



BOROUGH GREEN PARISH COUNCIL



Clerk: Mr Bernie Galopin
Tel: 07568536405



PO Box 635
Sevenoaks
TN13 9UX

Email: clerk@boroughgreen.gov.uk

Established 1934

www.boroughgreen.gov.uk

DRAFT The Borough Green Parish Council Meeting took place at 1930 in the COGS Annexe on 5th January 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

Clerk & Responsible Financial Officer

Present: Cllrs Taylor (Chair), Reid, Ramsden, Butterfill, Thrush, Shaw, Millener, the Clerk and KCC Cllr Rayner. There were no members of the public present. Chairman wished everyone a Happy New Year, and thanked Cllr Ramsden and the Clerk for their smooth take up during his recent illness.

307. Apologies for Absence Cllrs Reading, Proto, Heselden, TMBC Cllr Palmer

308. Declarations of Interest, Cllr Ramsden (related to contractor), Chair - Cheques

309. Minutes of the meeting 1st December 2025 - AGREED - Cllr Ramsden to sign
Matters Arising -
(i) Councillor Vacancy

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

KCC Cllr Rayner: Members Grant £1000 to Joint Parish Skatepark - thanks to Cllr Rayner. Support for BGSP Time Extension application - delays to completion, note MR251/252 diversion. KCC Enforcement now eliciting 3rd Party video evidence of mud on the road, Quarry Liaison Committee to be restarted. KCC having severe problems setting a budget, but trying to avoid CT increase that approaches 5% "ceiling", will figures be accurate? BSIP bus grants from Govt won't be known until late spring.

312 Town Status

(i) Councillors Butterfill and Reid have checked all submissions before the meeting, online, paper copies and emails, and the Clerk announced those results as:

Change to Town Status, **YES 375 NO 200 Undecided 17** (appendix 2)

The Chairman then proposed the below:

- (i) That Borough Green declares Town Status effective 1st April F/YE - AGREED Unanimously
- (ii) That decision will be subject to 6 monthly reviews - AGREED Unanimously
- (iii) That the Clerk is Authorised to change our Bank Account names to "Borough Green Council" and once that is in place we can adopt Town Status - AGREED Unanimously

These were free votes, all public voting slips will be sealed and archived under Data Protection rules

313 Planning Matters

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

Applications

TM/25/01916/PC LDC The Paddock 78 Crouch Lane Garden Room

TM/25/01974/PA Esso Brackenhill, Parcel Locker

TM/25/02115 17 Sevenoaks Rd Loft Conversion & Rear Dormer

TM/25/01692 27 Normanhurst Loft Conversion & Rear Dormer

TM/25/02066/MIN BGSP Consultation by KCC: S73 application to vary Cond 1 of TM/15/00775, to extend the timescale for soil screening, supporting the restoration of the quarry (KCC reference KCC/TM/0181/2025).

Chairman to write in support - AGREED

314 Potters Mede

- (i) Power supply /Lighting Conversion to LED - ongoing
PIR lights to be fitted in Porch and Shower Room Door
- (ii) Air Con repairs . U/floor Vaillant repair 29 Dec. New AS installation in hall.
Heat Pump for Taylor Room - £620 + labour ordered urgent - to ratify - AGREED
- (iii) Update on compensation for gate damage - ongoing
- (iv) BG Scout hut update. Members expressed a preference for siting in the outer carpark, keeping children's fenced area free, and to avoid building too close to river bank.
- (v) Sheep escape, fence damage, fallen tree- resolved, thanks to Clerk and Groundsmen.
- (vi) To note BT have appointed Collection Agency to obtain unknown bill - ongoing

315 Recreation Ground

- (i) Pavilion Refurbishment - Roof looking good, update from Cllr Proto at next meeting
Business Plan in hand. Grant application update S106 £4751 applied for
- (ii) To note false Pinboard allegations against Groundsman and his dog, CCTV proves dog was on lead
- (iii) Petanque Court - no further contact - defer for now.
- (iv) New Bowls Club Chair - Nick Cott, Clerk to meet

316 Councillors Reports

- (i) Cllr Butterfill - Resilience Planning draft CR Plan circulated. To include IT resilience as well. Separate meeting to be convened to refine the Policy.

