

BOROUGH GREEN PARISH COUNCIL



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Established 1934

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

Minutes of the Meeting of Borough Green Parish Council held **Online** on Monday 3rd August 2020  
The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Shaw, Wray, Simpson, Perry, Reading, Green, Clerk.  
Cllr Millener joined on line at 1950.

There were no members of the public, but Cllrs Rayner & Palmer were present online, and left at 2015.

Members held a minute's silence in honour of past Chairman Charles Willsher. Two bouquets of flowers (£40 each) had been purchased. Sent to Mr Willsher's wife and to the funeral on behalf of BGPC.

**081. Apologies for Absence:** Cllrs Mrs Gould, & Redrup. Members offered their best wishes to Cllr Redrup for a successful operation. To note Cllr Gould's absence on health grounds, but still handling financial duties.

**Action**

**082. Resignation** - Cllr Włodarczyk - Monitoring Officer to be notified, Post Vacancy Notice. It was noted that Cllr Włodarczyk had missed the last 6 consecutive BGPC meetings, his last attendance being in February 2020. Therefore, S85 LGA 72 applicable. **AGREED** Unanimously.

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

**084. Minutes of the 1st June 2020:** accepted as a true record,  
Proposed Cllr Perry, seconded Cllr Shaw – **AGREED**.

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

**086. Period for KCC & TMBC Councillors reports and Public Consultation:**  
**Cllr Rayner** updated Members on KCC's CV19 response and budget stresses, schools, proposed Govt reduction in local government tiers and progress of Mineral Plan Enforcement at BG Sandpits.

**Cllr Palmer** updated progress on the 21day rule in planning response, voter registration happening now, October Session of the Local Plan Inquiry not happening.

**087. Planning:**

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

(ii) **TM/20/01242/FL** 108 Maidstone Rd Demolition of wall, pillars and existing hedge and construction of new front and side boundary wall -**Refused**.

(iii) Responses already circulated.

(iv) KCC MR 247B diversion (North of Botany Wood).

(v) Planning Applications to hand:

**TM/20/01311/LDP** 30 The Crescent LDC Proposed: Dropped kerb at the front of the house, adjacent to the boundary of number 32 The Crescent No Observations.

**TM/20/01378/FL** 16 Staleys Road Proposed part two storey side/rear extension including front replacement porch No Observations.

**TM/20/01395/FL** Oak Cottage 53 Wrotham Rd Front porch, erection of new annex No Observations.

**088. Correspondence**

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

**Correspondence for Discussion** included in agenda items.

**089. Potters Mede Grounds and Pavilion**

- (i) Fencing - Post factory still on lockdown.
- (ii) CV19 responses - re-opening commenced 1st August. Risk Assessments to be sent to all Hirers. No hirer has wanted carpet removed.
- (iii) Sanitisation measures and signage in place.
- (iv) Quote for CCTV alteration, greater details and clarity which will allow car registrations to be read - awaiting quote.
- (v) Potters FC have been granted permission to store and use a roller at their risk
- (vi) Taekwondo permission to install outside shed for mats.  
No other action required.

**090. Recreation Ground**

- (i) Children's play area now open with social distancing.
- (ii) Repair of public toilet lock - awaiting delivery.
- (iii) Evening tennis courts use improving.
- (iv) Tennis net support cable replaced
- (v) Evening carpark visitors. Chairman to discuss with Young People and install a sign, and warn them to reduce noise and mess. Dustbin to be located in carpark. If no improvement, new gate to be installed closing the carpark 8pm to 8am. Notify Police.
- (vii) No other action required.

**091 Village Enhancements**

- (i) No Update on Isles Quarry East land transfer.
- (ii) Gateway progress by Tyrrell Fencing A227 complete, A25 north side complete awaiting Painting.

**Chairman moved to Part 2 to discuss A25 hedging issues (see Part2 Minutes).**

**Chairman returned to Public Session.**

- (iii) To approve quote for stock fencing £500.40 - **AGREED** Unanimously.
- (iv) To approve response letter to solicitors BDB Pitmans - **AGREED** Unanimously with Minor alterations proposed.
- (v) Multi tool (pole hedge-cutter). Screwfix refund £449.00. Godfrey quote £369, battery and charger £234 + vat – **AGREED**.
- (vi) No action required.

