BOROUGH GREEN PARISH COUNCIL

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Email: clerk@boroughgreen.gov.uk **Established 1934** **www.boroughgreen.gov.uk**

The Borough Green Parish Council (Annual) Meeting took place at 1940 in the COGS Annexe on 6th May 2025. The Members are reminded of the importance of Section 10 of Standing Orders regarding confidentiality of Part 2 discussions and documents. Please refer to our Data Privacy, Use and Retention Policy, which is published on our website.

Yours faithfully

Clerk & Responsible Financial Officer

Present: Cllrs Taylor (Chair), Ramsden (Vice Chair), Butterfill, Reid, Heselden, Shaw, Millener, & the Clerk.
Cllr Rayner (KCC)

001. Apologies for Absence Cllrs Reading and Thrush, Cllr Palmer (TMBC)

002. Declarations of Interest Cllr Ramsden & Taylor will abstain form Payments

003. Minutes of the meeting 7th April 2025 - AGREED

004 Election of Chair & Vice Chairman.
Cllr Taylor was happy to stand again, asked for any other nominations. There were none
Cllr Butterfill proposed Cllr Taylor, Seconded Cllr Shaw - **AGREED** .
Chairman asked for any nominations for Vice Chair, and proposed Cllr Ramsden, seconded Cllr Reid - **AGREED**

005 Appointments to Committees
Chairman tabled this list of appointments (appendix 2) Cllr Reading agreed to Sports Liaison and Standards Cttee, Cllr Reid - Green Spaces - ALL AGREED Cllr Butterfill left the meeting 2000hrs

006. Submissions by County and Borough Members (as above)
Cllr Rayner spoke about Local Government Reorganisation, and left at 2005

007 Matters Arising -
(i) Two Councillor Vacancies, No takers despite continuous advertising

008 Planning Matters
(i) To note Planning Notices as circulated
(ii) Current applications and **responses** as circulated,

25/00588/PA 27 Staleys Rd Proposed demolition of garage and erection of single storey rear and side extension
25/00587/PA 50 Annetts Hall Single storey rear extension - no observations on either
MOTO Appeal - WPC has initiated the legal intervention that questioned the lawfulness of the Inspectors decision to reverse the planning refusal at appeal. There was a 'Pre-Application Protocol' letter from WPC, and it is noted TMBC will also be taking action.

009 Potters Mede
(i) Power supply and real time monitoring -SE Solar advising and installing/moving van charging points.
(ii) Lighting Conversion to LED - Business Grant may be available - quotes being sought Awaiting Grant app
(iii) Note BT offer of "compensation" £100 - suggest refusal, and permission to raise a complaint to the Communications Ombudsman - AGREED
(iv) To note informal early discussion with Planning Officers about siting a new Scout Hut at PM.

010 Recreation Ground

(i) Pavilion Refurbishment - Working Group- update. Final bill damp proof £10k +vat, S106 grant application
(ii) Stream silting & bank erosion - no update
(iii) LS invoicing errors - meeting. To approve cost of new Mower deck £1595.92 - AGREED
(iv) Anonymous injury in Play Area - Rob administered First Aid
(iv) Dale Drummond effected repair to adjacent surfacing whilst repairing slide.

011 Community Issues

(i) VE 80 - cancelled - caterer went bust, & DJ pulled out 2 days before Voice Print deadline. Clerk spent two days trying to get replacements, but there were few takers and dramatically high costs. Payments to booked suppliers - Bagpiper £175 and Violinist £100. The TMBC Castle event was spectacular.

012 Village Enhancements & Green Spaces

(i) Still waiting Planners re surgery carpark lighting
(ii) Treeability Parish wide tree works in hand.
(iii) Coronation Oak benches and others re-preserved. Treeability to source replacement timber
(iv) High St Planters replanted by Nisa, and Taylor Rothwell, refused payment - Our thanks to them
(v) to note Non-incident - VH Defib is working correctly, with good protocols in place
(vi) A young man Tom is doing a weekly litterpick for 3 months as his community element of a Duke of Edinburgh Award, monitored by Barry & Ken.
(vii) Skatepark has been closed for refurbishment of main ramp complex. Meeting 12th June

