



BOROUGH GREEN PARISH COUNCIL



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Established 1934

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Draft Minutes of the meeting of **Borough Green Parish Council** held in Borough Green Village Hall on **Monday 15th May 2023** starting at 1900. The meeting was not recorded.

The Annual Parish meeting was scheduled for 7pm, but there were no members of the public to make presentations, so The Chairman's report was noted, and the Clerk's financial report was deferred to the main meeting. As the meeting had been formally advertised as a 7pm start, Chairman began the main Parish meeting without further delay

Present: Cllrs Taylor (Chairman), Shaw, Millener, Butterfill, Rawsthorne, Bartlett & Ramsden.
Cllr Rayner (KCC) & Cllr Palmer (TMBC) , and one member of the Public seeking co-option.

019. Announcement of Parish Election results - 10 Councillors Elected Unopposed

Announcement of Borough Council Election results - Cllr Palmer & Taylor returned

020. Declarations of Acceptance - All members signed declarations

021. Application to be co-opted - Mr Christian Wragg was proposed by the Chairman, 2nd Cllr Butterfill, - **AGREED**

022. Declaration of Acceptance Cllr Wragg signed a Declaration of Acceptance

023. Apologies for Absence Cllrs Reading, Rothwell & Simpson

024. Declarations of Interest - Chair to abstain from Payments

025. Election of Chair Cllr Shaw nominated Cllr Taylor, 2nd Cllr Millener.

Cllr Bartlett nominated Cllr Rawsthorne - no second, motion failed.

Nomination Cllr Taylor - 6 in favour, 2 Abstain - Carried

026 Election of Vice- Chair Cllr Taylor nominated Cllr Shaw, 2nd Cllr Millener, 6 for, 1 against, 1 Abstain - **AGREED**

027 Declarations of Acceptance of Office Signed by Cllrs Taylor & Shaw

Chairman moved to Part 2, and reminded members of confidentiality rule. He gave a brief report on the outcome and implications of the recent Borough Council elections. Return to Public Session

028. Minutes of the meeting 3rd April 2023 - AGREED

Draft minutes to be circulated as soon as possible after the meeting, Members will have until the following Monday to submit alterations, then they will be posted as draft to the website - **AGREED**.

Committee appointments - deferred

029. Matters Arising - None

030 Submissions by County and Borough Members and Members of the Public. Cllrs Rayner gave brief updates on previous issues, Cllr Rayner to pursue A25 Pavement resurfacing, both left the meeting.

031 Planning Matters to hand

(i) To note Planning Notices as circulated

(ii) Current applications and responses circulated

TM/23/00637/FL 172A Maidstone Rd. Convert garage to home office/gym with dormer windows **No Observations**

TM/23/00667/FL 8 The Close LDC Proposed: new vehicle crossing from highway, permeable vehicle hard standing and 1.8m close boarded fencing to provide safe play area in back garden **No Observations**

TM/23/00728/RD 51/55 Western Rd, Reserved Matters landscaping, boundary, parking **No Observations**

TM/23/00781/FL 3 Crouch Lane Loft Conversion and Juliet Balcony **No Observations**

TM/23/00879/FL 10 Wye Road Single storey rear and 2 storey side extensions **No Observations**

TM/23/00681/OAEA Moto Nepicar. to OBJECT, and to support WPC and the Parish Alliance funding of expert response. Agreed - Chair abstained

032 Potters Mede

- (i) Container - installation quotes awaited
- (ii) Electrical Certificate. Emergency lighting and LED upgrade quote awaited
- (iii) Wild Flower areas have been dug by R Body machines, delayed by bad weather. Cllr Bartlett advises areas should be topsoiled, rotavated and seeded in the Autumn Chair to thanks Robert Body.

