

## BOROUGH GREEN PARISH COUNCIL

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Established 1934

Minutes of the Meeting of Borough Green Parish Council held Online on Monday 4th May 2020

Present: Cllrs Taylor (Chairman), Shaw, Wray, Millener, Simpson, Perry, Redrup, & Reading.

Council welcomed Mr Bernie Galopin to his first meeting as Parish Clerk.

No response: Cllrs Wlodarczyk & Green.

There were no members of the public, but Cllrs Rayner and Palmer were present online.

**021. Apologies for Absence:** Cllr Mrs Gould

**022. Declarations of Interest:** Chairman will abstain from cheques - reimbursement.

**023. Minutes of the 6th April 2020:**

Cllr Perry requested an amendment to Zoom vote.

Subject to that amendment – AGREED.

**024. Matters arising** There were no matters arising.

**025. Period for KCC & TMBC Councillors reports and Public consultation:**

**Cllr Rayner**

Note that Shipbourne Farmers Market have gone "Click & Collect", link to follow.

Recycling centres still closed, but increasing pressure to re-open. KCC have announced "no increase in fly tipping", but noted this does not include fly tipping on TMBC, Parish and private property.

BGSP - KCC and TMBC failing to act on breaches of planning and traffic law, action continues.

**Cllr Palmer**

Noted TMBC have still not implemented Microsoft Team to allow Online meetings.

Bulk Waste collections are available again, but these are a chargeable service (£55 for a pick up)..

Cllr Reading asked about the restart of garden waste collections, but this is still awaiting an increase in staff levels, and TMBC are concentrating on black bins, food and recycling.

Cllr Perry asked what arrangements KCC are making, re travel, when schools restart. KCC have no current plans, and no bus companies can supply timetables at this point. KCC are discussing staggering the school day, and restarting for younger pupils first.

**026. Planning:**

(i) Weekly lists of TMBC Decisions and confidential enforcement information (*copies to all Cllrs*).

(ii) Responses already circulated:

**TM/20/00608/RD** 22 The Landway - Details of condition 8 (remediation strategy) submitted pursuant to planning permission TM/18/03067/ *no observations*.

**TM/20/00680/FL** 40 Western Road - Demolition of existing ground floor rear extension and erection of ground floor rear extension and loft conversion with rear dormer *no observations*.

(iii) Planning matters to hand:

**TM/20/00808/FL** 56 Annetts Hall - Demolition of existing single storey side extensions and construction of new two storey side extension - *No objections but concerns raised about extra parking requirement, and loss of privacy to neighbours – overlooking*.

**TM/20/00837/FL** 81 Quarry Hill Road - Variation of condition 7 (construction phasing arrangements) of TM/19/02047/FL *no observations*.

(iv) No further planning matters.

**Action**

**027. Correspondence**

**Correspondence for noting** (*Circulated to all Councillors*)

Transport for New Homes survey - Chairman to complete.

**Correspondence for Discussion** All as agenda items.

**028. Potters Mede Grounds and Pavilion**

- (i) To Note Weed kill/fertilising carried out.
- (ii) To Note - Potters FC will be continuing this season.

No action required.

**029. Recreation Ground**

- (i) Children's play area closed, field still open. Dogs to be kept on leads. Chairman to obtain prices for signs.
- (ii) Update on refurbishment tender process - Cllr Wray reported Revamp project had written to funders asking for deadlines to be deferred. 3 tenders are available and a meeting to discuss will be held when practical.
- (iii) Basketball hoops. These can only be safely fitted from the scaffold tower, it will be deferred until social distancing ends. Stored in the Pavilion.
- (iv) New goal post socket covers made and installed - BGJFC advised.
- (v) Quote for footpath surfacing, see Arnolds quote £5535.00.
- (vi) To discuss proposal to install a perimeter path, and surfacing - Cllr Wray. There was considerable discussion about both (v) & (vi). It was decided to obtain quotes for safety surfacing for the perimeter path in two sections, and to ask Arnolds the cost of tarmacking the entire perimeter and the possibility of using green material. Cllr Wray to continue with enquiries into perimeter path/surfacing options (material, costs, viability, etc).
- (vii) No other action required

**030 Village Enhancements**

- (i) No Update on Isles Quarry East land transfer.
- (ii) Chairman noted reports that skateboarders were using the skatepark without observing social distancing, and had erected warning signs. The situation will be reviewed.
- (iii) No action required.

