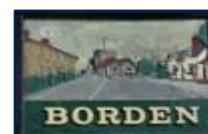


BORDEN PARISH COUNCIL



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on **Thursday 16th November 2023** in the Pavilion, Wises Lane at 7 pm

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 10th November 2023

AGENDA

108. APOLOGIES FOR ABSENCE

109. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

110. CHAIR'S ANNOUNCEMENTS

111. TO APPROVE FOR SIGNATURE:

- The minutes of the Parish Council meeting held on 19th October 23 (Appendix A).
- The minutes of the Extraordinary meeting held on 9th November 23 (Appendix B).

112. **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).

113. FINANCE

- To approve the accounting statement and reconciliation for October 2023 (Appendix C).
- To approve the following BACS list of accounts for payment in November 2023.

Payee	Budget	Description	Gross	VAT	Net
Richard Wilkinson Electrical	Christmas Tree Lights	Lights (authorised 9th Nov)	£ 1,144.80	£ 190.80	£ 954.00
Staff	Payroll	Staff salary	£ 1,303.42	n/a	£ 1,303.42
Staff	Expenses	WFH allowance	£ 25.00	n/a	£ 25.00
HMRC	Payroll	PAYE	£ 518.18	n/a	£ 518.18
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
Kings Commercial	Open Spaces	Toilet Cleaning (11/ Oct - 11 Nov)	£ 173.33	n/a	£ 173.33
Swale Borough Council	Welcome Pack - EMR	Printing	£ 424.50	n/a	£ 424.50
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
April Skies Accounting	Administration	Internal Audit - intrim	£ 187.50	n/a	£ 187.50
Martin Newcombe	Other expenditure	General contingency - Survey 1 Mar	£ 870.00	n/a	£ 870.00
Steve Wakeling	Open Spaces	General maintenance - plaque inst	£ 85.00	n/a	£ 85.00
Treecraft	Open Spaces	Tree maintenance - NR pollarding	£ 8,800.00	n/a	£ 8,800.00
Total BACS payments Aug			£ 14,096.93	£ 275.00	£ 13,821.93
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Waveney IT	IT Costs	IT Support	£ 42.00	£ 7.00	£ 35.00
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
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	£ 137.91	£ 6.57	£ 131.34
Lloyds Bank	Admin	Corporate card	£ 915.86	n/a	£ 3.00
Total DD payments Aug			£ 1,173.61	£ 25.00	£ 235.75
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	Weekly toilet emptying (1 - 30 Sept)	£ 154.30	£ 26.57	£ 132.84
Dell Group	Office	Equipment	£ 549.00	£ 91.50	£ 457.50
Poppy Shop UK	Chairs allowance	Poppy wreath	£ 42.50	£ 7.08	£ 35.42
Post Office Counters	Office	Postage	£ 7.65	n/a	£ 7.65
Euroloos	Toilet servicing	Weekly toilet emptying (1 - 31 Oct)	£ 159.41		
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 915.86	£ 125.15	£ 636.41

- To note the external audit has been completed for 2022/23. Section 3 of the external auditor report and certificate, and final sections 1 & 2 of the AGAR along with 'notice of conclusion of audit', have been posted on our website as required at www.bordenparishcouncil.gov.uk.
- To note the interim internal audit for 2023/24 was completed on 31st October.
- The Finance Committee has completed the 2024 initial budget review for consideration by the Full Council.
- To consider a grant request from Sittingbourne Lights for £250.00 (attachment 1).
- To consider a grant request from the Fete Committee for £400.00 (attachment 2)

BORDEN PARISH COUNCIL

114. BUSINESS ITEMS

- a. To consider and agree on the way forward with the current casual vacancy.
- b. To consider a further Councillor to join the Finance Advisory Committee, volunteers should express their interest at the meeting.
- c. To consider incorporating a community message in the next Borden Broadside regarding approaching BDW for community financial support.
- d. The Borden Broadside to agree on the next publication.
- e. To discuss opposition to a 3rd Rugby pitch at the Wises Lane development.

115. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive Nature Reserve updates on the following:-
 - i. To receive an update on the Nature Reserve visit by KCC on 25th October, regarding the lease renewal.
 - ii. To consider delaying the purchase and installation of the Nature Reserve lectern until after the new lease agreement is confirmed.
 - iii. To consider the addition of the historic Borden logo of cherries to the Nature Reserve lectern design.
 - iv. Further to August item 88b - To consider the way forward in the Parish Council's request for the Nature Reserve to be given designated status.
- b. The delivery of the Borden Directory and consideration of pictures.

116. HIGHWAYS

- a. B/F from September - To review responses received from Parishioners who have shared their experiences from the stopping of the bus service through Borden, and agree if there is anything further that the Parish Council feasibly do.

117. 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: 23/504613/SUB. Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details to discharge condition 37 (footways, footpaths, street planting/parking, lighting and sewers/drains details) for phases 2B and 2C of planning application 17/505711/HYBRID.
Comments due 10th November, extension requested.
- 2) Application: 23/504614/SUB. Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details to discharge conditions 67 (archaeological safeguarding measures) and 68 (post-excavation assessment report) for phases 2B and 2C of planning application 17/505711/HYBRID.
Comments due 10th November, extension requested.
- 3) Application: 23/504615/SUB. Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details to discharge condition 67 (archaeological safeguarding measures) for phase 1A of planning application 17/505711/HYBRID.
Comments due 10th November, extension requested.
- 4) Application: 23/504616/SUB. Grid: 588553/163571. Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details to discharge conditions 67 (archaeological safeguarding measures) and 68 (post-excavation assessment report) for phases 1B of planning application 17/505711/HYBRID.
Comments due 10th November, extension requested.
- 5) Application: 23/504668/TCA. Grid: 588092/162889. Address: Yew Tree Cottage Pond Farm Road Borden Sittingbourne Kent
Proposal: Conservation Area Notification: 12 Sweet Chestnut trees in 3 groups (A - 7 trees, B - 3 trees, C - 2 trees). Re-pollard to the same level as previously.
Comments due 10th November, extension requested.
- 6) Application No: 23/503582/ADV Location: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Advertisement consent for 1no. fascia signs, 9no. totem signs, 2no. plaques, 4no. fence panel signs, 1no. development name sign and 5no. flag poles. We have received revised details concerning this application. Change of description and Amended plans - 23.10.23.
- 7) Application REF: 23/504671/FULL PROPOSAL: Proposed front extension to provide ground floor WC
ADDRESS: 5 Grove Park Avenue Borden Kent ME10 1YH.

Please note we re-consulted the Parish Council as the quantity of some of the signs has changed:

BORDEN PARISH COUNCIL

The number of fence panels has increased from 1 to 4 and 2. The number of flag poles has increased from 3 to 5.

Comments are due by 13 November 2023, extension agreed

- 8) Application: 23/504874/SUB. Grid: 587837/163357. Address: Fifield Lodge School Lane Borden Kent ME9 8JS Proposal: Submission of details pursuant to conditions 2 (Hard and Soft Landscaping), 6 (EV Charging Points) and 7 (Cycle Parking Facilities) of application 21/503049/FULL.
- 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. Location: Manor Farm Key Street Sittingbourne Kent ME10 1YU.
Note, this application was also commented on in September but further documents have been added to the planning portal since..
Comments are due by 27th November.

118. **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.
- c. Borden Parish Hall – Cllr Hepburn (attachment 3)
- d. Borden Heritage Group – Cllr Harrison (attachment 4).

NEXT MEETING TO BE HELD ON 21ST DECEMBER 2023

BORDEN PARISH COUNCIL GRANT APPLICATION FORM

APPRAISAL AND APPROVAL FOR GRANT TO PROJECT

REFERENCE:

PROJECT NAME : Sittingbourne Christmas Lights
and Sleigh Rounds

REQUESTED PARISH COUNCIL CONTRIBUTION : £ 250

CONTRIBUTIONS FROM OTHER SOURCES (IF ANY) : £ Donations are being sought from Swale
councillors and others, and from our fundraising events and activities.

