

## BOROUGH GREEN PARISH COUNCIL

Clerk: Mr Bernie Galopin  
Tel: 07568536405



Established 1934

PO Box 635  
Sevenoaks  
TN13 9UX

Email: [clerk@boroughgreen.gov.uk](mailto:clerk@boroughgreen.gov.uk)

[www.boroughgreen.gov.uk](http://www.boroughgreen.gov.uk)

Minutes of the Meeting of Borough Green Parish Council held **Online** on Monday 1st March 2021 The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Cllrs Shaw, Wray, Perry, Millener, Redrup, Reading, Ramsden, Simpson, Crawley & the Clerk. KCC Cllr Rayner & TMBC Cllr Palmer were present online, There were no members of the Public

226. **Apologies for Absence** Cllr Gould - sick
227. **Declarations of Interest:** To receive in accordance with the Council's Code of Conduct.
228. **Minutes of the Online Meeting: 1st February 2021:** To sign as a correct record. AGREED
229. **Submissions by County & Borough Councillors,** There were no Members of the Public  
**Cllr Rayner** reported on parents not able to obtain refunds for unused school travel passes, and Cllr Perry noted that those on monthly direct debits had not been charged. Council Tax Relief information would be included in Bills. KCC Highways were unlikely to respond to Traffic Scheme delays because of the proximity of the May Elections. He also advised the agreed terms of the Joint Parish Skatepark Cttee.  
**Cllr Palmer** spoke about the Local Plan and the recent rejected application for 7 houses at the Old Dairy site, where TMBC had allocated £18k of a £22k Planning Obligation to Borough Green projects.  
**Cllr Shaw** spoke about the TMBC Climate Change Group, urged Members to respond to TMBC's Air Quality questionnaire, and noted recent repairs to Sevenoaks Rd gullies. He also mentioned KCC's "Vision Zero" Initiative which seeks to reduce Road Deaths to Zero.
230. **Matters arising** from the minutes of the last meeting - NONE.
231. **Planning matters** to hand:  
(i) To note planning notices – as circulated.  
(ii) Responses already circulated.  
(iii) Current applications as per correspondence.  
**KCC/TM/0036/2021** Borough Green Sand Pit, Maidstone Road, Platt - Installation of a temporary drainage ditch -  
**OBJECT-** demand conditions, boundary stability, flood mitigation, wheel cleaning  
**TM/21/00362/FL** 5 Crow Hill Extend existing planning approval to 4m and remove chimney **No Observations**  
**TM/21/00232/RD** Former Quarry House 81 Quarry Hill Details of condition 7 (verification report) and 9 (remediation scheme) submitted pursuant to planning permission TM/20/02187/FL (Variation of condition 8 (contamination), 9 (verification report), 12 (site investigation) and 13 (verification report) submitted pursuant to planning permission TM/20/00837/FL (Variation of condition 7 (construction phasing arrangements) of TM/19/02047/FL- **NOTED**  
(iv) No other planning matters.
232. **Correspondence** – as circulated included in agenda items
233. **Potters Mede Grounds and Pavilion**  
(i) BT and CCTV connection - discussion about seeking further reductions with other suppliers- BT deal reduces cost from £100+ pcm to £29.95 pcm, Chair, Clerk Cllrs Crawley and Ramsden to investigate.  
(ii) Fire damaged chairs - Clerk to find charities for donation, or move on/dispose/recycle  
(iii) Taekwondo mats can be temporarily stored in hall, but new arrangements must be made  
(iv) Potters FC training during Covid OK'ed by Police - Chairman to write to PFC for more details  
(v) Clerk to arrange carpet cleaning
234. **Recreation Ground:**  
(i) Rec Revamp progress.- to set up Working Group and appoint Cllr Wray as Chair and co-opt lay members. Cllrs Crawley, Ramsden & Redrup volunteered  
(ii) Rec Carpark void repair - awaiting SW update  
(iii) Pavilion - War Memorial plaque and windows - in progress  
(iv) Vandalism and CCTV- Members thanked Mr Glew for the fast Roof Repair - CCTV signs to be installed

