



All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 21st May 2026, at the Pavilion, Wises Lane, which will commence at 7:00 pm. (Please note that this meeting will follow the Annual Parish Council meeting, and the start time may be delayed)

Teresa Millum

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

15th May 2026

AGENDA – MONTHLY PARISH COUNCIL MEETING

(This meeting follows directly on from the Annual Parish Council Meeting)

- 29. APOLOGIES FOR ABSENCE:** To receive apologies not previously recorded in the Annual Parish Council meeting.
- 30. DECLARATIONS OF INTERESTS**
- 31. CHAIR'S ANNOUNCEMENTS**
- i. **Kent Association of Local Councils Community Award.**
- 32. TO APPROVE FOR SIGNATURE:** The minutes of the last Parish Council meeting (APPX A).
- 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.**
 - 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)*
- 34. FINANCE**
- a. **Bank Reconciliation:** To review and approve as at 30th April 2026 (APPX B).
 - b. **Budget vs Actual:** To review and approve the 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.
 - ii. **Byelaw signs installation:** To consider the installation quotations and approve as appropriate.

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e. BACS Payments: To approve the list of accounts for payment in May 2026:

Payee	Budget	Description	Gross	VAT	Net	Power	s.137
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
- ii. To consider and agree the Internal Auditors' Summary of Recommendations and any actions arising
- iii. To review, complete, approve and sign Section 1 – Annual Governance Statement
- iv. To consider, approve and sign Section 2 – Accounting Statements
- v. To review and approve the statement of variances as at 31st March 2026
- vi. To note that the Exercise of Public Rights will be posted on 5th June 2026, with the inspection period commencing from 8th June and ending on 17th 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.

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.

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- 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.

37. BUSINESS ITEMS

- a. **Clerk's report:** To review the report and consider any further actions to be taken.
- b. **Borden Fete Committee:** To consider the date submitted for the 2026 Christmas tree light switch on event of 22nd November 2026.
- c. **Councillor casual vacancies:** To approve the advertisement for the two remaining vacancies.
- 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.
- 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

38. 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.
 - ii. To receive an update regarding Cryall's Lane access.
 - iii. To consider appointing a Parish Council representative to attend a future meeting with KCC and BDW regarding the Cryalls Lane access, if required.
- b. **Nature Reserve:** To receive a progress update on the lease renewal.

39. HIGHWAYS

- a. To receive a progress update on the Maidstone Road and Danaway 40mph scheme.
- 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.

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

- a. To review resident correspondence and consider further responses required.

41. 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 Report – Cllr Harrison
- i. To consider the relocation of files held by the Parish Council at the Barrow Room
- d. Borden Heritage Group – Cllr Harrison.

42. ITEMS FOR INFORMATION