**BOROUGH GREEN TOWN COUNCIL**

**Chair Mike Taylor**
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**DRAFT** The Borough Green Town Council Meeting took place at 1930 in the COGS Annex on 2nd November 2026. 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

Chairman

**Present:** Cllrs Mike Taylor (Chair), Sue Butterfill, Tim Shaw, Scott Millener, Guy Heselden & Denise Howard. KCC Cllr Rayner & TMBC Cllr Wendy Palmer. There were 3 members of the public present, including VHMC David Pearce & Speedwatch Kevin Nolan

**124. Apologies for Absence**- None - Chairman introduced the new Clerk & RFO Peter Cox

**125. Declarations of Interest -** Chair - cheques abstained from approval vote

**126. Minutes of the meeting 5th October 2026 - AGREED**

**127 Matters Arising -**

(i) Five Councillor Vacancies - posted to Noticeboard and Website
(ii) Co-option of new Councillors. Mr Jeff Howarth was unanimously co-opted, and signed the Declaration
(iii) NOTE - REMEMBRANCE SUNDAY 10am WAR MEMORIAL

**128 Submissions by County and Borough Members and Members of the Public**

**Cllr Rayner (KCC)** Will be laying a Wreath at the BG Memorial. Report on LGR - possible Kent Mayoralty, TMBC elections May 2027, Unitary Elections May 2028. Water Resilience Partnership Meeting, Ashford, TMBC not present. Desalination Beckton supply discussed. Cllr Rayner has opened his own Facebook page. Thong Lane closure 19th Nov 2 days Openreach works. CM Grant to Scouts for £220 request top-up from BGTC £250 - AGREED

**Cllr Palmer (TMBC).** TMBC are seeking LGR cost recovery. New Planning Schedules came into force 31st October severely limiting democracy in Planning. Cllr Palmer as Chair of the Planning Committee has drafted a new "Super Grampian" condition that Members can use to delay commencement of approved development until Water Supply and Foul Drainage have been confirmed by the Utilities in writing.

**Mr David Pearce (BGVHMC)** complained about the use of the word "attack" in a recent post by the Chair about removal of Council Assets from VH land. Chairman pointed out that the Council had felt "under attack" from the VHMC for several years, but wished there was a way back to the past strong relationship. Cllr Butterfill proposed that we should get at least two months past minutes, and Cllr Howard volunteered to attend VH meetings obo the Council. Mr Pearce announced the VH intended to remove the current free parking completely, and install a height barrier. Chair raised concerns about the growing impact on our shops, and cautioned the Council against closer ties until this was resolved, and that as a Public Body managing assets and finance owned by the people of Borough Green the Village Hall needed to be much more transparent in its processes. Mr Pearce claimed they were a Private Charity.

**129 Planning Matters**

(i) To note Planning Notices as circulated
(ii) Current applications and **responses** as circulated,
26/01880/FL 19 Normanhurst Road vary cond 2 26/00133/FL extension size & position **-No Obs**

**26/01878/FL The Royal Oak** New entrance porch, replacement roof tiles and external lighting. 7x internally illuminated fascia signs and 1x free standing internally illuminated sign (Retrospective) 01.12.2026- **Object**

**26/01879/AT The Royal Oak** Advertisement Consent: 7x internally illuminated fascia signs and 1x free standing internally illuminated sign (Retrospective) 01.12.2026 - **Object -** Chair to draft a response

**129 Potters Mede**

(i) Subsidence rear wall - To ratify cost of appointed Keystone Surveyors at £750 - AGREED
(ii), Note surveyor's initial comments - open building, seek an intrusive investigation.
Contacted Treeability - quote for Oak reduction- £2475 +vat - AGREED
(iii) BGJFC Presentation Day 3rd July 2027 Free of Charge - AGREED

**130 Recreation Ground**

(i) Pavilion Refurbishment - update Clock, Disabled Ramp, interior .
To note Cllr Rayner's £1000 Member Grant. Note discussions with Ken and M&S paving re disabled ramp and lower level refurbishment with more Staff input - investigate cost timber doors - AGREED

(ii) To note availability of Adult Open Air Exercise Equipment from BGPS, contractor being sought - Noted

(iii) Relocate Tennis court picnic bench towards Pavilion - Agreed

(iv) Bowls Club solar, Petanque court - ongoing.

**131 Councillors Reports**

**(i)** Cllr Butterfill reported Borough Green & Platt SE 4x4 Santa Run 11th December 2026, timetable to follow

**132 Community Issues**

(i) Malling Area Partnership- closing - transfer of funds to Parish Shopper Buses - £561.83 - contact with KCC re Bus Grant for 2027/28 year . To note Leybourne PC have defaulted on their Bus Contribution.

**133 Village Enhancements & Green Spaces**

(i) IQE Bike Trail. appointment of Inspector . Cllr Shaw noted positive progress - possibly January.

