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## MINUTES OF MEETING HELD ON 17 SEPTEMBER 2026

**Vice Chair Cllr Butlin announced that, in the Chair's absence, she would chair the meeting.**

### **87. APOLOGIES FOR ABSENCE: Cllr's Wallace, Bolas and Baldock.**

It was **RESOLVED** to accept the above apologies.

**In attendance:** Cllr's Butlin, Harrison, Hepburn, Palmer and Tumber  
Cllr Jemmett will join the meeting late.

### **88. DECLARATIONS OF INTERESTS**

Parish Hall: Cllr Harrison

Borden Sports Association: Cllr Tumber

### **89. CHAIR'S ANNOUNCEMENTS**

There were none.

### **90. TO CONSIDER APPLICATIONS FOR CO-OPTION TO FILL VACANCIES ON THE PARISH COUNCIL.**

No applications have been received for the four vacant seats.

It was **RESOLVED** to readvertise the four vacant seats on the website and Facebook page.

### **91. 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 meeting of 20 August 2026, which were duly signed by the Chair.

### **92. 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:** A colleague attended to represent PC Atherton. The newsletter, which is available on the Parish Council website and Facebook page, was reviewed. From the latest My Community Voice Survey, the top three priorities are:
- 1) Road Safety
  - 2) Nuisance Bikes
  - 3) Wildlife Crime

**The next Surgery will be held on 11 Oct 10:30 – 12:30 at the Forge.**

From questions raised by members, the following was clarified:

- **Catapults being used at the Nature Reserve and Maylam Gardens:** the Rural Taskforce can be contacted regarding rural or wildlife matters; by law, those aged 10 and over can be held accountable where there is evidence of harm to wildlife
- **Balaclava type face coverings:** It was confirmed that there is no general directive regarding face coverings for bike riders

# BORDEN PARISH COUNCIL

- **Bike incident reporting:** It is useful to mention available dashcam footage and provide dates and times to assist with intelligence gathering
- **Bikes on pavements:** Where riding on pavements or putting life at risk, 999 should be called
- **Flytipping:** This should be reported to Swale Borough Council <https://swale.gov.uk/bins-littering-and-the-environment/littering/report-fly-tipping>, unless on Parish-owned land which is reported to the Clerk.

As a result of issues raised by the Parish Council, PC Atherton has asked that the Parish Council consider the following requests:

- 1) Permission to display posters on notice boards regarding the use of catapults.

It was **RESOLVED** to agree to this request.

- 2) In addition to the posters, to place laminates up at the Playstool and Woodland entrances, and the Nature Reserve, regarding wildlife crime/catapulting.

It was **RESOLVED** to agree to this request.

- 3) PC Atherton advised that, through the Community Safety Partnership, he is seeking new metal signs to educate and deter the use of off-road/electric vehicles in public spaces, with a view to installing them at each Playstool entrance. Details of the signs are awaited.

It was **RESOLVED** to defer this decision and bring the request back to a meeting when more Councillors are in attendance.

## ***Cllr Jemmett arrived at 19:22***

- b. **Parishioners:** There were 5 in attendance.

An attendee spoke to advocate for the Parish Council to acquire the land at Riddles Road from Kent County Council (KCC).

***It was agreed to move directly to 96b, Land at Riddles Road.***

- 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** submitted a Swale West Division report. Also noted was that there seems to be little interest from bus companies to restart a service; the Riddles Road item was noted; confirmation of the paused Local Governance Review and Swale and Parish elections to take place in May 2027.

**Borough Cllr's Cavanagh and Baldock** sent their apologies and submitted reports.

## **93. FINANCE**

- a. **Bank Reconciliation:**

- i. To approve the reconciliation as of 31<sup>st</sup> August 2026 (APPX B).

It was **RESOLVED** to approve the bank reconciliation as of 31 August 2026, signed by the RFO and duly signed by the Chair.

- ii. For a member other than the Chair to be appointed to verify the bank reconciliation as required by Financial Regulation 2.6.

It was **RESOLVED** that Cllr Jemmett would be appointed to verify the bank reconciliation as of 31 August 2026.

