



## MINUTES OF MONTHLY MEETING 16TH MAY 2024

### 36. **APOLOGIES FOR ABSENCE:** Cllr Thorne, Cllr Ansley

It was **RESOLVED** to accept apologies for absences.

**In attendance:** Cllr Bolas, Cllr Butlin, Cllr Baldock, Cllr Harrison, Cllr Hepburn, Cllr Ingram, Cllr Jemmett, Cllr Steadman, Cllr Sims, Cllr Tumber,

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

Parish Hall – Cllr Bolas and Cllr Hepburn

Planning – Cllr Baldock

Pavilion – Cllr Sims

Wises Lane Development – Cllr Tumber will be carrying out work on the Wises Lane site.

### 38. **CHAIR'S ANNOUNCEMENTS** There were none

### 39. **TO APPROVE FOR SIGNATURE (Appx A):**

The minutes of the Parish Council meeting held on 18th April 2024 (Appendix A).

It was **RESOLVED** to agree to the minutes for the 18<sup>th</sup> April 2024, duly signed by the Chair.

### 40. **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.*

a. Police/PCSO – Attendance at the APM.

b. Parishioners – There were none in attendance

c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).

Cllr Baldock's report was shared before the meeting

Cllr Cavanagh was unable to attend but a report was shared before the meeting.

The Wises Lane closure decision to not allow Sunday working was reversed after Swale Planning received an email from Streetworks and a report from Cllr Cavanagh regarding social media feedback.

It was proposed that the Parish Council write a letter to Cllr Cavanagh regarding the social media feedback.

It was **RESOLVED** to write to Cllr Cavanagh asking the following questions regarding the information obtained via social media regarding the Wises Lane road closure working times and bring the response back to a future meeting to consider if a letter should be sent to SBC:-

1. How many social media comments were in favour.

2. How many social media comments were against.

3. How was it confirmed that those in favour or against were Borden parishioners.

Cllr Butlin asked for it to be noted that she voted against this as thought that a letter should be sent to SBC at the same time.

### 41. **FINANCE**

a. To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 30<sup>th</sup> April 2024 (Appx B).

It was **RESOLVED** to agree to the bank reconciliation for 30<sup>th</sup> April 2024, duly signed by the Chair and RFO.

b. To approve the following BACS list of accounts for payment in May 2024.

It was **RESOLVED** to agree to the BAC's list of account payments for May 2024, 2 authorised signatories checked the invoices and signed the payment list. The payment to the Borden Fete Committee will be made once their bank details have been confirmed.

# BORDEN PARISH COUNCIL

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 1,001.63	n/a	£ 1,001.63
HMRC	Payroll	PAYE	£ 302.89	n/a	£ 302.89
Staff	Expenses	WFH allowance	£ 29.05	n/a	£ 29.05
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 531.60	£ 88.60	£ 443.00
Kings Commercial	Open Spaces	Toilet Cleaning	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
Streetlights	Utilities	Maintenance contract	£ 725.76	£ 120.96	£ 604.80
Swale Borough Council	Other Expenditure	Broadside	£ 202.00	n/a	£ 202.00
Fete Committee	Grants	Grant application	£ 240.26	n/a	£ 240.26
Smart Events	Events	Toilet Hire	£ 650.40	£ 108.40	£ 542.00
<b>Total BACS payments</b>			<b>£ 3,916.92</b>	<b>£ 317.96</b>	<b>£ 3,598.96</b>
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	Electricity -Feeder pillar	Electric (08/02/24-07/03/24)	£ 21.60	£ 1.03	£ 20.57
N Power	Electricity - Unmetered supply	Electric	£ 139.91	£ 6.66	£ 133.25
Lloyds Bank	Admin	Corporate card	£ 468.84	£ 76.51	£ 392.33
<b>Total DD payments</b>			<b>£ 695.57</b>	<b>£ 95.07</b>	<b>£ 600.50</b>
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloo	Open Spaces	Toilet servicing	£ 159.44	£ 26.57	£ 132.87
Post Office	Office	Postage	£ 3.80	n/a	£ 3.80
Land Resistry Searches	Other expenses	General contingency	£ 29.94	£ 4.99	£ 24.95
Land Resistry	Other expenses	General contingency	£ 3.00	n/a	£ 3.00
Land Registry Searches	Other expenses	General contingency	£ 29.94	£ 4.99	£ 24.95
Amazon	Office	Stationary	£ 28.78	£ 4.80	£ 23.98
Solopress	Events	D-Day 80	£ 56.68	£ 9.45	£ 47.23
Euroloo	Open Spaces	Toilet servicing	£ 154.26	£ 25.71	£ 128.55
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			<b>£ 468.84</b>	<b>£ 76.51</b>	<b>£ 392.33</b>

- c. To review the budget vs actual report as of 30<sup>th</sup> April 2024.

It was **RESOLVED** to agree on the budget vs actual report as of 30<sup>th</sup> April 2024.

- d. To receive an update from the Finance Committee.

- i. To receive an update on the precept and lighting grant.

Swale Borough Council (SBC) has paid the precept and lighting grant of £38,901 into the NatWest Liquidity account in error. The Clerk has completed a 35-day notice transfer form, authorised by 2 signatories, outside of the Full Council meeting to move the funds to the Unity Current account. SBC will be contacted for reimbursement of the £23 Chaps fee for the transfer.

- ii. To agree earmarked and general reserves for 2024/25

It was **RESOLVED** to agree to the earmarked reserves totalling £127,086.01 and general reserves totalling £54,273.88, which include current earmarked reserves brought forward from 2023/24, items from the 2023/24 budget that are in progress, and new items to be added.

- e. To consider quotes for the Centenary Gardens & other areas maintenance contract.

It was **RESOLVED** to accept quote number 1 for the 3-year contract for the annual cost of £5,706.

- f. To consider quotes for the ROSPA-identified play area repairs.

As still waiting for quotes this item will be returned to a future meeting.

- g. To consider quotes for the Homestead View pathway U-Frame.

The U-Frame quotes were considered and discussed and agreed that they would not be a suitable fit for the pathway, as would not comply with the Equalities Act for disability access.

As this is the 3<sup>rd</sup> attempt to obtain a suitable barrier, It was proposed that Belsom & Son, who deals with pathways be asked as a specialist for the correct footpaths technical requirements.

It was **RESOLVED** to contact Belsom & Son for a quote for the pathway's technical requirements and that Cllr Sims would be the site liaison. As this is the 3<sup>rd</sup> attempt to get quotes for a suitable pathway barrier It was agreed to waive Financial Regulation 11.8 for 3 quotes, as a specialist technical consult is required

- h. To consider quotes for the bench to be located in Maylam Gardens.

It was **RESOLVED** to agree to quote number 1 the Highbarn 1500mm for £385.54. Before the purchase can be made the Clerk will send the details to Swale Borough Council's Greenspace Technical Officer for agreement on the bench selected and confirm the type of acceptable cemented fixing.

- i. To note the Exercise of Public Rights inspection period of 30 working days will commence from Monday 24<sup>th</sup> June 2024 to Friday 2<sup>nd</sup> August 2024.

## 42. Planning Matters

- a. To discuss the extension of working hours change for the Wises Lane road closure.

See the above discussion under item 21c.

# BORDEN PARISH COUNCIL

*Cllr Baldock left the meeting at 21:09*

**43. 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 Ref: 23/505420/REM:** Address: Land At Wises Lane Borden Kent ME10 1GD. Proposal: Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale sought) for creation of the eastern spine road (Phase 2D), pursuant to 17/505711/HYBRID.

**Note:** this application was previously commented on by the Parish Council in March 2024

It was **RESOLVED** to retain their objection until a new ecological report has been completed by their ecologist and approved by KCC and can confirm that either a licence has been obtained from Natural England or that no licence from Natural England is required.

- 2) **Application Ref: 24/500856/REM:** Address: Land At Wises Lane Borden Kent ME10 1GD. Proposal: Approval of reserved matters (Access, Appearance, Landscaping, Layout, and Scale sought) for levels and earthworks changes for Phase 2F and the Primary School Land pursuant to 17/505711/HYBRID.

**Note:** this application was previously commented on by the Parish Council in April 2024.

It was **RESOLVED** that Borden Parish Council note the removal of the sports pitch status but wish to ensure that this will be a public open natural habitat space for wildlife which also ensures the protection of the neighbouring skylark mitigation area.

- 3) **Application Ref: 24/501519/FULL:** PROPOSAL: Change of use from B8 storage and distribution use to a virtual electric go-karting entertainment venue (suigeneris) with insertion of a mezzanine floor and associated parking. ADDRESS: Hooks Hole Farm School Lane Borden Kent ME9 8DA

**Consultation comments are due by 10<sup>th</sup> May 24, an extension has been requested.**

It was **RESOLVED** that Borden Parish Council (BPC) have the following comments to make on this application and would like SBC to consider these.

The description of this application is misleading by the use of the word 'virtual' giving the impression of the use of a headset, rather than electric vehicles. BPC would like the application to be resubmitted using language that is clear and concise for the general public to understand.

BPC would like any external lighting to be designed in such a way that it is not a nuisance to adjoining paddocks, stables, animals and wildlife.

Due to the poor and deteriorating condition of School Lane, BPC recommend access to the site is via Chestnut Street.

- 4) **Application Ref: 24/501374/FULL** PROPOSAL: Removal of existing portaloo and replace with the erection of a single storey building and ramp with fully disabled W/C with running water and baby changing, along with utility storage cupboard including extension to existing access path. ADDRESS: The Playstool The Street Borden Kent ME9 8JN.

This application is for Borden Parish Council so to note only

- 5) **Application: 24/501556/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge conditions 53 - Contaminated Land Assessment and 57 - Gas Protection Measures, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).

This application was for noting and there is no comment on this application.

- 6) **Application: 24/501577/PNEXT:** Grid: 588308/164101: Address: 37 Cherryfields Borden Sittingbourne Kent ME10 1YW Proposal: Prior notification for a proposed single storey rear extension which: A) Extends by 4.0 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.44 metres from the natural ground level. C) Has a height of 2.34 metres at the eaves from the natural ground level.

This application was for noting and there is no comment on this application.

# BORDEN PARISH COUNCIL

## 44. BUSINESS ITEMS

- a. To note the resignation of Cllr Smith and discuss how to proceed with the vacancy.  
It was **RESOLVED** to advertise the vacancy and add the co-option to a future agenda.
- b. To review the annual tree survey reports for the Playstool, Woodland, and Nature Reserve.  
It was **RESOLVED** to get quotes for the Playstool area required work.

## 45. COMMITTEE AND WORKING GROUP UPDATES

- a. Wisers Lane Monitoring & Liaison Group update (attachment 1)  
The report was shared before the meeting and can be found on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).  
A notification has been received about the temporary closure of bridleway PROWZR118, from 18<sup>th</sup> May 24.  
It was **RESOLVED** to request the re-opening date and to add details on the Parish Council website and Facebook page.
  - i. Interpretation board for the Fiery Clearwing habitat area.  
It was **RESOLVED** to let BDW know that Borden Parish Council thank them for sending details of the notice board, which they support, and for the offer for inclusion of BPC on the notice board, which they do not wish to take up.

***It was RESOLVED to suspend Standing Orders at 22:01***

- ii. To receive an update on the NDA request to SBC.  
A response has not yet been received to the letter sent by the Parish Council on 29<sup>th</sup> April 24.
  - iii. To receive an update on the Wisers Lane hedgerow.  
A report was shared before the meeting.  
It was **RESOLVED** that as the hedgerow is owned by KCC there is no further action to be taken on this item.
  - iv. Wisers Lane phase 2 Apple names.  
It was **RESOLVED** to send the apple variety names supplied by Cllr Sims and Cllr Harrison to Swale Planning.
- b. New Build Playstool Convenience Committee update (attachment 2).  
The report was shared before the meeting which can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).  
An update was given on the project timeline, and it was explained that if the project is not completed by December 2024, the COF grant funding will be withdrawn, so there is an urgent need to get elements of the architectural and civil engineering works underway before planning permission is granted.  
To meet the project completion deadline it was proposed that the architect start the next phase (JNC Stage 2) of the agreed work to instruct the structural engineer for sewer work and to complete all the technical specification work in preparation for the tender process. However, it must be understood that if planning permission is not agreed the sum of £2345.00 would be lost.  
It was **RESOLVED** to agree to the above proposal to instruct the Architect on JNC Stage 2 for a total of £2345, on the understanding that if planning permission is unsuccessful then the cost of this work would be lost.
  - c. D-Day 80 report (attachment 3).  
The report was shared before the meeting which can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).  
It was proposed to buy commemorative D-Day 80 mugs for the 6 children who will be reading extracts out during the evening.  
It was **RESOLVED** to approve the budget spend for 6 mugs and for the Clerk to order them.  
It was **RESOLVED** to add the advertisement banner to the website and Facebook page including the village.

# BORDEN PARISH COUNCIL

## 46. OPEN SPACES

- c. To receive an update on the request for a bin at lower Wises Lane  
An update has not yet been received from Swale Borough Council.
- d. To discuss the damage from ploughing to the new footpath at the top of Wises Lane.  
It was **RESOLVED** to report the pathway repair required to KCC online.
- e. To discuss outdoor waste bin collections.  
It was **RESOLVED** to delay until the next meeting when Borough Cllr Baldcok will be in attendance.

## 47. CORRESPONDENCE

- a. To review resident correspondence and agree on any actions to be taken.  
It was **RESOLVED** to ask the parishioner for more details regarding the firework request and bring back to the next meeting.

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

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims.  
The report was shared before the meeting which can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- c. Borden Parish Hall – Cllr Hepburn (attachment 4)  
The report was shared before the meeting which can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- d. Borden Heritage Group – Cllr Harrison (attachment 5).  
The report was shared before the meeting which can be viewed on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).  
An update on the Archeological visit was given.

## 49. ITEMS FOR INFORMATION

- **Planning application 24/500984FULL** – 64 Maylam Gardens was received after posting this agenda. An extension for further comments was requested, however, this has been declined as it is due for the next available Planning Committee which is on 20th June, and the committee report needs to be completed by 4th June, so any further comments from the Parish Council would need to be provided before this date. If the Parish Council are unable to give comments they will ensure the application is reported to the Committee based on the Parish's current objection to the scheme.
- The newly acquired King Charles III portrait will be hung in the Parish Hall.
- Flytipping outside the Nature Reserve gate is to be reported to Swale Borough Council online.
- The Vice-Chair will be acting Chair for the next meeting on 20<sup>th</sup> June.

The meeting ended at 22:30

**NEXT MEETING TO BE HELD ON 20<sup>th</sup> JUNE 2024**

Agreed and signed by:



.....  
Chair - Nicola Butler

Date 20.6.24 .....