

## BOROUGH GREEN PARISH COUNCIL

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Established 1934

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Minutes of the Meeting of Borough Green Parish Council held **Online** on Monday 12 April 2021 The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Cllrs Shaw, Wray, Perry, Millener, Redrup, Ramsden, Simpson, Crawley & the Clerk. KCC Cllr Rayner & TMBC Cllr Palmer were present online, There was one member of the Public

**To note the passing of the Duke of Edinburgh**, Cllr Perry led a minute's silence. Physical Condolence Books will not be allowed, online at [www.royal.uk](http://www.royal.uk), Parish flags are at half mast, Cllr Perry will represent the PC at any official service, Chairman thanked Cllr Wray for Facebook posts

001. Apologies for Absence Cllrs Reading & Gould

002. Declarations of Interest: To receive in accordance with the Council's Code of Conduct. **NONE**

003. Minutes of the Online Meeting: 1st March 2021: To confirm and sign as a correct record. **AGREED**

004. Matters arising from the minutes of the last meeting and not covered by agenda items. **NONE**

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

### **KCC Cllr Rayner**

**Local Plan**, that TMBC could not afford JR, and that planning teams had been split, one to follow up current Plan, and the other to start Plan "B".

**Recycling** KCC were refining their recycling operation. TMBC are top in Kent at 56%, but a good contractor should reach 60%.

**Members Grants** will be available for schemes such as an adult gym.

**Cllr Millener** raised street sweeping and direct contractors, **Cllr Wray** raised concerns about battery recycling. Cllr Rayner advised that under LGA 1972 the PC could employ their own Lengthsman - Clerk to investigate. **Cllr Redrup** repeated concerns about Council Tax assistance- Cllr Rayner noted that TMBC were constrained by Law what could be attached to the Bill, but that post and telephone contact details were on the reverse.

**Cllr Perry** noted SE Local Enterprise Partnership were still promoting BGGC.

**TMBC Cllr Palmer** noted that Platt PC had cancelled their May meeting due to Government failure to clarify online meeting status.

Basted Mill POS Cttee now disbanded, a sad turn of events, but the Open Space would still be fully open to the Public, but the financial burden would be wholly on TMBC

**Member of the public** complained about parking on Wye Rd, and suggested the main offender Box Logistics be allowed to park at Potters Mede.

Chairman moved item 008 (iii) forward to allow discussion.

008 (iii) Parking request Annetts Hall resident.

Chairman tabled the history of PM carpark use (Appendix3), noting that TMBC Parking had been advised of the parking complaint. Box Logistics had encroached onto MGB/AONB land at the rear of the site. PM carpark and pavilion were acceptable development in MGB/AONB because they were Recreational Use, car parking would be a commercial development and is deemed "inappropriate development in Greenbelt", and whilst the carpark seemed empty at the moment, that would not be the case when lockdown finished, and using half of the carpark could impact users' enjoyment of the facility.

Cllr Rayner noted that Wrotham PC had commenced Enforcement Action against the encroachment. There followed an extensive discussion with Cllr Wray supporting the use of PM for parking. Cllr Perry and Rayner noted the current BGPC opposition to all MGB development would be weakened if this was allowed to progress. Chairman also allowed the Member of the Public to speak during the debate. Absent Members Cllrs Reading and Gould had also expressed opposition to the use of PM by Box Logistics, but that was not accorded any weight. The use of PM carpark by Star Platforms was noted cont/

cont/ Chairman called a recorded vote. Against the use of PM carpark

**Refuse -7**, Cllrs Taylor, Shaw, Perry, Millener, Ramsden, Simpson, Crawley

**Agree -2** - Cllrs Wray and Redrup.

**PARKING REQUEST REFUSED**

Chairman and Clerk to draft a letter to Box Logistics

Cllr Wray left the meeting without leave at unknown time, but absence was noted at 20.35. Clerk checked to establish it was not an IT problem.

