

BORDEN PARISH COUNCIL



All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 19th June 2025, at the Pavilion, Wisers Lane, which will commence at 7:00 pm.

Teresa Millum

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

13th June 2025

A G E N D A

46. APOLOGIES FOR ABSENCE

47. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

48. CHAIR'S ANNOUNCEMENTS

49. TO CONSIDER CO-OPTION APPLICATIONS TO THE PARISH COUNCIL.

50. TO APPROVE FOR SIGNATURE

- The minutes of the Parish Council meeting held on 15th May 2025 (APPX A).
- The minutes of the Annual Parish Council meeting held on 15th May 2025 (APPX B)

51. 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.*

- Police/PCSO.
- Parishioners.
- County/Borough Councillors (*a written report must be submitted three days before the meeting*).

52. FINANCE

- To approve the bank reconciliation as of 31st May 2025 (APPX C).
- To review and approve the budget vs actual report as of 31st May 2025.
- To approve the BACS list of accounts for payment in June 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	£ 29.05	n/a	£ 29.05
Fryer Cleaning & Maintenance	Centenary & Memorial Ground	Maintenance	£ 604.80	£ 100.80	£ 504.00
J England	Health & Safety	Playstool inspections	£ 75.00	n/a	£ 75.00
Kings Commercial	Open Spaces	Toilet cleaning (payment added late)	£ 450.66	n/a	£ 450.66
Total BACS payments			£ 2,520.95	£ 100.80	£ 2,420.15
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	£ 15.42	£ 2.57	£ 12.85
EE	Office	Broadband	£ 22.03	£ 3.67	£ 18.36
EDF energy	Utilities	Electricity - metered supply	£ 34.73	£ 1.65	£ 33.08
Lloyds Bank	Admin	Corporate card	£ 52.02	n/a	£ 52.02
Total DD payments			£ 154.36	£ 12.92	£ 141.44
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Morrisons	VE Day 80	Catering	£ 49.02	n/a	£ 49.02
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
Total Credit Card			£ 52.02	£ -	£ 52.02
Bank Charges and Transfers					
Bank Charges	Unity	Monthly service charge due 30/06/25	£ 8.85	n/a	£ 8.85

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53. PLANNING MATTERS

- a. **Application 23/502210/FULL** - PINS reference: APP/V2255/W/25/3360089: Address: Land On Either Side Of Vigo Lane And Wrens Road Sittingbourne Kent.
Further to April minutes (item 8a), to agree to a representative to attend and speak on behalf of the Parish Council at the planning appeal inquiry scheduled for 5th August 2025.
- b. **Application Ref: 25/501437/REM** - Land at Wises Lane – Approval of Reserved Matters for Phases 3 and 4.
Further to May minutes (item 40.1), it has been noted that points 7 and 8 of the Parish Council's objection may relate primarily to Phase 2 of the development. These points will be reviewed by the Parish Council, with consideration given to transferring them to the application for Phase 2, to be discussed under agenda item 8.5.
- c. **App – 23/502210/FULL** - Land on either side of Vigo Lane and Wrens Road ME9 8LA. To receive a report on the Planning Committee meeting held on 22nd May 2025.
- d. **Application Ref: 25/501756/SUB** - Manor Farm Key Street Sittingbourne Kent ME10 1YU.
To note update: Following the Parish Council's May comments (item 40.5), the Planning Consultant has clarified that condition submissions are classified as 'Miscellaneous' under 2.8.15.25 of the scheme of delegation, and as such, cannot be referred to Committee. However, it was also confirmed that the Parish Council's comments have been acknowledged and that consultation with the Environment Agency has taken place.

54. 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: 25/501890/TCA** Grid: 588480/162834 Address: 2 Barn Close Borden Kent ME9 8JW Proposal: Conservation area notification to reduce the canopy of one T1 Mature London Plane to reduce the height from 22m to 19m the northern radial spread of 11m to 8m the eastern radial spread of 8.5m to 7m, southern radial spread of 12m to 9m and western radial spread of 15m and 11m.
- 2) **Application: 25/501862/FULL** Address: Land Adjacent To Pebble Court Farm Woodgate Lane Borden Kent ME9 7QB Proposal: Partial demolition of existing unit, erection of a single storey side extension to form workshop, and replacement of existing flat roof with new pitched roof. Works to include replacement windows and doors to match existing fenestration and installation of a sewage treatment plant. (Resubmission of 21/503856/FULL).
- 3) **Application: 24/501839/ADV** Location: Hooks Hole Farm School Lane Borden Sittingbourne Kent Proposal: Advertisement Consent for 2 x non illuminated fascia signs.
Consultation comments are due by 6th June 25, an extension has been requested.
- 4) **Application: 25/501985/SUB** Grid: 588126/164212 Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Submission of details pursuant to condition 30 - Landscape and Ecological Management, Subject to 17/500727/OUT.
- 5) **Application: 25/501147/REM** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Approval of reserved matters for Phase 2F (access, appearance, landscaping, layout and scale sought) for creation of open space together with associated access, landscaping, and infrastructure pursuant to 17/505711/HYBRID.
Consultation comments are due by 12th June 2025. An extension has been requested.

55. BUSINESS ITEMS

- a. To review and approve the Terms of Reference for the new Community Governance Review Working Group.
- b. To appoint members to the new Community Governance Review Working Group.
- c. To review the 2025 Tree Survey report and agree on the necessary work to be carried out.

56. 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.

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b. Nature Reserve:

- i. To receive an update on the status of the new lease.
- ii. To discuss enhanced security measures at the Nature Reserve to prevent unauthorised vehicle access. This includes addressing the heightened risk of further access attempts, as previously experienced, with consideration given to installing collapsible or retractable bollards or similar devices to support the padlocked gate.
- iii. To receive an update on the progress of the Nature Reserve byelaw signage and, if available, consider quotes and determine the next steps.

57. HIGHWAYS

- a. To receive an update on the Borden 20mph scheme.
- b. To receive an update on the proposed 40mph scheme at Danaway and discuss available options.

58. MOTIONS FROM COUNCILLORS

- a. To consider installing additional byelaw signs at all Playstool entrances to raise public awareness, particularly regarding the no-BBQ regulation, due to ongoing violations and the associated fire risk, especially in dry weather.

59. CORRESPONDENCE

- a. To review correspondence received and agree on actions to be taken.
- b. To consider the Parish Council's participation in the current consultation on Swale Borough Council's Draft Statement of Community Involvement (May 2025).

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

- a. Kent Association of Local Councils – reports circulated as received.
 - i. KALC Community award.
- b. Borden Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 1).
- d. Borden Heritage Group – Cllr Harrison (attachment 2).

61. ITEMS FOR INFORMATION