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Established 1934

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Minutes of the **BOROUGH GREEN PARISH COUNCIL ANNUAL MEETING** held in Borough Green Village Hall on **Monday 13th May 2024** starting at **2015**. The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Cllrs, Butterfill, Rawsthorne, Ramsden, Millener, Shaw, Thrush, Cllr Palmer (TMBC), & the Clerk. There were 12 members of the public. **The Parish Annual meeting was held prior to this at 1930**

019. Apologies for Absence Cllr Hook Hospital - get well soon, & Cllrs Reading & Rayner (KCC)

020. Declarations of Interest - none

021. Minutes of the meeting 8th April 2024 - AGREED

022. Submissions by County and Borough Members and Members of the Public

Cllr Palmer's report given during Annual Parish Meeting

023 Matters Arising - (i) Co-option of new Councillors & Declarations of Acceptance.

Mr Heselden had already been co-opted at the last Meeting - signed Declaration and DPI

Ms Reid prop by Chair, 2nd Cllr Ramsden - AGREED - signed Declaration and DPI.

Chair welcomed both and thanked them for volunteering

(ii) Election of Chair & Vice Chair,

Cllr Taylor - prop by Cllr Butterfill, 2nd Cllr Shaw - No other nominations - AGREED.

Cllr Taylor signed Declaration of Acceptance

Vice Chair - Cllr Ramsden proposed by Cllr Butterfill, 2nd Chair - AGREED Signed Declaration of Acceptance

(iii) Appointments to Committees Appendix 2

Chairman noted that Chair and Vice Chairs had not previously signed declarations, but would from now on.

024 Planning Matters

(i) To note Planning Notices as circulated

(ii) Current applications and **responses** as circulated, Update on AGILE and Planning problems

24/00621/PA 6 Griggs Way LDC single storey adjacent existing side extension

24/00514 24 The Avenue Non-Material amendment, move skylight to front elevation

24/00486 28 Wye Rd demolish conservatory - replace with single storey extension

24/00504 5 The Avenue, demolish conservatory, build single storey extension - roof mods

Black Horse - advised that complaints have been made to Planning Enforcement

025 Potters Mede

(i) Youth Engagement Initiative KCC announced withdrawal in 2 weeks. Agreed to fund temporary post - search launched for replacement Youth Workers

(ii) Narcotics Anonymous - very successful growth - valuable local resource

(iii) PAT testing in hand £75+vat - Agreed

(iv) (23) Dale Drummond - power clean tarmac and paths, and Rec tennis courts etc £950 Rec + 600 Potters

Mede = £1550 - AGREED

(v) Van Service this week

(vi) Imago Dei, a Christian charity with a prison ministry, will begin meeting at PM at a 50% discount – AGREED.

(vii) Landscape Services new contract for mowing the Rec and PM, prop cost (Rec £3104.20 & PM £2191.20 – total £5295.40 + VAT) for specified dates, shared between BGWJFC and BGPC on a 80/20 split-AGREED

026 Recreation Ground

(i) Black Horse Mews -gabions - muck away issues - low tech solution- further discussions in hand

(ii) Erosion of stream bank - update - maintenance ongoing as Barry can fit it in

(iii) To assist in mitigating risks associated with the distance between the stream and children's play area, two quotes for a 6' fence obtained – Jacksons £5688.63 and Perimeter Solutions £8692.94. Fence to match existing 4' fence in place around sides of the play area. Cost to be covered and assisted from grant awarded from TMBC (transferred from container grant). Purchase to be purchased – AGREED.

