

# BORDEN PARISH COUNCIL



All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 20<sup>th</sup> November 2025, at the Pavilion, Wises Lane, which will commence at 7:00 pm.

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk

14<sup>th</sup> November 2025

## A G E N D A

### 120. APOLOGIES FOR ABSENCE

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

### 122. CHAIR'S ANNOUNCEMENTS

### 123. TO APPROVE FOR SIGNATURE: The minutes of the last Parish Council meeting (APPX A).

### 124. 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)

### 125. FINANCE

- Bank Reconciliation:** To approve the reconciliation as of 31<sup>st</sup> October 2025 (APPX B).
- Budget vs Actual:** To review and approve the report as of 31<sup>st</sup> October 2025.
- BACS Payments:** To approve the list of accounts for payment in November 2025:

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Staff salary	£ 1,036.11	n/a	£ 1,036.11	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 422.18	n/a	£ 422.18	LGA 1972, s.112	
Staff	Expenses	Expenses	£ 25.00	n/a	£ 25.00	LGA 1972, s.112	
Sittingbourne Lights	Admin	Donations	£ 250.00	n/a	£ 250.00	LGA 1972, s.137	£ 250.00
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	£ 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	
Borden Sports Association	Admin	Pavilion Hire (annual)	£ 250.00	n/a	£ 250.00	LGA 1972, s.111	
Streetworks	Utilities	Street light maintenance	£ 754.79	£ 125.80	£ 628.99	Parish Councils Act 1957, s. 3	
Steve Wakeling	Open Spaces	Playstool Maint (3/4)	£ 834.34	n/a	£ 834.34		
Kent County Council	Open Spaces	Highways	£ 1,124.00	n/a	£ 1,124.00	Highways Act 1680, s. 274	
<b>Total BACS payments</b>			<b>£ 5,826.88</b>	<b>£ 226.60</b>	<b>£ 5,600.28</b>	<b>£ -</b>	<b>£ 250.00</b>
Direct Debits	Budget	Description	Gross	VAT	Net	Power	s.137
Waveney IT	Office	365 Licence	£ 18.17	£ 3.03	£ 15.14	LGA 1972, s.111	
Waveney IT	Office	IT Support	£ 72.00	£ 12.00	£ 60.00	LGA 1972, s.111	
Hugo Fox	Office	Website	£ 11.99	£ 2.00	£ 9.99	LGA 1972 s.142	
O2	Office	Mobile	£ 15.42	£ 2.57	£ 12.85	LGA 1972, s.111	
EE	Office	Broadband	£ 22.03	£ 3.67	£ 18.36	LGA 1972, s.111	
EDF energy	Utilities	Electric- metered	£ 33.11	£ 1.58	£ 31.53	Parish Councils Act 1957, s.3	
Npower	Utilities	Electric - unmetered	£ 169.31	£ 8.06	£ 161.25	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card fee	£ 395.58	£ 64.92	£ 330.66	See below card information	
<b>Total DD payments</b>			<b>£ 737.61</b>	<b>£ 97.83</b>	<b>£ 639.78</b>	<b>£ -</b>	<b>£ -</b>
Credit Card Payments	Budget	Description	Gross	VAT	Net	Power	s.137
Amazon	Office	Stationary	£ 8.24	£ 1.38	£ 6.86	LGA 1972, s.111	
Amazon	Office	Stationary	£ 5.04	£ 0.84	£ 4.20	LGA 1972, s.111	
Amazon	Office	Stationary	£ 22.09	£ 3.68	£ 18.41	LGA 1972, s.111	
Amazon	Office	Stationary	£ 4.23	£ 0.71	£ 3.52	LGA 1972, s.111	
Turnock	Event planning	Christmas tree lights	£ 99.84	£ 16.64	£ 83.20	LGA 1972, s.137	£ 83.20
Christmas Tree World	Event planning	Christmas tree lights	£ 249.99	£ 41.67	£ 208.32	LGA 1972, s.137	£ 208.32
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>£ 395.58</b>	<b>£ 64.92</b>	<b>£ 330.66</b>	<b>£ -</b>	<b>£ 291.52</b>
Bank Charges and Transfers							
Bank Charges	Unity	Monthly service charge du	£ 8.40	n/a	£ 8.40		

# BORDEN PARISH COUNCIL

- d. Further to October minutes (item 111g), a virement of £200.00 has been completed from the Grant to the Donation budget line to rectify the deficit.
- e. To consider approval of the 3-year renewal agreement of the mobile phone contract.
- f. **Finance Committee - Budget 2026/2027:** To note the Finance Committee draft minutes of the budget meeting held on 3<sup>rd</sup> November 2025, and consider approval of the following recommendations:
  - i. To review the draft budget for 2026/2027 and consider any updates for approval.
  - ii. From a review of the current earmarked reserves, approve the following transfers:
    - 1) £1439.23 from general reserves to the Nature Reserve Fencing earmarked reserve, to correct an earlier accounting error.
    - 2) From the £1100.00 Tree Survey earmarked reserve, move £1000.00 to Election costs, and move the remaining £100.00 to general reserves.
  - iii. To approve seeking quotes for the 2025/2026 internal audit services.
  - iv. To approve the updated Council Financial Risk Register, which includes its renaming to the Business Continuity and Financial Risk Assessment, combining financial risk and continuity planning into a single document.