**031. Financial Matters**

(i) Natwest - address change, implemented. Cllr Wray and Clerk are now signatories, Natwest have confirmed, and security devices allowing online payments to recommence should arrive shortly. PO Box address, once Clerk has settled in, PO Box will transfer to him.

(ii) Clerk and Mrs Cox are progressing the BGPC accounts. Mrs Cox is focusing on the FY20. There still some analytical work to be done and preparation of Final Accounts before sign off and internal audit. Clerk is focusing on the new financial year, FY21. Salaries, pensions and Sage Accounting package now up and running, so the accounts are now computerised.

(iii) Pension enrolment of B Galopin 2020 deferred.

(vi) To note cancellation of Bankline, and set up of online banking. We now have access to statements, and will slowly revert to online payments. By next month we should be in a position to submit monthly bank reconciliations.

(v) To note Chairman's refund of double paid Lane's reimbursement £564.00. Apologies conveyed – confusion over ordering period which overlapped the March meeting. When the requested invoice arrived, the Chairman put it forward again. Accounts now updated and fully reflected.

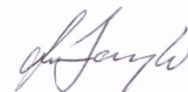
(vi) To note - EDF DDs have not been recorded, we get no notification, and have not had access to statements. There will be an adjustment to the end of the annual accounts.

(vii) To note 2019/20 End of Year Bank reconciliation as circulated. Clerk presented April 2020 month end bank reconciliations. (appendix 1,2, &3)

(viii) To note Zurich quote and discounts for Long Term Agreements, decision deferred.

(ix) Chairman commended the Parish generosity to various charities as noted in cheques, and two donations to Spadework and Citizens Advice Bureau. Council also agreed to maintain payment of rent and charges to the Village Hall as a way of offsetting their catastrophic loss of income.

No action required.



**032. T&MBC Local Plan**

(i) No report.

**033 Highways and Streetlighting**

(i) Questions were raised about reporting Highway Matters, Chairman advised that the link to KCC online reporting was on the home page of all Parish websites.

**034 Sandpits Quarries and Landfills**

(i) Further complaints BGSP - noise & dust KCC informed. KCC TMBC refuse to take action, despite the escalation in problems during the lockdown. BGSP know enforcement won't happen. Cllrs Rayner and Palmer will continue with the Chairman to get action.

**035 Website Accessibility & GDPR**

(i) clerk@boroughgreen.gov.uk now open and accessible by the Clerk on the Council laptop.

**036. BMPOS** (Chairman moved this item to the start of the meeting so Cllr Palmer could observe)

- (i) To note annual bank reconciliation circulated.
- (ii) To note - Annual Invoice to TMBC for £4500, and email refusal to pay – deferment.
- (iii) Chairman proposed BGPC withhold their annual payment to BMPOS - Seconded Cllr Shaw. **AGREED.** Chairman will notify BMPOS Clerk and TMBC.

**037 Written reports:**

None

**038 .Cheques for Signature:** To approve payments as listed and circulated to all Cllrs.

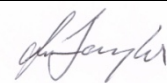
**Online Payments:**

None

<b>Cheques paid in advance of meeting Donations 12 April</b>	
4320 400.00 Red Cross	Approved & Signed S Gould M Taylor
4321 300.00 Heart of Kent Hospice	
4322 Cancelled	
4323 200.00 West Kent Mediation	
4324 100.00 W Malling Lionesses Lunch Club	
4325 100.00 Home-start UK	

<b>Salary Cheques paid 26 April 2020</b>	
4326 Staff £3545.02	Approved & Signed S Gould M Taylor
4327	
4328	
Approval for wages 28/5/2020	

<b>Current for payment</b>		
4329 £917.48 KCC Kent Pension Apr 20/21	Cheques for approval and signature Prop S Perry Sec I Simpson Unan	
4330 £432.00 Sports Ground Contracts KGC PM Fertiliser 1085 26/4		
4331 £750.00 BG Village Hall Office Rent Jan/Mar		
4332 £356.40 BG Village Hall Lunch Club/Clinic Jan/Feb/Mar		
4333 £ 22.50 Green Thumb War Mem grass 3/2		
4334 £122.51 £17.84 WPC Skatepark Paint 99 22/4		
"" £104.67 WPC Computer parts 98 17/4		
4335 £1718.68 WPC payroll & computer <i>cancelled</i>		Chair Abst
4336 £238.80 FMT Reimb Viking Shredder		
4337 £ 69.77 B Glew reimb Screwfix & Amazon PM parts		
4338 £500.00 Spadework Donation		
4339 £500.00 Citizens Advice donation		
=====	=====	
4340 cancelled	Approved M Taylor S Gould	
4341 £768.68 Lesley Cox Payroll and accounts		
4342 £950.00 P Gillin Computer and software upgrades		
4343 £ 72.00 Parish Online mapping service (GeoXsphere)		



