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Established 1934

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Draft Minutes of the **BOROUGH GREEN PARISH COUNCIL MEETING** held at the **COGS Annexe** on **Monday 7th April 2025** starting at **1930**. The meeting was not recorded. 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.

Present: Cllrs Taylor (Chair), Ramsden (Vice Chair), Butterfill, Reid, Heselden, Shaw, Millener, & the Clerk.
Cllr Palmer (TMBC), Cllr Rayner (KCC) Mr Ken McKittrick

Chairman introduced our new Groundsman, Mr Ken McKittrick, who will be shadowing Mr Glew for the next couple of months. Members introduced themselves and welcomed Mr McKittrick.

199. Apologies for Absence Cllrs Thrush & Reading

200. Declarations of Interest - None

201. Minutes of the meeting 10th March 2025 - Agreed

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

Before Cllr Rayner spoke, Chairman noted that the imminent KCC elections prevented Cllr Rayner from a full report, but thanked him for his hard work over the years, his deep commitment to all his Parishes, and wished him well in the Election.

Cllr Rayner KCC reported the implementation of Operation Brock again. The recent good weather has seen an increase in migrant small boats, and an increase in unaccompanied refugee children, putting great strain on KCC resources. But on a positive note SEND Transport costs had fallen by 10% compared with last year. The current Government has committed to keeping its Bus Service Improvement Grants (BSIP) which means the well use Parish Alliance buses with continue to be funded for the foreseeable future.

Cllr Palmer TMBC reported on the recent water outages, and a subsequent meeting with SE Water where they were told in no uncertain terms that their communications needed to be improved, and that Vulnerable Users lists and Bottled Water points needed to be put in place now, not scramble around after an event trying to plug the gaps. Clerk & Cllr Butterfill will be investigating resilience planning.

203 Matters Arising -

- (i) Two Councillor Vacancies, NOTED
- (ii) Standing Orders - Adoption of clarifications to Part 2 rules - (Appendix 1) - AGREED

204 Planning Matters

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

Applications

25/00410/PA 64a Sevenoaks Rd Add 1/2 storeys to a max height of 10.1m under Class AA Pt 1 TCP (GDPO 2015)

25/00408/PA 20 Monckton Rd TPO consent To raise the canopy of the Lime trees by 10-15% to a suitable growth point and remove any dead wood for general maintenance. Trees standing in Area A1 of Tree Preservation Order.

25/00498/PA 12 Brockway Raise and extend roof to accommodate loft conversion with skylight windows to front, rear dormer, front extension to the existing porch, alterations to rear doors and new side-facing window.

25/00513/PA 7 Mountfield LDC Conservatory

25/00488/PA 34 Western Rd Change of use Class E café to additional residence, remove lean to making courtyard above No Observations

Pannatoni Marley Development A20 London Rd Wrotham - objection, Kent Downs AONB involved.

205 Potters Mede

- (i) Power supply and real time monitoring progress - ongoing
- (ii) Lighting Conversion to LED - awaiting possible Business Grant - quotes being sought
- (iii) Water Outages - PM offered as Bottled Water venue - not used but now on register
- (iv) WK Mind begin "Creative Printing for Men", interested in venue for other groups
- (v) Complaint re BGJFC boys - Clerk has resolved by discussion with Leaders

206 Recreation Ground

- (i) Pavilion Refurbishment - Working Group- update. Final bill damp proof £10k +vat, increase due to extra excavations, ground conditions and a water leak -extra cost AGREED S106 grant application
- (ii) Stream silting & bank erosion - update awaiting quote

207 Community Issues

- (i) VE 80 - celebration. Report on bookings and program. DJ Lee has pulled out, replacement being arranged.
- (ii) ASB Kids Thong Lane, PC Dylan notified - Clerk's suggestion of CCTV register taken up. Cllr Ramsden reported further attempts at arson in the toilets
- (iii) Duke of Edinburgh's Award, Young man will be litterpicking/Ivy clearing under Barry's supervision