013 Financial Matters

(i) To approve Payment List. Prop: Cllr Shaw, 2nd Cllr Heselden AGREED Cllrs Ramsden & Chair abstain
Invoices checked : Cllrs Taylor, Millener & Shaw
(ii) Responsible Financial Officer's report
(iii) Bank Reconciliations & Balance 30 April 2025 Total Bank Balance **£267,521.50**
Financial Year End report and Annual Governance & Accountability (AGAR)
(iv)Donations. CAB - £200, Tonbridge Counselling £200, COGS Foodbank £730 + backup pledge - AGREED
(v) Training update, First Aid all, Mr McKitrick chain saw and other mech training courses
(vi) Martyn's Law - Risk Assessments for large public events re Counter Terrorism- more to follow
(vii) Approval of updated Key Policies - Proposed by Chair
a) Financial Regulations - AGREED
b)Internal Financial Controls - AGREED
c) Risk Policy - AGREED
d)Standing Orders- AGREED
c) Data Protection- AGREED
(viii) Internal Audit commencing shortly
(ix) BG Crime Map - reduction, catapult culprit caught, but shoplifting still a major problem
(x) Van replacement negotiations to approve new lease details. Clerk to ensure inverter fitted, monthly lease costs as old van, but 5 year period - AGREED
(xi) PM charges increase review in September (subject to grants etc) From £16 ph to £17 - AGREED
(x) Clerk noted back-up- apart from hardcopy and Cloud storage, a thumb drive is also held by the Chairman

014 Website & Social Media

015 Neighbourhood & Local Plans

(i) TMBC Local Plan Reg 18 Consultation starts October

016 Highways & Streetlighting

(i) Speedwatch - Cllr Shaw advised he had been in contact with other Parishes, and interest shown by one MOP
(ii) Cllr Heselden reported a cement tanker on the A227, friendly reminder to be sent to H+H Celcon.

017 Quarries & Landfills

(i) BGSP - Mud on Road - No Update

019 Councillors Reports from outside Bodies (max 3 min)

(i) Cllr Shaw reported a pothole in the Station Carpark - Network Rail to be contacted

019 Future Dates

(i) Date of next meeting 1930 2nd June 2025 COGS Annexe, BGPC Annual Meeting

At all other times contact the Clerk using the details above.
As there was no further business, Chairman closed the meeting at 21.20hrs

020 Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any item.

Part 2
Brief discussion of Staff matters and Lendon Rd properties

Appendix 1 Payments List

BGPC PAYMENTS MAY 2025	
	£
Staff Costs	
Staff Salaries	8159.48
HMRC	3115.47
KCC Pensions	3359.17
BACS Payments	
Astra, inv SI-110163	30.00
DR	330.00
KALC, inv 9370	1729.18
Piper In Kent	175.00
Parish Online (GeoXphere), 29UP004-0007	108.00
Nu-Venture, inv 3141	833.00
Ace Power Clean (awaits invoice)	250.00
MT	155.88
MT	14.84
RS	149.23
BG	100.00
BG	59.95
BG	12.50
BG	104.99
BG2	1525.92
DD Payments	
Zen Internet (monthly charge)	13.79
National Domestic Rates RG	57.00
COGS - The Voice Magazine	300.00
Bank Charges *	17.63
Npower* - streetlighting	270.61
Npower* - public convenience	255.22
EDF (PM)*	443.00
EDF (RG)*	60.00
Castle Water*	27.28
Castle Water*	21.56
Stellantis (formerly Vauxhall Finance)	544.80
* DD amounts may vary on a monthly basis	
Total	22223.50
NB: Receipts during March 25 (exc bank transfers)	131991.85
Total Bank Balances	**267521.50**
Signatures Cllrs Shaw, Millener & Taylor	

Appendix 2 Appointment to committees:

Finance Cttee; 4 appointed members, and anyone else on the night, Cllrs Taylor, Shaw, Butterfill, & Ramsden

KALC; & Parish Partnership Panel; These two run in sync, with the KALC meeting putting agenda items forward to the PPP which is attended also by TMBC and KCC members.
Cllr Butterfill is Vice Chair of PPP Cllr Shaw continues on both, and is on the KALC exec

BGVH; We have not been invited so will not be sending representatives.

Men of the Trees; Cllrs Taylor & Thrush
Green Spaces - Cllr Thrush & Reid
Skate Park; Cllr Taylor & Millener
J5Slips; Cllr Shaw

T&MBC Standards Cttee; This is an ad hoc Committee with PC members being recruited to a hearing committee when needed. Cllr Reading

Complaints arrangements; All complaints initially go to Clerk, who decides whether to report directly to the Monitoring Officer at TMBC if it is against a Councillor, or if Staff to the Chair. A small committee of Members might be appropriate in some cases to be appointed at the time.

Sports Liaison Cllr Reading