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Parish established 1934

www.boroughgreen.gov.uk

DRAFT The Borough Green Town Council Meeting took place at 1930 in the COGS Annexe on 1st June 2026. 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

Clerk & Responsible Financial Officer

Present: Cllrs Taylor (Chair), Ramsden (Vice Chair) Reid, Butterfill, Thrush, Millener, Shaw, and Heselden. KCC Cllr Rayner. TMBC Cllr Palmer, Mr Sohrab Peerbaccus IAG.

038. Apologies for Absence Cllrs Reading & Proto

039. Declarations of Interest Cllr Taylor - payment, Cllr Ramsden Relative's employment

040. Minutes of the meeting 5th May 2026 inc Part 2, and Annual Community Meeting - AGREED

Matters Arising - None

- (i) Councillor Vacancy

041 Submissions by County and Borough Members and Members of the Public

KCC Cllr Rayner spoke about ongoing water supply issues, and sewage, and the impact on TMBC's Local Plan for BGGC. It is understood that a Judicial Review has been lodged against the Local Govt Reform. Govt funded KCC Bus Grants may not continue. Cllr Millener raised concerns about impending resurfacing of Western Rd. **TMBC Cllr Palmer** announced she was standing down as Chair Platt PC to concentrate on her new role as Chair of the TMBC Single Planning Committee - Cllr Howard Clark has been elected. She also announced the election of the new TMBC Mayor Kim Tanner.

Mr Sohrab Peerbaccus introduced himself as the Chair TM area Independent Advisory Group, a critical friend of the Police Force, and their role in ensuring communities were at the heart of modern policing. There was some concern about overlap with the Community Safety Partnership, PPP and KALC Police Liaison. It was also noted that we contribute to TMBC's Civil Enforcement Officers, because of lack of local policing, although PC Dylan McGelligot did an excellent job in difficult circumstances. Contacts to be posted on website and noticeboard.

042 Planning Matters

- (i) To note Planning Notices as circulated
- (ii) Current applications and **responses** as circulated,

TM/26/00366/LDP 64a Sevenoaks Rd LDC detached garage *No Observations*

TM/26/00458/FL Quarry House, Allingham Close 4 houses - *Objection Lodged*

TM/26/00432/TPOC The Mount 78 Crouch Lane remove TPO Oak, maintain 1 Sweet Chestnut *No Observations*

TM/26/00810/FL 13 Novello Close Conservatory *No Observations*

KCC/TM/0064/2026 Stangate Solar Farm - *No Objections if Community support is implemented..*

043 Potters Mede

- (i) Pothole repairs complete, carpark and entrance
- (ii) BG Scout hut - footprint size queried - awaiting revision.
- (iii) Work Experience update - two young men will be starting next month

044 Recreation Ground

- (i) Pavilion Refurbishment - ongoing
- (ii) Bowls Club - Solar Upgrade grant aid- confirmed £3000 subject to Community Benefits agreement

045 Councillors Reports

- (i) Clerk Report - charity work for Imago Dei refuge house. Clerk, Barry & Rob had attended as volunteers and helped with building works, and were invited to the opening - picture circulated on Social Media (appendix 3)
- (ii) Cllr Butterfill - Resilience Plan - final revision planned, and laminated "bullet points" to be drafted

046 Community Issues

- (i) IQE footpaths and bike trails - IQE mapping & signage proposal - agreed. Cllr Reid had met bikers on several occasions, they liked the signs, understood ban on solo riding, but did not understand What3words. 4 biker signs, one IQE Amenity Area sign, and a 3 way sign for the PROW to be ordered from RBLI - AGREED
- (ii) Alliance Shopper Buses-Awaiting KCC Bus Grant if available - Invoicing Parishes in hand. Chair to write to KCC to see if small capital grant can be applied to revenue use, we don't need to buy a bus!.
- (iii) BGTC Assets adjacent Village Hall. Clerk has written confirming ownership, maintenance and Insurance for Planter, flagpole, salt bin and bench. Library Saltbin donated to KCC.
- (iv) BMPOS Geese security - TMBC to be asked for permission to install solar powered CCTV
- (v) Police - Rec racial report, TM Safe Neighbourhoods