317 Community Issues

- (i) IQE footpaths and bike trails - Update Threatened Planning/Enforcement Action -
IQE mapping & signage proposal for discussion, clear statement of our intentions. IQE is a Public Amenity Space for all residents with provision for local Mountain bike users. **It will not be a dedicated bike facility.**
Mr Byrne has our full support to run a bike training club for young local people, but must have insurance in place, and we applaud the work he has done to date.
Proposal for Wildlife Warden - Cllr Reid appointed, Chair to provide copy Kent Wildlife Land Survey.
Proposal for tree management - to approach MOP who has been clearing fallen trees at IQE with a view to a permanent official appointment. Insurance to be discussed.
- (iii) Village Hall Defib - Offer to donate to Village Hall, or resiting

318 Village Enhancements & Green Spaces

- (i) Harrison Rd/Surgery TPO - ongoing
- (ii) Hanging Baskets - further discussion
- (iii) Winter Plan review - salt bins topped up - new salt supply - new supply in summer
- (iv) PROW 251/252 diversion 6 months - north of BGSP restoration works - Noted

319 Financial Matters

- (i) Responsible Financial Officer's report
- (ii) Bank Reconciliations & Balance 31 December 2025 Total Bank Balance **£210,695.29**
- (iii) Approve Payment List. Prop Cllr Butterfill, 2nd Cllr Millener, AGREED, Cllr Ramsden &
Chair abstained
Invoices checked : Cllrs Millener & Butterfill
- (iv) Reimburse Chair Wix website costs paid by card 2022-2028 £1447.20 - Agreed
- (v) Precept submission acknowledged and accepted by TMBC
- (vi) Internal Auditor appointed - MFW
- (vii) Our thanks to South East 4x4 for Santa Visit - 300+ children this year in Platt and BG

320 Website & Social Media

- (i) ICO Complaint (by BGVHMC) No further Action

321 Neighbourhood & Local Plans

- (i) TMBC Local Plan - consultation closed 2nd January
- (ii) To Ratify Borough Green submission as circulated - AGREED.
- (iii) To adopt Parish Alliance Reg 18 submission ref Contaminated Landfill AGREED
- (vi) To adopt Chairman's Reg 18 submission re Soft Sand Reserves AGREED

322 Highways & Streetlighting

- (i) Highway Improvement Plan (HIP) review
- (ii) Speedwatch Group - update
- (iii) Moto legal update - Part 2
- (iv) School parking PM entrance - Clerk to contact School Management
- (v) To note outcome of meeting with HR at KCC re Library.

323 Quarries & Landfills

(i) BGSP - multiple complaints sand and mud - See Cllr Rayner above

324 Future Dates

(i) Date of next meeting 1930 9th February 2026 COGS Annexe, note second Monday
At all other times contact the Clerk using the details above

325 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. Part 2 below

Chairman closed the meeting after considerations in Part 2 at **21.08**

Appendix 1 Payment List

| BGPC Payments List January 2026 | £ |
|---|--------------------|
| Staff Costs | |
| Staff Salaries | 5510.02 |
| HMRC | 3394.05 |
| KCC Pensions | 2643.69 |
| BACS Payments | |
| Astra, inv SI-111521 | 30.00 |
| Nu Venture, inv 3244 | 833.00 |
| Streetlights, inv 15821 | 327.00 |
| WPC, inv 618 | 2791.79 |
| WPC, inv 609 | 4774.65 |
| VH Lunch Club <i>late add **</i> | 583.20 |
| VH Lunch Club <i>late add **</i> | 583.20 |
| DR | 300.00 |
| RS | 113.73 |
| MT | 1447.20 |
| DD Payments | |
| Zen Internet (monthly charge) | 13.79 |
| National Domestic Rates RG | 0.00 |
| COGS - The Voice Magazine | 300.00 |
| Bank Charges * | 17.63 |
| Npower* - streetlighting | 270.61 |
| Npower* - public convenience | 255.22 |
| EDF (PM)* | 443.00 |
| EDF (RG)* | 60.00 |
| Castle Water* | 27.28 |
| Castle Water* | 21.56 |
| Total | 24740.62 |
| NB: Receipts Dec 25 (exc bank transfers) | 2083.12 |
| TOTAL BALANCES | £210,695.29 |
| Signatures Cllrs Millener & Butterfill | |

**** Late Invoices - added to list during meeting and approved**

APPENDIX 2 PARISH OR TOWN VOTE RESULTS TABLE

| SOURCE | YES | NO | UNDECIDED | TOTALS |
|---|------------|------------|-----------|------------|
| EMAILS TO CLERK | 52 | 14 | 3 | 69 |
| WEBCOUNTS to 2 Jan 26 | 166 | 153 | 11 | 330 |
| PAPER COPIES, AGREED BY TWO COUNCILLORS | 157 | 33 | 3 | 193 |
| AGREED TOTALS | 375 | 200 | 17 | 592 |