



Clerk: Mr Bernie Galopin

Tel: 07568536405

Email: clerk@boroughgreen.gov.uk



Established 1934

PO Box 635

Sevenoaks

TN13 9UX

www.boroughgreen.gov.uk

Minutes of the meeting of **Borough Green Parish Council** held in Borough Green Village Hall on **Monday 11th December 2023** starting at 1930. The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Cllrs Butterfill, Millener, Simpson, Ramsden, Reading, Thrush, & Cllr Rayner (KCC), & the Clerk. There was one Member of the public.

152. Apologies for Absence Cllrs Shaw, Rawsthorne, Wragg & Palmer

153. Declarations of Interest - Chairman to abstain from cheques

154. Minutes of the meeting 6th November 2023 - AGREED

155. Matters Arising - Congratulations to the Christmas Lights Committee for another excellent and well attended Festival, and an acknowledgement of the problems during the year as KCC insisted on new power arrangements

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

Cllr Rayner advised Members that KCC wanted to end Joint Transportation Boards, but they were failing anyway because of the lack of attendance and information from KCC Officers.

Budget cuts meant that KCC were looking to further cuts of non-statutory services, but BG Library seemed safe for now. There seemed to be a move towards more Academy Schools.

Cllr Millener and the MOP reported road debris near BGSP and Platt Ind Est.

The MOP also complained about the hazard of electric scooters - but this was a matter for the Police.

Cllr Rayner left with the MOP for another meeting.

157 Planning Matters

(i) To note Planning Notices as circulated

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

TM/23/01997/FL Brackenhill Service Station, 82 - 106 Maidstone Road, Creation of charging zone, erection of EV chargers, erection of canopy, sub-station enclosure and associated forecourt works.

23/02052/FL 38 Maidstone Road, Proposed dropped Kerb

23/03010/xx 11, Tilton Road Demolition of existing garage and erection of two storey side extension and single storey rear extension

23/03096 PHO Bourne Estate : LDC: Change of use of part of the ground floor of Unit 1 Bourne Estate from Office to Pilates.

23/03005 25 McDermott Rd LDC: Remove UPVC conservatory, construct a clad timber frame Garden room with pitched roof to match main house, and decking

23/03135 66a Sevenoaks Rd NMA to TM/21/00805/FL to replace oak windows with uPVC Woodgrain Windows. The proposed uPVC Woodgrain Windows would be white painted to plot 1 and its garage but Grey used for Plot 2 and its garage.

23/03199 15 Abbott Rd 1 x Lime (applicants ref. T1) - Dismantle in sections to as close to ground level as possible. Standing in Area A1 of Tree Preservation Order.

Above - No observations

23/03052/FLMIN 29 High Street. Conversion to 2 flats - concerns about parking - Noted

Part 2 Chairman reported on a failure of statutory consultation on one local application. Members asked that concerns are passed back to TMBC. Return to open session.

158 Potters Mede

(i) Update -New Storage Container & Carpark, and WKRSNG changes. Grant applied to CCTV, and Container deferred until June 24.

(ii) Youth Engagement Initiative - numbers steadily increasing

8th January 2024

159 Recreation Ground

- (i) Pavilion- refurbishment - deferred until 2024
- (ii) Pavilion Dead Tree Hazard - landowner awaiting TPO Planning Application permission
- (iii) Black Horse Mews - bank collapsing into Bourne- awaiting Planning & Legal advice
- (vi) Dog Signs - Groundsman to install in coming weeks
- (vii) Eibe had agreed to cover costs of surfacing repairs

160 ASB, Policing & CCTV

- (i) CCTV Upgrade at Potters Mede, in progress
- (ii) Village Hall doors/CCTV? . Ref Public Toilets - no reply from BGVHMC

161 Village Enhancements

- (i) Green Space Review -
- (ii) Union Flag replacements 3x£81 +vat - AGREED
- (iii) Public Toilet lighting repair - completed

