



## Minutes of meeting held on 21<sup>st</sup> September 2023

95. **APOLOGIES FOR ABSENCE:** accepted for Cllr Bolas, Cllr Cole, Cllr Hepburn.  
In attendance: Cllr Baldock, Cllr Broughton, Cllr Butlin, Cllr Evans, Cllr Harrison, Cllr Jemmett, Cllr Sims, Cllr Tumber.
96. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**  
Planning: Cllr Baldock.  
Sports Association: Cllr Sims
97. **CHAIR'S ANNOUNCEMENTS:** There was none.
98. **TO APPROVE FOR SIGNATURE:**  
The minutes of the annual Parish Council meeting held on 17<sup>th</sup> August 23.  
To note £16.00 was incorrectly noted on the August payment list for EDF, as the monthly payment has been reduced to £13.00.  
It was **RESOLVED** to agree to the Minutes for 17<sup>th</sup> August 23, noting the change for the EDF payment from £16.00 to £13.00.
99. **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: Not in attendance.
  - Parishioners. There was 1 in attendance.
  - County/Borough Councillors (*a written report must be submitted three days before the meeting*).  
Cllr Cavanagh's report was received and shared with the Full Council prior to the meeting and a verbal update was given.  
Cllr Baldock did not submit a report prior to the meeting and gave a brief verbal update.
100. **FINANCE**
- To approve the accounting statement and reconciliation for August 2023.  
It was **RESOLVED** to agree on the accounting statement and reconciliation for August 23, noting that a copy of the reconciliation has been sent to the Full Council prior to the meeting.
  - To agree to the 2023/24 insurance renewal for £4386.73 plus a £75.00 fee with a total of £4461.73 from Gallaghers for the continuance of the 3-year binding Long Term Agreement (LTA) set up with Hiscox Insurance in 2021. The Parish Hall element is £2583.99, and confirmation has been received that this will be reimbursed to the Parish Council during September by the Parish Hall Committee.  
It was **RESOLVED** to agree on the Insurance renewal, noting that the insurance schedule was shared with the Full Council prior to the meeting.
  - To approve the following BACS list of accounts for payment in September 2023.  
It was **RESOLVED** to approve the BACs list of payments for September 23, noting that the payment to Kings Commercial is £304.66, not £346.66 as shown on the agenda, also that the payment to Steve Wakeling is for his 3<sup>rd</sup> quarter invoice and not as stated in the description.

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## SEPTEMBER 23 PAYMENT LIST

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & milage	£ 29.05	n/a	£ 29.05
HMRC	Payroll	PAYE	£ 280.73	n/a	£ 280.73
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
Kings Commercial	Open Spaces	Toilet Cleaning (11/07-11/08 & 11/08-11/09)	£ 346.66	n/a	£ 346.66
Creative Honours Board	Other expenditure	General contingency	£ 1,008.29	£ 168.05	£ 840.24
Gallaghers	Insurance	Insurance	£ 4,461.73	n/a	£ 4,461.73
J England	Health & Safety	Playstool insptctions	£ 15.00	n/a	£ 15.00
K Little T/A Prestige Plumbing	Pavilion Infrastructure EMR	Hot water tanks	£ 2,800.00	n/a	£ 2,800.00
Steve Wakeling	Open Spaces	Bench secure fixings	£ 779.76	n/a	£ 779.76
Fryer Cleaning & Maintenance	Open Spaces	Foliage trim back on The Street	£ 144.00	£ 24.00	£ 120.00
<b>Total BACS payments Aug</b>			<b>£ 11,320.24</b>	<b>£ 276.25</b>	<b>£ 11,043.99</b>
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 13.00	£ 0.62	£ 12.38
N Power	Electricity - Unmetered supply	Electric	£ 81.85	£ 3.90	£ 77.95
Lloyds Bank	Admin	Corporate card	£ 162.44	£ 26.57	£ 135.87
<b>Total DD payments Aug</b>			<b>£ 310.14</b>	<b>£ 39.90</b>	<b>£ 270.24</b>
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloos			£ 159.44	£ 26.57	£ 132.87
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			<b>£ 162.44</b>	<b>£ 26.57</b>	<b>£ 135.87</b>