IS THE PROJECT NEW OR AN EXTENSION OF AN EXISTING ONE? : Existing

IF EXISTING – WHICH? : Running Santa's sleigh rounds (which
visit residential areas within Borden parish) plus the Christmas Lights and Switch On Day in the High Street.

PROJECT DETAILS

APPLICANT

: Gareth Randall

ADDRESS FOR CORRESPONDENCE

: [REDACTED]

[REDACTED]

CONTACT TELEPHONE NO:

: [REDACTED]

EMAIL ADDRESS

: [REDACTED]

ORGANISATION ON WHOSE BEHALF THE APPLICATION IS BEING MADE

Sittingbourne Christmas Lights
and Sleigh Rounds

PROJECT DESCRIPTION AND OBJECTIVES

:

Running Santa's sleigh rounds in the run-up to Christmas, installing and running the Christmas lights in Sittingbourne High Street and the annual Switch On Day event in the High Street. The sleigh rounds have previously included several parts of Borden parish and we plan to visit the parish again this year.

WHY IS PARISH COUNCIL ASSISTANCE NEEDED?

: This is a request for financial assistance.

All help is gratefully received.

WHEN IS PARISH COUNCIL FUNDING EXPECTED TO BE REQUIRED?

:

November / December 2023

HOW DOES THE PROJECT CONTRIBUTE TO THE DEVELOPMENT OF BORDEN PARISH?

The Santa's sleigh rounds visit Borden parish and entertain children and their families with music and festive joy.

The lights in the town centre are enjoyed by residents of Borden parish.

The Switch On Day in the town centre are also enjoyed by residents of Borden parish.

WILL THE PROJECT BE OF PARTICULAR BENEFIT TO ANY SECTION OF THE COMMUNITY?

All sections of the community benefit.

HOW DOES THE PROJECT HELP ACHIEVE THE OBJECTIVES OF THE PARISH PLAN?

Making Borden parish a better place to live.

VALUE FOR MONEY

HOW HAS THE APPLICANT ENSURED COSTS ARE COMPETITIVE AND GOOD VALUE FOR MONEY?

We actively look for the best prices for the goods and services that we use.

DOES THE PROJECT ADD VALUE, RELATE TO OR AUGMENT OTHER PARISH COUNCIL OR LOCAL AUTHORITY INITIATIVES OR PROJECTS?

The sleigh rounds bring joy to children and their families in the evenings leading up to Christmas.

The lights help to improve shop footfall in Sittingbourne and the local area.

It helps build community spirit and make the area a nicer place to live.

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APPROVAL/DEFERRAL/REJECTION

PROPOSED ACTION

REASONS FOR DECISION

PARISH COUNCIL MEMBER RECOMMENDING ACTION

SIGNATURE

DATE

PARISH COUNCIL MEMBER SECONDING ACTION

SIGNATURE

DATE

MONITORING AND EVALUATION

PARISH COUNCIL OFFICER OR MEMBER RESPONSIBLE FOR PROJECT MANAGEMENT

SIGNATURE OF APPLICANT CONFIRMING PROJECT COMPLETION AND EXPENDITURE

DATE PAYMENT MADE

...../...../.....

HAVE THE PROPOSED OBJECTIVES BEEN ACHIEVED?

BORDEN PARISH COUNCIL - GRANT APPLICATION FORM

(Please print clearly in black pen)

ABOUT THE APPLICANT:

ORGANISATION NAME	Borden Village Fete
ORGANISATION ADDRESS	[REDACTED]
APPLICANT NAME	Beverly Ward
POSITION IN THE ORGANISATION	Chairman
ADDRESS FOR COMMUNICATION (if different from above)	
TELEPHONE NUMBER	[REDACTED]

What is the main purpose of your organisation?

