



BOROUGH GREEN PARISH COUNCIL



Clerk: Mr Bernie Galopin

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Established 1934

PO Box 635

Sevenoaks

TN13 9UX

www.boroughgreen.gov.uk

DRAFT Minutes of the **Annual Meeting of Borough Green Parish Council** held in Borough Green Village Hall on **Monday 9th May 2022** starting at 1930. The meeting was recorded to ensure the accuracy of the minutes . The meeting followed on directly from the Borough Green Parish Annual Meeting for residents
Present: Cllrs Taylor (Chairman), Shaw, Perry, Wray, Reading, Ramsden, Butterfill , Rawsthorne, Simpson & Millener the Clerk
Cllr Rayner (KCC) & Cllr Palmer (TMBC) were present, and one Member of the Public.

020. Election of Chairman

Cllr Shaw proposed Cllr Taylor, there were no other nominations - AGREED -Cllr Wray abstained
Cllr Taylor agreed to sign the Declaration of Acceptance.

021. Apologies for Absence

Cllr Crawley

022. Election of Vice Chairman

Cllr Rawsthorne proposed Cllr Shaw, there were no other nominations - AGREED Unanimously
Cllr Shaw agreed to sign the Declaration of Acceptance.

023. Declarations of Interest

Cllr Rawsthorne declared an interest in IQE 032 (i), as a member of the Millbourne Management Company

024. Minutes of the meeting 4th April 2022 - AGREED

025. Matters Arising - NONE

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

Cllr Palmer discussed the Urbaser Waster contract, and the unlikelihood of the Bulk Freighter returning. She updated on lack of progress on the Local Plan, the Boundary and Peer Reviews, and the implications of the changes in TMBC Committee structure which will hopefully lead to more control over Cabinet and Executive decisions by TM Cllrs and the public

Both Cllrs discussed the new Household Waste Facility at Allington and its distance from us, and the suspicion that losing the Bulk Freighter was a trade off for the reinstatement of the Brown Bins.

Cllr Rayner announced that he was taking office as Chair of the Joint Transportation Board, which should bode well for the resolution of local Highway Issues. Cllr Millener asked about the A25 issues, and it was announced that resurfacing should begin in June. The KCC budget is under extreme pressure, partly due the huge increase in Unaccompanied minors requiring care, inflation, and Government cuts have been so hard that KCC's budget is now 73% funded from Council Tax, a rise from 45% a few years ago. There was discussion about possible bus cuts, and it was noted that all the Parish Alliance PCs were agreed to work together in mitigating the problems.

027. Election of Committees and Representatives

Finance Committee Chair, Cllrs Shaw, Millener, Ramsden & Rawsthorne

KALC & Parish Partnership Panel Cllr Butterfill & the Chair

Parish Alliance - Chairman

Standards Committee - Cllr Simpson when required

Village Hall Representative- Cllrs Millener & Ramsden

Cllr Perry offered to attend Rail and Gatwick Groups. Chairman said he could attend as a Member of the Public,

but the Parish Council would no longer be represented

028 Emergency Item - Ukraine Crisis - no action

029 Planning Matters to hand

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

No observations on any application - very low numbers

030 Potters Mede

- (i) Hall flooring - Cotor quote at £ 4483.33 +vat , 4,5,6 & 7th June- AGREED
- (ii) BGPS Coach trip - carpark used for collecting children for IOW trip.

031 Recreation Ground

- (i) Perimeter Path Update - Clerk & Chair met with Abacus on site Revised quote including drainage works - AGREED
- (ii) It was agreed that when the current petrol strimmer fails soon, we will commence the shift to battery powered maintenance equipment, but there is an initial higher cost for battery packs and chargers
- (iii) Chairman thanked John Cox for Pavilion Toilet door and light repairs. Members suggested the rear toilets be cleaned and opened for the Jubilee Festival - Clerk to arrange.

032 Village Enhancements

- (i) IQE various - path upgrade, trees felled. Meeting soon with Millbourne residents about future maintenance of the privately owned grassland adjacent to the IQE access path and woodland
- (ii) War Memorial Cultivation licence - next 10 years applied for.
- (iii) Crowhill Mower access- discussions with resident
- (iv) Autumn mowing - Landscape Services- visited IQE and Crowhill to enable estimate for autumn mowing
- (v) Redraft BG logo - from £100 Chair allowance Thanks, Mark - AGREED

033 Platinum Jubilee

- (i) Platinum Jubilee Celebrations Cllr Butterfill reported a donation of £1000 from Nisa Stores, who always support village projects unsung, and a request for Charity Raffle prizes. No major banners will be flown, but some laminated A4 versions of Cllr Ramsden's flyer will be. Cllr Millener to organise litter collection and recycling.
- (ii) Beacon built, Pavilion War Memorial plaque Lexan protective covering - £102.60 inc vat

Chairman called a break 2135 - 2149

034 Financial Matters

- (i) **AGAR 2021 048(i)** Junel 2021 Clerk tabled the Statement of Internal Control , the Annual Governance Statement for 2020-21, Section 1 of the AGAR for the year ending 31 March 2021, the Accounting Statements for 2020-21, Section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31 March 2021 and the explanation of any significant variations from last year (2019-20) to this year (2020-21). **AGREED**
The Clerk had previously signed Section 2 of the AGAR -**NOTED**
The Council considered and approved the documents as tabled above and previously circulated - **AGREED**
The Chair & RFO signed and dated PLUS minute reference. **NOTED**
Exercise of Public Rights as selected by the Council's RFO posted 8th June, run 14 June-23 July 2021 **AGREED**.