- d. Our website provider Hugo Fox has restructured their pricing plans to align with the features and services that they offer. The free service that we currently use will no longer be available from 4<sup>th</sup> October and the Parish Council needs to consider which of the 3 available packages they wish to continue with. To note this was an unforeseen expense and has not been included in the current budget plan.  
The list of available package options was shared with Full Council prior to the meeting.  
It was **RESOLVED** to agree on the bronze package costing £9.99 + VAT per month. 1 abstention.
- e. To consider and agree on a quote for the Nature Reserve pollarding of 62 trees as per the annual arboriculture survey.  
It was **RESOLVED** to agree on the quote for £8,800.00 from Treecraft. The Clerk will advise the contractor to leave all chippings and logs on-site for wildlife.  
It was **RESOLVED** Clerk will link in with KCC and the contractor to arrange for a 5-day urgent road closure and can spend up to £1500 on KCC road closure. 1 abstention.  
The Clerk advised that the Tree Maintenance budget was at £3000.00 and asked that a virement from the Other Expenditure General Contingency budget be made for £5,800.00 to fund the agreed quote for the Pollarding.  
It was **RESOLVED** to agree to a £5,800.00 virement from the 'Other Expenditure' General Contingency budget to the 'Open Spaces' Tree Maintenance budget to fund the Nature Reserve tree pollarding.
- f. Further to May item 43i/4 - To consider various savings options for Playstool S.106 funds.  
The Clerk had prepared a list of options for the Full Council to consider and shared prior to the meeting.  
It was **RESOLVED** to agree to open the NatWest Liquidity Manager 35-day notice account and to transfer the S106 funds for the Playstool Toilets of £42,501.49. 1 abstention.
- g. Homestead View pathway - Further to the September 22 item, consider quotes for types of barriers from Homestead View to the Woodland to stop bikes from entering the area.  
It was agreed to postpone this decision and Cllr Sims and Cllr Tumber will conduct a site visit and report back to Full Council with their recommendations. The Clerk will arrange a date and time.
- h. Further to August item 89b – To consider the final template for the Nature Reserve byelaws sign and quotes.  
It was **RESOLVED** to agree on the final template, noting that the prohibit signs may need amending to ensure no licensing is required.  
It was **RESOLVED** to agree on quote no. 3 for Medash Signs Ltd at a cost of £624.00 which includes installation. 1 abstention.

## 101. BUSINESS ITEMS

- a. To agree on the Terms of Reference for the newly formed D-Day 80 Working Group.  
It was **RESOLVED** to agree on the Terms of Reference for the D-Day 80 Working Group.

## 102. COMMITTEE AND WORKING GROUP UPDATES

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- a. To receive a report from Wisers Lane Monitoring Group, which was shared prior to the meeting and can be found on the website at [www.bordenparishcouncil.com](http://www.bordenparishcouncil.com)
- i. S.106 Woodland area funds - Further to August minute item 88a, consider writing to SBC asking for the wording on the S.106 agreement to be changed from 'maintenance' to 'maintenance & management' to allow more flexibility on how the money is spent.  
It was **RESOLVED** that the Clerk would write to the S106 Monitoring Officer to request that the wording on the Woodland area S106 fund be changed from 'maintenance' to 'maintenance and management'. 1 abstention
- ii. To consider a request received from Quinn Estates to meet with them, SBC Officer & Sittingbourne Rugby Club regarding the deferred planning application 23/500263/REM, to discuss the Parish Council concerns raised at the SBC Planning Committee meeting on 17<sup>th</sup> August.  
It was **RESOLVED** that the Parish Council agree to a meeting with Quinns the Rugby Club and Swale Borough Council on the understanding that our representatives will not be able to make any decisions and any decisions requested will be brought back to the Full Council meeting. Subject to their agreement the Parish Council would like both Cllr Cole and Cllr Bolas to represent them at the meeting. The Clerk to arrange the meeting after liaising with Cllr Bolas and Cllr Cole to confirm their attendance.
- It was proposed that the Parish Council raise further concerns in relation to the lighting and noise that would emanate from the balcony and function room for any event. The Parish Council would also like the building signage to prominently display the Community Hub and request that the landscaping greatly reduces the visual impact of the building on the surrounding rural area, also the structure of the management committee is to be defined.  
It was **RESOLVED** to agree on the above proposal. 1 against.
- It was proposed that the Parish Council send a letter to Cllr Baldock to ask that the Planning Department send a representative to the meeting of the Parish Council with Quinns and the Rugby Club.  
It was **RESOLVED** that the Clerk would write to Cllr Baldock regarding the Swale Planning Department's attendance at the meeting as described in the above proposal.
- iii. Further to August item 88a – To review the response received from the Swale Enforcement Team regarding plot 22.  
It was agreed that no further action is required on this item.
- This item was initially missed and came back to after item 106.**
- iv. The Borden Directory.  
It was proposed that the revised document which was shared with Cllrs via email be accepted and put forward to print for the first edition which is within budget.  
It was **RESOLVED** to accept the revised version of the Borden Directory and for the Clerk to arrange printing of the first edition, costs of which are within budget.

