

# BORDEN PARISH COUNCIL

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## **MINUTES OF MEETING HELD ON 18TH JUNE 2026**

### **43. APOLOGIES FOR ABSENCE:** Cllrs Bolas, Tumber, Wallace

It was **RESOLVED** to accept the apologies for absence.

Not in attendance: Cllr Jemmett, late apology received, and Cllr Hepburn.

**In attendance:** Cllrs Butlin, Baldock, Harrison, Small, Smith and Palmer.

### **44. DECLARATIONS OF INTERESTS**

Parish Hall: Cllr Harrison

Planning: Cllr Baldock

### **45. CHAIR'S ANNOUNCEMENTS**

The Chair advised that the Kent Association of Local Councils awardee was unable to attend this meeting, and the award will now be presented at the August meeting.

### **46. TO APPROVE FOR SIGNATURE:**

a. The minutes of the previous month's Parish Council meeting (APPX A).

It was **RESOLVED** to approve the minutes of the monthly meeting held on 21<sup>st</sup> May 2026, which were duly signed by the Chair.

b. The minutes of the Annual Parish Council meeting (APPX B).

It was **RESOLVED** to approve the minutes of the Annual Parish Council meeting held on 21<sup>st</sup> May 2026, which were duly signed by the Chair.

### **47. COMMUNITY AWARD:** To present the Kent Association of Local Councils 2026 award.

Due to unforeseen circumstances, the recipient was unable to attend this meeting and has requested that the presentation be postponed until August.

**48. 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: PC Atherton was unable to attend and sent the June newsletter, which is available on the website.

b. Parishioners: There were none in attendance.

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*).

County Cllr Palmer was not in attendance.

Borough Cllr Cavanagh sent her apologies.

Borough Cllr Baldock gave an update on the recent Community Governance Review.

### **49. FINANCE**

a. **Bank Reconciliation:** To approve the reconciliation as of 31<sup>st</sup> May 2026 (APPX B).

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It was **RESOLVED** to approve the bank reconciliation as of 31<sup>st</sup> May 2026, which was duly signed by the Chair.

b. **Budget vs Actual:** To review and approve the report as of 31<sup>st</sup> May 2026.

It was **RESOLVED** to approve the budget versus actual report as of 31<sup>st</sup> May 2026.

c. **BACS Payments:** To approve the list of accounts presented for payment in July 2026, including expenditure incurred under Section 137.

It was **RESOLVED** to approve the Bacs payment list for July 2025, including the Section 137 item of £54.00 for defibrillator pads at the Playstool.

Additionally, payments were approved for the late receipt of invoices from Treecraft for work carried out:

February 2025 for £150.00 (minute ref 181g)

and July 2025 for £320.00 (June 25 minute ref: 55C)

Also, a current invoice for £340.00.

Payee	Budget	Description	Gross	VAT	Net	Power	s137
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	£ 75.00	n/a	£ 75.00	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	
Swale Borough Council	Other Expenditure	Broadside (printing)	£ 384.00	n/a	£ 384.00	LGA 1972, s.142	
Chubb	Open Spaces	Pavilion (replace extinguisher)	£ 180.01	£ 30.00	£ 150.01	LGA 1972, s.111	
<b>Total BACS payments</b>			<b>£ 3,218.81</b>	<b>£ 136.80</b>	<b>£ 3,082.01</b>	<b>£ -</b>	<b>£ -</b>
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 (09 June - 08 July)	£ 23.64	£ 3.94	£ 19.70	LGA 1972, s.111	
Npower	Utilities	Electric - unmetered (01-31May)	£ 109.19	£ 5.20	£ 103.99	Parish Councils Act 1957, s.3	
Smartest Energy	Utilities	Electric - Metered supply (01-31 May)	£ 41.91	£ 2.00	£ 39.91	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card	£ 88.77	£ 14.29	£ 74.48	See below card information	
<b>Total DD payments</b>			<b>£ 304.97</b>	<b>£ 32.34</b>	<b>£ 272.63</b>	<b>£ -</b>	<b>£ -</b>
Credit Card Payments	Budget	Description	Gross	VAT	Net	Power	s.137
Defib Store	Health & Safety	Pavilion pads	£ 64.80	£ 10.80	£ 54.00	LGA 1972, s.137	£ 54.00
Amazon	Open Spaces	Playstool repairs (Padlock)	£ 20.97	£ 3.49	£ 17.48	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>£ 88.77</b>	<b>£ 14.29</b>	<b>£ 74.48</b>	<b>£ -</b>	<b>£ -</b>
Bank Charges and Transfers							
Bank Charges	Unity	Monthly service charge 30/06/26	£ 6.77	n/a	£ 6.77	LGA 1972, s111	

## 50. PLANNING MATTERS

a. To receive an update from May minute items (37a(2)), regarding correspondence sent to Swale Borough Council regarding: The Old Post Office.

