



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on **Thursday 20<sup>th</sup> February 2025** at the Pavilion, Wises Lane from 7 pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 14<sup>th</sup> February 2025

## AGENDA

175. **APOLOGIES FOR ABSENCE**

176. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

177. **CHAIR'S ANNOUNCEMENTS**

178. **TO APPROVE FOR SIGNATURE**

The minutes of the Parish Council meeting held on 16<sup>th</sup> January 2025 (Appx A).

179. **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*).

180. To resolve to exclude the press and public on agenda item 185ai, in order to receive an update from the Wises Lane Monitoring Group regarding the closed confidential session of the January meeting.

181. **FINANCE**

- To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 31<sup>st</sup> January 2025 (Appx B).
- To review and agree to the budget vs actual report as of 31<sup>st</sup> January 2025.
- To approve the following BACS list of accounts for payment in February 2025.

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 1,014.14	n/a	£ 1,014.14
HMRC	Payroll	PAYE	£ 339.50	n/a	£ 339.50
Staff	Expenses	WFH allowance & D-Day expenses	£ 25.00	n/a	£ 25.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 570.60	£ 95.10	£ 475.50
Kings Commercial	Open Spaces	Toilet Cleaning - Aug	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool inspections	£ 60.00	n/a	£ 60.00
JNC Architecture	New Playstool Toilet	Architect professional fee	£ 330.00	n/a	£ 330.00
Gransden Construction	New Playstool Toilet	Certificate 03	£ 6,437.82	£ 1,072.97	£ 5,364.85
Steve Wakeling	Open Spaces	Hedge cut back for CCTV view	£ 199.99	n/a	£ 199.99
Steve Wakeling	Open Spaces	Prune trees for playstool gate access	£ 96.00	n/a	£ 96.00
Steve Wakeling	Open Spaces	Bench repair - play area	£ 439.71	n/a	£ 439.71
Borden Parish Hall	Admin	Hall hire - 18/01/2024	£ 28.80	n/a	£ 28.80
Treecraft	Open Spaces	Tree maintenance - various	£ 2,230.00	n/a	£ 2,230.00
<b>Total BACS payments</b>			<b>£ 11,944.89</b>	<b>£ 1,168.07</b>	<b>£ 10,776.82</b>
Direct Debits	Budget	Description	Gross	VAT	Net
Information Commissioner's Office	Office	Subscriptionsq	£ 40.00	n/a	£ 40.00
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	£ 20.71	£ 3.45	£ 17.26
EDF energy	Utilities	Electricity - metered supply	£ 33.58	£ 1.60	£ 31.98
N Power	Utilities	Electricity - Unmetered supply	£ 180.92	£ 8.62	£ 172.30
Lloyds Bank	Admin	Corporate card	£ 351.26	£ 49.71	£ 301.55
<b>Total DD payments</b>			<b>£ 670.98</b>	<b>£ 70.80</b>	<b>£ 600.18</b>
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloos	Open Spaces	Toilet servicing - 01Dec-31Dec 24	£ 159.41	£ 26.57	£ 132.84
Amaon	Health & Safety	Defib batteries - Hall	£ 32.12	£ 5.35	£ 26.77
Eco Green Communities	Open Spaces	General repairs/maintenance	£ 88.20	£ 14.70	£ 73.50
Euroloos	Open Spaces	Toilet servicing - long hose service 30/01	£ 12.00	£ 2.00	£ 10.00
Ebay	New Playstool Toilet	Floor sheet	£ 49.99	n/a	£ 49.99
Cleaning Supplies 4U	New Playstool Toilet	Sanitary	£ 78.54	£ 13.09	£ 65.45
Euroloos	Open Spaces	Credit note (2 x missed services)	-£ 72.00	-£ 12.00	-£ 60.00
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
<b>Total Credit Card</b>			<b>£ 351.26</b>	<b>£ 49.71</b>	<b>£ 301.55</b>
Bank Charges and Transfers	Budget	Description	Gross	VAT	Net
Bank Charges	Unity	Monthly service charge due 31/01/25	£ 9.30	n/a	£ 9.30
Bank internal transfer	Unity	Unity Current - Unity Instant Access	£ 40,000.00	n/a	£ 40,000.00

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- d. Following the October resolution (item 116g), a £15,000 National Lottery Community Grant has been secured for a new inclusive roundabout at the Playstool children's play area. Combined with the £1,716 KCC Members Grant from Cllr Baldock, this funding will enable the purchase and installation of the previously selected roundabout. In accordance with The National Lottery's terms and conditions, advertising of the grant is required, and approval is sought for the wording and placement of the announcement.
- e. Now funding has been secured, approval is sought to go ahead with the Purchase and installation of the new 'Accessible Whirl' roundabout as chosen by the School Council and agreed on in the October resolution (item 116g).
- f. Approval is sought to set up a direct debit for PHS, to take payment for the new Playstool Toilet sanitary and baby change bins servicing.
- g. To review quotes received for removing ivy from the trees at the Playstool and agree on the preferred option.

## 182. PLANNING MATTERS

- a. To discuss Fernham Home's request (the developer of land at Riddles Road Planning Application: 24/503677/FULL), regarding financial contributions (see also planning item 168/5), and consider the Parish Council's response.
- b. To discuss Taylor Wimpey's request to meet with the Parish Council regarding Ufton Court Farm - Planning Application (22/505646/OUT).

## 183. 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:** 24/505284/FULL: Grid: 586024/162762: Proposal: Erection of part single, part two storey rear extension with internal alterations, insertion of dormer windows and creation of principle entrance with porch over to front elevation. Birch Tree Cottage Maidstone Road Borden Kent ME9 7QA.  
**Consultation comments are due by 21<sup>st</sup> February 2025.**
- 2) **Application:** 25/500207/SUB Grid: 588126/164212: Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Submission of details pursuant to condition 28 (Dust Suppression) in relation to planning permission 17/500727/OUT.
- 3) **Application:** 25/500162/FULL: Conversion and change of use of existing detached disused and abandoned former light industrial workshop into a three bedroom dwelling (C3) and conversion and change of use of existing adjacent detached former associated office and store (previously hay barn) currently disused into a home office to be used for the dwelling occupier including part demolition of existing commercial workshop and installation of a sewage treatment plant and EV charging point (Resubmission 22/505870/FULL).  
Address: Light Industrial Unit (Disused) Land Adjacent To Pebble Court Farm Woodgate Lane Borden Kent ME9 7QB.  
**Consultation comments are due by 25<sup>th</sup> February 25.**
- 4) **Application:** 25/500291/TCA Grid: 587557/163848 Address: 2 Oldestede Chestnut Street Borden Kent ME9 8DA Proposal: Conservation area notification: Fell one Pine tree.
- 5) **Application:** 24/503677/FULL Erection of 38 no. residential dwellings, together with associated two access points, open space, landscaping, drainage, and infrastructure works and the provision of car parking for allotment users. Address: Land Off Riddles Road Sittingbourne Kent.  
**Consultation comments are due by 7<sup>th</sup> March 25.**
- 6) **Application:** 25/500527/TPOA TPO application to crown reduce one Beech (T1) in height from 12m to 10m and spread from 8.5m to 6.5m. Crown lift tree to 2.5m to allow cars to pass easily underneath.  
Address: 1 The Rise Borden Kent ME9 8HY.  
**Consultation comments are due by 6<sup>th</sup> March 25.**
- 7) **Application:** 25/500528/PN14J Grid: 588348/161760 Address: Wrens Oast Wrens Road Borden Kent ME9 8JE. Proposal: Prior notification for the installation of photovoltaic panels to south east facing first floor roof slope. For its prior approval to: -Design and external appearance of the development -3 The impact of glare on occupiers of neighbouring land.

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- 8) **Application: 25/500532/TCA** Grid: 588723/162726 Address: Harmans Corner The Street Borden Kent ME9 8JH Proposal: Conservation Area Notification: T1 Beech - Large limb to be removed back to trunk to create a more balanced and even tree.

## 184. BUSINESS ITEMS

- a. The Borden Broadside - To discuss items for the next edition.
- b. The Harmans Corner signpost - To discuss the heritage status and its implications.
- c. Christmas Light Switch on 2025 - To consider the Borden Fete Committee's response regarding the event.
- d. Playstool toilet servicing - To receive an update on the issues regarding the toilet servicing.

## 185. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on available updates.
  - i. With the approval of the Full Council under item 180, to enter into closed session.
  - ii. To consider items for the WLMG to present at the next meeting with BDW.
- b. **New Build Playstool Convenience Committee:** To receive a progress report and consider any recommendations from the Committee from meetings since this agenda was published.
- c. **Nature Reserve:** To receive an update on the status of the new lease.
- d. **VE Day 80 Group:** To receive an update on the event planning progress.
  - i. No waiting cones - approval is requested to purchase cones for the Parish Council to keep and use at events.
  - ii. A Union flag for VE Day – approval is requested to purchase a flag to be hoisted on the church tower.

## 186. HIGHWAYS

- a. To receive an update on new guidance on community consultation.

## 187. MOTIONS FROM COUNCILLORS

- a. The Parish Council is asked to consider accepting an offer from the Borden Wildlife Group Committee to install signs at all entrances to the Nature Reserve, subject to the Parish Council's approval of the wording. The signs will address key issues, such as no shooting, no motorbikes, no camping, no fires, and keeping dogs under control. A range of signs would be installed, including A4 laminated signs around the perimeter, with larger, more robust signs at the main gates and entrances.

## 188. CORRESPONDENCE

- a. To review correspondence and agree on any further actions to be taken.
- b. To receive an update on the letter sent to KCC Ecology on 4<sup>th</sup> November requesting a review of amendments to planning application 24/502787/SUB. November minutes (item 140c).
- c. Kent & Medway Local Nature Recovery Strategy - To consider completion of the public consultation.
- d. KALC Civility and Respect Pledge - To consider agreeing to and signing the pledge.
- e. To note that letters have been sent to both Arriva & Stage Coach bus companies requesting that they remove their timetables from bus stops through Borden.

## 189. 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 an application for the Parish Council Support Scheme Round 3, as detailed in a KALC email.
- b. Borden Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 1).
  - i. To discuss the Parish Council filing cabinets and contents located in the Parish Hall Barrow Room.
- d. Borden Heritage Group – Cllr Harrison (attachment 2).
- e. Western Area Committee – Cllr Butlin (attachment 3).

## 190. ITEMS FOR INFORMATION

**NEXT MEETING TO BE HELD ON 20<sup>TH</sup> MARCH 2025**