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

It was **RESOLVED** to approve the budget versus actual report as of 31 August 2026.

# BORDEN PARISH COUNCIL

- c. **Pay Award:** To note the Clerk/RFO's revised salary following the 2026/2027 National pay award and contractual qualification one-point increment, and to authorise the payroll change via the amended Standing Order.

It was **RESOLVED** to note the National Pay Award, backdated to 1 April 2026, and the one-point increment backdated to 1 June 2026, and approve the amended Standing Order to reflect these changes.

- d. **Inter Account Transfer:** To note £20,000 in total has been transferred from the Unity Instant Access to Current T1 to cover expected outgoings.

It was **RESOLVED** to note the fund transfer.

- e. **Audit:** To receive, review and agree the External Auditor's Report for the 2025/2026 Annual Governance and Accountability Return (AGAR), and note the Completion notice.

The external auditor noted that Sections 1 and 2 of the Annual Governance and Accountability Return were in accordance with Proper Practices, and no other matters had come to their attention to give cause for concern that relevant legislation and regulatory requirements had not been met. The Clerk confirmed that the AGAR, including the external auditors' report and certificate, together with the Notice of Conclusion of Audit, would be published on the Council's website as required by the Accounts and Audit Regulations 2015. The Clerk/RFO was thanked for her work in achieving this positive audit result.

It was **RESOLVED** that the External Auditor's Report and Certificate and the final AGAR be received and noted.

- f. **Insurance Renewal:** To note renewal for the 2026/2027 insurance policy, year two of a three-year long-term agreement.

It was **RESOLVED** to note and approve the Insurance Renewal with Ecclesiastical Insurance Office plc, via Clear Councils.

- g. **BACS Payments:** To approve the list of accounts presented for payment in September 2026. To note the payment to Lushland was authorised on 26 August 26, to ensure prompt receipt of the report.

It was **RESOLVED** to approve the BACS payments for September 2026, which were checked for authorisation by two signatories:

| Payee                      | Budget              | Description                        | Gross              | VAT             | Net                | Power                                                               | s137       |
|----------------------------|---------------------|------------------------------------|--------------------|-----------------|--------------------|---------------------------------------------------------------------|------------|
| Lushland                   | Health & Safety     | Annual tree survey (paid 26/08/26) | £ 650.00           | n/a             | £ 650.00           | LGA 1972, s.111                                                     |            |
| HMRC                       | Payroll             | PAYE                               | £ 577.24           | n/a             | £ 577.24           | LGA 1972, s.112                                                     |            |
| Staff                      | Expenses            | Expenses                           | £ 31.80            | n/a             | £ 31.80            | 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              | £ 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                             |            |
| Clear Councils             | Insurance           | Annual renewal                     | £ 1,898.90         | n/a             | £ 1,898.90         | Employers' Liability (Compulsory Insurance) Act 1969 and associated |            |
| PKK Plumbing & Heating     | Open Spaces         | Toilet maintenance                 | £ 320.00           | n/a             | £ 320.00           | LGA 1972, s.111                                                     |            |
| Kent County Council        | Open Spaces         | Highways                           | £ 15,170.60        | n/a             | £ 15,170.60        |                                                                     |            |
| <b>Total BACS payments</b> |                     |                                    | <b>£ 19,800.00</b> | <b>£ 106.80</b> | <b>£ 19,693.20</b> | <b>£ -</b>                                                          | <b>£ -</b> |
| Regular Payments           | Budget              | Description                        | Gross              | VAT             | Net                | Power                                                               | s.137      |
| Staff                      | Payroll             | Staff                              | £ 1,296.34         | n/a             | £ 1,296.34         | LGA 1972, s.112                                                     |            |
| Waveney IT                 | Office              | 365 Licence/IMAP                   | £ 44.47            | £ 7.41          | £ 37.06            | 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                          | £ 23.64            | £ 3.94          | £ 19.70            | LGA 1972, s.111                                                     |            |
| Npower                     | Utilities           | Electric - unmetered               | £ 123.07           | £ 5.86          | £ 117.21           | Parish Councils Act 1957, s.3                                       |            |
| Smartest Energy            | Utilities           | Electric - Metered supply          | £ 25.98            | £ 1.24          | £ 24.74            | Parish Councils Act 1957, s.3                                       |            |
| Lloyds Bank                | Admin               | Corporate card fee                 | £ 20.11            | £ 2.85          | £ 17.26            | See below card information                                          |            |
| <b>Total DD payments</b>   |                     |                                    | <b>£ 1,560.60</b>  | <b>£ 25.80</b>  | <b>£ 1,534.80</b>  | <b>£ -</b>                                                          | <b>£ -</b> |
| Credit Card Payments       | Budget              | Description                        | Gross              | VAT             | Net                | Power                                                               | s.137      |
| Your Security Sign         | Open Spaces         | General repairs & maint            | £ 17.11            | £ 2.85          | £ 14.26            |                                                                     |            |
| Lloyds Bank                | Credit Card Charges | Monthly fee                        | £ 3.00             | n/a             | £ 3.00             |                                                                     |            |
| <b>Card Total</b>          |                     |                                    | <b>£ 20.11</b>     | <b>£ 2.85</b>   | <b>£ 17.26</b>     | <b>£ -</b>                                                          | <b>£ -</b> |
| Bank Charges               | Unity               | Monthly service charge 30/09/26    | £ 7.00             | n/a             | £ 7.00             | LGA 1972, s.111                                                     |            |

