

BOROUGH GREEN PARISH COUNCIL

Clerk: Mr Bernie Galopin
Tel: 07568536405



Established 1934

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Sevenoaks
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Draft Minutes of the Meeting of Borough Green Parish Council held in Borough Green Village Hall on Thursday 3rd June 2021 starting at 1935. Covid rules required a last minute change of venue from Potters Mede
Present: Cllrs Taylor (Chairman), Cllrs Shaw, Wray, Perry, Millener, Redrup, Ramsden, Simpson, Crawley, Reading & the Clerk. There were five Members of the Public in attendance

038 Apologies for Absence Cllrs Rayner and Palmer (other meetings, Cllr Gould (sick)

048 (i) Chairman moved item 048(i), Cllr Perry proposed adoption of amended Standing Orders **Agreed**
Clerk tabled for approval AGAR, Year End 20/21 Accounts, Financial Regulations, Financial Internal Controls, Privacy Regulations, Chairman to post documents to website. - **Agreed**
Cllr Perry moved a vote of thanks to the Clerk for the hard work - **Agreed**

Cllr Perry, Chairman and Clerk will conduct a detailed review of Standing Orders and report

039 Declarations of Interest in accordance with the Council's Code of Conduct **.None**

040 Minutes of the Meeting: 4 May 2021: To confirm and sign as a correct record. **AGREED**

041 Matters arising from the minutes of the last meeting and not covered by agenda items **None**

042 Submissions by KCC & TMBC Councillors, Cllr Shaw will raise waste issues at Street Scene
Chairman clarified Potters Mede Financial Matters
Whilst annual costs are £53k, this includes pitch and overhead costs. Hall costs are £7k, receipts £14k, an annual surplus. All clubs pay the same annual pitch fee £600. Block bookers earn a 10% discount, and anyone can hire the hall or pitches. BGPC acknowledge the publicity generated by PMSG, and the increase in bookings. It was also confirmed that Potters Mede is a Sports Ground, and not a Public Open Space,

Member of the public

A MOP proposed that the PM Carpark be opened at weekends on a trial basis in order that the public could park there to enjoy the open air facilities. The MOP had provided a comprehensive proposal and the Clerk had provided a full risk assessment to councillors prior to the meeting. There was a comprehensive discussion, and the manager of the 3G pitch spoke about the levels of anti-social behaviour that could arise from opening the carpark and the manager of the Potters FC about the carpark overflowing on match days due to success of the club and about the significant efforts by all over a number of years to create a high quality pitch. Other key factors were considered including: that Potters Mede was set up as a sports facility supported financially by the council, an increased risk of unauthorised occupation and the abundance of other open spaces both within the parish and in neighbouring parishes.
Chairman moved the proposal, which was unanimously **Rejected**.

Cllr Crawley proposed to set up a group of councillors and interested members of the public to review the use of the council's green spaces and the facilities available with a view to making proposals for investment in new or improved facilities and improving public awareness of and use of the facilities. Seconded Cllr Shaw, unanimously **Agreed**

043 Planning matters to hand:
(i) To note planning notices – as circulated.
(ii) Current applications and responses already circulated.
(iii) New applications within 21 day response window

TM/21/01351/LDP 5 Staleys Road LDC dropped kerbs

TM/21/01393/FL Unit 9 Hornet Bus Estate -Internal alterations, fenestration, car parking

TM/21/01325/RD 116 Maidstone Road Details of condition 4 (Noise Report)

TM/21/01349/FL CO OP Stores Station Approach replacement mechanical 2no bollards

TM/21/01254/FL 24 Lingfield Road Construction of new first floor extension

TM/21/01300/FL 5 Abbott Road construction of wooden garage 7m x 3m

TM/21/01237/LDP The Mount 65 Crouch Lane LDC home office and workshop/garage

TM/21/01255/FL 169 Fairfield Road Single storey side extension to replace existing conservatory

