



All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 19<sup>th</sup> March 2026, at the Pavilion, Wises Lane, which will commence at 7:00 pm.

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 13<sup>th</sup> March 2026

## AGENDA

### 178. APOLOGIES FOR ABSENCE

### 179. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

### 180. CHAIR'S ANNOUNCEMENTS

### 181. TO APPROVE FOR SIGNATURE:

- The minutes of the last Parish Council meeting (APPX A).
- The Chair to sign the January minutes approved on 19<sup>th</sup> February 2026.

### 182. 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).*

- Police/PCSO.
- Parishioners.
- 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)*
- Kent County Council Lengthsman Scheme: County Councillor to share update.

### 183. FINANCE

#### a. Bank Reconciliation:

- To approve the reconciliation as of 28<sup>th</sup> February 2026 (APPX B).
- For a member other than the Chair to be appointed to verify the bank reconciliation as required by Financial Regulation 2.6.

#### b. Budget vs Actual: To review and approve the report as of 28<sup>th</sup> February 2026.

#### c. Earmarked Reserves: To review and approve the updates completed from February minutes (item 168ei)

#### d. BACS Payments: To approve the list of accounts for payment in March 2026:

| Payee   | Budget              | Description                          | Gross             | VAT             | Net               | Power                                   | s137         |
|---|---------------------|--------------------------------------|-------------------|-----------------|-------------------|---|--------------|
| Staff   | Payroll             | Staff                                | £ 1,035.91        | n/a             | £ 1,035.91        | LGA 1972, s.112                         |              |
| HMRC  | Payroll             | PAYE                                 | £ 422.38          | n/a             | £ 422.38          | LGA 1972, s.112                         |              |
| Staff   | Expenses            | Expenses                             | £ 25.00           | n/a             | £ 25.00           | LGA 1972, s.112                         |              |
| Fryer Cleaning & Maint  | Centenary Gdns      | Maintenance                          | £ 604.80          | £ 100.80        | £ 504.00          | Open Spaces Act 1906, ss 9 and 10       |              |
| J England   | Health & Safety     | Playstool inspections                | £ 60.00           | n/a             | £ 60.00           | 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 |              |
| <b>Total BACS payments</b>                                    |                     |                                      | <b>£ 2,598.75</b> | <b>£ 100.80</b> | <b>£ 2,497.95</b> | <b>£ -</b>                              | <b>#REF!</b> |
| Direct Debits   | Budget              | Description                          | Gross             | VAT             | Net               | Power                                   | s.137        |
| EDF   | Open Spaces         | Electric-metered (01/1/252-01/02/26) | £ 224.89          | £ 10.70         | £ 214.19          | Parish Councils Act 1957, s.3           |              |
| EDF   | Open Spaces         | Electric-metered (Credit March)      | -£ 224.89         | -£ 10.70        | -£ 214.19         | Parish Councils Act 1957, s.3           |              |
| Waveney IT  | Office              | 365 Licence                          | £ 18.17           | £ 3.03          | £ 15.14           | LGA 1972, s.111                         |              |
| Hugo Fox  | Office              | Website                              | £ 11.99           | £ 2.00          | £ 9.99            | LGA 1972 s 142                          |              |
| O2  | Office              | Mobile                               | £ 13.20           | £ 2.20          | £ 11.00           | LGA 1972, s.111                         |              |
| EE  | Office              | Broadband                            | £ 22.03           | £ 3.67          | £ 18.36           | LGA 1972, s.111                         |              |
| Npower  | Utilities           | Electric - unmetered (01-28 Feb)     | £ 160.57          | £ 7.65          | £ 152.92          | Parish Councils Act 1957, s.3           |              |
| Lloyds Bank   | Admin               | Corporate card fee                   | £ 88.95           | £ 13.80         | £ 75.15           | See below card information              |              |
| <b>Total DD payments</b>                                      |                     |                                      | <b>£ 314.91</b>   | <b>£ 32.35</b>  | <b>£ 282.56</b>   | <b>£ -</b>                              | <b>£ -</b>   |
| Credit Card Payments  | Budget              | Description                          | Gross             | VAT             | Net               | Power                                   | s.137        |
| The Defib Store   | Health & Safety     | Defib pads                           | £ 82.80           | £ 13.80         | £ 69.00           | LGA, s.137                              | £ 69.00      |
| Post Office   | Office              | Postage                              | £ 3.15            | n/a             | £ 3.15            | LGA 1972, s.111                         |              |
| Lloyds Bank   | Credit Card Charges | Monthly fee                          | £ 3.00            | n/a             | £ 3.00            | LGA 1972, s.111                         |              |
| <b>Total Credit Card (Payment made via Lloyds DD payment)</b> |                     |                                      | <b>£ 88.95</b>    | <b>£ 13.80</b>  | <b>£ 75.15</b>    | <b>£ -</b>                              | <b>£ -</b>   |
| Bank Charges and Transfers                                    |                     |                                      |                   |                 |                   |   |              |
| Bank Charges  | Unity               | Monthly service charge 30/12/25      | £ 9.55            | n/a             | £ 9.55            |   |              |

