

BOROUGH GREEN PARISH COUNCIL



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Established 1934

www.boroughgreen.gov.uk

Minutes of the Meeting of Borough Green Parish Council held **Online** on Monday 7th September 2020 The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Shaw, Wray, Simpson, Perry, Reading, Green, Millener, Clerk..
Two members of the Revamp Cttee, and Cllrs Rayner & Palmer were present online, and left at 2015.

111. **Apologies for Absence:** Cllrs Mrs Gould, (sick Leave)
112. **Declarations of Interest:** None

Action

Chairman moved items 085 and 119 (iii) to this point

115. **Submissions by County & Borough Councillors, and Members of the Public**

Cllr Rayner Spoke about KCC budget, and its impact on grants to communities. He noted the joint impact of the Planning White Paper and the new Housing Numbers and urged the PC to submit to the consultations.

In response to Cllr Simpson question about commercial conversion to housing he expressed concerns about the quality of these homes. In response to Cllr Perry's question about school buses, he noted that KCC had to allocate its meagre funding on routes that parents were demanding, and the general CV19 uncertainty had led to low demand from parents so far.

Cllr Palmer reminded Members that the Shop Front Grants had been extended, and urged local shops to submit schemes.

She briefly discussed the Joint Parish Gateway at Minters Orchard

Cllrs Rayner & Palmer left the meeting 2015

- 119(iii) Cllr Wray and the Committee Members gave a presentation on the 4 Schemes that had submitted plans and quotes, Eibe, Playdale, Wicksteed, & Lappsett, and noted a preference for Eibe and Playdale. Discussions with the Lottery Fund had noted that Covid Grants were displacing Capital Grants for 3-6 months. It was agreed to investigate the two preferred schemes for maintenance capability, and park the grant application for now. As well as the £45k grants, and the £2.5k raised by the public, Clerk noted there should also be £8.5k Section 106 money available, but that this was for Maintenance but not Capital expenditure.

113. **Minutes of the Online Meeting: 3rd August 2020: AGREED.**
Minutes of the Online Emergency Meeting: 21st August 2020: AGREED.

114. **Matters arising** None

116. **Planning matters** to hand:

- (i) To note planning notices – as circulated.
- (ii) Responses already circulated.
- (iii) Current applications as per correspondence

TM/20/01485/LDP 35 Annetts Hall LDC drop kerb - No observations

TM/20/01557/PDVLR 29 Wrotham Road replace existing conservatory- No Observations

TM/20/01769/FL 16 Staleys Road side/rear extension & front porch- No Observations

TM/20/01843/FL 13 Tilton Road 2 storey side & rear single extension- No Observations

TM/20/01879/FL 5 Crow Hill Two storey rear and side extension. Discussion about neighbour impact - No observations

- (v) No further planning matters.

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117. **Correspondence** – as circulated.
118. **Potters Mede Grounds and Pavilion**
- (i) Quote for CCTV alteration and repair.- no report
 - (ii) To note hedge cutting. Sections missed at PM, Wrotham Rd, Rec & Conyerd Rd, Contractor returning.
 - (iii) To note weedkill carried out on pitches by KGC
 - (vi) BT Contact to discuss possible contract - ongoing
 - (v) Contact BGJFC and discuss Women's club. The PC support the idea, but why hasn't the PC been notified, and who is paying?
No other action required.
119. **Recreation Ground:**
- (i) Children's play area now open with Social Distancing.
 - (ii) Repair of public toilet lock – ordered.
 - (iv) Sewage breakout - recreation ground and carpark progress. Chairman is unable to get any answers from Southern Water, TMBC Leader assisting
 - (v) Tree overhanging Harrison Rd, Treeability to investigate and advise
 - (vi) Basketball hoops will be installed Wednesday.
No other action required.
- 120 **Village Enhancements:**
- (i) Isles Quarry East land transfer - Chairman noted culvert works progress and meeting Canham to discuss landscaping.
 - (ii) Gateway progress - Cllr Wray reported Contractor has once fence section left, (A25South pending). Use this Section at Platt. It was decided to mount AONB signs directly on Fences, except at A227N where it would be sited North of Horsefield entrance
 - (iii) (iv) A25S hedge - awaiting fencing extension, hedge quotes & expert opinions Being sought. Chairman & Clerk agree a "thawing" in the relationship.
 - (v) Agreed to install final AONB sign on Darkhill Rd, and to progress a joint Gateway with Platt PC.
 - (vi) Decision that Electric Charging points scheme be recommended for the Western Rd Carpark
121. **Financial Matters:**
- Chairman offered thanks to the Clerk, Mrs Lesley Cox and the auditor for their sterling efforts in rebuilding the accounts achieving an exemplary Audit Report
- (i) Clerk outlined slow progress with setting up new bank account, to ensure £85K FSCS limit per bank. Metro & Union were being considered
 - (ii) To accept Independent Internal Audit report 19/20._ AGREED
 - (iii) AGAR public response consultation running.- NOTED
 - (iv) To Note budget/precept 20/21/Financial Analysis 20/21-.NOTED
 - (v) To approve Financial Regulations Aug 20.- AGREED
 - (vi) To approve Internal Financial Controls Aug 20 - AGREED
 - (vi) .To note all accounts digitised and back up arrangements- NOTED
 - (vii) Clerk to present Bank Reconciliations as at 31.08.20 - These will now be a monthly feature of the financial report, together with a 3 monthly budget analysis.
 - (viii) Agreed to authorise the Clerk to pay monthly salaries, HMRC and Pensions online on the appropriate dates, and that this confirms with our Internal Controls policy
 - (ix) Cllr Wray to liaise with Clerk to identify further possible banks to ensure compliance with FSCS rules
- Items (ii), (v),(vi) & (viii) Proposed Chairman, Sec Cllr Perry - unanimous



Chair

Chair
Groundsman

Chair

Clerk

122 **Website Accessibility, Compliance & Risk:**

- (i) To agree updated documents as circulated:
 - (a) Standing Orders Aug 20.- AGREED
 - (b) Risk Assessment Aug 20 - AGREED
 - (c) Data Privacy, Use & Retention Aug 20 -AGREED

Items (a), (b) and (c) proposed by Chairman, Sec Cllr Millener, unanimous

- (d). To note all new documents uploaded - NOTED
- (e). To Note Public Zoom access via email. - NOTED

The approved 6 documents noted above are Work in Progress, and will be subject to regular updates, at the very least annually. Cllr Simpson to assist Clerk in identifying other areas requiring inclusion in the Risk Register

Clerk
Cllr Simpson

123 **T&MBC Local Plan:**

- (i) To note Southern Water's Sewage Plan for Borough Green. Chairman thanked Cllr Perry for his detailed research, and that the results had been passed to the Planning Team.
No action required.

Chair

124 **Highways and Streetlighting:**

- (i) Annual lighting contract with Streetlighting in progress
- (v) Progress on blocked drains. Matter raised at PPP, and SW will be called in again. KCC have responded to our village gully survey and flooding hotspots by multiple inspections, and a start to clearing blocked drains. Despite constant contact, still no answer from SW regarding Rec carpark high pressure line fault, and resurfacing. Carpark remains closed. Concerns raised about impossible pedestrian access for the elderly
- (iii) To note decisions at Emergency Parish Council meeting, re road signs, blocked drains, & resurfacing. Chairman reported instant action by KCC to prevent the "DIY" solution agreed. Quarry Hill roundabout and 20 mph schemes progressing, Council will press KCC hard for QH & 5 tonne limit and A25 Darkhill 40mph. Chairman meeting KCC Engineer to walk the village 22nd
No further action required.

Chair

125 **Sandpits Quarries and Landfills:**

- (i) Chairman meeting Ops Director H+H 16 Sept. Council wanted issues raised- HGV speed and routing, light, steam and dust pollution, block debris on roads, sweeping regime
- (ii) To note slow progress by KCC/TMBC enforcement, and deep suspicions about BGSP proposed Lawful Development certificate
No action required

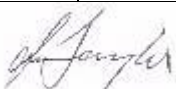
126. **BMPOS:**

- (i) Chairman noted possible construction of visitor lay-by, and tree damage to Openreach cables
No action required

127 **Payments List (Cheques/Bank Payments):** To approve payments as listed and circulated to all Cllrs.

