

# BORDEN PARISH COUNCIL



## MINUTES OF MEETING HELD ON 15TH JANUARY 2026

### **150. APOLOGIES FOR ABSENCE:** Cllr Jemmett, Cllr Small and Cllr Smith

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

**In attendance:** Cllr Bolas, Cllr Baldock, Cllr Butlin, Cllr Harrison, Cllr Hepburn, Cllr Palmer, Cllr Sims, Cllr Tumber and Cllr Wallace.

### **151. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Parish Hall – Cllr Hepburn and Cllr Bolas

Pavilion – Cllr Sims

Borden Sports Association – Cllr Tumber

### **152. CHAIR'S ANNOUNCEMENTS**

The Chair wished everyone the best for this new year.

### **153. TO APPROVE FOR SIGNATURE:** The minutes of the last Parish Council meeting (APPX A).

It was **RESOLVED** to approve the minutes of the meeting held on 18<sup>th</sup> December 2025, which were duly signed by the Chair.

### **154. 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: The Police were not in attendance. A Borden newsletter has not been received for January.
- Parishioners: There were five in attendance.

A Parishioner addressed the Parish Council regarding support for the reinstatement of a bus service through Danaway (also see item 160diii). A survey completed by residents will be shared with the Clerk.

- 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 Councillor Richard Palmer sent his apologies, and a report was shared before the meeting.

Borough Councillor Ann Cavanagh sent her apologies, and a report was shared before the meeting.

Borough Councillor Mike Baldock had nothing to add for Borden at this time.

### **155. FINANCE**

- Bank Reconciliation:** To approve the reconciliation as of 31<sup>st</sup> December 2025 (APPX B).

It was **RESOLVED** to approve the bank reconciliation as of 31<sup>st</sup> December 2025, which was duly signed by the Chair and RFO.

- Budget vs Actual:** To review and approve the report as of 31<sup>st</sup> December 2025.

It was **RESOLVED** to approve the budget versus actual account report as of 31<sup>st</sup> December 2025.

- BACS Payments:** To approve the list of accounts for payment in January 2026:

It was **RESOLVED** to approve the BACS payments for January 2026, as listed below, and to also include a late invoice received from Mazars, the external auditors, for £756.00, which is not listed:

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Staff	£ 1,036.11	n/a	£ 1,036.11	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 422.18	n/a	£ 422.18	LGA 1972, s.112	
Staff	Expenses	Expenses	£ 25.00	n/a	£ 25.00	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	
Gransdens	Playstool Toilet	Earmarked reserve	£ 4,377.25	£ 729.54	£ 3,647.71	LGA 1972 s.111	
Marie Curie	Admin	Donations	£ 50.00	n/a	£ 50.00	LGA 1972, s.137	£ 50.00
<b>Total BACS payments</b>			<b>£ 6,976.00</b>	<b>£ 830.34</b>	<b>£ 6,145.66</b>		<b>- £ 50.00</b>

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## 156. 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: 25/505192/PNQCLA** Grid: 587120/162872 Address: Barnfield Munsgore Lane Borden Kent ME9 8JU  
Proposal: Prior notification for the change of use of a building and any land within its curtilage from agricultural to 4no. residential dwellinghouses and associated operational development. For its prior approval to: - Transport and Highways impacts of the development. - Noise impacts of the development. - Contamination risks on the site. - Flooding risks on the site. - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses). - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwelling houses.  
It was **RESOLVED** to **object** to this application on the grounds of the urbanisation of the rural character of the area, the impact on the local community and the adverse effect on the character and use of the quiet rural road. The Parish Council also requests clarification of the extent of the associated land and curtilage.
- 2) **Application: 25/505193/LAWPRO** Grid: 588584/163967 Address: 24 Brier Road, Borden, Kent ME10 1YJ  
Proposal: Lawful development certificate for proposed construction of single-storey rear extension.  
The Parish Council had no comment on this application
- 3) **Application: 26/500029/LDCEX** Address: Chestnut Wood, Chestnut Wood Lane, Borden, Kent ME9 8DH  
Proposal: Lawful Development Certificate for the existing use of the land as woodland and recreation/leisure use and the stationing of a mobile home, for purposes ancillary to that use and including overnight stays for a period of more than 16 years. **Consultation comments are due by 28<sup>th</sup> January 2026.**  
The Parish Council had no comment on this application.

## 157. BUSINESS ITEMS

- a. **Clerk's report** (attachment 1): To review the report and consider any actions to be taken.  
The Clerk's report was noted, with no further actions required.
- b. **OneDrive secure document sharing folder:** To consider this method of document sharing for monthly meetings.  
This method was reviewed, and it was agreed to continue on a further 3-month trial basis.
- c. **Pavilion waste bins:** To receive an update on the request for more or larger bins.  
A further bin is due to be installed by Swale cleansing in the next few weeks, and the emptying frequency, especially for the summer months, will be monitored.
- d. **Borden Broadside:** To receive a progress update on the next edition.  
The future distribution of the Broadside was discussed, specifically with the growing community area and the need for copies to be delivered to all homes.  
It was **RESOLVED** produce a current Broadside, which will be delivered in the normal way, and will include a question for Parishioners regarding those who need a hard copy to be delivered rather than viewing online. Councillors are to submit articles directly to Cllr Baldock. This item will be brought back to the next meeting for further discussion.
- e. **The Playstool Christmas Tree Star:** To consider the relocation of the tree star's electrical box to a more suitable location.  
Cllr Sims provided an update following an issue identified on 26<sup>th</sup> December, when the Christmas tree star ceased to work. Cllr Tumber declared a personal interest in the matter, as an employee of Staxons, he repaired the fault free of charge to the Parish Council. It was noted that the electrical box is currently located on the ground, exposed to wet conditions and should be relocated to a more suitable location off the floor in a waterproof enclosure.  
It was **RESOLVED**, with Cllr Tumbers declared interest noted, to approve Staxons to carry out the electrical box relocation work as a matter of urgency, in accordance with Financial Regulation (5.12 and 5.18), due to an urgent safety risk.  
It was **RESOLVED** to thank Cllr Sims and Cllr Tumber for their efforts over the Christmas period in arranging the repair of the Christmas Tree Star, and to send a letter of thanks to Staxons for completing the work quickly and free of charge to the Parish Council.

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f. **Byelaw signs:** To receive a progress update.

As per the November meeting (minute item 130c), the proposed byelaw signs for the Playstool, Woodland and Nature Reserve have been updated by merging the principles of the current signs with the new design. These were reviewed, with minor amendments made, and the size, number required and the locations were agreed upon.

It was **RESOLVED** to approve the reviewed signs with the minor adjustments, with three signs agreed for the Playstool, one of which would be double-sided if possible, three for the Woodland area, and the Nature Reserve. The three designs will be sent to RBL for the final graphic design, and when completed, brought back to the Parish Council meeting for final graphics and finance approval.

It was proposed that the Wises Lane Working Group ask BDW and Redrow if they would contribute and/ or install the byelaw signs free of charge.

It was **RESOLVED** to approve the above proposal.

## 158. COMMITTEE AND WORKING GROUP UPDATES

a. **Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on updates.

The updates from the previous meeting questions were noted and are available on the website.

The unannounced closure of footpath ZR120 between Maylam Gardens and Cryalls Lane was discussed, which should be included at the planned meeting with KCC, where other PROW closures will be addressed.

It was **RESOLVED** to raise concerns to KCC regarding the closure of footpath ZR 120, expressing concern about the unannounced closure, the indeterminate timeframe for reopening, and the safety of pedestrians who frequently travel that route.

i. To consider items for the WLMG to present at the next meeting with BDW.

It was **RESOLVED** to send the following questions to BDW:

- To ask BDW and Redrow if they would contribute and/or install the byelaw signs
- Lorries travelling from the A2 up Wises Lane to Ashmeads Rise via Wises Lane and also through Danaway and Chestnut Street. They need to use the link road.

***At 20:54, a comfort break was taken. The meeting resumed at 21:05***

b. **Nature Reserve:**

i. **Lease renewal:** To receive a progress update.

Cllr Bolas provided a progress update, which included the need to obtain legal advice, as an identified requirement in the Council's Risk Register for lease renewal.

It was proposed that the delegated authority set out in the Financial Regulations, which permits the Clerk/RFO, in consultation with the Chair where required, to exercise delegated spending authority, be clarified to confirm that this includes the authority to engage legal advice in connection with the renewal of the Borden Nature Reserve lease. This clarification would allow the Nature Reserve Working Group to continue its advisory work to progress the lease renewal with KCC, reporting back to the Full Council at its monthly meetings.

It was **RESOLVED** that the delegated spending authorities set out in Financial Regulations 5.15, 5.18 and 6.8 be clarified to confirm the authority for the Clerk/RFO, in consultation with the Chair where required, to obtain and instruct legal advice as necessary, in accordance in the Parish Councils Risk Register, in connection with the renewal of the Borden Nature Reserve lease, within approved budgets and delegated limits, with all such expenditure to be reported at the next meeting of the Council. Whilst maintaining the Nature Reserve Working Group's advisory-only status.

c. **The Playstool Toilet Committee –** to receive updates on the following matters:

i. Pathway update, payment approval for work completed, and a quote for additional requirements.

The new public convenience project is almost complete. The final stage is to add yellow blister paving to comply with the Equality Act 2010. As this is directly related to the work already undertaken, it constitutes an extension of the existing project contract, so a quote has been obtained from Grandsdens (*as the original contractor, which is allowed, in accordance with Financial Regulations (5.12iii)*), for £420.00 + VAT. As the

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Toilet Committee meeting had to be cancelled due to unforeseen circumstances, the Council is asked to approve this quote.

It was **RESOLVED** to accept the quote from Gransdens, as the original contractor of £420.00 + VAT for the blister paving. As the works are directly related to the completed works and constitute an extension of the existing contract for the same project, the requirement to obtain additional quotes does not apply in accordance with Financial Regulation 5.12(iii).