# BORDEN PARISH COUNCIL

## 184. PLANNING MATTERS

- a. **APP/V2255/W/25/3376221 – Application 24/502717/OUT:** Site Address: Land West Of Borden Lane  
Sittingbourne Proposal: Outline Application (with all matters reserved) for erection of a care home (Class C2), with associated parking, landscaping and substation.
  - i. For information, the appeal date for this application is 31<sup>st</sup> March 2026, and will start at 10:00 in the Committee Room at Swale House, East Street, Sittingbourne, ME10 3HT
  - ii. To receive an update on the Planning Committee Meeting held on 5<sup>th</sup> March 2026.
- b. **Application: 26/500096/MOD106:** To receive an update on any contact made with Kent County Council regarding the school provision in Borden (previous minute item 170(1)).

## 185. 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: 26/500570/TCA** Grid: 588723/162726 Officer: Address: Harmans Corner, The Street, Borden, Kent ME9 8JH Proposal: Conservation area notification - Crown reduce one Fagus Sylvatica (Beech) tree (T1) from a height of 15m down to 12m and spread in every direction from 6m back to 3.5m.
- 2) **Application: 26/500716/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 15 - existing site levels, proposed site levels and proposed finished floor levels; subject to 17/505711/HYBRID approved at Appeal (APP/V2255/W/19/3233606).
- 3) **Application: 26/500718/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 67 (archaeological evaluation) pursuant to application 17/505711/HYBRID.
- 4) **Application: 26/500719/NMAMD** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: Non Material Amendment Application to Application 23/500263/REM - Approval of Reserved Matters for Scale, Appearance, Landscaping, Layout being sought for the Sittingbourne Rugby Club and Community Hub, including, 2x RFU compliant rugby pitches and associated parking, pursuant to application 17/505711/HYBRID - Land At Wises Lane Borden Kent ME10 1GD in respect of Condition 1 (Approved Plans), Condition 3 (Landscaping), Condition 4 (Parking Provision) and Condition 5 (Vehicle Loading/Unloading and Turning Facilities).
- 5) **Application: 26/500747/FULL** Proposal: Erection of a single-storey rear extension (retrospective). Location: St Mawes, The Street, Borden, Kent ME9 8JN.  
**Consultation comments due by 24<sup>th</sup> March 2026.**
- 6) **Application: 26/500717/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 44-(details of all existing trees and/or hedges) subject to 17/505711/HYBRID approved at Appeal (APP/V2255/W/19/3233606).

## 186. BUSINESS ITEMS

- e. **Clerk's report** (attachment 1): To review and consider any further actions required.
- f. **Freedom of Information – Model Publication Scheme:** To review and agree on the amendments made in line with the current Information Commissioner's Office model (version 1.2).
- g. **Privacy Notice:** To review and approve the updated notice for the Borden's website.7
- h. **Risk Management Policy:** To review and adopt this policy.
- i. **Byelaw signs:** To review the revised quote from RBVE for the Nature Reserve, Woodland and Playstool signs, and to:
  - i. Finalise the signs to be ordered
  - ii. Agree on quotes to be obtained for the installation
  - iii. Consider delivery and storage arrangements
  - iv. Agree on budget arrangements
- j. **Borden Broadside:** To review the next draft issue (February minute item 171h).

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- k. **Bus Service:** to receive an update on progress made by County Cllr Palmer (February minute items 171c), and consider any actions required from the Parish Council.
- l. **Woodland Area:** To consider rubbish clearance.

## 187. 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.
- b. **Nature Reserve:**
  - i. **Lease renewal:** To receive a progress update.
- c. **The Playstool Toilet Committee:** To review the minutes of the last Toilet Committee meeting, and consider any recommendations within.

## 188. HIGHWAYS

### To discuss or receive an update on the following items:

- a. Maidstone Road and Danaway 40mph scheme
- b. Borden 20mph scheme
- c. PROW ZR119
- d. Road Closure Notices that are received after the initial closure date
- e. Riddles Road Traffic Movements Order – Amendment 5

## 189. COUNCILLOR MOTIONS

- a. To discuss options regarding the land situated between the Nature Reserve and Borden Lane, and whether to express an interest to Swale Borough Council in the Parish Council being considered as a 3<sup>rd</sup> party in its maintenance.

## 190. CORRESPONDENCE:

- a. To review correspondence received from residents and consider actions to be taken.

## 191. 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.
- d. Borden Heritage Group – Cllr Harrison.
- e. Western Area Committee – Cllr Butlin.

## 192. ITEMS FOR INFORMATION