

Minutes of the Meeting of Borough Green Parish Council held at 7.30pm on Monday 3rd February 2020  
the Church of the Good Shepherd Annex  
Present: Cllrs Taylor (Chairman), Cllrs Green, Wray, Reading, Millener, Perry, Wlodarczyk, Redrup,  
Simpson, Shaw, & Cllr Mrs Gould.

There were two members of the public in attendance, and Cllrs Rayner & Palmer

**188. Apologies for Absence**  
Mrs Damiral, (Clerk)

**189. Declarations of Interest:** None.

**190. Minutes of the 6th January 2020:** confirm and signed as a correct record :  
Proposed Cllr Perry, Seconded Cllr Millener AGREED

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

**192. Period for KCC & TMBC Councillors reports and Public consultation:**  
Cllr Rayner Spoke about the Thames Crossing, Body's Landfill application, and Enforcement against BG Sandpits. Cllr Palmer spoke about the good result at 172 Maidstone Rd, the new Platt School application.  
A member of the public raised concerns about the Village Hall, and was referred to the BGVHMC.

Chairman moved the meeting into Part 2 Mr Hayman left the room.

**193 Clerk & Responsible Financial Officer**

The Clerk has submitted a formal letter of resignation due to ill health to be effective from 31st March, the Year end, but with the agreement that she will be available for a further 3 months to assist handover if required.

As a Wrotham Parish Councillor Harry Rayner proposed:

- (1) BGPC will contract with Wrotham Clerk Lesley Cox on a pro-tem basis to work with Hazel completing the 2019/20 Financial Year and digitising our systems, and to continue preparing monthly wages, PAYE and Pensions. AGREED
- (2) Mrs Cox will assist in recruiting a long term replacement Clerk & RFO AGREED
- (3) Mrs Cox will assist the new Clerk settle into post. AGREED

Mr Hayman, Chairman of Woodlands Residents returned to the room, Chairman reminded everyone about the rules of confidentiality in Part 2

**202 (v) Harrison Rd Crest land.** Clive Emson Auction 10th Feb guide price £20-30K,  
Chairman noted advice from KALC, Auditor and Clerk - purchase is within the remit of the Council.  
Chairman WR advised that they were seeking Adverse Possession of the Harrison Boundary strip  
There was a general and wide ranging discussion about the costs and benefits of the land purchase:

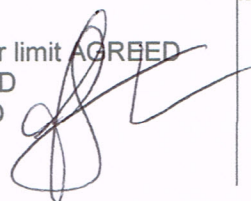
- (1) To prevent future allocation for housing development
- (2) To retain the land as a valuable open community asset in an growing urban environment
- (3) To allow possible future expansion of the Medical Practice
- (4) To prevent the land falling into the hands of those who ignore the Planning Rules
- (5) . Any other Community Use compatible with Greenbelt Amenity Land

As this is a one-off opportunity, there was a consensus to ensure the Chairman the widest scope to secure the land and not be outbid for a few extra pounds. We may have to dip into reserves, but we are close to receiving the next years Precept, and can explore refinancing the purchase through Public Works Loan Board borrowing in the future.

- a). To agree the concept of purchasing the land at auction AGREED
- b) To agree bid limit. After a detailed discussion, it was agreed to bid up to £105,000  
Propose Cllr Redrup, Seconded Cllr Green AGREED UNANIMOUSLY
- c) Chairman to bid to agreed limit, Cllr Wray to accompany AGREED
- d) to obtain bank authority AGREED
- e) to agree deposit and costs, (this may rise from £600 to £1200 because of higher limit AGREED
- f) To waive normal 1 month between agreeing expenditure and payment. AGREED
- f) Chairman proposed instructing Warners Solicitors to act on our behalf AGREED  
Cllrs Rayner and Palmer, and Mr Hayman left. Chairman returned to Part 1

**Action**

MT/AW





**Action**

**194. Planning matters to hand:**

- (i) Weekly lists of TMBC Decisions and confidential Enforcement information (*copies to all Cllrs*)
- (ii) **TM/20/00011/TPOC** Staley's Acre Acacia No observations sent 19 Jan
- (iii) **TM/20/00043/FL** 15 Bangays Way Changes to fenestration & paving ( app 19/01378/FL) No Observations
- (iv) **TM/20/00066/FL** Orchard House 71 Sevenoaks Road new window with obscure glazing south elevation No observations
- (v) **TM/20/00080/RD** Quarry Hill Road Details ref TM/18/03052/FL No Observations
- (vi) To note - 172 Maidstone Rd refused by Area Planning Committee, Esso Garage 24hr opening Appeal - refused

**195. Correspondence**

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

- Christmas Lights Grant Acknowledgement
- TMBC DD Recreation Ground rates
- Homestart Thank you letter
- Zen Account details
- EDF Meter reading - Rec
- SLCC Renewal
- Landfill Hours letter to Wrotham Rd and BG Road residents
- Phase 11 parking

**Correspondence for Discussion**

All included in agenda items

**196. Potters Mede Grounds and Pavilion**

- (i) Latch Post The main gate we have installed a substantial post with a latch
- (ii) Fencing Repair quote The posts of the 12ft fence at the rear of the houses are rotten at the base. SCF have visited and quote £2941.20 for painted posts, £3445.20 for galvanised. A digger will be required to clear brush and small trees that are obstructing access. Decision deferred for another quote
- (iii) Van lease - green or not? all inc vat diesel £330, mild hybrid £330, current quote full hybrid £470, + 6 mths advance payments. Or we can just leave the diesel at £330. AGREED to defer
- (iv) Rec Revamp/ PMSG summer fete 20th/ 27th June AGREED

**197. Recreation Ground**

- (i) Proposal for Summer Fete letter not received
- (ii) Multicourt - Ongoing
- (iii) Rec Revamp grant application outcome - £25k Noted

**198. Village Enhancements**

- (i) War Memorial - no report
- (ii) Village Hall entrance Noticeboard - no report
- (iii) Village Gateway. R Body agrees to our use of land for west gateway on Wrotham Rd, so long as we strim around it. Awaiting fencing plans
- (vi) Hanging Basket brackets. CJS report new brackets available. KCC agree to advise when remainder of new columns being installed, and to install all new brackets

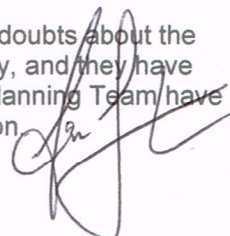
**199. Financial Matters**

- (i) Bank reconciliation attached Annex ! below
- (ii) Asset Register - develop with Hazel, and post
- (iii) To agree new set up online banking, to include Lesley Cox in the short term - AGREED

**MT**  
HD/LC/MT

**200. T&MBC Local Plan**

- (i) New submission to Program Officer - Traffic Data Request. There are some doubts about the accuracy of the conclusions TMBC are drawing from their VISUM traffic study, and they have refused an FOI for the raw data to allow us to carry out a comparison. The Planning Team have now reported this to the Program Officer for the Planning Inspector's attention.



**201 Highways and Streetlighting**

- (i) Parish Highway Plan - despite reminders, no further contact from KCC

**Action**

**202 Sandpits Quarries and Landfills**

- (i) To receive report for Noise & Particulate Consultants-no report
- (ii) BGSP - Lingfield Rd flooding, HGV numbers and times - no report
- (iii) R Body HGV increase - no report
- (iv) IQE Land Transfer
- (v) Harrison Rd Crest land (moved to earlier in the meeting)

**203 Website Accessibility & GDPR**

- (i) moving from bgpc@lineone.net to clerk@boroughgreen.gov.uk, contributors advised
- (ii) New Compliant Parish Council website now running
- (iii) Parish Council emails .gov.uk emails set up just waiting for everyone to sign up
- (iv) Declarations - GDPR as circulated AGREED & SIGNED
- (v) Compliance Statement for website as circulated - AGREED
- (vi) Recovery Envelopes agree details Online banking to add, Cllr Redrup recommended password protected USB Flashdrives rather than hardcopy AGREED
- (vii) Mission Statement - Cllr Simpson to progress

**SM**

**204. BMPOS**

- (i) No response from TMBC

**205 Written reports:** to receive reports, if submitted, from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report.