047 Village Enhancements & Green Spaces

- (i) Harrison Rd/Surgery TPO Rnforcement- ongoing (two years now)
- (ii) Re PPP Discussion - Acquisition of TMBC local assets prior to LGR. Chairman is contacting all TMBC Parishes to assemble a list to go to TMBC
- (iii) Skatepark shelter Zintec steel cladding complete

048 Financial Matters

- (i) Responsible Financial Officer's report - Very strong position, cautiously optimistic
- (ii) Bank Reconciliations & Balance 31 May 2026 Total Bank Balance **£274,730.79**
- (iii) To approve Payment List. prop Cllr Thrush 2nd Cllr Reid - AGREED, Cllrs Taylor & Ramsden abstain
Invoices checked : Cllrs Butterfill & Heselden (*appendix 1*)
- (iv) Annual Internal Audit Report is received and noted - NOTED
- (v) Annual Governance Statement (Section 1) is APPROVED & SIGNED
- (vi) Accounting Statements (Section 2) are APPROVED & SIGNED
- (vii) Agree Statement of Public Rights & start date 3/6/2026 - AGREED
Chairman to post Internal Audit, AGAR, Accounting Statements & Statement of Public Rights starting 3/6/2026 to website & noticeboard 2/6/2026 - AGREED
- (viii) TMBC Section 106 grant update. BGPC had raised the issue of the reported 2009 S106 £19k grant, but neither TMBC nor BGPC have any records of those transactions under the previous Clerk/Council
- (ix) Van MOT booked next week.
- (x) To employ grounds contractor 10 hours per week until permanent staff taken on - AGREED

049 Website & Social Media

- (i) Local Government Reorganisation - awaiting Government decision due in July

050 TMBC Local Plan

- (i) Update report on the implications of the SE Water shortfall in supply
- (ii) To note ongoing correspondence with LP Officers about deliverability of BGGC

051 Highways & Streetlighting

- (i) Speedwatch Group - Cllr Shaw updated Members on progress assembling the team.
- (ii) KCC chopped columns - identified by real test equipment - to be replaced within 12 weeks

052 Quarries & Landfills

- (i) No report

053 Future Dates

- (i) **Date of next meeting 1930 MONDAY 6th July 2026 COGS Annexe.**
At all other times contact the Clerk using the details above

054 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.

Chairman moved to Part 2 to discuss Staff Matters. Highway Assets item had been discussed at 051 (ii).There being no further business, Chairman closed the meeting at 2106hrs.

Appendix 1 Payment List

BGTC Payments List June 2026	£
Staff Costs	
Staff Salaries TBC	5344.78
HMRC	3315.13
KCC Pensions	2344.04
BACS Payments	
Ward Security, (awaits invoice)	30.00
Nu Venture, inv 3305	891.66
TMBC, inv 0000094536 (Comm Safety)	2000.00
WPC, Inv 684	22.95
Green Thumb, inv 06162748	32.50
Martin Fielder White, inv 10 (Int Audit)	80.00
EJP Fire Protection Ltd, inv 50204	378.00
SLCC, inv MEM258826-1 subs	442.00
DR - Contract Cleaner	330.00
MT - Title Register fee	7.00
DD Payments	
Zen Internet (monthly charge)	13.79
COGS - The Voice Magazine	300.00
COGS - Admin	30.00
TMBC	56.00
Bank Charges *	27.18
Npower* - streetlighting TBC	100.00
Npower* - public convenience TBC	50.00
EDF (PM)* TBC	487.95
EDF (RG)* TBC	33.54
Castle Water RG*	100.00
Castle Water PM*	21.56
Total	16438.08
NB: Receipts in May 26 (exc bank transfers)	20815.98
TOTAL RESERVES 31 May 2026	£274,730.79
Signatures Cllrs Butterfill & Heselden	