(ii) Cllr Butterfill Investigation into Flower Display suppliers - meeting soon to decide locations

(iii) To note resiting of Council Assets, N Taylor inv £375 flagpole base - AGREED
Gladys Banks Plaque - installed £45.70 +vat - AGREED

(iv) Wreaths last year that M. Vick will be doing them-suggest RBVE account and order direct - Noted

(v) Treeability emergency work fallen tree IQE path - £156 - AGREED

(vi) Groundsman will be obtaining a bag of cold tarmac to make pothole repairs in the Nisa alley

**134 Financial Matters**

(i) To approve Payment List (Appendix1). Prop, Cllr Butterfill, 2nd Cllr Heselden - AGREED, Chair abstained
Invoices checked against Payment List : Cllr Taylor & Butterfill

(ii) Responsible Financial Officer's report (Appendix 2)

(iii) Bank Reconciliations & Balance 31 October 2026 Total Bank Balance **£315,497.62**

(iv) To note Zurich PL increase £56 contractor chain saw cover & training, - AGREED

(v) Update on Bank Accounts, Mandates- Ongoing. Agreed to get as many Members as signatories as possible

(vi) To approve proposed grant to BGPS re Exercise Equipment £5000 - AGREED

(vii) To note new contractor Timesheet/invoices - NOTED

(viii) To approve Training and PPE costs Tree Warden £584 + £50 PPE - AGREED

(ix) To approve SLCC training for Clerk - AGREED

(x) Update names across all policies, -AGREED

(xi) To approve new policies - Harassment, Home Working & Respect - AGREED

(xii) Update and collate Asset Register - Noted

**135 Website & Social Media**

(i)To note hugely supportive posts re Bike Trail opening

**136 TMBC Local Plan**

(i) Reg 19 Consultation- report Local Plan meeting 14th October 1900 Note BG & Alliance submissions being posted on website

**137 Highways & Streetlighting**

(i) Mr Kevin Nolan updated members on Speedwatch progress - Speedwatch now have 4 Operators with SID training, and should be seen on our streets soon.

(ii) KCC streetlight permits - Members agreed their past position had not changed - BGTC would not apply for permits until KCC had fulfilled their task of installing the 42 Timer/isolators paid for by us several years ago. Some are on the wrong columns, some columns have been replaced, and some have failed in the interim

**138 Quarries & Landfills**

(i) H+H Celcon - dust & smells - multiple events over many years and an abject failure by TMBC EH to deal. Chairman to raise at Cabinet and demand answers.

**139 Future Dates**

(i) **Date of next meeting 1930 MONDAY 7th December 2026 COGS Annexe.**
At all other times contact the Chairman using the details above

**106 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.

There being no further items, Chair closed the meeting at 21.21hrs

**Appendix 1 Payment List**

## BGTC PAYMENTS Nov 2026

| | | | £ |
|---|---|---|---|
| **Staff Costs** | | | |
| Staff Salaries | | | 4,548.07 |
| HMRC | | | 1,697.51 |
| KCC Pensions | | | 1,205.00 |
| | | | |
| **BACS Payments** | | | |
| DR - Contractor | Cleaning | | 440.00 |
| SR - Contractor | Grounds Maintenance | | 1,040.00 |
| LG - Contractor | SAGE 50 Accounts / | | 1,359.03 |
| BO - Contractor -Missed Oct List | Rec Gate / Open SpacesRepair | | 250.00 |
| MT- Expenses | Projector Screen & Stand * | 129.00 | |
| | Line Marker Paint * | 33.99 | 162.99 |
| RS Expenses | Toilet Rolls/Towels*/Postfix*/Lock | | 92.73 |
| KM Expenses | Van Service* & Charging/ Chainsaw Service* & Oil/Flowers | | 392.45 |
| LG - Expenses | Replacement Keyboard* | 19.48 | |
| | Replacement Monitor* | 71.50 | |
| | Trend Micro Virus Protection* | 14.95 | 105.93 |
| Inside Out (AB) | Bike Trail Labour/Materials* | | 1,453.44 |
| KALC Inv 15845226523 | Clerk - Training Course * | | 60.00 |
| BGVH Inv 0802 | Thurs Lunch Club Oct/Nov/Dec27 | | 583.20 |
| RBVE Quote 65,673 | Bike Trail Signage * | | 479.24 |
| Zurich Municipal Inv 561704699 | Tree Inspection Contractor Cover | | 56.00 |
| TreeHouse Training Ltd | Chainsaw Training Course 3710* | 530.00 | |
| | Deposit | -200.00 | |
| | Balance Outstanding | | 330.00 |
| Ward Security, inv 87149(Sep) | Data Charge Rec CCTV * | | 30.00 |
| BGVH Inv 0803 | Fri LunchClub Oct/Nov/Dec 2027 | | 583.20 |
| Borough Green Primary School | Gym Equipment Agreed Grant | | 5,000.00 |
| KCPFA | 2026-27 Annual Subscription | | 20.00 |
| Borough Green Bowls Club | Pesticide Course shared | | 305.00 |
| Nick Taylor Construction | Flagpole Base Installation | | 375.00 |
| Viking | Stationery* | 109.74 | |
| | Printer Ink Black* | 23.33 | |
| | Printer Ink Colour* | 45.75 | 178.82 |
| TreeAbility Ltd | Tree Works at Crowhill* | 595.20 | |
| | Fallen Tree Removed IQE | 156.00 | 751.20 |
| Brunel Engraving | Plaque* | | 54.84 |
| Commercial Services | Quarterly Grounds Maintenance | | 1,216.67 |
| Nu-Venture Inv 3354 | Bus Services 58/70 Monthly Invoice | | 891.66 |
| Karl Burrluck Plumbing & Heat | PM Water Harvest Inspection | | 70.00 |
| | | | |
| **DD Payments** | | | |
| H3G | | | 28.80 |
| COGS - Admin | | | 30.00 |
| Zen Internet (monthly Inv 57519680 | | | 13.79 |
| TMBC - (RG) NNDR Acct 7004212 | | | 56.00 |
| EDF (RG) KI-87448E8C-28 | | | 158.64 |
| COGS - The Voice Magazine | | | 300.00 |
| EDF (Toilet) KI-27B2ED64-6 | | | 137.74 |
| EDF (PM) KI-472B7509-28 | | | 309.65 |
| Castle Water RG Inv 10011188863 | | | 196.89 |