## 103. OPEN SPACES

- a. To receive an update on the July agenda item 77a regarding the proposed dog waste bin location for Maylem Gardens.  
To note - The Clerk has contacted SBC with the location and is awaiting a call back to confirm if they will supply and empty the waste bin. If they do not, then the Parish Council has the option of buying the bin but there will also need to be a contract sourced that has not been budgeted for to empty the bin.  
As there has been no update from Swale Borough Council, the Clerk will contact them again so that this item can be progressed.
- b. To receive an update on the status of an oak tree for the coronation along with the location for it to be planted.  
Cllr Bolas has collected the donated oak tree and will look after it until ready to plant, at which point a location will be agreed upon.
- c. To receive an update on the Playstool toilets.  
Cllr Sims shared a report prior to the meeting and gave a verbal update on progress so far and asked that the Parish Council commit to the future ongoing costs for the new toilet facilities such as cleaning, sanitary services, water/sewage, and electricity, before progressing any further with the project. The current annual cost of the existing toilet facility is £4,400 and it is estimated that for the new facility, the ongoing future costs would equate to £5976 including cleaning once weekly or £8976 if twice weekly cleaning was required.

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It was **RESOLVED** to agree to the ongoing maintenance cost for the new toilet facilities when built as detailed in the above proposal.

- d. To discuss the emptying of the dog waste bin at Mountview.

The overflowing bin was reported to the Clerk who reported it to Swale Borough Council.

- e. Further to July item 77c, review the area of Maylam Gardens Green, to consider the most appropriate location for a proposed bench.

Prior to the meeting, the Clerk shared a Google map of Maylam Gardens for the Full Council to consider a location best suited to a bench.

It was **RESOLVED** that the Clerk would contact Swale Borough Council asking for permission for the Parish Council to install a bench at Maylam Gardens.

- f. To receive an update on March item 191b, the installation of a waste bin at the bench on Wrens Road.

The Clerk has once again called Swale Borough Council (SBC), to ask if they would supply and empty a waste bin at the Junction of Hearts Delight and Wrens Road and is awaiting a callback. If the request is declined the Parish Council has the option of buying a bin but would also need to source a contract to empty it themselves, which has not been included in the budget. Also, KCC or the landowner may need to be contacted for permission.

It was **RESOLVED** that the Clerk will email Borough Cllr Baldock to liaise with SBC for a response.

- g. To discuss the KCC's Nature Recovery Strategy 'Making Space for Nature', which is due to launch in October 23, where they are looking to commence mapping work for areas of particular importance for biodiversity including local nature reserves.

It was proposed to engage with the process.

It was **RESOLVED** to agree with engagement in the process and that the Clerk would inform KCC.

- h. To consider the Christmas tree lights and switch on date.

The Christmas Lights Committee has asked for the lights to be switched on, on 2<sup>nd</sup> December this year.

It was **RESOLVED** to agree on the switch on the date of 2<sup>nd</sup> December and a suspension of byelaws for BBQs.

- i. To consider the Town and Country Planning Act 1990 (section 257): Proposed diversion of Public Footpath ZR117 (part), Borden. Note this item is duplicated under Planning item 106/7 as Application: 23/503867/PROW. There was no proposal on this item.

- j. The Wildlife and Countryside Act 1981 - Section 53. The Kent County Council (Public Footpath ZU43 (Part), Borden). Definitive Map Modification Order 2023.

There was no proposal on this item.

- k. To consider applying for a Chess Table at the Playstool under the Levelling Up Dept who are supplying these under the LU Parks Fund.

It was proposed that the Parish Council consider investigating the possibility of acquiring a chess table under the levelling up fund.

It was **RESOLVED** to agree on the above proposal.

- l. The Street / Harmans Corner signpost refurbishment. This item was previously discussed under December 22 minute item 143b. To consider taking this project forward and if so engage with KCC for permission.

The Clerk advised that a communication had been received from a resident enquiring about an update on the sign refurbishment.

It was **RESOLVED** to inform the resident that the post has been listed on the Heritage Group list and that the Parish Council is waiting for it to be adopted before considering the refurbishment of the sign. 1 abstention.

## 104. HIGHWAYS

- a. To note the report from the Highways Working Group. The report is available on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).

It was commented that Lower Borden is missing from the report and should be included along with other areas of Borden.

## 105. CORRESPONDENCE

- a. To note correspondence from residents and agree on any actions to be taken.

The Clerk has responded appropriately to all emails no further action is required.