033 Recreation Ground

- (i) CCTV enhancement, Bowls Club meeting - Clerk reported on meetings with Astra and the Bowls Club, to install 3 cameras on a new post adjacent to the Pavilion, one on the Bowls Club lighting column. A separate camera and DVR/Monitor to be installed at the Bowls Club at PC expense £799 to complete our coverage - AGREED. Clerk reported on Police action against scooters caught on camera, and urged everyone to get registration numbers when these incidents occur. There will be further work with the Community Safety Partnership to establish some form of Youth Engagement.
- (ii) Waterproofing the rear wall of the Pavilion and asbestos checks, agreed to seek quotes, with a view to using the building, perhaps for a café or a Mothers Group.

034 Village Enhancements

- (i) Green Space Review - Awaiting Kent Wildlife reports. Cllr Bartlett reported arranging a wild life visit for Reception Class from Platt School . It was decided to use Potters Mede Woodland Walk, slightly less wild and with better facilities for young children. Cllr Butterfill to assist.
- (ii) Brass plaques have been installed on the Village Hall bench commemorating Ray Chopping and Tim Rothwell
- (iii) The Chopping family will scatter Ray's ashes in a family gathering at the War Memorial, and a plaque will be installed at a later date.
- (iv) Mr Glew (Groundsman) reports new planter installed at the Western Rd Carpark, with flowers generously donated by Greenacres Garden Centre again.
- (v) Residents have reported dog fouling in the Staley's Play Area - dog ban signs to be installed.

035 Financial Matters

- (i) The Clerk presented an overview of the financial position of BGPC following the year end 31/03/23. The following documents were presented to the PC and discussed by the Clerk:
 - Income and Expenditure Account Y/E 31/03/23
 - Income and Expenditure Accounts Y/E 31/03/22 and 31/03/23 for comparison. This highlighted a shift from a deficit of £50,282.32 (22) to a surplus of £25,560.91 (23).
 - The draft AGAR and accompanying documents (variance analysis, bank reconciliation, reconciliation between box 7 and box 8) with an explanation of the audit process (internal and external). This will be formally presented at the next meeting following the Internal Audit which is due to take place on 16/05/23.
 - Budget for Y/E 31/03/23, which highlighted an actual surplus of £25,060.91 against a budget surplus of £25,050,98 with a net variance of £9.93.
 - Budget for Y/E 31/03/24, with a planned surplus of £ 15,592. The recommendations for the following capital expenditure were made and were approved by the PC:
 - Storage facilities at PM £11,000
 - Repairs and maintenance of the Pavilion at RG £11,000
 - Additional CCTV at RG and the Bowls Club £11,000 (this included a provision of up to £800 for CCTV at the Bowls Club to be paid by BGPC)

The clerk presented the bank reconciliations as at 30/04/23 which highlighted that BGPC total cash reserves were £211,154.10 Proposed - Cllr Taylor, Seconded Cllr Shaw - AGREED

- (ii) Bank Reconciliations 30 April 2023 - Total £211,154.10
- (iii) To approve Payment List as circulated.
Invoices checked : Cllrs Millener & Ramsden
Proposed Cllr Shaw, 2nd Cllr Bartlett, Chair abstained - AGREED

- (iv) Legal Cost Recovery - in progress
- (v) To note receipt of 6 months precept & Bus Grant £10k
- (vi) Parish Church Hall Grant - Electrical Works invoices noted £3860
- (vii) Picture Copyright fee - BGGC Local Plan campaign £101.50

036 Website & Social Media

- (i) Cllr Rawsthorne reported on various Social Media Protocols from other Parishes, and will select and edit the most useful, and will circulate with a list of Bullet Points for Members quick reference.