## 94. PLANNING MATTERS

- 1) **Application: 26/502856/ENVSCR** Address: Land at Danaway Banks, Sittingbourne Proposal: EIA Screening Opinion - Construction of up to 30,000 sqm of mixed-use employment warehouse space (Use Classes E(g) (ii) / E(g) (iii) / B2 / B8) together with service station (with EV charging and other associated amenities), access, landscaping, and other works.

**To review information requested from Borough Cllrs on this application at the August 2026 meeting (item 77c), noting that it was not referred to the Parish Council but was included on Swale's list of decisions issued.**

The Council reviewed the information provided by Borough Councillor Cavanagh, and noted that the application had appeared on the Swale decisions issued list, without being referred to the Parish Council for consultation.

The Council noted the concerns previously raised with the Borough Councillors and recorded under the August minutes (item 77c):

- Foul water disposal, given the absence of nearby mains drainage
- The potential effects of fuel spills, washdowns and other discharges
- The potential impact of such discharges on the aquifer used for drinking water
- The absence of an air quality assessment
- The environmental impact of infrastructure required to meet the development's power requirements, including substations
- In addition, the Council also noted the absence of any reference to noise or access issues at the Maidstone Road/Oad Street junction.

It was **RESOLVED** to write to Swale Borough Council Planning to express the Parish Council's disappointment at not being consulted and to raise the above concerns.

- 2) **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).

**Further to August minutes (item 79 (1)), the Parish Council required further evidence before reconsidering its objection. To review correspondence and further information provided by the applicant.**

The correspondence and further information were reviewed, including the KCC Ecological Report dated 24 June 2026, the KB Ecology Report dated 8 June 2026 and the My Bat Survey – Preliminary Roost Assessment dated 17 November 2025:

It was **RESOLVED** to remove the Parish Council's objection to this application, subject to the requirements set out in the KCC Ecological report dated 24 June 2026, including the requirement that "if during the works, should a bat be found, all works must cease immediately and an experienced ecologist be consulted for advice".

# BORDEN PARISH COUNCIL

## 95. 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: 26/501765/SUB** Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of Details to Discharge **Condition 44** (Phase 3 and 4 Part Discharge) - Details of all existing trees and/or hedges, details of trees or hedges proposed for removal and measures to protect trees or hedges- 1) Plan showing location, 2) Details of size, species, diameter, approximate height and assessment, 3 )Arboricultural works, 4) Details of any alterations in ground levels and any excavation or engineering works and 5) Details of specification and position of fencing subject to 17/505711/HYBRID (V2255/W/19/3233606).

