

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 1 April 2019
the Church of the Good Shepherd Annex
Present: Cllrs Taylor (Chairman), Tim Shaw, Mrs S Gould, S Millener, S Perry,
Gary Green, Ian Simpson, B Wlodarczyk.

KCC Cllr Harry Rayner and one member of the public in attendance PCSO Mark Thomas
Cllr Rayner left at 2010, Cllr Wlodarczyk left at 2130
Chairman gave a brief update on Hazel's condition

Action

224. Apologies for Absence

Cllr Reading, and the Clerk, Mrs Damiral

225. Declarations of Interest

In the course of normal business being conducted all Councillors confirmed that that they are open-minded and that any comments they make are done so without bias, pre-disposition or pre-determination, irrespective of personal comments made outside the meeting.
Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.

226. Minutes of the Meeting 4th March 2019

All members had received copies of the minutes.

RESOLVED that the minutes be approved and signed as a true record.

All members had received copies of the minutes of the Emergency Meeting 23rd March.

RESOLVED that the minutes be approved and signed as a true record.

The emergency minutes will be appended to the Main Minutes

227. Matters Arising

(i) Invitations sent to Village Organisations inviting reports at the Annual Parish 26th April

228. Membership BGPC

Members have been informed of the Clerk's illness, and the need to implement alternative arrangements

- (i) To appoint a temporary unpaid Responsible Financial Officer - Mike Taylor - AGREED
- (ii) To consider short term locum Clerk, To allow occasional paid hire of Wrotham PC Clerk at scale rates - AGREED
- (iii) to consider possible recruitment of a new permanent Clerk.- AGREED

MT

229. Period for Public Consultation

Representative of Potters Mede Support Group offered Best Wishes to Hazel, and advised a report would be circulated. and thanked the PC for the use of Potters Mede for the Summer Festival
Cllr Rayner discussed attempts to remove Parishes from the Joint Transportation Board, which he was opposing.

He further reported KCC's removal of Aylesford Sandpit from the Mineral Plan, and it's allocation for development.

PCSO Thomas apologised for non-attendance at Meeting, but members expressed the belief that the PCSO's skills were best served out "on the street", and that salient reports were more than adequate

220. Planning Matters

- (i) Decisions
- (ii) Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)
- (iii) TM/19/00483/FL 12 Wrotham Road Rear extension - No Observations
- (iv) TM/19/00488/LDP 73 Annetts Hall Lawful Development Certificate. Rear dormer roof extensions and three rooflights in front slope
- (v) TM/19/00489/FL 73 Annetts Hall Proposed ground wraparound extension - OBJECT - overdevelopment and impact on residents light and amenity

Chairman moved Item 225 Finance and 231 Cheques forward. After discussion and voting Chairman left the meeting 2010 and Vice Chair Cllr Shaw continued

221. **Correspondence**

Correspondence for noting

KALC- PKF LITTLEJOHN WEBINAR/END OF YEAR PROCESSES (copies to all Cllrs)

KMOTT AGM 13th April 2019 Invitation Egerton (copies to all Cllrs)

Kent PCC Spring 2019 Newsletter (copies to all Cllrs)

PKF Littlejohn KE0032 - 2018/19 AGAR PKF Littlejohn instructions (copies to all Cllrs)

KALC NALC Newsletter (copies to all Cllrs)

Correspondence for discussion

E.on renewal quotes for Borough Green Parish Council (12m-24m-36m) (copies to all Cllrs)

KCC Pensions - Statement and agreement for cheque payments) (copies to all Cllrs)

Jeff Reading emails re Darkhill parking and the next Yellow Line Phase. (copies to all Cllrs)

JR

222. **Potters Mede Grounds and Pavilion**

- (i) to receive a report on the condition and maintenance of the ground
- (ii) to receive an update on improved watering arrangements
- (iii) to agree sand slitting to improve drainage main pitch see Quote £1300+vat. This extra drainage, and the top dressing already agreed, should resolve Drainage issues.
Still awaiting visit by Pearl
- (iv) to agree any other action required.

Treeability report dead tree fouling power cable north boundary with Westlands. Reported to UKPN

223. **Recreation Ground**

- (i) Bowls Club lease: no report

224. **Village Enhancements**

- (i) No report
There was discussions about:
- (ii) Western Village Gateway - improvements ongoing, but flower bed possibly too dangerous to maintain
- (iii) Winter to Summer baskets - already being done
- (iv) Rock Rd Planter - weeds
- (v) Roadside litterpicking. Previously agreed that groundsmen will litterpick streets, and in particular roads into the Village. Note - Mr Glew does litterpick further out in his own time, but using the PC Van

MT

SM/TS/MT

225. **Financial Matters**

- (i) To agree temporary access to BGPC's Natwest Bankline Account - Emergency Meeting proposed Cllr Millener - AGREED
All online payments to be made within 48hrs, and Chairman or Cllr Shaw will accompany Cllr Millener .
Natwest Application lodged to temporarily replace the Clerk with Cllr Millener
. **Update** - Cllr Millener is now the authorised account Administrator, but we won't use that until next month
KCC Pensions have agreed to accept cheque payments
IRS Still awaiting response, but have downloaded PAYE software, and WPC Clerk will assist setting up monthly wages and payments
PWLB will accept a cheque,
- (ii) to agree any action required End of Year reports will be prepared and submitted with the assistance of the Wrotham Parish Clerk

226. **T&MBC Local Plan**

- (i) To note Reg 19 submissions now loaded on TMBC Website

227. **BMPOS**

- (i) Letter from Plaxtol PC giving notice that they are giving the formal 12 months notice to withdraw from the Committee. They had sought an undertaking from TMBC to indemnify Parishes against any excessive costs, TMBC refused. Chairman will meet with the other Chairs to discuss how this could impact us all.