Chairman thanked Cllrs Rayner and Palmer and they left for other meetings 20.38

Cllr Crawley apologised for his use of language twice during heated discussions

006. Planning matters to hand:

- (i) To note planning notices – as circulated.
- (ii) Current applications and responses already circulated.
- (iii) New applications within 21 day response window

**TM/21/00805/FL 66 Sevenoaks** Erection of 2 new detached dwellings with associated garaging,

**TM/21/00830/FL 41 - 43 High Street** Proposed first and second storey extension new residential flats

**TM/21/00433/LDP Longwood House 80 Crouch Lane** LDC Proposed: outbuilding for garages and gym

**TM/21/00651/FL 168 Maidstone Road** New dormer and rooflights

**TM/21/00690/RD 2 Mountfield** Condition 2 (materials) pursuant to planning permission TM/21/00065/FL

**No Observations**

007 Correspondence – as circulated.and incorporated into agenda items

008. Potters Mede Grounds and Pavilion

- (i) BT and CCTV connection - Not needed - cancel contract - **AGREED**
- (ii) Potters FC Licence and Grant Application - **NOTED**
- (iii) Parking request Annetts Hall resident actioned above

009 Recreation Ground:

- (i) Rec Revamp progress & Rec footpath surfacing (Quotes Adam)  
SSP Current Path: £17,000 Perimeter Extension: £16,050 Total: £33,050  
Redlynch Current Path: £13,650 Perimeter Extension: £23,670 Total: £37,320  
Abacus Total: £40,134

Members expressed concern that Cllr Wray was not present to explain how this tendering process did not exceed the Standing Order rule that Sealed Tenders were required for expenditure over £25,000- **DEFERRED**

Clerk to write to the three companies asking for specific quotes for Phase 1 surfacing only.

- (ii) Report Rec Carpark void repair Chairman & Cllr Rayner continue to chase S Water
- (iii) Pavilion - War Memorial plaque and windows in hand Barry painting first
- (iv) CCTV Cllr Crawley to seek quotes for next meeting  
Lighting completed, veranda and high spots
- (v) Tree work and hedging update Treeability completed main works, dead branches made safe

010 Village Enhancements:

- (i) Cooper & Crest Land transfers. - awaiting update
- (ii) A25 gateway legal challenge -  
To ratify email 10-1 vote to submit amended Defence Document - **AGREED**  
Zoom meeting agreed for 19th April to consider progress (discussion Part 2)
- (iii) Update on Public Toilet, Staleys Acre and Crowhill transfers progressing to July 1st.  
Authority for Chair/Clerk to sign any documents **AGREED**
- (iv) Salt supplies- proposal for gritter attachment, salt supplies and storage in progress
- (v) To note BMPOS Committee disbandment, final meeting handover 6/4/2021- minutes circulated.  
Chairman to write to Chairs Platt and Plaxtol PCs

011. Financial Matters:

- (i) Clerk's RFO Report.& Audit Progress  
To ratify updates:
  - a 2021 Internal Financial Controls
  - b 2021 Financial Regulations
  - c 2021 Financial Risk Assessment
  - d 2021 Privacy & Data Control Policy
  - f 2020 External Audit Report PKF Littlejohn a-d & f **AGREED**

cont/

(ii) Clerk present Bank Reconciliations as at 31 March 2021 (appendix 2)  
(iii) To agree donations/grants as circulated - plus £50 Samaritans AGREED...  
(iii) Clerk to make financial arrangements, re bank account/investments due to high cash level in C/A (exceeds FSCS due to receipt of precept).

(iv) **Payments:** to approve as listed and circulated to all Cllrs. Invoice list agreed and signed by Cllr Gould and Chair (Appendix 1) Prop Cllr Perry Sec Cllr Simpson **AGREED**  
Chairman noted that the high payments to Streetlights were repairs following last year's major streetlight survey - these were the worst 10 identified for immediate action.

012 Website Social Media, Compliance & Risk:

(i) To note that BGPC has its own Facebook identity for official notices, but whilst individual councillors exercise their Freedom of Speech and regularly post on social media, they should be mindful always that the Public might see their posts as official. Members noted that the Chairman's social media presence was even more sensitive, and his sense of humour and abrasive ripostes could reflect on the Parish Council.

(ii) To note Duke of Edinburgh Parish Tributes and Online Condolence Book link on all websites

013 T&MBC Local Plan:

(i) Update Cllr Rayner above  
Cllr Shaw left the meeting 21.38

014 Highways and Streetlighting:

(i) Streetlighting contract and repairs-First 10 repairs underway (see finance)

015 Sandpits Quarries and Landfills:

(i) Quarry Liaison Group will be restarted

016 Councillor's Reports from outside bodies (max 3 mins) None

017. Future dates:

(i) Date of Next Meeting: Tuesday 4th May 2021 online via Zoom commencing 7.30pm and that will be the Annual Parish Council meeting  
There will be a Part 2 Zoom meeting 19th April 7.30 to discuss progress on the A25 Hedge legal matter

(ii) The Parish Office will not be open  
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.