- (i) Cllr Shaw reported on KALC Executive meeting

**206 Cheques for Signature:** to approve payments as listed and circulated to all Cllrs

*Direct Debit not minuted as per Reconciliation below invoices now available*

£99.00 BT 18 Nov 2019

**Direct Debits**

£ 5.40 WEX Europe Services (UK) Ltd – fuel for equipment and vehicle 19 Jan 20  
 £93.03 WEX Europe Services (UK) Ltd – fuel for equipment and vehicle 26 Jan 20  
 £301.32 Ford Lease – vehicle lease Dec 2019  
 £ 4.70 Zen Billing adjustment 13 Jan  
 £64.66 Zen cPanel upgrade (emails) 9 Jan

**Cheques** to ratify salaries Paid 28th December & HMRC 12 Jan

4268 £ 3055.77 HMRC Qtr Oct, Nov Dec 2019  
 4269 £ } unredacted version available at meeting  
 4270 £3882.74 } Staff Wages 28 Jan  
 4271 £ }

**Current for payment**

4272 £1697.40 Kent Pensions Jan payment  
 4273 £ 128.02 Wrotham PC Skatepark Maint inv 84  
 4274 £4026.55 Wrotham PC share Planning costs inv 86  
 4275 £ 297.36 SV Electrical Rec Defib  
 4276 £ 1458.30 {£462.00 Streetlighting 11053 Dec 19  
   {£996.30 Streetlighting 11089 Jan 20  
 4277 £32.06 Kent Ali  
 4278 £500.00 Clerk Office Expenses  
 4279 £573.97 Staff reimbursment Amazon/Screwfix  
 4280 £ 74.40 Shaw's Ledger

**Subs & Donations**

4281 £ 36.00 CPRE Annual membership  
 4282 £ 80.00 Rural Kent Annual sub  
 4283 £ 50.00 West Kent Mediation don  
 4284 £100.00 Age Concern Malling don  
 4285 £100.00 Victim Support don  
 4286 £ 50.00 TW Samaritans don  
 4287 £100.00 KSS Air Ambulance don  
 4288 £11,100 Clive Emson Auctions deposit and costs

Cheques and Invoices were crosschecked and signed by Cllrs Millener, Mrs Gould and the Chairman Proposed Cllr Perry Seconded Cllr Reading AGREED



**207. Future dates**

- (i) Date of March Meeting: Monday **9th March 2020** in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday **7th March 2020** 10 - 12 noon  
 Future PC Meetings **April 6th**, Annual PC meeting **May 4th**  
 Parish Annual Meeting Friday **15th May** Village Hall 8pm  
 At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

**208. Exclusion of Public and Press:** There were no matters for Part 2

Chairman closed the meeting at 2221hrs

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**ANNEX 1 Bank Reconciliation December 2019**

B/F Dec 2019	229839.74
Receipts Dec 2019	<u>1230.82</u>
	231070.56
Less Payments Dec 2019	<u>15028.60</u>
c/f 31/12/19	<u>216041.96</u>

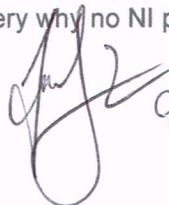
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C/A as per bank state 31/12	100.00
C/D as per bank state 31/12	668.68
C/R as per bank state 31/12	<u>225040.69</u>
	225809.37
Less u/p chqs	<u>9767.41</u>
	<u>216041.96</u>

Anomalies found when preparing December 2019 bank reconciliation: financial/accounting adjustments have been made

<u>Chq No</u>	<u>Payee</u>	<u>Date</u>	<u>Minuted Amt</u>	<u>Actual Amt</u>	<u>Variance</u>
DD	BT	6.1.20	not minuted	£99.00	£99.00
DD	EDF (RG)	6.1.20	not minuted	£11.00	£11.00
DD	Castle Water (PM)	6.1.20	not minuted	£39.92	£39.92
DD	Castle Water (RG)	6.1.20	not minuted	£159.07	£159.07
DD	WEX fuel	6.1.20	£70.18	£92.57	£22.39
DD	PWLB	6.1.20	not minuted	£2873.68	£2873.68

Attention is drawn to the HMRC payments made this year. Query why no NI payments have been made in respect of Mrs H Damiral

 9th MARCH 2020