED** to establish a Working Group to meet leading up to future editions of the Broadside, to discuss items to be included. This would be added to the May 26 Annual Parish Council Meeting agenda.
The agenda moved back to item 6.

Cllr Baldock left the meeting at 20:20

c. **Bus Service:** To review, if available, the update from Kent County Council.
Refer to item 5c as discussed.
In reference to item 5(c), it was **RESOLVED** to write to Swale Borough Council to request clarification on what steps are being taken to ensure that bus stops are confirmed as serving a public service, rather than solely a school service.

d. **Training Policy:** To approve and adopt the policy.
It was **RESOLVED** to approve and adopt the new Training Policy.

e. **IT Policy:** To review the updated version of the policy adapted from the Practitioners Guide 2025, and adopt.
It was **RESOLVED** to approve the updated version of the IT Policy.

f. **Action Plan (2026-2027):** To review and approve the Council's draft plan for the forthcoming year.
It was agreed to bring this back to the next meeting for further consideration.

g. **Parish Hall Representative Member:** To consider and appoint a successor to Cllr Bolas in accordance with the terms of the Charity Commission Scheme 1981 (point 7).
It was **RESOLVED** that Cllr Harrison, as volunteered, would put in an application to become the Parish Council's Trustee representative for the Parish Hall Committee.

h. **Tree Planting:** Further to the January agreement (item 160di), to agree on the tree type, collection, location and planting arrangement. To also consider a request for a plaque and tree guard.
It was **RESOLVED** to send a response to the donor, confirming that the Council is happy to accept the donated tree, but would prefer it to be planted in the autumn and therefore requests that it be retained until then. The Council also has no objection to a tree guard and plaque being installed; however, these would need to be at the donor's expense.

The agenda moved from item 5 (c)

i. **KCC Lengthsman Scheme:** To review the report from the March meeting (item 182c(i)), and decide whether any further action is required.
It was **RESOLVED** that, in light of the upcoming unitary authority changes**,** not to take over any additional responsibilities from KCC at this time.

The Chair returned the agenda to item 5 (c)

j. **Members' items** for consideration and decision:

i. Publicising the roles & responsibilities of the Borden, Swale & Kent councils on the Borden Facebook page, website & future Broadside publications.
It was **RESOLVED** that the Clerk would update the document to include information about the Parish Council's specific responsibilities and activities, and include a more detailed explanation of the relevant authorities' roles and responsibilities. This will be brought back to the next meeting for approval.

ii. **Rugby Club and Community Hub Development:** To review and discuss this development and agree on any necessary action, including inviting the Rugby Club representatives to the next meeting to present their plans and discuss future collaboration with the Parish Council.
It was **RESOLVED** that Cllr Tumber would be the Parish Council representative on the Management Committee.
It was **RESOLVED** to write to Swale Borough Council requesting clarification on how they will ensure the committee is established in accordance with the Section 106 agreement, and whether they hold the necessary details to constitute the committee.
It was **RESOLVED** to amend the above resolution to include asking what steps have been put in place to secure the Community Use Agreement to ensure the facility operates on a dual-use basis.

Standing Orders were suspended at 22:02

10. COMMITTEE AND WORKING GROUP UPDATES

a. **Wises Lane Monitoring & Liaison Group (WLMG)**: To receive a report on updates.
BDW has agreed to pay for the Byelaw signs. However, the clerk has requested a revised quote as the number of signs for the Playstool is incorrect.

i. To consider items for the WLMG to present at the next meeting with BDW.
There were no questions to be raised with BDW.

b. **Nature Reserve:** To receive a progress update on the lease renewal.

i. The quotes for the legal advice have been agreed upon at this meeting. Waiting on the Heads of Terms from KCC to proceed.

ii. It was **RESOLVED** to agree that the Kent's Plan Bee officer for KCC, responsible for the council's pollinator action plan, be allowed to carry out some wildflower surveys at the Nature Reserve in May, as part of the monitoring of KCC's former landfill sites, provided that liability does not fall to the Council, and that an appropriate risk assessment is undertaken by KCC.

iii. In addition, the SBC Parks Ranger has confirmed support for volunteer work at the Nature Reserve later in the year. Including equipment training, which will also be in liaison with the Clerk, who has also updated a risk assessment for the Nature Reserve.

11. HIGHWAYS

a. **To receive an update on the following items:**

i. Maidstone Road and Danaway 40mph scheme
KCC Highways has advised that they hope to be in a position to share the designs very soon.

ii. To consider the response received from Kevin McKenna MP regarding Oad Street, and any further action required.
It was **RESOLVED** to respond to Kevin McKenna's email as drafted by the Chair and sent via the Clerk.

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

a. Resident correspondence**:** To review and consider any further updates required.

1) Residents' email regarding Key Street road works.
It was **RESOLVED** to respond to the resident requesting permission to share their correspondence with the Borough Cllr Cavanagh, as the more appropriate point of contact regarding concerns raised regarding the Key Street works, and to advise that they are also welcome to attend a Parish Council meeting to address the matter with the Full Parish Council.

2) Residents' email regarding construction vehicle damage to Cryalls Lane.
Nothing further required, Clerk's response sufficient.

Cllr Wallace left the meeting at 22:32 and returned at 22:24

3) It was **RESOLVED** to respond to the request for promotional filming by DRPG to provide promotional content for Redrow Homes at the Playstool and Nature Reserve. The response will note the Parish Council's preference not to support promotional filming at the Nature Reserve due to its sensitivity. However, should filming proceed at the Playstool, liability would not rest with the Parish Council, and all relevant health and safety, risk, and liability matters must be addressed by DRPG.
Cllr Harrison left the meeting at 22:38

b. School Community Governor: To consider the request for a Parish Councillor volunteer.
It was noted that Cllr Small expressed an interest in the community governor role and will contact the school directly in a personal capacity.

c. Swale Borough Council -Designation of an Area of Special Control of Advertisements (ASCA). To consider the completion of the consultation.
It was **agreed** that Cllrs could respond as individuals.
Cllr Smith left the meeting at 22:44

d. Citizens Advice: To consider the donation request.
It was **RESOLVED** to make a £100.00 donation.

13. 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 Parish Hall – Cllr Hepburn.
c. Borden Heritage Group – Cllr Harrison.

14. ITEMS FOR INFORMATION

There were none.

The meeting ended at 22:47

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

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