018. 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** Clerk presented the Staff appraisals, and his recommendations for salary increases for Groundsmen. Chairman noted that we had a duty to the public to be frugal during the current financial difficulties, but all agreed that 2% offset inflation, and demonstrated the Council's thanks to the staff for their continued improvement. Chairman thanked the Clerk for his work with the staff, in particular his extra support for Mr Springett.

Proposed Chairman, Sec Cllr Simpson - AGREED

There was some further discussion on A25 Hedge legal matters

Meeting closed at 21.54



**APPENDIX 1**

**BGPC Payments Authorisation Sheet**  
**Month: April 2021**

**Payments**

£

**Standard On-Line Payments (Approximate)**

Staff Wages (will change as subject to pay review)	-3988.3
HMRC (will change as subject to pay review)	-1749.61
KCC Pensions (will change as subject to pay review)	-993.28

**Monthly Direct Debits**

Zen Internet	-10.79
Wex *	-93.48
Castle Water	-40.32
ALD	-301.32
E-On	-469.14
EDF Energy	-338
EDF Energy	-13
Bank Charges*	-15.64

\* Variable

**Online Banking Payments**

Warners Solicitors, invoice 3002882	-4243.2
TreeAbility. Invoice 3965	-604.8
<del>SSP Inv 15199 removed from list</del>	<del>10200</del>
Donation - Samaritans	-50
Borough Green Village Hall in 1/21 Jan - March	-750
National Non Domestic Rates Bill - RG Pavillion	-399.2
National Non Domestic Rates Bill - PM	0
K G Clarke, invoice 1275	-432
Kent Ali, invoice 12900	-16.2
Kent Ali, invoice 12948	-13.01
Streetlights, invoice 12025	-1137
Streetlights, invoice 12060	-10614
Streetlights, invoice 11946	-462
BT, PM invoice 64063050	-33.6

**Cheque Payments**

Nil

April 2021: Total Payments

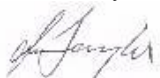

**-26767.00**

Total cash in bank as at 12.04.21 is

**259,583.93**

**Authorisation**

Name and Signatures x 2

Mike Taylor	Sandra Gould
	

**APPENDIX 2**

Balances as of 31.03.21 (our Y/E balances) as follows:

1. Natwest	*** 857	£ 100.00
2. Natwest	***811	£ 71,885.33
3. Unity Trust	***171	£ 84,964.00

Total cash in bank as at **31.03.21** is £ **156,949.33**

First precept instalment for FY22 on 09.04.21 of £ 103,460. bank balances as of 12.04.21 are as follows:

1. Natwest	***857	£ 0
2. Natwest	***811	£ 174,619.93
3. Unity Trust	***171	£ 84,964.00

Total cash in bank as at **12.04.21** is £ **259,583.93** Bank reconciliations for March 2021 to follow in due course.

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**APPENDIX 3 POTTERS MEDE CARPARK History**

**June 2016** BGPC refused TMBC permission to relocate recycling bins to PM - loss of space to hirers,

**Nov 2017** 150 (iii) Carpark to be permanently locked (Wrotham School parents and evening boy racers PMSG proposal to experiment with daytime opening for 6 months - signs printed but no volunteers

**Jan 2018** 185 (i) Star Platforms parking decision

**185 Potters Mede Grounds and Pavilion**

(i) Car Park: the barrier gate has now been chained as the padlock was vandalised. All hirers have keys. Chairman proposed that approval be given to the adjacent business Star Platforms for 1/2 cars to be parked daily in P Mede car park with an extra 6 approx once a month. RESOLVED at a charge of £200 pa. They will be given a car park key

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Email Box ogistics 25/8/2020 - parking 9 cars

Extract "We have also spoken to the guys at star plant and they mentioned that they park at potters mead for a contribution, we have **9 drivers cars** that are stationary all day between **7 and 5:30**, and would like to know if this could be an option for ourselves?"

**October 2020**

138. Potters Mede Grounds and Pavilion

(v) Box Logistics request for PM Parking - Declined.

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**21 March 2021** Email Box Logistics to Bernie: " This brings me on to Potters Meade, I notice that Star Plant have parking for approx. 4/5 cars throughout the day in the car park. Is this something I could ask the Council to re visit for Box Logistics at the April 12<sup>th</sup> meeting please. I am looking to Park **15 cars** maximum Monday to Friday from **0500hrs – 1900hrs** only, No weekends as not to interfere with parish events and no overnight. We are of course happy to pay for the parking , Could I suggest £5 a car per week? This will give the Parish £75 per week revenue to occupy an **unused space that would otherwise be empty**, appease the local residents and solve a problem for a local business, a win for everyone!

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