**To consider action regarding this application validated in May 2026, but which was not referred to the Parish Council (link to August minutes (item 80(2))).**

The Parish Council has been made aware that trees noted at T34 and T35 have already been felled. There appears to be no confirmation on the planning portal of the KCC Ecology reports requirement for bat and bird nesting inspections/surveys to be carried out before the trees were felled.

It was **RESOLVED** to request that Swale Planning investigate this matter as a potential breach of the relevant planning requirements/conditions, and in particular:

- whether the recommended inspections/surveys were completed before trees T34 and T35 were felled;
- if either inspection or survey was undertaken, when it took place, by whom, and whether a report or other evidence is available;
- if the recommended surveys were not undertaken, why the trees were felled before the ecological assessment advised by KCC had been completed; and
- what action Swale Planning considers appropriate in light of the trees having been removed before the planning application has been determined.

If the investigation is upheld, what actions will be put in place to ensure that requirements identified by consultees are followed before trees are removed in the future.

- 2) **Application: 26/503211/TCA** Grid: 588205/163019 Address: Borden Hall Wises Lane Borden Kent ME9 8LP Proposal: Conservation Area Notification to fell Ash tree.

It was **RESOLVED** not to object to this application, subject to the Tree Officer's recommendations.

- 3) **Application: 26/503173/SUB** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 58-(ecological report), 59-(updated Badger survey), 62-(detailed Landscape and Ecological Management Plan) subject to 17/505711/HYBRID.

It was **RESOLVED** to have no comment on this application.

- 4) **Application: 26/503172/SUB** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 7-(detailed scheme of lighting), subject to 23/500263/REM.

It was **RESOLVED** to have no comment on this application.

- 5) **Application: 26/503178/FULL** Address: Land At Borden Lane, Sittingbourne, Kent Proposal: Erection of 15no. residential dwellings together with associated access point, landscaping, drainage, and infrastructure works.

It was **RESOLVED** to delegate authority to the Vice Chair and Clerk to review the Parish Council's previous objection and align to the current application.

# BORDEN PARISH COUNCIL

- 6) **Application: 26/503397/SUB** Grid: 587084/162533 Address: Eyehorn Farm Munsgore Lane Borden Kent ME9 8JU Proposal: Submission of details pursuant to conditions 3 - Metal cladding details, 4 - Hard and soft landscaping and 5 - Management Plan, Subject to 25/504136/FULL.

It was **RESOLVED** to have no objection to this application.

## 96. BUSINESS ITEMS

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

The report was noted, with one action to pursue.

It was **RESOLVED** that the Clerk would submit a complaint to KCC Highways regarding the damaged footpath drain between Wises Lane and Maylam Gardens, which was reported to KCC Highways out-of-hours service on 8 September and remains unrepaired and a potential hazard for pedestrians.

### *The meeting moved from item 92b to discuss item 96b*

- b. **Land at Riddles Road**: To note the Notice of Intended Disposal of Land at Riddles Road ME10 1LE (Local Government Act 1972, Section 123), and to consider the Parish Council position.

A discussion was held regarding the potential benefits of the Parish Council acquiring this land for community purposes. The Clerk also raised awareness of further cost information being required and the potential of increased precept for fencing, tree and ground maintenance and insurance.

It was **RESOLVED** to write to KCC before the deadline of 24 September 2026, to express an interest only, in the Land at Riddles Road which is intended for disposal. The Parish Council will then consider the further information required before determining whether it wishes to pursue the matter further. Kent County Councillor Paul Webb to be copied into the email.

### *At 19:44 the meeting returned to agenda item 92c*

- c. **Annual Tree Survey**: To review reports for the Playstool, Woodland and Nature Reserve, and agree action to be taken.

It was noted that the two trees noted for felling at the Nature Reserve will be felled as part of the KCC work.

It was **RESOLVED** to authorise the Clerk to obtain quotations for works identified within the medium and high-risk categories in the tree survey reports. Delegated authority was authorised for the Clerk, in consultation with the Chair/Vice Chair, to approve a quotation and instruct the works, where appropriate (subject to obtaining any necessary conservation area approval), to ensure that the works are completed within the specified timescales, where reasonably practicable, and reported to the Full Council at the next meeting.