**Direct Debits**

£281.88 Ford Lease Feb 20 (29/4/20)	
£155.89 Wex Fuel card 19/4	
£36.42 Wex Fuel Card 6 April	
£ 10.79 Zen DD monthly 9/3 taken 12/4	
£ 10.79 Zen Inv monthly 9/5	
£470.21 Eon Apr Streetlighting	
£ 57.20 TMBC NNDR 14/4	
£ 40.32 (411.09) Castle Water Rec	
£159.07 (362.81) Castle Water PM	
£ 17.50 Natwest Bankline (final pmnt?)	
£ 13.00 EDF Rec Elect 15/4	
£338.00 EDF PM Elec 20/4	
£317.74 EDF MP Elec (28/4 May?)	
£605.89 Sage software	

**Receipts & returns & Invoices raised**

£100,960.00 TMBC 1st instalment Precept 14 Apr 2020.  
£564.00 FM Taylor repayment overage on reimbursement.  
£101.92 Wrotham PC Skatepark Litterpick.

Cllr Perry requested Cheque 4335 be removed from the list and resubmitted. With that amendment, Cllr Perry proposed the entire list be agreed, Seconded Cllr Simpson – AGREED, Chairman abstained.

Whilst these minutes were being prepared, two new invoices were received to replace Chq 4335, and Parish Online missed payment as noted added. Email quorum agreed payment and cheques raised. Cllrs Taylor, Shaw, Redrup, Millener and Mrs Gould - to be ratified on 1st June.

**039. Future dates**


(i) Date of next Meeting: Monday **June 1st 2020** to be held online. Members of the public can email comments and questions for inclusion to [clerk@boroughgreen.gov.uk](mailto:clerk@boroughgreen.gov.uk). This will be an ordinary meeting, not the Annual Parish Council meeting.

(ii) The Parish Office, located within Borough Green Village Hall, will not be open on 30th May. Parish Annual Meeting cancelled on Government advice.

At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

**040. Exclusion of Public and Press:** There were no Part 2 matters

Chairman closed the meeting at 21.22



1st June 2020

**Appendix 1,2 & 3 below**

Date: 04/05/2020

Time: 16:23:27

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**Bank Reconciliation**

<b>Bank Ref:</b> 1202	<b>Date To:</b> 30/04/2020
<b>Bank Name:</b> Business Reserve Account 2	<b>Statement Ref:</b> 1202 2020-04-30
<b>Currency:</b> Pound Sterling	

Balance as per cash book at 30/04/2020: 669.24

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 669.24

Balance as per statement : 669.24

Difference : 0.00

## Appendix 2

Date: 04/05/2020

Time: 16:30:40

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**Bank Reconciliation**

<b>Bank Ref:</b> 1201	<b>Date To:</b> 30/04/2020
<b>Bank Name:</b> Business Reserve Account 1	<b>Statement Ref:</b> 1201 2020-04-30
<b>Currency:</b> Pound Sterling	

Balance as per cash book at 30/04/2020: 206,136.40

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	£
				<u>0.00</u>

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 206,136.40

Balance as per statement : 206,136.40

Difference : 0.00

Date: 04/05/2020

Time: 17:25:06

**Borough Green Parish Council**

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**Bank Reconciliation**

<b>Bank Ref:</b> 1200	<b>Date To:</b> 30/04/2020
<b>Bank Name:</b> Bank Current Account	<b>Statement Ref:</b> 1200 2020-04-30
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 30/04/2020:**-2,745.84**Add: Unpresented Payments**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
78	30/04/2020	4300	Purchase Payment	20.00
81	01/04/2020	4311	Purchase Payment	1,697.40
83	01/04/2020	4312	Purchase Payment	400.00
87	01/04/2020	4315	Purchase Payment	728.44

2,845.84**Less: Outstanding Receipts**

<b>Tran No</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>£</b>
				<u>0.00</u>

**Reconciled balance :**

100.00

**Balance as per statement :**100.00**Difference :**0.00