No Observations any application - **Agreed**

044 **Correspondence** – as circulated and incorporated into agenda items

- 045 **Potters Mede Grounds and Pavilion**
- (i) The pedestrian access has been modified to enable disabled and push-chair access
 - (ii) Weekend carpark opening rejected (above)
 - (iii) Carpark resurfacing Defer but re-visit when current financial demands ease.
- 046 **Recreation Ground:**
- (i) Rec footpath surfacing., Abacus to commence work this month
 - (ii) Rec Revamp progress. Very successful meeting with the Committee, Enover grant application lodged. Clerk will project-manage. Box Logistics grant agreed. Chairman to approach Landfill sites
 - (iii) Pavilion decoration - ongoing
 - (iv) CCTV - ongoing
 - (v) Sarah Glyn-Ives - Social Prescriber - to attend and report next meeting
- 047 **Village Enhancements:**
- (i) Cooper & Crest Isles Quarry East Land transfers progressing
 - (ii) A25 gateway legal challenge - Part 2 update
 - (iii) Public Toilet, Staleys Acre and Crowhill transfers progressing.
 - (iv) Salt supplies- proposal for gritter attachment, salt supplies and storage - ongoing
 - (v) Harrison Rd to note wild flowers.
 - (vi) To note KCC Tree offer War Memorial, suggest painting fence behind
 - (vii) Bellows Lane Street names - Chairman reported contact with TMBC and Ightham PC. It was felt standard name plates would be out of place, and country footpath style signs more appropriate for the location
- 048 **Financial Matters:**
- (i) Clerk's RFO Report.& Audit Progress
 - (ii) Clerk presented Bank Reconciliations as at 31 March 2021 (appendix 2)
 - (iii) Donations/grants as circulated - Clerk suggested with liaison with Church and School Welfare Officers to identify hardship in families that could be supported by PC Grants to those organisations Agreed in principle up to £1000 to BGPS/PTA- to be confirmed and actioned by email **AGREED**
 - (iv) To note adoption above of all Compliance documents
 - (v) Chairman noted collection £210 Nisa Tennis court hire
 - (vi) **Payments:** to approve as listed and circulated to all Cllrs. Invoice list agreed and signed by Cllr Gouldand Chair (Appendix 1) unanimously **AGREED**
- 048 **Website & Social Media,**
- (i) No report
- 049 **T&MBC Local Plan:**
- (ii) Chairman gave brief report on TMBC's submission to Tun Wells Reg 19 Local Plan consultation
- 050 **Highways and Streetlighting:**
- (i) R Body entrance " Caution HGVs Turning" sign installed. KCC approved, R Body paid
Cllr Millener - recommence Highway Improvement campaign
A25 Askew Bridge Closure - lessons TMBC/KCC/PC working group to establish future protocol
There was some discussion about litter picking volunteers and street sweeping. Tim to progress
- 051 **Sandpits Quarries and Landfills:**
- (i) Fly-tipping onto R Body's landfill site. Standards complaint lodged
- 052 **Councillor's Reports** from outside bodies (max 3 mins)
Cllrs Shaw and Perry discussed H+H noise, and future liaison meetings
- 053 Date of Next Meeting:7.30 pm Monday 5th July at venue tba
Zoom meeting of the Finance Committee to approve & recommend the Y/E Accounts Date tba
The Parish Office will not be open, and Parish Annual Meeting Deferred
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.
- 054 Exclusion of Public and Press: Pursuant to Section 1(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.

A25 Hedge legal matters a Section 36 offer had been lodged, response awaited. There were discussions about Lendon Rd properties, Christmas Lights and a Standards Complaint
Meeting closed at 22.15

APPENDIX 1
Payments Schedule Natwest A/C 600857
Month: June 2021

£

Standard On-Line Payments

Staff Salaries	4033.99
HMRC	1772.8
KCC Pensions	1013.78

Online Banking Payments

Kent Garden Machinery, Inv 90	487.99
Kent Garden Machinery, Inv 90A	66.90
Streetlights, Inv 12104	462
Joint Parish Councils Consultative Group	35
Les Cox, Inv 52202101	400
Wrotham Parish Council, Inv 206	133.73

Monthly Direct Debits

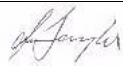
Zen Internet	10.79
Castle Water	40.32
Bank Charges *	19.24
ALD	301.32
E-On *	452.98
TMBC	57
EDF Energy *	338
EDF Energy	13
Wex *	96.57
Wex *	11.69


* DD amounts may vary on a monthly basis

Total Payments

9735.95

Signatures

 M Taylor

 S Gould

APPENDIX 2

Account Number	Sort Code	Account Title	Balance	GBP Balance
002567292: Borough Green Parish Council UNITY BANK				
*****171	60-83-01	Unity Current Account T1	84,964.00 GBP	84,964.00
Total:				84,964.00
Group Total:				84,964.00

Date: 02/06/2021
Time: 18:45:23

Borough Green Parish Council
Bank Reconciliation

Page: 1

Bank Ref: 1201	Date To: 31/05/2021
Bank Name: Business Reserve Account 1	Statement Ref: 1201 2021-05-31
Currency: Pound Sterling	

Balance as per cash book at 31/05/2021: 82,996.37

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 : 82,996.37

Balance as per statement : 82,996.37

Difference : 0.00

Date: 02/06/2021
Time: 18:41:26

Borough Green Parish Council
Bank Reconciliation

Page: 1

Bank Ref: 1200	Date To: 31/05/2021
Bank Name: Bank Current Account	Statement Ref: 1200 2021-06-02 01
Currency: Pound Sterling	

Balance as per cash book at 31/05/2021: 100.00

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 : 100.00

Balance as per statement : 100.00

Difference : 0.00

CCLA

CLIENT: BOROUGH GREEN PARISH COUNCIL
ACCOUNT NAME: Borough Green Parish Council PSDF
ACCOUNT NUMBER: 0139650001PC (Share Class - 4)

Contract Number	Date	Description	Cost £	Price per Share	Number of Shares
099905	14-05-21	Bought Shareclass 4(ISIN-GB00B3LDFH01)	31,000.00	100.00p	31,000.00