- (ii) **AGAR 2022 034 (ii)** Clerk tabled the Statement of Internal Control , the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022, the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022 and the explanation of any significant variations from last year (2020-21) to this year (2021-22). **AGREED**
The Clerk had previously signed Section 2 of the AGAR -**NOTED**
The Council considered and approved the documents as tabled above and previously circulated - **AGREED**
The Chair & RFO signed and dated PLUS minute reference. **NOTED**
Exercise of Public Rights as selected by the Council's RFO posted 12th May, run 13 June-28 July 2022 **AGREED**.

- (ii) Electric Van / Charger/Mower . We cannot get a firm date for delivery of Electric Van, and the current diesel

Ford is on borrowed time. Agreed to explore a Hybrid Van in the interim. Mower investigated proved unsuitable, decision deferred until the end of this season

(iii) Responsible Financial Officer's report & Audit report **NOTED**

(iii) Bank Reconciliations 30 April -**NOTED**

(iv) To formally approve adoption in Minutes 3rd June 2021 of 2020/21 AGAR - **AGREED ABOVE**

(v) Compliance Working Group 4th April recommendations (Appendix 2): **NOTED**

Chairman noted that the amendments in the report had been incorporated into these documents

- a. Draft Financial Regulations,
- b. Financial Internal Controls,
- c. Risk Assessments,
- d. Privacy & Retention Policy,
- e. and Standing Orders.

Adopted with amendments - **AGREED** Cllr Perry abstained - had not received an invitation.

Abridged version Year End Accounts 2021/22 appendix 3 below - **NOTED**

(vii) To approve Payment List as circulated. Prop Cllr Millener, 2nd Cllr Butterfill - **AGREED**

Invoices checked by Cllrs Reading & Shaw

035 **Website & Social Media**

(i) No report

036 **TMBC Local Plan & Policies**

(i) Updated item 026

037 **Highways & Streetlighting**

(i) Update on Waste Services - Item 026

(ii) KCC charges for load testing & permit for Baskets and Christmas Lights. Latest KCC demand - -suggest their project is deferred until Jan, then they have 4 months clear. Clerk & Chair meeting with KCC Bosses soon.

(iii) Chairman to write to Box Logistics about HGVs reversing off site.

038 **Quarries & Landfills**

(i) No Report

039 **Councillors Reports from outside Bodies** (max 3 min)

(i) Skatepark Cttee update

(ii) Bus subsidy cuts - Item 026

(iii) Peer Review - scrutiny committees - planning committee(s) - Item 026

(iv) Clarion meeting. Chairman reported on a meeting with BG residents who are Clarion leaseholders who have received huge roof repair bills.

040 **Future Dates**

(i) Date of next meeting **Monday 13th June 2022**

At all other times contact the Clerk using the details above

041 **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.

Standards Matters Chair noted delays to the Standards process, but repeated his Annual Report (Appendix 4) pledge that once that process completed, he would ensure the whole affair was widely publicised.

There being no further business, Chairman closed the meeting at 22.23

APPENDICES - BELOW

APPENDIX 1

Borough Green Parish Council	
Payments Schedule Natwest Current Account	
Month: May 2022	
	£
Staff Costs	
Staff Salaries (excluding salary review adjustments)	4,265.00
HMRC	2,105.97
KCC Pensions	1,013.78
BACS Payments	
Zurich Municipal, inv 514674977	5,940.29
SHS Hygiene Services Ltd, inv 42559	552.00
Parish Online, inv 29UP004-0004	96.00
David Buckett, inv 1325	524.30
Wrotham Parish Council, inv281	51.51
Rural Kent membership renewal 22/23	90.00
Victim Support (proposed donation)	100.00
Expenses - Bernie Galopin (microsoft sub paid)	79.99
Expenses - Barry Glew (fuel)	104.41
Expenses - Barry Glew (fuel, PPE & painting materials)	281.08
Expenses - (general, cleaning, fuel)	27.22
Expenses - Mike Taylor (polycarbonate sheet)	112.55
DD Payments	
Zen Internet	11.99
Bank Charges *	20
ALD*	301.13
Wex *	5.4
Npower*	517.64
EDF (PM)*	443
EDF (RG)*	13
Castle Water*	51.06
* DD amounts may vary on a monthly basis	
Total Payments	16,707.32

Signatures

Cllr Shaw 1
Cllr Reading 2

APPENDIX 2 COMPLIANCE WORKING GROUP NOTES



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DRAFT Notes of the Meeting of BGPC Compliance Review Working Group on **Tuesday 12th April 2022** starting at 1930 in the Parish Office to which all Members were invited

Present: Cllrs Taylor (Chairman), Cllrs Shaw, