



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on Thursday 20th June at the Pavilion, Wises Lane from 7 pm

Teresa Millum

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

14th June 2024

AGENDA

50. APOLOGIES FOR ABSENCE

51. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

52. CHAIR'S ANNOUNCEMENTS

53. TO APPROVE FOR SIGNATURE (Appx A):

- The minutes of the Parish Council meeting held on 16th May 2024 (Appx A).
- The minutes of the Annual Meeting of the Parish Council held on 16th May 2024 (Appx B).

54. 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).

55. FINANCE

- To note on the May payment list the Smart Events payment was for £650.40 but only £650 was paid, the £0.40p has been written off by the company.
- To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 31st May 2024 (Appx C).
- To approve the following BACS list of accounts for payment in June 2024.

Payee	Budget	Description	Gross	VAT	Net
JNC Architecture	Playstool New Toilet	Architect stage 2 deposit	£ 586.25	n/a	£ 586.25
Staff	Payroll	Staff salary	£ 983.03	n/a	£ 983.03
HMRC	Payroll	PAYE	£ 321.49	n/a	£ 321.49
Staff	Expenses	WFH allowance	£ 25.00	n/a	£ 25.00
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	£ 75.00	n/a	£ 75.00
Bugler	Events	D-Day 80	£ 65.00	n/a	£ 65.00
Maypole Minstrel	Events	D-Day 80	£ 65.00	n/a	£ 65.00
DJS Audio	Events	D-Day 80	£ 339.00	n/a	£ 339.00
Steve Wakeling	Open Spaces	Playstool repairs	£ 1,036.00	n/a	£ 1,036.00
Steve Wakeling	Open Spaces	Playstool Maint - Graffiti	£ 114.50	n/a	£ 114.50
Steve Wakeling	Open Spaces	Playstool Maint - Gaffiti	£ 25.00	n/a	£ 25.00
Steve Wakeling	Open Spaces	Playstool Maint - contract pt 2	£ 834.34	n/a	£ 834.34
April Skies	Administration	Internal Audit 2023/24 - final	£ 187.50	n/a	£ 187.50
Caloo	Open Spaces	Playstool repairs	£ 600.00	£ 100.00	£ 500.00
Total BACS payments			£ 5,962.04	£ 188.60	£ 5,773.44
Cheques	Budget	Description	Gross	VAT	Net
K Smith	Events	D-Day 80	£ 50.00	n/a	£ 50.00
			£ 50.00	n/a	£ 50.00
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	£ 131.85	£ 6.28	£ 125.57
Lloyds Bank	Admin	Corporate card	£ 457.63	£ 44.01	£ 413.62
Total DD payments			£ 676.30	£ 62.19	£ 614.11
Credit Card Payments	Budget	Description	Gross	VAT	Net
Amazon	Office	Office Equipment - Shredder	£ 109.99	£ 18.33	£ 91.66
SLCC	Office	Subscriptions - SLCC	£ 183.00	n/a	£ 183.00
Sainsbury's	Office	Stationary - Envelopes	£ 2.50	n/a	£ 2.50
Sainsbury's	Office	Stationary - Envelopes	£ 5.00	n/a	£ 5.00
Amazon	Events	D-Day - mugs	£ 65.94	£ 10.98	£ 54.96
Eco Green Communities	Open Spaces	General Maint - Dog waste	£ 88.20	£ 14.70	£ 73.50
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 457.63	£ 44.01	£ 413.62

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- d. To review the budget vs actual report as of 31st May 2024.
- e. To consider quotes for the ROSPA-identified play area repairs.
- f. To note as part of the Playstool adult exercise equipment service that was agreed upon at the April meeting, the leg press footplates have been found to have deteriorated, the replacement cost of £500 + VAT has been authorised by the Clerk as per Financial Regulation 4.5.
- g. Under Financial Regulation 4.5 the Clerk has authorised 2 urgent graffiti removal from the seating shelter at the Playstool for £114.50 and £25.00, as shown in the June payment list.

56. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023 - 2024

- a. Review and approve the annual Internal Auditor Report for 2023/2024.
- b. Review and approve the annual Internal Auditor Final Audit report and recommendations for 2023/2024.
- c. Approval of section 1 of the AGAR for 2023-24 for the year ending 31 March 2024.
- d. Approval of section 2 – Accounting Statements of the AGAR for the year ending 31 March 2024, and the supporting bank reconciliation and the explanation of any significant variances in the accounting statements from 2022-23 to 2023-24.

57. 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: 24/500984/FULL** Location: 64 Maylam Gardens Borden Sittingbourne Kent ME10 1GB
Proposal: Loft conversion into habitable space including 3no. front dormers and 2no. rear dormers and rooflight. Garage conversion into habitable space ancillary to the main dwelling.
Consultation comments are due 24th May 24, an extension has been declined as noted at the meeting on 16th May 24.
- 2) **Application: 24/500856/REM** Location: 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.
BPC commented on this application on 17th May 24.
- 3) **Application: 24/501832/SUB:** Grid:588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge conditions 20 - Construction Management Plan and 21 - Audible onstruction Work, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).
Consultations comments extension agreed.
- 4) **Application: 24/501839/ADV:** Grid 587707/163875: Address: Hooks Hole Farm School Lane Borden Sittingbourne Kent Proposal: Advertisement Consent for 4 x non illuminated fascia signs.
An extension for comments has been requested.
- 5) **Application: 24/501908/FULL:** Grid 587323/163729: Address: Langley Chestnut Street Borden Kent ME9 8DB Proposal: Demolition of existing conservatory and erection of a single storey rear extension, firstfloor side extension and insertion of three rear pitched roof dormers. Amendments to the front elevation including insertion of two pitched roof dormer windows and roof light. Widening of driveway to the front to create appropriate parking and turning area, and erection of a refuse store.
Consultation comments are due on 16th June 24, an extension has been agreed.
- 6) **Application: 24/501909/FULL:** Grid 587314/163725 Ward: Borden And Grove Park Parish: Borden Address: Lyndale Chestnut Street Borden Kent ME9 8DB Proposal: Demolition of existing bathroom and kitchen, to create a rear and partial side ground floor extension, as well as creation of internal turning cycle and erection of a refuse store.
Consultation comments are due on 16th June 24, an extension has been agreed.
- 7) **Application: 24/500733/SUB** Location: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to conditions 20 (construction management plan) and 21 (construction work times) of application 17/505711/HYBRID (part discharge, relating only to Rugby Club).

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BPC last submitted comments on this application on 19th April 24, but further documents have since been added online. Consultation comments are due on 11th June 24 and an extension has been requested.

- 8) **Application: 24/501518/FULL PROPOSAL:** Installation of air source heat pump. ADDRESS: 239 London Road Sittingbourne Kent ME10 1PW.
Consultation comments are due on 10th June 24, an extension has been agreed (However, please note if the comment is received after the end of the consultation period it may not trigger the need to go to Committee).
- 9) **Application: 24/502149/SUB:** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 16 (telecommunications infrastructure) of application 17/505711/HYBRID (allowed on appeal APP/V2255/W/19/3233606), relating to Phase 2 of the development.
- 10) **Application: 24/502241/SUB:** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to partially discharge conditions 54 (contamination assessment) and 55 (verification report) of planning application 17/505711/HYBRID for phase 1A.
- 11) **Application: 24/502242/SUB:** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge conditions 2 (landscaping scheme) and 3 (badger proof fencing) of planning application 22/504937/REM.
- 12) **Application: 24/502243/SUB** Officer: Carly Stoddart Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD. Proposal: To partially discharge condition 10 (indicative timetable - public sewerage system) of planning application 17/505711/HYBRID for phase 1A and phase 2 residential (2A & 2C on the approved phasing plan).
- 13) **Application: 24/501519/FULL** Location: Hooks Hole Farm School Lane Borden Sittingbourne Kent Proposal: Change of use from B8 storage and distribution use to an augmented reality electric go-karting entertainment venue (sui-generis) with insertion of a mezzanine floor and associated parking
Consultation comments are due by 27th June 24.
14. **Application: 24/502384/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to conditions 15 (existing and proposed site levels, and proposed floor levels), and 37 (details of estate road, footways, footpaths, verges, street tree planting, junctions, street lighting (to include measures to limit light spill and use of lighting to minimise impacts upon wildlife), sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, driveway gradients, car parking and street furniture), of application 17/505711/HYBRID (partial discharge relating to phase 2).
15. **Application: 24/502463/SUB** Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 49 (surface water drainage scheme) of application 17/505711/HYBRID (partial discharge relating to phase 2)

58. BUSINESS ITEMS

- a. To receive an update on the request for a bin at lower Wises Lane
- b. Homestead View Pathway Barrier update.
- c. Maylam bench update.
- d. Waste bin collections.

59. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive an update from the Finance Committee (attachment 1).
 - i. Note that the 25% deposit of £586.25 has been paid to the Architect to commence JNC stage 2 work (as agreed at the May meeting under item 45b).
 - ii. The NALC Financial Regulations updated for 2024, have been reviewed and adapted by the Finance Committee, for recommendation to the full council for approval.
- b. Wises Lane Monitoring & Liaison Group update (attachment 2).

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- c. New Build Playstool Convenience Committee update (attachment 3).
- d. Nature Reserve update to include the lease renewal.
- e. D-Day 80 report (attachment 4)

60. OPEN SPACES

- a. Graffiti: To consider and agree on how the Parish Council wants to deal with graffiti at the Playstool going forward.

61. CORRESPONDENCE

- a. To review resident correspondence and agree on any actions to be taken.
- b. Consider completing the Making Space for Nature – Parish and Town Council survey.
- c. To review the response from Borough Cllr Cavanagh regarding the Wises Lane social media feedback.

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

- a. Kent Association of Local Councils – Cllr Ingram, reports circulated as received.
- b. Borden Sports Association – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn (attachment 5)
- d. Borden Heritage Group – Cllr Harrison (attachment 6).

63. ITEMS FOR INFORMATION

NEXT MEETING TO BE HELD ON 18th JULY 2024