It was **RESOLVED** to send information regarding the following points to Swale Planning Enforcement.

With full details available on the Parish Council's website:

- Demolition and unauthorised Alterations
- Non-discharge of archaeological conditions
- Impact on local heritage assets and conservation area
- Validity of planning permission

## 51. PLANNING APPLICATIONS – view on <http://pa.midkent.gov.uk/online-applications/>

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*(Please note that unless otherwise stated, the following applications are a discharge of conditions and not formal consultations for the Parish Council).*

Full comments made by the Parish Council on planning applications can be viewed on the Swale Planning Portal at <https://pa.midkent.gov.uk/online-applications/>

- 1) **Application: 26/501871/SUB** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant condition 16 - Installation of fixed telecommunication, Subject to PP/V2255/W/19/3233606 (17/505711/HYBRID).  
There was no comment on this application.
  
- 2) **Application: 26/500747/FULL** Address: St Mawes The Street Borden Kent ME9 8JN Proposal: Raising of roof height and insertion of front dormer window and roof lights together with two-storey front extension, single-storey rear extension and enlargement of rear dormer (part retrospective).  
**Revised details concerning this application: Change of description – 26/05/2026.**  
**Consultation comments due by 2nd July 2026**  
Consideration of this application is to be made in conjunction with the May resolution (item (37a(1)), and any updates received.  
It was **RESOLVED** to **object** to this application for the following reasons (full objection details available on the planning portal):
  - Unauthorised ground floor extension
  - Retrospective changes to the main property
  - Placement of the gargoyle
  - Inappropriate front wall design
  
- 3) **Application: 26/502025/FULL** Address: Light Industrial Unit (Disused) Land Adjacent To Pebble Court Farm Woodgate Lane Borden Kent ME9 7QB. Proposal: Conversion and change of use of existing detached redundant and disused former light industrial workshop into a three bedroom dwelling (C3) including new pitched roof and conversion and change of use of existing adjacent detached redundant and disused former associated office and store (previously hay store) into a home office to be used for the dwelling occupier including part demolition and erection of small single storey side extension (to form garage) to existing commercial workshop and installation of sewage treatment plant and EV charging point (Resubmission of 25/500162/FULL).  
**Consultation Comments due by 24<sup>th</sup> June 2026**  
It was **RESOLVED** to **object** to this application due to the lack of a comprehensive ecology and bat survey, as stated in the bat report (preliminary roost assessment).
  
- 4) **Application: 26/502153/SUB** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 3 (detailed planting plan), subject to 25/501437/REM.  
There was no comment on this application.

## 52. BUSINESS ITEMS

- a. **Clerk's report** (attachment 1): To review the report and consider any actions to be taken.

It was noted that after following up with KCC Complaints, the Freedom of Information response regarding local school place criteria has now been received.

The Chair would like to thank Cllr Bolas for clearing up the rubbish and glass at the Playstool teenage shelter and to Cllr Tumber for repairing the toilet, both with no charge to the Parish Council.

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- b. **Roles and Responsibilities** (April item 9j(i)): To approve the document to be added to the Council's website.

It was **RESOLVED** to approve the updated Council Roles and Responsibilities document for publishing on the website.

- c. **Bobbing Garden Village Judicial Review** (May minute item 34(1)): To consider a contribution towards ongoing costs.

It was **RESOLVED** to defer this item to the July 2026 meeting.

- d. **Byelaw signs**: To receive an update on installation.

The signs have started to be dispatched to the installation contractor. Cllr Tumber will arrange a site visit to confirm exact locations.

*Cllr Baldock left the meeting at 20:11 and returned at 20:15*

*Cllr Harrison left the meeting at 20:12 and returned at 20:14*

## 53. COMMITTEE AND WORKING GROUP UPDATES

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

There were no updates to report.

- i. To consider items for the WLMG to share with BDW:

- 1) The cycle path from Wises Lane through to Platinum Way (in front of the flats) was last year covered in wildflowers. Why has the area been mowed this year?
- 2) In phases 3 and 4, where archaeological works are underway, the deep trenches have been left uncovered, and there is a concern of injury to wildlife that could fall into them. Confirmation that the trenches will be covered when not in use is requested.
- 3) To request an update on the donation to the bylaw signs.

