BORDEN PARISH COUNCIL

All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 18th June 2026, at the Pavilion, Wises Lane, which will commence at 7:00 pm.

Teresa Millum
Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 12th June 2026

A G E N D A

43. APOLOGIES FOR ABSENCE

44. DECLARATIONS OF INTERESTS

45. CHAIR'S ANNOUNCEMENTS

46. TO APPROVE FOR SIGNATURE:

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

47. COMMUNITY AWARD: To present the Kent Association of Community Councils 2026 award.

48. 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.
b. Parishioners.
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)*

49. FINANCE

a. **Bank Reconciliation**: To approve the reconciliation as of 31st May 2026 (APPX B).
b. **Budget vs Actual**: To review and approve the report as of 31st May 2026.
c. **BACS Payments**: To approve the list of accounts presented for payment in July 2026, including expenditure incurred under Section 137:

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	£ 75.00	n/a	£ 75.00	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	
Swale Borough Council	Other Expenditure	Broadside (printing)	£ 384.00	**n/a**	£ 384.00	LGA 1972, s.142	
Chubb	Open Spaces	Pavilion (replace extinguisher)	£ 180.01	£ 30.00	£ 150.01	LGA 1972, s.111	
Total BACS payments			**£ 3,218.81**	**£ 136.80**	**£ 3,082.01**	**£ -**	**£ -**
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 (09 June - 08 July)	£ 23.64	£ 3.94	£ 19.70	LGA 1972, s.111	
Npower	Utilities	Electric - unmetered (01-31May)	£ 109.19	£ 5.20	£ 103.99	Parish Councils Act 1957, s.3	
Smartest Energy	Utilities	Electric - Metered supply (01-31 May)	£ 41.91	£ 2.00	£ 39.91	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card	£ 88.77	£ 14.29	£ 74.48	See below card information	
Total DD payments			**£ 304.97**	**£ 32.34**	**£ 272.63**	**£ -**	**£ -**
Credit Card Payments	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**s.137**
Defib Store	Health & Safety	Pavilion pads	£ 64.80	£ 10.80	£ 54.00	LGA 1972, s.137	**£ 54.00**
Amazon	Open Spaces	Playstool repairs (Padlock)	£ 20.97	£ 3.49	£ 17.48	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)*			**£ 88.77**	**£ 14.29**	**£ 74.48**	**£ -**	**£ -**
Bank Charges and Transfers							
Bank Charges	Unity	Monthly service charge 30/06/26	£ 6.77	n/a	£ 6.77	LGA 1972, s111	

50. PLANNING MATTERS

a. To receive an update from May minute items (37a(2)), regarding correspondence sent to Swale Borough Council regarding: The Old Post Office.

51. 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: 26/501871/SUB** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant condition 16 - Installation of fixed telecommunication, Subject to PP/V2255/W/19/3233606 (17/505711/HYBRID).
2) **Application: 26/500747/FULL** Address: St Mawes The Street Borden Kent ME9 8JN Proposal: Raising of roof height and insertion of front dormer window and roof lights together with two-storey front extension, single-storey rear extension and enlargement of rear dormer (part retrospective).
Revised details concerning this application: Change of description – 26/05/2026.
Consultation comments due by 2nd July 2026
Consideration of this application is to be made in conjunction with the May resolution (item (37a(1)), and any updates received.
3) **Application: 26/502025/FULL** Address: Light Industrial Unit (Disused) Land Adjacent To Pebble Court Farm Woodgate Lane Borden Kent ME9 7QB. Proposal: Conversion and change of use of existing detached redundant and disused former light industrial workshop into a three bedroom dwelling (C3) including new pitched roof and conversion and change of use of existing adjacent detached redundant and disused former associated office and store (previously hay store) into a home office to be used for the dwelling occupier including part demolition and erection of small single storey side extension (to form garage) to existing commercial workshop and installation of sewage treatment plant and EV charging point (Resubmission of 25/500162/FULL).
Consultation Comments due by 24th June 2026
4) **Application: 26/502153/SUB** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 3 (detailed planting plan), subject to 25/501437/REM.