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Cont/ immediately, and Cllr Crawley will investigate new CCTV options

- (v) Rec footpath surfacing - Cllr Wray will proceed with quotes, allowing time before official order for progress on grant applications

### 235 Village Enhancements:

- (i) Cooper & Crest Land transfers. - in progress
- (ii) A25 gateway legal challenge - no update
- (iii) Update on Public Toilet, Staleys Acre and Crowhill transfers. Chairman reported very productive meeting with Robert Styles & Darren Lanes TMBC 23 Feb. suggested route: Crowhill will be at Finance IP Board in May, Cabinet in early June, transfer to take 30 June. We will pay Toilet cleaning for 3 months, TMBC will pay power, water etc 3 months. There will be a refurbishment to toilets before handover, and we get £9k grant to cover first year costs.- AGREED
- (iv) Salt supplies- proposal for gritter attachment for van & Salt AGREED  
Chairman, Clerk and Mr Glew to discuss and agree details
- (v) SKATEPARK - to note the Skatepark is a 3 Parish Facility with its own management committee, with full authority delegated by the Parishes of Borough Green, Wrotham and Platt. for finance and operational decisions. Any issues should be passed to that Committee through the Clerk or appointed Members of the Skatepark Committee Cllrs Millener and Taylor to remain on Committee.- AGREED

### 236. Financial Matters:

- (i) Clerk's RFO Report, and outlined internal audit arrangements/dates for FY 20/21.
- (ii) To note grant payments from TMBC. Clerk seeking grants from Kent Resilience Forum and Kent & Medway Enterprise Partnership towards Play Area, Track and Pavilion.
- (iii) To agree donations/grants. Clerk noted new quarterly rental for bowls club of £225, but that will be offset this year by waiving of water charges due to lower usage.  
Potters Mede rental charges will be held @£16/hr, but a new £5/hr for outside use.- AGREED  
Clerk circulated list of past donations as a framework for future donations APPENDIX 3- NOTED
- (vi) Clerk to present Bank Reconciliations as at 28 Feb 2021 see APPENDIX 2

### 237 Website Accessibility, Compliance & Risk:

- (i) Facebook Posting - discussion deferred for clarification of concerns.
- (ii) Census 2021 to post details on all websites - AGREED

### 238 T&MBC Local Plan:

- (i) To note latest TMBC letter challenging Inspectors NOTED

### 239 Highways and Streetlighting:

- (i) Streetlighting contract and repairs-First 10 repairs underway NOTED
- (ii) Failure by KCC to answer questions re 40mph Darkhill, Rec lights and Maidstone Rd speed mitigation despite repeated questions from Cllr Wray and the Chairman. The council is still unhappy with the responses so far - NOTED

### 240 Sandpits Quarries and Landfills: (i) No report

### 241. BMPOS:

- (i) Treeability report concerns about trees, now TMBC responsibility NOTED

### 242 Payments List (Cheques/Bank Payments): To approve payments as listed Appendix 1 and circulated to all Cllrs. Invoices checked and signed off - Cllrs Gould and Chairman Proposed Chairman, seconded Cllr Perry - AGREED unanimously

### 243. Future dates:

- (i) Date of Next Meeting: **Monday April 12th 2021** online via Zoom commencing **7.30pm**,
- (ii) The Parish Office will not be open Annual Parish Council meeting and Parish Annual Meeting Friday Village Hall 8pm **Deferred**.  
Contact the Clerk using the contact details above.