## 126. PLANNING MATTERS

- 1) **PINS reference: APP/V2255/W/25/3372645: Application 24/503677/FULL. Address:** Land Off Riddles Road, Sittingbourne. **To note** that an appeal has been lodged by Fernham Homes Operations Limited in relation to the above planning application. Any comments and/or representations received in relation to this application have already been forwarded to the Planning Inspectorate and will be considered by the Inspector when deciding the appeal.  
***An extension for further comments beyond 17<sup>th</sup> November 2025 has been refused by the Appeals Case Officer.***
- 2) **Application No: 25/501437/REM** - To receive an update on this planning application, which was due to be reported to the Planning Committee on 6th November 2025  
*Land at Wises Lane, phases 3 & 4.*
- 3) **Application No: 25/501147/REM** *Land at Wises Lane. Approval of reserved matters for Phase 2F.*  
To note that this is likely to be on the Planning Committee agenda for December. As stated in the August minutes (item 83aii), the Parish Council is asked to consider the key points to be presented by its representative at the meeting.

## 127. 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: 25/504136/FULL. Address:** Land East Of Woodgate Lane, Woodgate Lane Oad Street Sittingbourne Borden ME9 7QB. Proposal: Erection of tractor store and lambing shed.  
***An extension for consultation comments has been agreed until 21<sup>st</sup> November 2025.***
- 2) **Application: 25/504201/OUT.** Address: Land To The Rear Of Yantlet 14 Barn Close Borden Kent ME9 8JW. Proposal: Outline planning application (with all matters reserved except access and layout) for the erection of three dwellings, with garaging, associated parking, development and landscaping.  
***An extension for consultation comments has been agreed until 21<sup>st</sup> November 2025.***
- 3) **Application: 25/504163/FULL.** Address: 56 Brier Road, Borden, Kent ME10 1YL. Proposal: Demolition of existing garage and erection of replacement single-storey side extension.  
***An extension for consultation comments has been agreed until 21<sup>st</sup> November 2025.***
- 4) **Application: 25/504282/FULL** Erection of a new detached 3-bed chalet bungalow, including driveway, parking and new access. Land Adjacent To Ambleside Maidstone Road Borden Kent ME9 7QA  
***An extension for consultation comments has been agreed until 21<sup>st</sup> November 2025.***

# BORDEN PARISH COUNCIL

- 5) **Application: 25/504414/SUB** Grid: 588553/163571 Officer: Address: Land At Wisers Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to condition 53 (contaminated land assessment), 54 (remediation contaminated land assessment) and 57 (gas protection scheme), subject to 17/505711/HYBRID (APP/V2255/W/19/3233606).
- 6) **Application: 25/504507/NMAMD** Grid: 588553/163571 Address: Land At Wisers Lane Borden Kent ME10 1GD Proposal: **Non Material Amendment** Application against application reference 23/500263/REM and in relation to **Condition 1** - approved plans - 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.
- 7) **Application: 25/504512/TCA** Grid: 588310/163019 Address: Cherrington House, Wisers Lane, Borden, Kent ME9 8LR Proposal: Conservation area notification for the removal of approx. 20ft high Walnut tree.
- 8) **Application: 25/504508/REM** Address: Land at Wisers Lane, Borden, Kent ME10 1GD Proposal: landscaping, layout and scale sought for Phase 5 (sub-phases 5A-5C) for creation of open space together with associated access, landscaping, allotments and infrastructure.  
**Consultation comments due by 2<sup>nd</sup> December 2025.**
- 9) **Application: 25/504545/LDCEX** Address: Hillyfield Hearts Delight Borden Kent ME9 8HX Proposal: Lawful Development Certificate (Existing) seeking confirmation that material operations amounting to development (demolition of bungalow) have been undertaken pursuant to the commencement of planning permission 25/501229/FULL.  
**Consultation comments due by 4<sup>th</sup> December 2025.**

## 128. BUSINESS ITEMS

- a. **Clerk's report** (attachment 1): To review the report and consider any actions to be taken.
- b. **Pavilion waste bins**: To receive an update on the request for new bins.
- c. **Subject Access Request (SAR) Policy**: To review and approve the draft Policy in line with the requirements of the Council's Standing Orders (section 21b).
- d. **Data Breach Policy**: To review and approve the draft Policy in line with the requirements of the Council's Standing Orders (section 21c).
- e. **Christmas tree lights**: To receive an update on the tree preparation and the official switch-on date, and to approve the temporary relaxation of the byelaws for the event.
- f. **Jackson Civil Engineering Christmas tree support**: To approve the wording of a message of thanks to Jackson Civil Engineering for publication on the Parish Council's Facebook page and website.