## 97. COMMITTEE AND WORKING GROUP UPDATES

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

Responses have not been received from BDW regarding previous questions asked by the Parish Council, including regarding dust suppression, Sunday working and tents in the trees at the wooded area along Borden Lane.

- i. To consider items for the WLMG to refer to BDW.

It was **RESOLVED** that the WLMG would request answers from BDW regarding the following:

# BORDEN PARISH COUNCIL

- What is the current occupancy level of the development, as the junction of Wises Lane and the A2 is becoming increasingly busy, with queues forming for vehicles turning right onto the A2. When are the junction improvements expected to be undertaken?
- Cars parked on the corner are obstructing sightlines for vehicles exiting Wises Lane and turning towards the A2.
- Cars parked on the left-hand side when travelling west are obstructing sightlines for vehicles exiting the road on the left, creating a potential hazard.
- Concerns have been raised about parking on the new estate, which is causing obstructed sightlines. As the roads are currently unadopted, what action can the developers take to address the issue?

## b. **Nature Reserve:**

- i. **Lease renewal:** To review and consider KCC's correspondence which includes an update on the requested break clause.

It was **RESOLVED** to approve the proposed tenant break clause exercisable after five years. Delegated authority is also granted to the Nature Reserve working group to make decisions to progress this matter with KCC, to include the re-engagement of the solicitor to review the full Head of Terms/Lease documents once received. Progress reports will be made to the Full Council at its monthly meetings.

## 98. **HIGHWAYS:**

- i. **40mph Scheme:** To receive an update on the scheme's progress.

KCC Highways have been informed of the Parish Council's decision (made at the August meeting) to go ahead with the 40mph scheme as designed, and the invoice has been authorised for September payment.

- ii. **Speedwatch:** To receive an update on the reinstatement of the programme.

A speedwatch co-ordinator has now been secured, and Kent Speedwatch took the equipment for testing. This found that a new battery was required and recalibration recommended at a total cost of £322.50. The budget is £250, leaving £72.50 to be taken from the Highways budget. This was agreed by the Clerk in consultation with the Vice Chair (covering the Chair).

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

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

Item 1: Planning Application 26/502025/FULL has been resolved under agenda item 94(2).

Item 2: Catapults at the Nature Reserve. The issue of catapults being used has been reported to the Beat Officer, and is noted in his September newsletter, and discussed at this meeting (item 92a).

Item 3: Playstool tree donation location and date has been requested. April minutes (item 9h) resolved to leave planting until the autumn.

It was **RESOLVED** to delegate this action to Cllr Bolas as he has the necessary knowledge and experience.

Items 4 & 5: Requesting that the Land at Riddles Road is kept as a community space, has been discussed at this meeting (item 96b).

- b. **Swale Borough Council PSPO Consultation:** To consider completion of surveys for the three towns' current PSPO to be extended for a further 3 years. A formal response has been requested by 4th September 2026.

This item was noted as the formal response date has expired.

# BORDEN PARISH COUNCIL

- c. **Consultation on Draft Pavement Licence Policy 2026 – 2029:** To consider completion of consultation which is open until 1 October 2026.

The item was discussed and noted.

- d. **KCC Safer Road Users Mature Drivers & Passengers Course:** To consider a request for venue funding. It was **RESOLVED** to agree to hire the Forge for one meeting.

- e. **Your Swale Survey:** To consider completion of survey.

This item was discussed and noted.

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

- a. Kent Association of Local Councils Reports circulated as received.  
Kent SAC next meeting 7 pm Monday 21 October 2026 at Swale House
- b. Borden Sports Association – Cllr Butlin read out the September report, which will be circulated by the Clerk after this meeting, and made available to view on the website.
- c. Borden Parish Hall – Cllr Harrison. There is no report for September.
- d. Borden Heritage Group – Cllr Harrison. The report is available to view on the website.

## **101. ITEMS FOR INFORMATION**

- The Maypole defibrillator is unavailable as it needs a new battery and service.
- It was reported that the Maypole Inn is closed until further notice.

**Meeting closed at 21:37**

The minutes of this meeting have been approved and signed by the Chair:

..... Date: