

BORDEN PARISH COUNCIL



All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 15th May 2025, at the Pavilion, Wises Lane. This meeting will follow the Annual Parish Council Meeting, which will commence at 7:00 pm.

Teresa Millum

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

9th May 2025

A G E N D A

17. APOLOGIES FOR ABSENCE

18. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

19. CHAIR'S ANNOUNCEMENTS

20. TO APPROVE FOR SIGNATURE

The minutes of the Parish Council meeting held on 17th April 2025 (APPX A).

21. 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).

22. FINANCE

- To approve the bank reconciliation as of 30th April 2025.
- To appoint a member (excluding the Chair) to independently verify the 31st March 2025 bank reconciliation and sign both the reconciliation and original bank statements, in accordance with Financial Regulation 2.6.
- To review and approve the budget vs actual report as of 30th April 2025.
- To approve the following BACS list of accounts for payment in May 2025:

Payee	Budget	Description	Gross	VAT	Net
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	£ 30.55	n/a	£ 30.55
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 604.80	£ 100.80	£ 504.00
J England	Health & Safety	Playstool inspections	£ 60.00	n/a	£ 60.00
Kings Commercial	Open Spaces	Toilet cleaning (payment added late)	£ 450.66	n/a	£ 450.66
SLCC	Office	Subscriptions	£ 190.00	n/a	£ 190.00
SLCC	Admin	Courses & Training (access to system for CiLCA submission)	£ 450.00	n/a	£ 450.00
KALC	Admin	Courses & Training (CiLCA)	£ 360.00	£ 60.00	£ 300.00
Caloo	Open Spaces	Playstool play area (EMR 325)	£ 20,022.00	£ 3,337.00	£ 16,685.00
Streetlights	Utilities	Streetlight maintenance contract	£ 754.79	£ 125.80	£ 628.99
Citizens Advie	Admin	Donations (agreed under April 25 minute item 14e)	£ 50.00	n/a	£ 50.00
Maypole Minstrels	Events	VE Day 80 (Choir)	£ 50.00	n/a	£ 50.00
Dan muDJS Audio	Events	VE Day 80 (Sound system)	£ 389.00	n/a	£ 389.00
Bethan Foot	Events	VE Day 80 (Bugler)	£ 50.00	n/a	£ 50.00
Total BACS payments			£ 24,823.24	£ 3,623.60	£ 21,199.64
Cheque payment					
K Smith	Events	VE Day 80 (Pavilion support)	£ 50.00	n/a	£ 50.00
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	£ 32.69	£ 1.56	£ 31.13
Lloyds Bank	Admin	Corporate card	£ 182.72	£ 8.76	£ 173.96
Total DD payments			£ 281.95	£ 21.41	£ 260.54
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
MCAFREE	Office	Subscriptions (2-year)	£ 119.99	n/a	£ 119.99
Amazon	Office	Stationary (paper)	£ 26.58	£ 4.43	£ 22.15
Screwfix	Events	VE Day 80 - Beacon items	£ 18.95	£ 1.97	£ 16.98
Amazon	Events	VE Day 80 - Firelighters	£ 14.20	£ 2.36	£ 11.84
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
Total Credit Card			£ 182.72	£ 8.76	£ 173.96
Bank Charges and Transfers					
Bank Charges	Unity	Monthly service charge due 31/05/25	£ 9.00	n/a	£ 9.00

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- e. To note that the Notice of the Exercise of Public Rights and the publication of the unaudited Annual Governance & Accountability Return (AGAR) will be displayed and available for inspection from 3 June to 14 July 2025.
- f. Finance Committee: To receive a report on the meeting held 12th May 2025, and to consider recommendations presented for this meeting, including those relating to new and existing earmarked reserves, and any relevant adoption of policies and communications.

23. TRAINING

- a. To note that, with the Chair's approval, the Clerk has registered to undertake the Certificate in Local Council Administration (CiLCA).
- b. A reminder that training opportunities are available to councillors via KALC.

24. 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: 25/501437/REM.** Proposal: Approval of reserved matters (access, appearance, landscaping, layout and scale sought) for Phases 3 and 4 for the development of 160no. dwellings including affordable housing, together with associated access, parking, landscaping, open space, equipped play and infrastructure, pursuant to 17/505711/HYBRID. Address: Land At Wises Lane Borden Kent ME10 1GD.
The consultation comments for this application are due on 5th May 25, an extension has been requested.
- 2) **Application Ref: 25/501328/REM.** Proposal: Approval of reserved matters (appearance, landscaping, layout and scale sought) for the erection for 290 homes, including affordable housing, together with associated landscaping, open space, equipped play, earthworks, and other associated infrastructure pursuant to 22/505646/OUT (allowed at appeal APP/V2255/W/23/3333811). Address: Land At Ufton Court Farm Tunstall Sittingbourne Kent ME10 1XF.
The consultation comments for this application are due on 6th May 2025, an extension has been agreed.
- 3) **Application Ref: 25/501551/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 44 - Landscaping, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).
- 4) **Application Ref: 25/501552/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 3 (construction traffic access), subject to application 23/505420/REM.
- 5) **Application Ref: 25/501756/SUB** Grid: 588126/164212 Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU
Proposal: Submission of details pursuant to condition 10 (verification report), subject to 17/500727/OUT.

25. BUSINESS ITEMS

- a. To review and adopt a Health & Safety policy.
- b. To review and adopt a Disciplinary & Grievance policy.

26. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on available updates.
 - i. To consider items for the WLMG to present at the next meeting with BDW.
- b. **Nature Reserve:**
 - i. To receive an update on the status of the new lease.
- c. **VE Day 80 Group:** To receive an update on the event held on 8th May 2025.

27. CORRESPONDENCE

- a. To note that the Borden Fete Committee has regretfully announced that the village summer fete will not take place this year as planned.
- b. To consider a request from Swale Pride Community Interest Company, to support creating safe and Inclusive Spaces for the LGBTQIA+ Community.

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

- a. Kent Association of Local Councils – reports circulated as received.
- i. To consider sending up to two representatives to the KALC Extraordinary General Meeting on 19th June 2025 regarding Local Government Reorganisation.
- b. Borden Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 1)
- d. Borden Heritage Group – Cllr Harrison (attachment 2).

31. ITEMS FOR INFORMATION ONLY (*no decisions will be made under this item*)

THE NEXT MEETING IS TO BE HELD ON 19th JUNE 2025.