- b. **Nature Reserve:**

- i. **Lease renewal**: To receive a progress update.

KCC has now addressed matters raised from the Solicitors' review of the Heads of Terms. The Nature Reserve Working Group will review before presenting to the Full Council.

## 54. HIGHWAYS

- a. To review the minutes of the meeting on 28<sup>th</sup> May 2026, and consider the following matters;

- i. Approval of the KCC Highways Maidstone Road/Danaway and Oad Street 40 mph scheme design and drawings, with the Committee's recommended observations on the design.

KCC's acknowledgement of the observations was noted, as they will need time to speak with the designers.

It was **RESOLVED** to agree to the Committee's recommended observations on the design.

- ii. Approval of the revised Highways Improvement Plan (HIP), in readiness for the next meeting with KCC Highways.

It was **RESOLVED** to approve the updated Highways Improvement Plan.

- iii. To consider correspondence from County Cllr Palmer regarding support for an HGV diversion via Pond Farm and onto Wises Lane.

It was **RESOLVED** to write to County Cllr Palmer to clarify his request and the location of either Pond Farm Road or Pound Farm as detailed in his email.

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b. Review of the new slip road to the A249 (January minute item 159b).

It was **RESOLVED** to ask residents for their experiences on joining the A249 from the new slip road and Key Street. The Clerk will post on the website and Facebook page.

c. Speedwatch: To receive a volunteer progress update.

Kent Police Speedwatch has reported that three additional members have completed the online training. Once the local coordinator role has been filled, they will be in a position to check the equipment and, where necessary, undertake roadside training to restart the scheme.

It was noted that the Clerk has the Speedwatch equipment, but there is a reported issue with the battery, which will need further investigation.

It was agreed that the Clerk would contact Kent Speedwatch regarding the status of a coordinator and, if required by them, add a flyer on the website and Facebook.

## **55. CORRESPONDENCE - To review correspondence received and consider actions to be taken:**

a. **Residents' Correspondence:** To review and consider any further action required.

i. To receive an update from the April resolution (item 12a(1)), and consider how best to proceed.

It was **RESOLVED** that Cllr Baldock will make contact with the resident.

*The meeting went into a closed session at 20:40 to discuss personal information, and resumed the public session at 20:41*

ii. It was **RESOLVED** to write to Kent County Council Highways and the Swale Borough Council's Head of Environment and Leisure regarding parking on grass verges alongside the Tudor Rose and Chestnut Street, asking that double yellow lines be enforced. The pictures provided by a resident will also be shared with Borden's beat officer, PC Atherton.

b. **Kent ACRE:** To consider a donation request.

It was **RESOLVED** that no donation be made at this time.

c. **Kent Downs National Landscape Public Consultation:** Invitation to participate in the consultation by 19<sup>th</sup> July 26, shared by Swale Borough Council. To also consider the request to share the consultation on the Parish Council's website and Facebook.

It was **RESOLVED** to share the consultation on the Parish Council's website and Facebook, and Cllrs, if they wish, can complete it as individuals.

d. **Parish and Town Council Election Cycles:** To note that a request from Swale Borough Council on 26<sup>th</sup> May regarding an opportunity to consider if future elections should continue on the existing four-year cycle, or be realigned to coincide with the unitary authority election cycle, required a response by 5<sup>th</sup> June, which was not sufficient time to allow a response from the Parish Council.

It was noted that Parish Councils that responded in time chose to align the elections with the new shadow authority, mainly as this reduced the financial burden on councils, as well as increasing voter engagement with the process. Cllr Baldock shared that the Government gave the same notice period to Swale Borough Council.

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

a. Kent Association of Local Councils: reports circulated as received.

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At its AGM, Cllr Baldock was reelected as Chair.

- b. Borden Sports Association – Cllr Butlin: Report circulated and available on the website.  
The school was once again grateful for the use of the Pavilion and pitches for their sports day, which was extremely successful. The school asked that thanks be passed to the Borden Sports Association for allowing the use of the Pavilion facilities.
- c. Borden Parish Hall – Cllr Harrison. Report shared and available on the website.
- d. Borden Heritage Group – Cllr Harrison: Report circulated and available on the website.

## 57. ITEMS FOR INFORMATION

- Cllr Baldock noted that the Maypole is arranging a village fete on 18<sup>th</sup> July 2026.
- Cllr Small advised that he is now a school governor.

**The meeting ended at 20:58**

**The minutes of the meeting were approved and signed by the Chair:**

..... **Date:** .....