3rd June 2024

027 Community Issues

- (i) Due to the Reynolds eviction of the Scouts, two containers to be purchased by BGPC for scout storage if they re-locate to PM. Costs to be included in monthly rental charges. BGWJFC may be able to assist with separate grant funding to discount the purchase of one of these containers. Costs TBC but will be in the region of £1600 + VAT for each container before applying any discount obtained by BGWJFC. To purchase both containers and align delivery with the order for the BGWJFC container – AGREED.
- (ii) Bowls Club - letter of intent sent. Solar Invoice £8998.81+vat. TMBC grant and Bowls Contribution, Roof structural integrity inspected 14 May (*Subsequently approved*) our balance about £4k grant - AGREED
- (iii) Surgery Parking. We are advised that the Surgery contractors should begin laying the new porous parking surface in June and the new joint agreement will be in place by then.
- (iv) BGVHMC complaint against member of staff – Chairman convened a Complaints Committee to consider the complaint. The matter complaint was investigated and was not upheld. No further action – AGREED. BGVHMC complaint against Chairman referred to Monitoring Officer - outcome awaited. An engagement plan is being developed. As per deed, financial update and minutes to be sent to BGPC. The survival of the Hall is more important than personalities. Cllr Butterfill appointed as Single Point of Contact with BGVHMC.- AGREED Report to Charity Commission - NOT AGREED - ask for notifications re Trust Deed.

028 Village Enhancements & Green Spaces

- (i) Solar Projects - PM Installation due w/c 20 May. Structural Integrity report clear.
- (ii) Public Toilets - Lighting and heating upgrade. Grant application for resiting door -£4886 +vat Honeycomb Construction appointed - AGREED
- (iii) Isles Quarry - fencing no update
- (vi) Clerk reported on various Police activity -Speed sessions, Tennis Court footballers, marked drop in ASB

029 Financial Matters

- (i) Responsible Financial Officer's report.
- (ii) Bank Reconciliations & Balance 30 April 2024 Total Bank Balance **£262,817.35**
- (iii) To approve Payment List as circulated. *Appendix 1* Prop Chair 2nd Cllr Butterfill - AGREED
Invoices checked : Chair & Cllr Ramsden
- (iv) Zurich Complaint referred back to Financial Ombudsman
- (v) Bank require two new signatories - Cllrs Thrush & Millener - AGREED
- (vi) Grants - v successful year Buses **£10k**, Solar **4951.20**, Public Toilet & Fencing repairs **£12,138** (reallocated TMBC Container Grant to public toilets and Rec fence) provided these projects are completed by 30th June 24.
- (vii) Clerk presented budget Y/E 31/3/2024 and Y/E 31/3/2025 - NOTED & AGREED
- (viii) Clerk Income & Expenditure Account Y/E 31/3/2024 - NOTED and AGREED *appendix 3*
- (ix) Clerk presented Internal Audit Report Y/E 31/3/2024 - NOTED and AGREED

Annual Governance & Accountability Report (AGAR)

(x) Clerk presented Annual Internal Audit Report 2023/24, signed by Internal Auditor – ACCEPTED and APPROVED by Authority.

(xi) Annual Governance Statement 2023/24 was presented by the Clerk. Signed by Chairman and Clerk – APPROVED by Authority.

(xii) Accounting Statements 2023/24 was presented, certified and signed by RFO and Chairman – APPROVED by Authority.

030 Website & Social Media

- (i) BGPC website accessed without authority, and Part 2 minutes made public - now removed from site. Data Breach to be reported to ICO. Cllr Ramsden to review security
- (ii) D-Day 80 celebration notices/timetables to be posted on all platforms

031 Neighbourhood & Local Plans

(i) Note Parish Plan draft documents on website. Cllr Rawsthorne updated on her progress. Chair reported Character Appraisal Chapter 6 now drafted

032 Highways & Streetlighting

- (i) Streetlighting - Solar Power projects - Green grant updates above
- (ii) TMBC Station Recycling bins gone. They were now empty because material is collected at the doorstep
- (iii) Charging Points to be installed on Western Rd carpark access rd. concerns about blocking access
- (vi) Southways houses will be numbered, not Ray Chopping Close. BGPC expressed disappointment
- (vii) SIDs - we would like to liaise informally with KCC about siting first, identify sites, and allow a few months for our financial situation to stabilise. Robert Body & H+H Celcon to be approached for contributions - they have always been extremely generous to community projects



3/6/24

033 Quarries & Landfills

- (i) BGSP developments - Contravention Notice has been served (at long last)