52. BUSINESS ITEMS

a. **Clerk's report** (attachment 1): To review the report and consider any actions to be taken.
b. **Roles and Responsibilities** (April item 9j(i)): To approve the document to be added to the Council's website.
c. **Bobbing Garden Village Judicial Review** (May minute item 34(1)): To consider a contribution towards ongoing costs.
d. **Byelaw signs:** To receive an update on installation.

53. COMMITTEE AND WORKING GROUP UPDATES

a. **Wises Lane Monitoring & Liaison Group (WLMG)**: To receive a report on updates.
   i. To consider items for the WLMG to present at the next meeting with BDW.
b. **Nature Reserve:**
   i. **Lease renewal:** To receive a progress update.

54. HIGHWAYS

a. To review the minutes of the meeting on 28th May 2026, and consider the following matters;
   i. Approval of the KCC Highways Maidstone Road/Danaway and Oad Street 40 mph scheme design and drawings, with the Committee's recommended observations on the design.
   ii. Approval of the revised Highways Improvement Plan (HIP), in readiness for the next meeting with KCC Highways.
   iii. To consider correspondence from County Cllr Palmer regarding support for an HGV diversion via Pond Farm and onto Wises Lane.
b. Review of the new slip road to the A249 (January minute item 159b).
c. Speedwatch: To receive a volunteer progress update.

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

a. **Residents' Correspondence:** To review and consider any further action required.
   i. To receive an update from the April resolution (item 12a(1)), and consider how best to proceed.
b. **Kent ACRE**: To consider a donation request.
c. **Kent Downs National Landscape Public Consultation:** Invitation to participate in the consultation by 19th July 26, shared by Swale Borough Council. To also consider the request to share the consultation on the Parish Council's website and Facebook.
d. **Parish and Town Council Election Cycles**: To note that a request from Swale Borough Council on 26th May regarding an opportunity to consider if future elections should continue on the existing four-year cycle, or be realigned to coincide with the unitary authority election cycle, required a response by 5th June, which was not sufficient time to allow a response from the Parish Council.

56. 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
c. Borden Parish Hall – Cllr Harrison.
d. Borden Heritage Group – Cllr Harrison.

57. ITEMS FOR INFORMATION

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:

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MINUTES of the ANNUAL PARISH COUNCIL MEETING held on 21ST MAY 2026

15. TO ELECT A CHAIR

The Chair called for nominations for the position of Chair.
Cllr Bolas was nominated by Cllr Harrison and seconded by Cllr Butlin
It was **RESOLVED** that Cllr Jeremy Bolas be re-elected as the Chair for Borden Parish Council.

16. TO RECEIVE DELIVERY OF ACCEPTANCE OF THE OFFICE OF THE CHAIR

Following his election as Chair of the Parish Council for the upcoming year, Cllr Bolas signed the Declaration of Acceptance of Office in the presence of the Proper Officer and assumed the role immediately

17. TO ELECT VICE CHAIRMAN

The Chair called for nominations for the position of Vice Chair.
Cllr Nicola Butlin was nominated by Cllr Tumber and seconded by Cllr Harrison
Cllr Butlin accepted the office of Vice Chair
It was **RESOLVED** to re-elect Cllr Butlin to the position of Vice Chair.

18. APOLOGIES FOR ABSENCE: Cllr Palmer and Cllr Smith.

It was **RESOLVED** to accept the above-noted apologies for absence.

In attendance: Cllrs Bolas, Butlin, Baldock, Harrison, Hepburn, Jemmett, Small, Tumber and Wallace

19. TO REVIEW AND ADOPT THE TERMS OF REFERENCE (ToR) FOR COMMITTEES AND WORKING GROUPS

a. Highways Improvement Project (Advisory Committee)

It was **RESOLVED** to approve the Highways Advisory Committee Terms of Reference, with the addition of delegated authority to progress the Maidstone Road and Oad Street 40mph Scheme as necessary and report to the Full Council at its next meeting.

b. Nature Reserve Working Group (Advisory Committee)
c. Finance (Advisory Committee)
d. Wises Lane Monitoring & Liaison Group
e. Neighbourhood Plan Steering Group
f. It was noted that the Community Governance Review Working Group, which was established on 15th May 25, was missing and has now been added for approval.