*Cllr Millener left the meeting 2050.*

**092. Financial Matters**

- (i) Clerk's progress with Natwest Accounts. Online Banking by next meeting. Internal controls discussed, which need to be revised in line with on-line banking processes.
- (ii) To note - awaiting internal/external audit reports.
- (iii) AGAR public response consultation running, posted on website and noticeboard.
- (iv) To assemble a Land Register, recording planning, covenants, leases, licences, registry, etc.

**093. T&MBC Local Plan**

- (i) TMBC appoint consultants to assess housing needs, due mid August - Planning Team Notified.
- (ii) To note implications of R Jenrick's latest pronouncement.

**Clerk** - Review RA. (inc Gov guidelines for the hall carpet).

**Clerk** – Circulate RA to hirers.

**Clerk** - Assume full responsibility for RA process.

**Clerk** – Liaise with Taekwondo club, re shed insurance.

**Clerk** – To send letter to solicitor.

**Clerk** – Review and produce BGPC policy for financial controls.

**094 Highways and Streetlighting**

- (i) To note Western Rd closure, parking arrangements - working closely with KHT to minimise impact on businesses and residents. Have arranged with BGVH for free parking for residents south High St when their parking bays are closed.
- (ii) Landway & Station Rd streetlights - vegetation cleared.
- (iii) Streetlighting survey - still waiting.
- (iv) Annual lighting contract with Ken Bonner's Streetlighting - awaiting quote.
- (v) Christmas Lights - no Lights Festival, but possible Christmas Market.

No further action required

**095 Sandpits Quarries and Landfills**

- (i) Allington Waste to Energy Plant - Nature Conservation offset proposed for Stangate Quarry  
This is a huge benefit to us. Chairman to draft a positive response and submit it to KCC.

Chairman

**096 Website Accessibility & GDPR**

- (i) Government Digital Service - Clerk's email address changed.
- (ii) Public Information - publishing List "B" - weekly BG extracts on the BG.gov website, New Planning Page, prominent link on Home Page.

**097. BMPOS**

- (i) TMBC Leader's letter, confirming TMBC takeover 31 March 2021.
- (ii) Lay by surfacing being quoted, - noted and agreed.

**098 Written reports: None**

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

**Online Payments: None**

<b>chq</b> 4377 4378 4379	<b>Salary Cheques paid 28 July 2020</b>  Staff Wages £4078.23  <b>Prior approval for wages 28/8/2020</b>	Approved & Signed S Gould M Taylor
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<b>chq</b> 4380 4381 4382 4383 4384 4385 4386 4387 4388 BACS Exp	<b>Current for payment</b> £1716.78 HMRC July/Aug £1220.66 KCC Pensions £ 5168.97 Zurich Annual Premium £ 40.00 ICO annual registration fee £ 263.84 Wrotham PC Skatepark repairs £1750.00 Ms L Cox June accounts and training £ 3588.38 Southern Counties Fencing PM £ 131.01 R Springett Xs Sanitisation products PM £ 8.47 B Glew Xs Play area end caps REC £ 227.67 FM Taylor Bins Lock REC Flowers C Willsher postage Clerk to use this payment to test online banking	Cheques for approval and signature S Gould M Taylor
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**Direct Debits from Statement**

£ 40.32	6/7 Castle Water	S Gould M Taylor
£ 57.00	10/7 TMBC Rates Rec	
£178.34	13/7 Wex Fuel	
£ 10.79	13/7 Zen Internet	
£ 13.00	15/7 EDF Energy Rec	
£ 338.00	20/7 EDF Energy PM	
£ 454.02	23/7 E-on Street lighting	
£ 341.32	27/7 Ford Leasing	
£ 5.40	27/7 Wex Fuel	
£ 41.11	28/7 Castle Water	

Cllr Perry proposed, Seconded Cllr Shaw – **AGREED**, Chairman abstained.

**100. Future Dates**

(i) Date of next Meeting: Monday **September 7th 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 5th Sept.

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.

Chairman closed the Public Session at **2205** and moved to Part 2.

**101. Exclusion of Public and Press:**

The following minutes will be circulated, signed and archived, but will not be put in the public domain

Chairman closed the meeting finally at **2209**.