## 129. MOTIONS FROM COUNCILLORS

- a. To consider a **special motion**, duly submitted in writing to the Proper Officer by three Councillors in accordance with Standing Order 7(a), requesting that the resolution passed on 18<sup>th</sup> September 2025 (Minute Ref: 101bi) be reconsidered.
- b. To consider a minor update to the Social Media and Electronic Communications Policy.

## 130. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wisers 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.
  - ii. Further to October minutes (item 115aii): To consider contacting Swale Borough Council to confirm whether market conditions have changed sufficiently to trigger a review of Affordable Housing numbers, as provided under paragraph 5.35 of the Wisers Lane Appeal Decision dated 29th April 2021.
- b. **Nature Reserve**:
  - i. **Lease renewal**: To receive a progress update and consider any further actions to be taken.
  - ii. **Byelaw signs**: To receive an update on the proposed visit with the Royal British Legion Industries (RBLI).
  - iii. **Security bollards**: To receive an update on the Fire Brigade process for access, and agree on the security bollard key holders.

# BORDEN PARISH COUNCIL

c. **The Playstool Toilet Committee** – to receive updates on the following matters:

- i. Pathway progress.
- ii. CCTV service agreement.

**131. HIGHWAYS**

- a. **Maidstone Road and Danaway 40mph scheme:** To receive a progress update.
- b. **Developer signs on street furniture:** To review the current situation and consider any action to be taken.
- c. **Diversion Routes:** To receive an update on the proposed meeting with KCC.

**132. CORRESPONDENCE - To review the following correspondence and consider actions to be taken:**

- a. **Kent County Council (KCC):** To consider walking and cycling routes to share with KCC via their survey for Kent's new walking and cycling itineraries.
- b. **Swale Borough Council Community Governance Review (CGR):** To discuss and determine any parish proposals to be submitted as part of the review.
- c. **Swale Borough Council Area Committee meetings:** To consider items that the Parish Council may wish to appoint a representative to speak on or suggestions for future agenda items.
- d. **Kent Ramblers:** Meeting for Footpath Volunteers: To consider a request to send a representative to a meeting being held on 27<sup>th</sup> November 2025.
- e. **Voluntary and Community Sector (VCS) Lettings Policy Consultation:** To consider completion of the Swale Borough Council VCS consultation, which closes on 17<sup>th</sup> December 2025.

**133. 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.

**134. ITEMS FOR INFORMATION**

# CLERK'S REPORT FOR NOVEMBER 2025

## BORDEN PARISH COUNCIL MEETING

By: Teresa Millum (Clerk)

### GENERAL UPDATES

**1) Playstool play area gate:**

The Playstool maintenance contractor has reported that one of the gates to the play area is again not working properly and will supply a repair quote for the Parish Council's consideration.

### UPDATES FROM OCTOBER MEETING

**2) Item 11bii – Security Bollard 4 duplicate keys.**

Duplicate keys for the Nature Reserve Bollards are being pursued via the installation contractor and KCC.

The Fire Brigade have also been approached and confirmed that they are able to hold a duplicate key at the Sittingbourne station. They advised that the Parish Council should contact them, and a crew will call to collect the key once it is available.

**3) Item 115biv – Nature Reserve Management Plan**

The agreed letter of thanks was sent to all those involved in updating the Nature Reserve Management Plan.

**4) Item 116e – Chestnut Street reclassification**

From the Parish Council's correspondence, which objected to the reclassification of Chestnut Street as the A2, a response has been received thanking the Parish Council and agreeing with their view, and confirming that it will now be reclassified as A249.

**5) Item 117dii – Christmas Tree Star:**

The star has been installed by Jackson Civil Engineering, who also replaced light bulbs and provided the cherry picker and manpower for the job.



**6) Item 117e – Letter to KALC & KCC regarding Highways Seminar:**

A letter was sent to KALC requesting that they also forward it to the KCC organisers, and they confirmed that they had done.

**7) Item 117f - Sittingbourne and Sheppey wide Parish Council meeting in Parliament**

A letter was sent to MP Kevin McKenna regarding the location of the meeting, and to date, a response has not been received.



## **Borden Heritage Group**

### **November report for Borden BPC.**

‘Crime in Victorian Kent’ was the subject of meeting this month, our President Helen Allinson gave a very interesting talk including the fact that Parishes were once required to nominate their own local person to police the area.

The presentation was illustrated by records from the East Kent Gazette depicting various crimes and punishments of that age for example a drunken resident being wheeled by an officer to the jail, in Park Road, using a wheelbarrow and being released the next morning after being advised to desist from drunkenness in the future.

On December 10<sup>th</sup> 10.30 our archivist John Hepburn will take us for a virtual stroll through some local images which may reveal some unknown facts. “Images have been gathered over many years many have been donated by kind local people”.

Eileen Harrison BHG Chair [bordenheritage.co.uk](http://bordenheritage.co.uk)