It was **RESOLVED** to approve and re-adopt the Terms of Reference for the above Committees and Working Groups under items 19 b to f.

g. Designated Nature Reserve Working Group – This falls under the Nature Reserve Working Group to review.

20. THE CREATION, ABOLITION OR ALTERATION OF COMMITTEES AND WORKING GROUPS

a. To consider establishing a Working Group to support the Borden Broadside publication.

It was **RESOLVED** to establish the Borden Broadside Publication Working Group. Members agreed as

Cllr Baldock, Cllr Wallace and Cllr Small. The Members will prepare the Terms of Reference for consideration at the June meeting
It was **RESOLVED** to dissolve the Community Governance Review Working Group as no longer relevant.

21. TO APPOINT MEMBERS OF COMMITTEES AND WORKING GROUPS

a. Highways Improvement Project (Advisory Committee)

It was **RESOLVED** that Cllr Bolas, Cllr Baldock, Cllr Tumber and Cllr Small would remain on the Highways Committee, with the addition of Cllr Butlin.

b. Nature Reserve Working Group (Advisory Committee)

It was **RESOLVED** that Cllr Bolas, Cllr Baldock and Cllr Butlin would remain on the Nature Reserve Working Group, with the addition of Cllr Small.

Finance (Advisory Committee)

It was **RESOLVED** that Cllr Bolas, Cllr Butlin and Cllr Palmer would remain on the Finance Committee.

c. Wises Lane Monitoring & Liaison Group

It was **RESOLVED** that Cllr Jemmett and Cllr Butlin would remain on the Wises Lane Monitoring & Liaison Group, with the addition of Cllr Small.

d. Neighbourhood Plan Steering Group

It was **RESOLVED** that Cllr Butlin and Cllr Wallace would remain on the Neighbourhood Plan Steering Group.

e. Any newly established Committee or Working Groups

The Borden Broadside Publication Working Group, members as noted under item 20a.

22. TO APPOINT OR CONFIRM PARISH COUNCIL REPRESENTATIVES TO EXTERNAL BODIES

a. Borden Parish Hall Trustees

It was **RESOLVED** that Cllr Harrison would remain as the representative.

b. Borden Sports Association

It was **RESOLVED** that Cllr Butlin would remain as the representative.

d. KALC Area Committee

It was **RESOLVED** that Cllr Balcock would remain the representative, with the addition of Cllr Butlin.

e. Western Swale Area Committee

It was **RESOLVED** that Cllr Butlin would remain the representative.

f. Any new or additional external bodies for consideration

There were none.

23. FINANCE: To review and approve the following:

a. Financial Regulations.

It was **RESOLVED** to approve the Financial Regulations.

b. Statement of Internal Control

It was **RESOLVED** to agree and approve the Statement of Internal Control as updated for the financial year 2025/2026, which was duly signed by the Responsible Financial Officer and Chair.

c. Scheme of Financial Delegated Authority

It was **RESOLVED** to agree the Scheme of Financial Delegated Authority.

d. Insurance arrangements

It was **RESOLVED** to approve the Insurance Arrangements as being sufficient for the Parish Council's requirements.

e. Regular payments for the ensuing year

It was **RESOLVED** to approve the list of regular payments.

f. Subscriptions

It was **RESOLVED** to approve the list of subscriptions for the ensuing year.

g. Confirm bank signatories and mandates

It was **RESOLVED** to confirm the current list of bank signatories and mandates.

h. Expenditure incurred under Section 137 of the Local Government Act 1972
It was **RESOLVED** to approve expenditure totalling £1,088.77 incurred pursuant to Section 137 of the Local Government Act 1972, with all such expenditure recorded separately within the Council's accounting system in accordance with statutory requirements.

24. ASSET REGISTER: To review the Council's Asset Register and inventory of assets, consider and approve items to be removed or added.
It was **RESOLVED** to approve the Asset Register prepared and updated to 31st March 2026, with the removal of the historic printer from the next financial year, as this has been destroyed by the Parish Hall Trustees.