### 244. Exclusion of Public and Press:

- (i) Operation London Bridge, Noted (ii) Staff Appraisals and salary review- Clerk to produce report  
Chairman closed the meeting at 22.14. (Signed FM Taylor 12 April 2021)

## APPENDIX 1

BGPC Cash Book Summary A/C ***857	
Month: February 28.02.2021	
	£
<b>Payments</b>	
Standard On-Line Payments (Approximate)	
Staff Wages (Will show on March 2021 statement)	0
HMRC	-1749.21
KCC Pensions	-993.28
Online Banking Payments	
TMBC brown waste bins	-95
Clerk subscription	-120
BGVH Rent	-750
BGVH Rent	-1500
CPRE membership	-36
Streetlights	-577.5
Streetlights	-115.5
Streetlights	-912
WPC Local Plan	-1428.55
WPC Skate Park repairs	-144.38
Ripley PM Heating Service	-462
Monthly Direct Debits	
Zen Internet	-10.79
Bank Charges	-15.64
Castle Water	-40.32
ALD	-301.32
E-On	-469.14
EDF Energy	-338
EDF Energy	-13
Bank Transfers	
From BGPC 600857 to BSA1	-8686.71
Cheque Payments	
Nil	0
<b>Total Payments</b>	<b>-18296.34</b>
<b>Receipts</b>	
Bank Transfers from BRA1	9078.63
Bnk Transfers from BRA2	669.43
Litterpick income	98
TMBC - Local Restriction Support Grants	8097
Fortitude - Taekwondo	353.28
<b>Total Receipts</b>	<b>18296.34</b>
<b>Receipts less payments (600857)</b>	<b>0</b>
Balance Cash Book (600857) 28.02.21	<b>100</b>
Balance Bank Statement (600857) 28.02.21	<b>100</b>

**APPENDIX 2 BGPC Donations Record**

Organisation	FY	FY
	19/20	20/21
	£	£
Home Start SW Kent Grant	100	
CPRE Ann subs	36	36
Rural Kent ann subs	80	
West Kent Mediation	50	
Age Concern	100	
Victim Support	100	
TW Samaritans	50	
Air Ambulance	100	
Compaid Trust	100	
Red Cross		400
Heart of Kent Hospice		300
West Kent Mediation		200
West Malling Lionesses Lunch Club		400
Home Start UK		100
COGS		400
Kent Playing Fields Association Ann Sub		20
Jenny Cant Church Hall		
BGPC/Platt Chromebooks		5172
Royal British Legion		100
Citizens Advice Bureau		500
Spadework		500
BG Christmas Lights Committee		1500
Chris Hurl VE Day		103

**APPENDIX 3 BANK RECONCILIATIONS**

Date: 28/02/2021

Time: 21:12:49

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**Bank Reconciliation**

<b>Bank Ref:</b> 1201	<b>Date To:</b> 28/02/2021
<b>Bank Name:</b> Business Reserve Account 1	<b>Statement Ref:</b> 1201 2021-02-28 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 28/02/2021:** 87,379.22

**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 :** 87,379.22

**Balance as per statement :** 87,379.22

**Difference :** 0.00

Date: 28/02/2021

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Time: 21:14:21

**Bank Statement**

1201

Business Reserve Account 1

Currency: Pound Sterling

Borough Green Parish Council

PO Box 635

Sevenoaks

TN13 9UX

Book Balance: £ 87,379.22

Date 01/02/2021

Date To: 28/02/2021

No	Date	Ref	Details	Payment £	Receipts £	Balance £
			B/Fwd Balance			87,770.46
996	28/02/2021				0.68	87,771.14
998	28/02/2021	TRANS	Bank Transfer		8,686.71	96,457.85
999	28/02/2021	TRANS	Bank Transfer	9,078.63		87,379.22

Date: 28/02/2021

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Time: 21:15:22

**Bank Reconciliation**

<b>Bank Ref:</b> 1202	<b>Date To:</b> 28/02/2021
<b>Bank Name:</b> Business Reserve Account 2	<b>Statement Ref:</b> 1202 2021-02-28 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 28/02/2021:** 0.00

**Add: Unpresented Payments**

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

**Less: Outstanding Receipts**

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

**Reconciled balance :** 0.00

**Balance as per statement :** 0.00

**Difference :** 0.00