037 Neighbourhood & Local Plans

- (i) Cllr Rawsthorne is still pursuing Parishes who have produced NPs with a view to establishing a view as to whether BGPC should develop its own - report at next meeting

038 Highways & Streetlighting

- (i) Update on A25 road and pavement resurfacing - Road closure from 5th June . Cllrs Millener and KCC Cllr Rayner to pursue Highways about the long delayed pavement resurfacing.
- (ii) Streetlights- supply and install 10 x SL6 LED lanterns at £4,450 + Vat. replacing 10 Mercury - AGREED
- (iii) KCC had contacted the Chair to submit permit requests for Hanging Baskets & Christmas Lighting - online form failed - awaiting paper copy

039 Quarries & Landfills

- (i) BGSP- Mud on road- Cllr Millener reported on site meetings and progress on enforcement. Chairman called a brief comfort break from 2042 - 2058

040 Councillors Reports from outside Bodies (max 3 min)

- (i) Some newer members expressed concerns about the close relationship between Parish Alliance and Independent Alliance. Chairman explained how the Independent Alliance was set up by the Parishes in response to failure of the then incumbent TMBC Members to properly represent their parishes. Older members see the two as the same entity, but understand it may seem to newer members that the Parish Councils are becoming political. Those concerns were noted
- (ii) Skatepark Container in situ, and maintenance has commenced. Committee has written to Gallagher's thanking them for the gift of the groundworks
- (iii) There was some discussion about current difficult relationship between BGPC and BGVHMC, and whether Village Hall PC Rep was needed. Chairman explained it was historical. The Village Hall is owned by the people of Borough Green, and the BGVHMC are trustees. It was agreed to replace Cllr Ramsden as rep by Cllr Rawsthorne

041 Coronation Planning

- (i) Chairman thanked Cllr Butterfill for the hard work by her and her volunteers in putting together such a memorable occasion. There were some 60 seniors and 30 children. The opportunity was taken during the event to present bouquets to Cllr Butterfill and Lesley Hill from the Village Hall, and a very large bouquet to Pauline Nix, who has run the Luncheon Club for many years, and who has recently extended it to Thursdays. Members offered their thanks to Nisa Stores for all their support.

042 Future Dates

- (i) **Date of next meeting 1930 5th June 2023**
At all other times contact the Clerk using the details above

There being no Part 2 Business, Chairman thanked members and closed the meeting at 21.16

043 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.

Members are reminded that any release of information from a Part 2 discussion is contrary to the Standards Code and an offence under the above Public Bodies Act.

APPENDIX

**Borough Green Parish Council
Payments List May 2023****Staff Costs**

Staff Salaries (TBC)	£5,208.18
HMRC	£2,682.69
KCC Pensions	£1,171.55

BACS Payments

Green Thumb, inv 02507822	£29.00
BGVH Office rent, inv 1/23	£750.00
KALC Subscription, inv 8771	£1,570.02
Streetlights, inv 13715	£49.50
SV Electrical, inv 4924	£1,380.00
Parish Online subscription, inv 29UP004-0005	£108.00
SHS Hygiene Services, inv 44472	£631.20
TMBC , RG Pavilion	£399.20
TMBC, PM Hall	£0.00
TMBC, Public Toilets	£0.00
KCIII - Lesley Hill	£107.75
KCIII - Dizzy Lolly, inv 104	£180.00
Expenses - Mike Taylor	£118.74
Expenses - Mike Taylor	£140.00
Expenses - Bernie Galopin	£11.00
Expenses - Rob Springett	£66.30
Expenses - Rob Springett	£19.83
Expenses - Barry Glew	£168.61
Expenses - Barry Glew	£108.12
Expenses - Sue Butterfill	£341.81
Donation to BGPCH (already paid)	£3,860.00

DD Payments

Zen Internet	£13.79
TMBC Rates	£57.20
Bank Charges *	£19.75
Npower* - streetlighting	£1,164.04
Npower* - streetlighting	£1,654.18
NPower* - public toilets	£133.96
EDF (PM)*	£1,126.00
EDF (RG)*	£35.00
Castle Water*	£120.25
Castle Water*	£17.60
Vauxhall Finance	£544.80
Sage	£648.00
Total Payments	£19,226.74

NB: Receipts for 01/04/23 to 30/04/23

£130,950.88

Total Bank Balance as of 30/4/2023

£

Signatures 1. 2.