25. STANDING ORDERS: To review and consider approval.
It was **RESOLVED** to approve the Standing Orders.

26. FREEDOM of INFORMATION and DATA PROTECTION: To review and approve the Council's Policies, procedures and compliance with the :
a. Freedom of Information Act
b. Data Protection legislation
Members reviewed the Council's arrangements and policies in relation to compliance with the Freedom of Information Act and Data Protection legislation.
It was **RESOLVED** to approve the Council's Freedom of Information and Data Protection Policy and associated compliance arrangements

27. CODE OF CONDUCT: To reconfirm the adoption of the Council's Code of Conduct
It was **RESOLVED** to approve and adopt the updated Code of Conduct, as issued by Swale Borough Council, as the Parish Council's Code of Conduct.

28. MEETINGS: To determine the time and place of meetings for the ensuing year:
a. Monthly Parish Council Meetings
It was **RESOLVED** to continue Parish Council meetings every third Thursday of the month, starting at 7 p.m.

b. Annual Parish Council Meeting
It was **RESOLVED** that the next Annual Parish Council meeting will be held on Thursday, 20th May 2027, at 6:30 P.M. unless notified otherwise.
c. Annual Parish Meeting
It was RESOLVED to hold the Annual Parish Meeting on a Saturday two weeks before the next Annual Parish Council Meeting, date to be confirmed.

Meeting end time:19:40

To note: This meeting will be followed by the Monthly Parish Council meeting agenda items.

Minutes approved by the Full Council and signed by the Chair:

……. Date: …….

UNDERSTAND HOW YOUR LOCAL COUNCIL'S WORK

Borden Parish Council

The Parish Council is the most local tier of government. It is made up of up to 13 elected or co-opted residents who volunteer their time, without payment, to represent the community and help improve life in the parish.

The Council's role is to maintain and improve local facilities, help shape the future of Borden, and promote the well-being of residents. It acts as the voice of the community, working with other authorities and organisations to ensure local concerns are heard.

While the Parish Council works hard to represent residents' interests, it does not have direct responsibility for many public services such as roads, schools, waste collection or housing. These services are provided by Swale Borough Council or Kent County Council. However, the Parish Council regularly works with the Borough and County Councils and Kent Police to raise local concerns and advocate on behalf of residents.

What Responsibilities Does the Parish Council Have?

The Parish Council is responsible for a range of local facilities, services and community initiatives, including:

- Meeting monthly to consider local matters and to make decisions on how public funds are spent for the benefit of the community. Residents are welcome to attend; dates and times are available on the Council's website www.bordenparishcouncil.gov.uk.
- Setting an annual budget and raising a precept (part of the Council Tax) to fund local services and activities.
- Providing and maintaining local facilities, including some street lighting and the public toilet at Playstool.
- Managing and maintaining community open spaces, including:
  - Memorial Gardens
  - Playstool Recreation Ground
  - Children's Play Area
  - Sports Pitches
  - Woodland Areas
  - Nature Reserve
- Commenting as consultees on local planning applications to ensure local knowledge and community views are taken into account.
- Working with Kent County Council on road safety initiatives, including speed reduction measures.
- Exercising limited powers in relation to certain byelaw-related offences.
- Fly-tipping.
- Liaising with Kent Police to raise local concerns and arrange community engagement events and police surgeries.
- Organising community events and celebrations.

Borden Parish Councillors are:

- Jeremy Bolas (Chair)
- Nicola Butlin (Vice Chair)
- Mike Baldock
- Eileen Harrison
- John Hepburn
- Brian Jemmett
- Stephen Palmer
- Lee Small
- Vivian Smith
- James Tumber
- Charlott Wallace
- Vacancy 1
- Vacancy 2

UNDERSTAND HOW YOUR LOCAL COUNCIL'S WORK

Which Council Is Responsible?

Local government services are delivered by three different levels of council. The table below explains briefly which authority is responsible for key services.