208 Village Enhancements & Green Spaces

- (i) Still waiting Planners re surgery carpark lighting - Complaint lodged-CEO Tuesday- Enforcement discussion.
- (ii) Treeability Parish wide tree survey - report & Quote - discussion on program
- (iii) Lendon Rd - PC tree felled across neighbours garden. Discussion in Part 2

209 Financial Matters

- (i) Responsible Financial Officer's report Financial Year end
- (ii) Bank Reconciliations & Balance 31 March 2025 Total Bank Balance **148,918.43**
- (iii) To approve Payment List (Appendix 2). Prop Chair, 2nd Cllr Millener, Cllr Ramsden Abstain - AGREED
Invoices checked : Cllrs Taylor & Butterfill
- (iv) New Van contract upgraded, was £454, now 490 pcm with camera etc, but discount expected - AGREED
- (v) Landscape Services report - bad office, but good contact with Simon on the mower
- (vi) COGS Annexe cost £30 per meeting until Pavilion ready
- (vii) Tonbridge Counselling Service, 5 BG clients - £100 donation AGREED

211 Website & Social Media

212 Neighbourhood & Local Plans

- (i) TMBC Local Plan new Call for Sites finished - Reg 18 Consultation begins October 2025
- (ii) KMWLP - Soft Sand Safeguarding unchanged

213 Highways & Streetlighting

- (i) Speedwatch Group - update at next meeting
- (ii) Note pro-active response from H+H Celcon, and Sat track will stop use of Western Rd

214 Quarries & Landfills

- (i) BGSP - Mud on Road , early starts - still awaiting enforcement
- (ii) 4Ways Eng - noise complaint re Classic Car meet - Chairman to liaise.

215 Councillors Reports from outside Bodies (max 3 min)

- (i) Noise complaint - power washer at Robert Body Chair report very low level noise, but passed to EH

216 Future Dates

- (i) **Annual Parish Meeting 1900 TUESDAY 6th May 2025 COGS Annexe**
- (i) **Date of next meeting 1930 TUESDAY 6th May 2025 COGS Annexe, BGPC Annual Meeting**

At all other times contact the Clerk using the details above

217 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 Noted Parish Alliance costs and Lendon Rd properties

There being no further business, Chairman closed the meeting at 21.03hrs

Appendix 1 Alterations to Standing Orders. Draft alterations in blue - Formally adopted - AGREED

10. Motions at a Meeting that Do Not Require Written Notice a (xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; subject to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960. [Such information includes, but is not limited to:](#)

[\(a\) Staff Matters including all employment issues](#)

[\(b\) Tendering process, where commercially confidential information might be released.](#)

[\(c\) Legal process where information could damage the Council's case if made available to an outside body.](#)

(Members attention is drawn to Section 26, page 21, items e, f, & g which are specific to Borough Green PC)

APPENDIX 2

BGPC Payments List April 2025	
Staff Costs	£
Staff Salaries (estimate)	7000.00
HMRC (paid in March 25)	0.00
KCC Pensions (paid in March 25)	0.00
BACS Payments	
Astra, inv SI-110041	30.00
DR	315.00
JS Group, inv 001631	144.00
BGVH, inv 0330	526.50
BGVH, inv 0331	486.00
Sage, inv 20542015	878.40
Nu-Venture, inv 3134	833.00
Streetlights, inv 15206	49.50
KALC, inv 9370	1729.18
Vacant Event Hire Ltd, 2355	240.00
BG	9.00
BG2	248.36
DD Payments	
Zen Internet (monthly charge)	13.79
National Domestic Rates RG	57.00
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
Stellantis (formerly Vauxhall Finance)	544.80
Total	14499.83
NB: Receipts during March 25 (exc bank transfers)	1317.36
Total Bank Balance 31 March 2025	148,918.43
Signatures Cllrs Taylor & Butterfill	