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## 106. 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: 23/503581/SUB Grid:** 588553/163571. Address: Land at Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge condition 69 (soil management strategy) of planning application 17/505711/HYBRID.  
The Parish Council has no comment on this application.
- 2) **Application: 23/503591/SUB.** Grid: 588126/164212. Address: Land at Manor Farm Chestnut Street Sittingbourne Kent ME10 1YU. Proposal: Submission of Details pursuant to Condition 24 - Air pollution scheme in pursuit of application 17/500727/OUT.  
The Parish Council has no comment on this application.
- 3) **Application: 23/503592/SUB.** Grid: 588126/164212. Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU. Proposal: Submission of details application pursuant to condition 17 (Code Of Construction Practice) in relation to planning permission 17/500727/OUT.  
The Parish Council has no comment on this application.
- 4) **Application: 23/503691/SUB.** Grid: 588553/163571. Address: Land at Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge condition 72 - Low Emission Boiler, Subject to PP/V2255/W/19/3233606 (17/505711/HYBRID)  
The Parish Council has no comment on this application.
- 5) **Application Ref: 23/503527/FULL.** PROPOSAL: Erection of a single storey rear lobby extension including internal alterations to create a wetroom. ADDRESS: The Hollies Chestnut Wood Lane Borden Sittingbourne Kent ME9 8DH.  
**Consultation comments due by: 21 September 2023, extension agreed.**  
It was **RESOLVED** to have no comment on this application.
- 6) **Application No: 22/504937/REM**  
Location: Land at Wises Lane Borden Kent ME10 1GD  
Proposal: Approval of Reserved Matters (appearance, landscaping, layout and scale) for Phase 1B, 2A, 2B and 2C for the erection of 209no. dwellings including affordable, together with associated access, landscaping, equipped play, drainage, infrastructure and earthworks, pursuant to 17/505711/HYBRID - Hybrid planning application with outline planning permission (all matters reserved except for access) sought for up to 595 dwellings including affordable housing; a two-form entry primary school with associated outdoor space and vehicle parking; local facilities comprising a Class A1 retail store of up to 480 sq m GIA and up to 560sqm GIA of "flexible use" floorspace that can be used for one or more of the following uses - A1 (retail), A2 (financial and professional services), A3 (restaurants and cafes), D1 (non-residential institutions); a rugby clubhouse / community building of up to 375 sq m GIA, three standard RFU sports pitches and associated vehicle parking; a link road between Borden Lane and Chestnut Street / A249; allotments; and formal and informal open space incorporating SuDS, new planting / landscaping and ecological enhancement works. Full planning permission is sought for the erection of 80 dwellings including affordable housing, open space, associated access/roads, vehicle parking, associated services, infrastructure, landscaping and associated SuDS.  
SBC has received revised details concerning this application.  
Additional documents and amended plans – 21/07/23  
**Consultation comments are due by 21<sup>st</sup> August, an extension has been agreed.**  
It was **RESOLVED** to have no comment on this application.
- 7) **Application: 23/503867/PROW.** Grid: 588215/164071. Address: Land Adj To Dental Close Sittingbourne Kent ME10 1DT. Proposal: Proposed Public Path Orders relating to **footpath ZR117**.  
This item has been duplicated and has been discussed under Open Spaces item 103i.
- 8) **Application: 23/503979/SUB.** Grid: 588553/163571. Address: Land at Wises Lane Borden Kent ME10 1GD  
Proposal: Submission of details to discharge condition 66 - Archaeological field evaluation, Subject to 17/505711/HYBRID (APP/V2255/W/19/3233606)  
The Parish Council has no comment on this application.
- 9) **Application Reference: 23/503032/SUB.** Proposal: Submission of details pursuant to conditions 12 (foul and surface water drainage), 15 (sustainable surface water drainage scheme), and 16 (measures within drainage scheme to ensure silt and pollutants can be managed), of application 17/500727/OUT.  
**Consultation comments are due by 2<sup>nd</sup> October.**  
It was **RESOLVED** to have no comment on this application.

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10) **Application Ref: 23/503582/ADV. PROPOSAL:** Advertisement consent for 1no. fascia signs, 9no. totem signs, 2no. plaques, 1no. fence panel sign, 1no. development name sign and 3no. flag poles.

**Consultation comments are due by 4<sup>th</sup> October.**

It was **RESOLVED** that BPC would like it noted that we have concerns that the advertising items listed are already in place and we wish to object to the amount and size of those already installed, as detrimental to the local environment.

## 107. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated prior to meeting).

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims. The report is available on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- c. Borden Parish Hall – Cllr Hepburn. The report is available on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- d. Borden Heritage Group – Cllr Hepburn. The report is available on the Parish Council website at [www.bordenparishcouncil.gov.uk](http://www.bordenparishcouncil.gov.uk).
- b. Swale Area Committee – Cllr Butlin.

**NEXT MEETING TO BE HELD ON 19<sup>th</sup> OCTOBER 2023**

**The meeting ended at 21:20**

**Minutes agreed and signed on 19<sup>th</sup> October by;**

**Print Name: ..... Signature: .....**

**Title: .....**