Information from www.gov.uk/understand-how-your-council-works/decision-making

Service Area	Parish, Community & Town Council's	District, Borough & City Councils	County Council's
Allotments	✓		
Public clocks	✓		
Bus shelters	✓		
Community centres	✓		
Play areas and equipment	✓		
Grants to help local organisations			
Planning applications	✓ (consultee)	✓ (decision maker)	
Household waste and recycling collection		✓	
Recycling		✓	
Council tax collections		✓	
Housing		✓	
Leisure centres and borough facilities		✓	
Education			✓
Transport			✓
Planning			✓
Fire and public safety			✓
Social care			✓
Libraries			✓
Waste management			✓
Trading standards			✓

UNDERSTAND HOW YOUR LOCAL COUNCIL'S WORK

CLERK'S JUNE 2026 REPORT FOR THE BORDEN PARISH COUNCIL MEETING

Prepared by: Teresa Millum (Clerk)

GENERAL UPDATES

1) A report was received of a quad bike that had gained access to the top of the Playstool/Memorial garden on the evening of 3rd June at around 6:45 – 7 pm. I have emailed the SBC CCTV unit to see if it was captured on any footage, and also contacted our Police Beat Officer, PC Ryan Atherton, asking him to do the same, as the rider was not wearing any face covering and may be identifiable.

2) There has been a report of young boys frequently riding around the Playstool on push bikes, getting in the way of dog walkers and younger children. They have also been seen shouting obscenities in front of young children. I have asked PC Atherton to keep a lookout for this behaviour when at the location and take suitable action, and he has said he will try to increase his presence at the Playstool.

3) By the teenage shelter at the Upper Playstool, there was a lot of litter and broken glass reported, which Cllr Bolas kindly attended to clear up, at no cost to the Parish Council.

4) The weekly Playstool report has noted that a new metal net has been installed on the basketball hoop at the Upper Playstool. This has not been commissioned by the Parish Council, so if anyone knows how this was installed, please let me know.

5) On completing a visual check, the Playstool toilet Cllr Tumber found that it was constantly running, so he kindly repaired the issue at no cost to the Parish Council.

6) On 9th June, a resident at Homestead View reported that substantial branches from a tree situated within the Woodland area had fallen onto their property. The resident further reported that additional branches were broken and suspended, presenting a further risk of falling. Concerns were also raised regarding heavy branches overhanging the conservatory area of the property.
Having considered the information provided along with pictures shared by the resident, and the potential for further falling branches, arrangements were made to make safe the tree and remove the debris.

7) Fly-tipping has been reported to the Borough Council by Cllr Small, as 6 tyres were found dumped by the Nature Reserve bin. As outside of the Nature Reserve, the fly-tipping removal will be completed by Swale Borough Council.

UPDATES FROM PREVIOUS MEETINGS

1) **April 2026 (Item 9a(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.
A complaint was logged with KCC on 20th May, from which an email with an apology and a timescale for a response was received. As this timescale also lapsed, a follow-up email was sent to the initial complaint handler **on 4TH June.**

2) **May 2026 Item 37a(1): St Maws**

22/05/26, a letter was sent to the SBC Conservation Officer and CEO as 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.

3) **May 2026 Item 37a(2): The Old Post Office**

22/05/26, a letter was sent to the SBC Conservation Officer and CEO, regarding concerns raised by Members about damage to the Old Post Office, noting that works being undertaken within the curtilage do not appear to be in accordance with the approved planning permission or the submitted management plan.

4) **May 2026 Item 37a(2): 22/05 Conservation Area –**

22/05/26, a letter was sent to the SBC Head of Planning and CEO 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.

BHG report June 2026

Our June event was a visit to Milton Regis Court Hall Museum, members enjoyed, learning some of the history of Milton Regis and examining some of the many treasures stored within the museum. We recommend a visit, opening times are Saturdays 10-4pm April to September 26th and Wednesdays 10-4pm during August.

On Saturday afternoon 18th July we will take our display boards and a game to the Borden Fete within the grounds of The Maypole Inn.

On 12th August you are invited one of two tours of Commonwealth graves in Sittingbourne Cemetery, am and pm - entrance is free.
The event is by ticket only – contact Stephen on 07484150170 or steve@hrgs.co.uk

Eileen
BHG Chair
bordenheritage.co.uk