



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on **Thursday 16th January 2025** at the Pavilion, Wises Lane from 7 pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 10th January 2025

AGENDA

160. APOLOGIES FOR ABSENCE

161. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

162. CHAIR'S ANNOUNCEMENTS

163. TO APPROVE FOR SIGNATURE

The minutes of the Parish Council meeting held on 19th December 2024 (Appx A).

164. 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).

165. To resolve to exclude the press and public on agenda item 170a, to discuss an update from the closed confidential session of the December meeting.

166. FINANCE

- To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 31st December 2024 (Appx B).
- To review and agree to the budget vs actual report as of 31st December 2024.
- To approve the following BACS list of accounts for payment in January 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
Fryer Cleaning & Maintenance	Open Spaces	Pavilion	£ 296.40	£ 49.40	£ 247.00
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
Richard Wilkinson Electrical	Event Planning	Christmas lights	£ 204.00	£ 34.00	£ 170.00
Forvis Mazars LLP	Administration	External audit	£ 504.00	£ 84.00	£ 420.00
JNC Architecture	New Playstool Toilet	Architect professional fee	£ 750.00	n/a	£ 750.00
Gransden Construction	New Playstool Toilet	Certificate 03	£ 7,589.47	£ 1,264.91	£ 6,324.56
Total BACS payments			£ 11,526.44	£ 1,527.41	£ 9,999.03
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	£ 20.71	£ 3.45	£ 17.26
EDF energy	Utilities	Electricity - metered supply	£ 46.19	£ 2.20	£ 43.99
N Power	Utilities	Electricity - Unmetered supply	£ 170.06	£ 8.10	£ 161.96
Lloyds Bank	Admin	Corporate card	£ 247.06	£ 40.68	£ 206.38
Total DD payments			£ 528.53	£ 61.85	£ 466.68
Credit Card Payments	Budget	Description	Gross	VAT	Net
Turnock Ltd	Open Spaces	Christmas Lights	£ 89.76	£ 14.96	£ 74.80
Euroloos	Open Spaces	Toilet servicing	£ 154.30	£ 25.72	£ 128.58
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 247.06	£ 40.68	£ 206.38
Bank Charges	Unity	Monthly service charge due 31/01/25	£ 9.30	n/a	£ 9.30

BORDEN PARISH COUNCIL

167. PLANNING MATTERS

- a. **Highsted Park - Application reference: 21/503914/EIOUT: Appeal reference: APP/V2255/V/24/3355313**
TOWN AND COUNTRY PLANNING ACT 1990 APPLICATION UNDER SECTION 77 Site Address: Land South And East Of Sittingbourne Kent.
Following the resolution in December 2024 to apply for Rule 6 status (item 149a), additional information has emerged that needs to be discussed before the submission deadline of 20th January 2025.

168. 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 24/505185/SUB:** Grid: 588126/164212: Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Submission of details pursuant to condition 30 (detailed landscaping plan and management plan) subject to 17/500727/OUT.
- 2) **Application 24/505231/TCA:** Grid: 588471/162859: Address: Playstool Recreation Area Homestead View Borden Kent Proposal: Conservation Area Notification: To remove marked branches from Turkey Oak (T1) as shown on submitted annotated photographs to achieve a clearance of around 2.5 to 3m from roof of private dwelling to the south.
- 3) **Application 24/505246/SUB:** Grid: 588126/164212: Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU Proposal: Submission of details pursuant to condition 13 (drainage scheme) subject to application 17/500727/OUT.
- 4) **Application 24/505280/FULL:** Address: Oad Street Craft Centre Oad Street Borden Kent ME9 8LB. Proposal: Creation of permanent overflow car park with shingle surfacing (part retrospective).
Consultation comments due by 27/01/2025
- 5) **Application 24/505159/FULL:** Address: 4 Coppins Lane Borden Kent ME9 8JG: Proposal: Demolition of existing garage and erection of a side and rear single storey extension.
Consultation comments due by 29/01/2025
- 6) **Application: 25/500015/NMAMD** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Non-material amendment of application 22/504937/REM: Update materials plan listed under condition 1, as detailed on cover letter dated 11.12.24.

169. BUSINESS ITEMS

- a. To discuss communication with the Fete Committee about potential dates for next year's Christmas Tree light switch-on event (previously under October minute item 117f).
- b. To discuss the next edition of the Borden Broadside.
- c. To approve the VE Day 80 Group Terms of Reference (December minute item 151b).

170. COMMITTEE AND WORKING GROUP UPDATES

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

171. MOTIONS FROM COUNCILLORS

- a. To discuss trees, habitat and the impact of climate change on them which will have repercussions for the Parish Council.
- b. To request the support of volunteers willing to assist the Five Parishes Group by delivering fundraising leaflets door-to-door in Borden for the Highsted Park Inquiry.

BORDEN PARISH COUNCIL

172. CORRESPONDENCE

- a. To review the correspondence received and agree on any actions to be taken.
- b. To receive an update on the letter sent to KCC Ecology on 4th November requesting a review of amendments to planning application 24/502787/SUB. November minutes (item 140c).

173. 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 Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 1).
- d. Borden Heritage Group – Cllr Harrison (attachment 2).

174. ITEMS FOR INFORMATION

NEXT MEETING TO BE HELD ON 20TH FEBRUARY 2025