SP

228. Defibrillator

Cllr Perry had no report - deferred to next meeting

229. H+H Celcon Ltd

- (i) Cllr Millener to implement "dust Survey" of affected properties.
- (ii) Working Group to be set up to develop evidence of dust, noise etc. Millener, Perry, Shaw and Taylor to attend.

SM

SM/SP/TS/MT

230. Written Reports

Saturday 30th Office- Streetlighting - the Close, Rock Rd Planter, Cycle lanes

231. Cheques for Signature

Online Payments: No Access to Bankline

Direct Debits

£ WEX Europe Services (UK) Ltd – fuel for equipment and vehicle *no invoice*
 £295.61 Ford Lease – vehicle lease March 2019
 £331.00 EDF – supply, Potters Mede, March 2019
 £11.00 EDF – supply, Recreation Ground, March 2019

Cheques

4123 £1043.82 R Springett - Groundsman Mar 2019
 4124 £1375.68 H Damiral - Clerk Mar 2019
 4125 £1200.39 B Glew - Groundsman 2019
 4126 £346.69 *Eon Streetlighting normally online*
 4127 £25.00 KMOTT annual subs
 4128 £56.80 TMBC NNDR Recreation Ground rates
 4129 £1065.34 Castle Water Recreation Ground 1 Jan 2019 - 30 June 2019
 4130 £205.72 Castle Water Potters Mede 1 Jan 2019 - 30 June 2019
 4131 £38.85 John Lewis Computer
 4132 £1600.26 KCC - Superannuation March 2019
 4133 £2,873.68 PWLB – No 2 loan 6m repayment
 4134 £429.30 BGVH Lunch Club, Foot Clinic Jan-Mar
 4135 £750.00 BGVH Office Rent Jan-mar

PRE - Authority for end April payments

£1044.02 R Springett - Groundsman April 2019
 £1375.68 H Damiral - Clerk April 2019
 £1200.39 B Glew - Groundsman April 2019
 £2967.39 *IRS PAYE Jan Feb March 2019 online only, awaiting advice*

232. Future dates

- (i) Date of the next meeting **Thursday 9th May 2019** in The Annexe to The Church of the Good Shepherd
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on **Saturday 11 May 2019** 10-12 noon.
- (iii) Date of Annual Parish Meeting: **Friday 26 April 2019** 8pm in BGVH. Representatives from local organisations have been invited to give reports.

SG/GG

233. There were no confidential matters for discussion.

The meeting closed at 2137 pm

Appendix - Emergency Meeting Minutes

P45

Minutes of the Emergency Meeting of Borough Green Parish Council

Held in the Parish Office Borough Green Village Hall Monday 21st March 2019

Present: Cllr M Taylor (Chair), Cllrs T Shaw, S Perry, S Millener, Mrs S Gould.

(1) Apologies - Cllr Reading

Declarations. There were no Declarations of Interest, but Cllr Perry advised that he had researched our Standing Orders & the NALC codes and was unable to find any advice on how to cope with the sudden loss of the Parish Clerk, a key person in the Parish. The Parish Council has to act appropriately to protect Public Funds, and to act transparently, so the proceedings of this meeting will be published in full in the next BGPC minutes, and the Auditor will be kept advised of each step we take. We will also have to update our Risk Controls to guard against this eventuality in future, and to ensure our Fidelity insurance is sufficient to cover losses, to protect Members, and to ensure the continued smooth running of the Parish Council.

(2) Chairman proposed that Mrs Dawson (resigned) be removed as a signatory - AGREED

(3) Chairman proposed that Mrs Damiral be **temporarily** removed as Administrator and Signatory for the duration of her indisposition. - AGREED

(4) Cllr Perry proposed that Cllr Millener be approved as a **temporary** account administrator, and that Cllr Shaw accompany him when accessing the accounts. Payments approved at a meeting will be actioned within 48 hours. Seconded Cllr Gould, carried unanimously - RESOLVED


(5) Chairman proposed the Natwest Mandate Forms be signed by Cllr Millener, Gould and Taylor as current authorised signatories. - seconded Cllr Perry - RESOLVED

Chairman will send all attendees and the Auditor copies of the Natwest forms, but restricted circulation because of the signatures.

(6) **AOB** - Chairman requested permission to approach the Wrotham Parish Council Clerk, Mrs Cox, to advise on PAYE, wages and pension calculations with scale remuneration, - AGREED to defer to April 1st meeting for ratification.

Outstanding Online Payments. Chairman advised he was already in touch with IRS and KCC Pensions, and would contact the Public Works Loan Board for advice on the March payment.

Meeting finished 0950

 26 MARCH 2019