The village of Borden, on the outskirts of Sittingbourne is a lively community village. Borden Village Fete has a small voluntary group with many helpers that undertake fundraising events to allow for event to take place around the turning on of the Village Christmas tree lights.

The events is sited mostly in the memorial gardens and at the top end of the Playstool. A small Christmas market takes place with stalls selling a variety of crafts, charity items and some local commercial people, this gives the opportunity to promote local companies and crafters. As well as the stalls, there are lots of activities taking place throughout the afternoon, including family games, refreshments, children's entertainer, Carole singers and Father Christmas will also be there for the children to chat to.

Father Christmas will be giving tickets out to the children to give them an opportunity to turn on the Christmas tree lights.

We are a not-for-profit group with an aim to make money to run the next village event.

Reason for Grant request?

PROJECT	Borden Village Christmas Tree lights Switch-on
ESTIMATED TOTAL COST OF PROJECT	£6,000
AMOUNT OF GRANT REQUEST	£400

What benefits will the project provide to existing and/or future members and the community in general?

The event is free to enter and aimed at Borden residents and the wider Sittingbourne area. There are lots of entertainment and stalls run by local organisations. There's much to see and do for both children and adults. It also provides the opportunity for people to get involved in things that the village offers.

The fete is well attended and the feedback is always very favourable.

The aim is to have made enough to run our next event, Any profit we do make is donated to local charities.

GENERAL GRANTS -INFORMATION

Please attach a detailed breakdown of the costs and indicate if there is any specific element the Parish Council could support.

**Please note that actual projects applied for must not have commenced or goods already ordered prior to receipt of the application. If a small part of a large project is applied for, please identify the cost of this element separately.

FINANCIAL DETAILS

Please provide copies of the last 2 years accounts, audited if possible.

PROPOSED FUNDING OF PROJECT

CONTRIBUTING ORGANISATIONS	AMOUNT	CONFIRMED (tick if yes)
Children's entertainer	£400	
TOTAL	£400	

I hereby confirm that the above information is correct

Signed:  Date: 7th November 2023

Please check that you have supplied all necessary supporting information.

FOR OFFICE USE ONLY

APPLICATION RECEIVED DATE	
ACKNOWLEDGEMENT LETTER SENT	
PERCENTAGE OF TOTAL REQUEST	
COST BREAKDOWN PROVIDED	

BORDEN PARISH HALL REPORT NOVEMBER 2023

1. The disabled toilet refurbishment is to start on Monday 13th November 2023;
2. Work is continuing on a new booking system for the hall. A system is being assessed with a view to running it in parallel with the old system for a time to ensure all aspects have been included;
3. The hall car park lights have fused, and an electrician has been called to sort out the problem;
4. The front door has been setting off the alarm, and it was found that the bottom catch to the door is faulty. Kent Trade Frames have been called out to repair the fault;
5. In conjunction with the new booking system a new website for the hall is being developed as the old site is no longer operational;
6. Another leak had been reported in the gents' toilets, and Terry and Carr have come to the hall and repaired it;
7. The Annual General Meeting for the hall is to be held in January 2024, and a suitable date is being arranged and will be published;
8. Comments continue to be made about the weeds in the car park, and a solution is being sought;
9. An insurance valuation has been carried out for the hall.

John Hepburn

Chairman Borden Parish Hall



We were taken for a virtual trip along the Medway River during our November meeting. Steve Wood's presentation told us of the history and work of the wonderful 'Kingfisher Trust' and how it provides fully accessible boat trips along the Medway and is staffed entirely by volunteers.

A Long Cross Coin and other 'Finds' recently uncovered locally will be included in a talk by Bartek Chichy from Kent Archaeology on December 13th 10.30am Borden Parish Hall.

Our 2024 programme will be available next month.

Local visits are usually free and we can arrange lifts if necessary, membership is currently £5 per year Guests are welcome.

If you would like to know more about our activities or join us for any of our meetings or visits please come along or give me a call for further details.

Eileen

Borden Heritage Group Chair

07732223914