034 Councillors Reports from outside Bodies (max 3 min)

- (i) D-Day 80 - 6th June 2024 update
Propose £150-200 food for Signing Choir, who are not charging us for their display - AGREED
Volunteers PC - marshalling, Facepainting. Chair has photos for a display at Lunch Club and in Pavilion
Lee sounds and PA £350 - Tim to MC
- (ii) Voice Magazine - grant commenced, D-DAY Notice to be provided.,

035 Future Dates

- (i) **Date of next meeting 3rd June 2024 1930 AT BOROUGH GREEN VILLAGE HALL**

036 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. **Part 2** Clerk noted changes to Potters Mede hiring, brief discussion re complaints. There being no further business, Chair closed the meeting at 2208

Appendix 1 BGPC Payments List May 2024

Staff Costs	
Staff Salaries	5,543.92
HMRC	2,838.19
KCC Pensions	2,576.00
BACS Payments	
Martin Fielder-White, inv 008	80.00
SHS Hygiene Services, inv 46214	694.32
BGVHMC, (rent - April 24 to June 24), inv 0074	750.00
BGVHMC (luncheon club/Fri/ April May June), inv 0073	445.50
BGVHMC (luncheon club/Thurs/ April May June), inv 0072	445.50
Astra Security, CCTV data charges, inv SI-108331	30.00
Portable Space, inv QO14867	2,034.00
Greenthumb, inv 03711262	30.50
KALC, inv 9225	1,342.42
Countryside Commission, No 183442	84.00
JC Electrical, inv 47401	90.00
Nu-Venture, inv 3019	833.00
Parish On-Line, inv 29UP004-0006	108.00
Godfreys, inv 150067	144.80
Expenses - Bernie Galopin	79.99
Expenses - Bernie Galopin	42.34
Expenses - Robert Springett	134.67
Expenses - Barry Glew	156.52
DD Payments	
Zen Internet (monthly charge)	13.79
Zen Internet (domain name annual charge)	19.19
National Domestic Rates RG	57.20
COGS - The Voice Magazine	300.00
Bank Charges *	18.00
Npower* - streetlighting	1,518.38
Npower* - public convenience	242.49
EDF (PM)*	443.00
EDF (RG)*	40.00
Castle Water*	127.54
Castle Water*	15.00
Vauxhall Finance	544.80

Total

21,823.06

NB: Receipts during April 24 (exc bank transfers)

136,917.94

Bank Balances 30 April 2024 Signatures Cllr Taylor & Ramsden

262,817.35

Appendix 2 Appointments to Committees

Finance Cttee; 4 appointed members, and anyone else on the night, usually once a year to review the years spending and put together the precept for the following year. This is the moment when grand plans for the next financial year are tabled. Cllrs Taylor, Shaw, Butterfill & Ramsden

KALC; Cllr Butterfill, Cllr Shaw - exec member

Parish Partnership Panel; Cllr Butterfill is Vice Chair of PPP , Cllr Shaw

BGVH; Cllr Butterfill will be the Single Point of Contact in the short term

Men of the Trees; Chair & Cllr Thrushwell

Green Spaces - Cllr Thrush

Skate Park; Chair & Cllr Hook

J5Slips; Cllr Shaw

Kent Rail Forum; Cllr Hook

T&MBC Standards Cttee; Cllr Hook

Sports Liaison Cllr Reading

Complaints arrangements; All complaints initially go to Clerk, who decides whether to report directly to the Monitoring Officer at TMBC, or if Staff to the Chair

A small committee of Members might be appropriate in some cases to be recruited at the time.

Appendix 3 Income & Expenditure Year End 31 March 2024

INCOME	£	EXPENDITURE	£
Precept	237,958.00	Recreation Ground	43,254.36
Operating Income	54,175.85	Administration	120,761.04
VAT Reclaim	19,007.71	Potters Mede	51,591.78
		Open Spaces	52,180.22
		Skate Park	6,514.89
Total Income	311,141.56	Total Expenditure	274,302.29
		SURPLUS FOR THE YEAR	£36,839.27



3/6/24