162 Financial Matters

- (i) Responsible Financial Officer's report
- (ii) Bank Reconciliations & Balance 30 November 2023. - Noted
- (iii) Payment List (appx 1) as circulated. Prop Cllr Simpson, 2nd Cllr Ramsden, Chair abstained - **AGREED**
Invoices checked : Cllr Simpson & Ramsden
- (iv) Following the Finance Meeting on Friday 1st December 2023 and subsequent recommendations, the Clerk set out the projects and risks for the coming year, and the following documents were presented to this meeting for ratification. (Finance minutes Appendix 2)
Precept request agreed for FY 2024/2025 of £247,476. TMBC calculate this as an increase of 3.4% on the previous year based on the Band D tax base. Prop-Chair, 2nd Cllr Reading - **AGREED**
Budget Year to Date and year end projection FY 23/24, 24 month rolling budget Nov 21 to Oct 23 for movement in Reserves, Budget FY 24/25 . Prop- Chair, 2nd Cllr Butterfill - **AGREED**
- (v) **Pension Scheme** - Formal Resolution by BGPC that B Galopin should be accepted into the Local Government Pension Scheme (Kent Pension Fund) dated 5th December 2023 - **AGREED**
- (vi) Diesel Emissions Claim ongoing.
- (vii) Salaries payment one week early to avoid holiday - AGREED

163 Website & Social Media (i) No Report

164 Neighbourhood & Local Plans

- (i) Update on Local Plan - no update
- (ii) Neighbourhood Plan - Brief discussion about Birchington PC whose Plan took 6 years to produce

165 Highways & Streetlighting

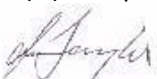
- (i) Salt Trailer repairs nearing completion.
- (ii) Parking Charges and Times Review - consultation. The imposition of Sunday charges was not welcomed - Chair urged members to ensure the public responded to the consultation linked from our website
- (iii) Clerk updated members on Christmas Period contacts through him and the Chair.

166 Quarries & Landfills

- (i) no report

167 Councillors Reports from outside Bodies (max 3 min)

- (i) D-Day 80 - 6th June 2024 - Cllr Butterfill suggested a Village Hall tea party and the Rec beacon as at the Jubilee - agreed to investigate further
- (ii) KALC AGM - Cllr Butterfill reported on a very lively KALC AGM. Community Voice posters & KCC Health presentation to be circulated
- (iii) Clerk reported on a charity request, and will check it is a benefit to our residents and is authorised to contribute.
- (iv) CAB poster on help for residents struggling with power costs to be posted on websites and noticeboards



8/1/2024

168 Future Dates

(i) Date of next meeting 1930 8th January 2024

At all other times contact the Clerk using the details above

169 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 Staff wages. The Groundsman had improved his performance considerably, and his pay increase was agreed. There being no further business, Chairman wished Members a Happy Christmas and closed the meeting at 2048hrs



8th January 2024

Appendix 1 PAYMENTS LIST

BGPC Payments List December 2023

£

Staff Costs

Staff Salaries (TBC)	5739.11
HMRC	2916.82
KCC Pensions	1303.56

BACS Payments

BGVH Luncheon Club, inv 12/24	526.50
BGVH Luncheon Club, inv 13/24	526.50
Nu Venture, inv 2965 (Nov)	833.00
SHS Hygiene, inv 45539	694.32
Astra Security, inv SI-107540	30.00
GreenThumb, inv 02992854	29.00
Commercial Services, inv LS208236	171.28
Santander Salt, inv 10064	576.00
Expenses - Bernie Galopin	3.45
Expenses - Mike Taylor	142.00
Expenses - Mike Taylor	50.00
Expenses - Mike Taylor	291.60
Expenses - Sue Butterfill	375.00
Expenses- Barry Glew	216.99
Expenses - Rob Springett	70.19

DD Payments

Zen Internet	13.79
TMBC Rates	57.20
Bank Charges *	22.70
Npower* - streetlighting	1164.04
Npower* - public convenience	300.00
EDF (PM)*	200.00
EDF (RG)*	35.00
Castle Water*	120.25
Castle Water*	17.60
Vauxhall Finance	544.80

Total Expenditure

16970.70

NB: Receipts during Nov 23 (exc bank transfers)

2432.13

Total Bank Balances 30 Nov 2023

£204,220.11

Signatures Cllrs Simpson & Ramsden



APPENDIX 2 FINANCE COMMITTEE NOTES

BGPC Finance Committee Meeting 1st December 2023, 7pm Office – Village Hall

Persons present: Mike Taylor, Scott Millener, Mark Ramsden, Tim Shaw, Bernie Galopin

1. Financial Statements presented by BG

Based on estimates, projections and spreadsheet modelling:

- Budget Review, Rolling 12 month – Cash and ST Investments (Movement in Reserves):
 - an average increase in reserves to Oct 23 of **£44,935**
 - an average monthly increase of reserves of **£3,745**
 - projected increase in reserves to 31/03/23 of **£63,660**
 - projected closing balance as at 31/03/24 of **£168,082**
- Income and Expenditure Account
 - Budget Review 7 months (Oct 23) – Surplus YTD **£12,867**
 - Projected FY 23/24 performance – Projected surplus of **£49,906**
- BGPC Budget TY 24/25 – Projected surplus of **£45,524**

Approved at meeting.

2. Precept

- FY21 £201,920, FY22 £206,920 (+2.5%), FY23 £237,958 (+15%), FY24 £237,958 (0%).
- **Options** – **1.** 3% £ 245,097 (£7139), **2.** 4% £247,476, **3.** 5% £249,856 (£11,898)
- Considerations:
 - Increase in Reserves/Projected Surplus of Income over Expenditure as per budgets (above)
 - Additionality for FY 24/25
 - Inflation (7% based on £236,226) - £16,536
 - Projects:- Storage Unit - £5,000, RG Uplift (Tennis Court/Other) - £9,500
 - New operating costs - £42,100
 - Total estimated additional costs - **£73,136**
 - Offset: Projected increase in reserves **£63,000** with 4% increase **£9,518** = **£73,178** compared to projected additionality **£73,136**.
- **Preferred option/recommendation** for proposal at PC meeting on 11/12/23 – **3. 4%**
- Rationale - Projected increase in reserves and increase in precept almost matches projected additional costs. Justifiable increase to meet the needs of the Parish.

- 

APPENDIX 3 PENSION RESOLUTION

Original sent to KCC Pensions on letterhead paper

Formal resolution of the Borough Green Parish Council Local Government Pension Scheme (LGPS) - Kent Pension Fund

The Parish Council hereby resolves that -

- It wishes to continue as an employer in the Local Government Pension Scheme (i.e. the Kent Pension Fund administered by Kent County Council), as permitted under the LGPS 2013 Regulations Schedule 2, Part 2 Number 2 and,
- All of its employees are designated as having an entitlement to be members of the LGPS.
- The Fund actuary has certified a contribution rate of 25.3%.

- We wish for our participation in the Kent Pension Fund to be open to new members and understand the implications of this decision. [If it is to be closed to new members, please specify the person who has an entitlement to be in the LGPS or the job role itself, whoever may fill this role presently or in the future].
- In making this resolution the Parish Council understands it is resolving to be bound by the statutory provisions of the LGPS and all of the obligations under such, including early retirement strain costs and exit liabilities.

Signed by your Chairperson on behalf of Borough Green Parish Council



Name of Signatory Francis Michael Taylor

Signed by your **Deputy Chairperson** for and on behalf of the Borough Green Parish Council



Name of above signatory Susan Patricia Butterfill

Date 5th December 2023



8th January 2024