| | | | |
|---|---|---|---|
| Castle Water PM Currently in credit | | -62.13 | |
| Npower Streetlighting Inv | | | 165.22 |
| Natwest Bank Charges | | | 23.97 |
| Total Payments | | | 25,152.68 |
| | | | |
| Income | | | |
| CCLA | Monthly Interest | | 380.56 |
| Trottiscliffe Parish Council | Bus Contribution | | 115.50 |
| CoachKT | Rec Hire | | 20.00 |
| Offham Parish Council | Bus Contribution | | 229.30 |
| Wrotham Parish Council | Bus Contribution | | 1,040.80 |
| Addington Parish Council | Bus Contribution | | 183.10 |
| Wrotham Parish Council | Skate Park | | 150.00 |
| Scouts | Potters Mede Hire Main Hall | | 350.00 |
| Ryarsh Parish Council | Bus Contribution | | 165.70 |
| Birling Parish Council | Bus Contribution | | 104.10 |
| Malling Action Partnership | Bus Donation | | 561.83 |
| BGJFC | Potters Mede Hire Main Hall | | 86.40 |
| Lupton | Potters Mede Hire Taylor Room | | 32.00 |
| KeepPhytt | Potters Mede Hire Main Hall | | 704.00 |
| VP29958241 | No Pay Info NW to Advise Ref CO-TNI-3430559 | | 1053.58 |
| Natwest | Monthly Interest | | 99.01 |
| Total Receipts | | | 5,275.88 |
| NB: Receipts during October 26 exclude bank transfers | | | |
| Signatures Cllrs Taylor & Butterfill | | | |

| | |
|---|---|
| Bank Balances as at 31th Oct 2026 | £ |
| NatWest Current 1200 | 100.00 |
| NatWest Business Reserve Acct 1 | 135,489.62 |
| NatWest Business Reserve Acct 2 | 0.00 |
| Unity Trust Bank | 59,908.00 |
| CCLA Fund (Monthly Int - Natwest) | 120,000.00 |
| | |
| Total Reserves at 31 Oct 2026 | 315,497.62 |

**Appendix 2 RFO REPORT**

**Borough Green Council Meeting 02nd November 2026**
**RFO Report**

Main Points

1. **Income and Expenditure Account – Budget £353,343.00**

- Income (all sources) – £315,633.89 Includes VAT amount (Below)

  89.33 % of projected annual income – to be expected as full annual precept payment received Currently £22,863.59 VAT to be reclaimed at the end of March 2027
- Expenditure (all costs) - £132,653.84

  37.54% of projected annual expenditure, reorganisation of staff levels and outstanding projects will likely bring expenditure percentage in line during the next quarter.

2. **SAGE 50 Accounts**

- 1 out of 2 Data Warnings resolved to date

3. **BANK ACCOUNT SIGNATURES**

- Mandates for all accounts submitted although no changes implemented. L Gillin added to NatWest but still awaiting online access

4. **VIKING DIRECT 30 DAY CREDIT ACCOUNT**

- To facilitate bulk purchase of toilet rolls, paper towels, cleaning materials etc and VAT repayment.

5. **UNITY TRUST BANK ACCOUNT**

- Currently all funds in a current account with monthly charges of £7.00. Suggest that a deposit account is opened to generated monthly interest.

6. **POLICIES**

- Templates identified for Sexual Harassment, Freedom Of Information – Subject Access Policy, Homeworking, Dignity at Work, Anti Bulling and Harassment, Equality and Diversity and Subject Access Request Letter Template. To be modified for BGC use.
- All existing Policies to be amended from BGPC to BGTC

7. **INFORMATION COMMISSIONER'S OFFICE**

- Data Officer needs to be checked and changed if necessary and then renewal should be changed to direct debit as the price for this method of payment is discounted.

Peter Cox

Peter Cox
Responsible Financial Officer
Borough Green Council