1200 857 - £100.00

1201 811 - £94,687.79

1202 882 - £0.00 (reconciliation not necessary as nil balance and no movement of funds during the month)

1203 UTB - £59,943.00

1205 CCLA - £120,000.00

Total cash reserves as at 31/05/26 – **£274,730.79**

APPENDIX 2 INTERNAL AUDIT 2025/2026 BOROUGH GREEN PARISH COUNCIL

I am pleased to report to Members of Borough Green Parish Council that I have completed the year end internal audit of the Council's records for the twelve month period to 31 March 2025, following my audit visit and conversations with the Clerk on Monday 11 May 2026

I would like to thank the Clerk/RFO Mr Bernie Galopin for his help and assistance during my audit visit.

PREVIOUS AUDITS – I can confirm that Mazar's LLP signed off Section 3 of the 2024/2025 AGAR and there were no comments and this was approved by the Council and published on their website.

MINUTES – I read through all the Council minutes and paid special note of anything financial that was discussed. At each meeting all items that are needed to be paid are tabled for approval and the current state of the bank accounts is shown, so that the Members are up to date with the state of the Parish Council finances, and what is likely to be spent in the future.

STANDING ORDERS, FINANCIAL REGS, RISK ASSESSMENT POLICY, FINANCIAL INTERNAL CONTROLS, DATA PRIVACY & USE AND RETENTION POLICY – I am happy that the Council is following the up to date versions of these documents, including the new IT Policies; but it has to be remembered that they are looked at and updated in view of any changes in legislation on a regular basis, and approved by the Parish Council and dated accordingly.

RISK MANAGEMENT – All of the play equipment continues to be inspected on a regular basis by the full time groundsmen and annually by a ROSPA approved contractor, this is essential for people using the equipment and for the Insurance of the equipment.

BUDGETARY CONTROLS – The Finance Committee met on 19 November 2025 to discuss the Precept and Budget for the year 2026/2027, various figures for the precept were proposed together with the budget. At the Parish Council meeting held on 1 December 2024 the precept figure for the following year was discussed and an increase of 4.6% was proposed making the precept £272843 for the year. These figures are shown in the Minutes and placed on the website.

BOOK KEEPING – The accounts for the year in question are prepared on an accruals basis, and I could find no errors in the way that the accounts are handled.

PETTY CASH – There is none.

PAYROLL – There are still three paid employees, Clerk and two groundsmen. Appraisals were carried out and new rates of pay processed for the year. Payroll is carried out in-house and monthly pay and payments to HMRC for tax and NI and KCC for pension are agreed by Members at their monthly meeting, and paid over accordingly.

PAYMENTS – A sample audit of invoices, April, July & December and March was taken, confirmed that they were agreed by the Members at their meeting and tallied with the bank statement.

RECEIPTS – These were accounted correctly for the year in question.

BANK RECONCILIATION – The bank reconciliation has been carried out and the figures agree with the statements from the bank as at 31 March 2026

ASSET REGISTER – The value of the Asset Register agrees with the figure put on the 2025/2026 AGAR return.

VARIANCE REPORT – This report had been filled in correctly and explanations, for variances over +/- 15%, explained the situation clearly.

YEAR END PROCEDURES – The AGAR for the year has been filled out correctly and is ready to be presented to the next meeting to be signed off ready for submission, with supporting documentation, to Mazar's LLP.

In my opinion Borough Green Parish Council is run in accordance with current Financial Regulations and Standing Orders and there is a transparency in the operating of the finances.

MARTIN FIELDER-WHITE INTERNAL AUDITOR 2025/2026

Appendix 3 Imago Dei Vulnerable Women's Safe House Opening with Bernie & Ken