- ii. CCTV service agreement.

There has been no response received from the Swale Borough Council Legal Department.

It was **RESOLVED** to send the last letter sent to Borough Cllr Baldock to take forward with SBC.

## 159. HIGHWAYS

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

- i. **Maidstone Road and Danaway 40mph scheme:** The scheme is currently in design, and KCC Highways will share an update when available.
- ii. **Borden 20mph scheme:** The scheme is programmed for 14<sup>th</sup> February. However, this is dependent on weather conditions at this time of year due to gritting taking priority, but if the date changes, the Parish Council will be advised.
- iii. **KCC meeting regarding footpath closures:** A meeting date with KCC (who have included BDW in the meeting invitation) has been arranged for 27<sup>th</sup> January. A report from the meeting will be provided to the council at the next meeting.

- b. **A249 Key Street Maidstone Bound Slip Road Scheme:** To review correspondence regarding the new A249 slip road, and consider if any response is required.

It was reported that the draft Trunking Order for the connection from the new roundabout to the A249 was published by the Department for Transport (DoT), including in local newspapers in early July, but formal notification to the Parish Council was delayed, the DoT considers that the Council was not disadvantaged due to prior engagement on the scheme, and any comments received would be forwarded for consideration before the Trunking Order is made.

It was **RESOLVED** to not to send any comments.

It was **RESOLVED** to diarise a review of the impact of the new slip road onto the A249 until the June 2026 meeting.

It was **RESOLVED** to send a letter to our MP requesting a meeting to discuss the failure of local government to discuss the ongoing issues of rat running through our parish along rural roads that can not be sustained.

## 160. CORRESPONDENCE - To review the correspondence report and consider any further actions required:

- a. Swale Borough Council (SBC) have notified that they will be developing a new Local Plan. The consultation is open from 12<sup>th</sup> January 2026 for 6 weeks. The document will set out the rules for future development across the borough. The Council are asked to consider its comments regarding the plan.

It was **RESOLVED** that Cllr Butlin would respond on behalf of the Parish Council, with support from the Clerk. All Councillors will be included in responses. Suggested contributions from Councillors are to be submitted to Cllr Butlin by 30<sup>th</sup> January 2026. The final draft will be sent to the Chair to review before submission.

- b. To consider a request from the Jigsaw project to display posters on notice boards and the website.

It was **RESOLVED** to display the poster on notice boards.

It was **RESOLVED** not to display the poster on the website.

It was **RESOLVED** due to updated information that adding the poster to the notice boards would be postponed until further information on the financial nature of the Jigsaw Project is understood. To be brought back to the next meeting. Cllr Butlin voted against adding the poster.

- c. The Lamp Light of Peace in Remembrance on 11<sup>th</sup> November 26 at 11 a.m. The Parish Council are asked to consider taking part in this event.

It was **RESOLVED** not to take part in this event.

- d. To review the report of Parishioners' correspondence and consider any further actions, including:

- i. A parishioner has offered to donate a young native British tree in memory of the dogs that have enjoyed the park, to be planted at a location to be agreed at the Playstool. The council is asked to consider this request.

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It was **RESOLVED** to approve this request, but firstly, the type of tree is required so the location and planting can be determined.

- ii. To consider a request to scatter ashes at the Playstool.

It was **RESOLVED** to support this request with the caveat of not scattering on playing pitches or near children's play areas.

- iii. To consider a request to support the reinstatement of the bus service through Danaway.

This item was discussed in the public participation (item 154b).

It was **RESOLVED** that options for a possible reinstatement of a bus service through Danaway and Chestnut Street are reviewed, and a letter will also be sent to KCC Cllr Palmer to support the reinstatement. This matter will be added to the Highways Improvement Plan.

## ***Standing orders were suspended at 22:00***

The following correspondence items were also considered:

- iv. A request for 'entering the village' signs.

It was **RESOLVED** not to pursue additional village signs at this time, as the cost is not within the agreed budget.

- v. The sign at The Oast, Wrens Road, exceeds the normal permitted size.

It was **RESOLVED** to contact Swale Planning requesting clarification regarding the granted advertisement consent.

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

- a. Kent Association of Local Councils – reports circulated as received.

The next SAC meeting is on 16<sup>th</sup> February 2026.

- b. Borden Sports Association – Cllr Sims. A report was circulated before the meeting, which is available on the website.

For groups intending to book a meeting at the Pavilion, please avoid Mondays due to the post-match cleaning requirement.

- c. Borden Parish Hall – Cllr Hepburn. A report was circulated before the meeting, which is available on the website. The Clerk will review the Parish Council storage before further work commences.

- d. Borden Heritage Group – Cllr Harrison. A report was circulated before the meeting, which is available on the website.

- e. Western Area Committee – Cllr Butlin. The next meeting is planned for 12<sup>th</sup> February 2026.

## **162. ITEMS FOR INFORMATION**

There were none.

## **The meeting ended at 22:10**

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

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**Date:** .....