Online Payments

<p>Salaries paid 28 July 2020 £ 3615.05 Staff £ 227.67 FM Taylor Xs app 3/8 (paid 17/8 test BACS Aug pmnt) Prior approval for wages 28/9/2020 Prior Approval HMRC/KCC 19/9/2020 £1390.36—HMRC Aug/Sept Online failed see chq 4401 £ 993.28 KCC Pensions</p>	<p>Approved & Signed S Gould M Taylor</p>
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Cheques for approval

chq	Current for payment	Cheques for approval and signature
4389	£ 500.40 Southern Counties Fencing 3809 A25 Fence gateway	S Millener M Taylor
4390	£3276.00 CJS Plants 2188 Hanging baskets	
4391	£ 499.00 Godfreys 42912 Stihl hedgecutter & battery	
4392	£ 624.30 DJ Buckett Audit 1193	
4393	£1008.00 Tyrrell Fencing 25655 Gateways 1xA25, 2xA227	
4394	£ 175.89 Wrotham PC 162 Skatepark	
4395	£ 552.00 K Clarke PM weedkill 1152	
4396	£ 450.00 Lesley Cox July Accounts 072001	
4397	£ 8.35 Kent Ali 12640 1/9	
4498	£ 972.00 Lanes Drains PM 2471936	
4399	£ 260.40 Kent Garden Machinery Ride-on rep	
4400	£ 70.66 R Springett Xs	MT, SG, SM
4401	£1390.36 HMRC Aug Online failed	

Direct Debits from Statement

£ 20.40	Wex Fuel 3/8	S Gould M Taylor
£ 40.32	Castle water 3/8	
£ 94.78	Wex Fuel 10/8	
£ 57.00	TMBC rates 10/8	
£ 10.79	Zen emails 31088960	
£ 13.00	EDF 17/8	
£338.00	EDF 20/8	
£291.60	ADL Ford Lease 26/6	
£ 85.00	Wex Fuel 24/8	
£ 41.11	Castle Water 28/8	
	<i>Invoice, no DD on statement</i>	
	£301.32 ADL Ford Lease	
	£ 469.14 Eon Streetlighting	
	£ 109.92 BT Internet PM	

Reconciliations

Receipts & returns & Invoices raised

£105.84 6/8 WPC online Skatepark
 £ **21.90** **EDF Rec** Credit
 £1000.00 TMBC Grant 21/8
 £9000.00 TMBC Grant 26/8
 £ 166.00 Tennis Court Cash Nisa + FMT - FMT cheque1622 (Noted)
 Proposed Cllr Perry, Sec Cllr Simpson - agreed unanimously

128. **Written reports:** None

129. **Future dates:**

- (i) Date of Next Meeting: **Monday 5th October 2020 7.30pm** online via Zoom, subject to change if isolation rules are removed, public meeting in the Annexe to The Church of the Good Shepherd.
- (ii) The Parish Office will not be open on Saturday 3rd Oct.
 Annual Parish Council meeting **Deferred**.
 Parish Annual Meeting **Deferred**.

At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

130. **Exclusion of Public and Press:** There were no items for Part 2
 Chairman closed the meeting at 22.43



Appendix 1

Date: 07/09/2020
Time: 14:19:56

Borough Green Parish Council
Bank Reconciliation

Page: 1

Bank Ref: 1200	Date To: 31/08/2020
Bank Name: Bank Current Account	Statement Ref: 1200 2020-08-31
Currency: Pound Sterling	

Balance as per cash book at 31/08/2020: 51.53

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
487	31/08/2020	4388	Purchase Payment	8.47
489	31/08/2020	4383	Purchase Payment	40.00
				<u>48.47</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 100.00

Balance as per statement : 100.00

Difference : 0.00

Appendix 2

Date: 07/09/2020
Time: 13:47:36

Borough Green Parish Council
Bank Reconciliation

Page: 1

Bank Ref: 1201	Date To: 31/08/2020
Bank Name: Business Reserve Account 1	Statement Ref: 1201 2020-08-31
Currency: Pound Sterling	

Balance as per cash book at 31/08/2020: 157,922.70

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 157,922.70

Balance as per statement : 157,922.70

Difference : 0.00



Date: 07/09/2020
Time: 13:41:08

Borough Green Parish Council
Bank Reconciliation

Page: 1

Bank Ref: 1202	Date To: 07/09/2020
Bank Name: Business Reserve Account 2	Statement Ref: 1202 2020-09-07 01
Currency: Pound Sterling	

Balance as per cash book at 07/09/2020: 669.38

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 669.38

Balance as per statement : 669.38

Difference : 0.00



5th October 2020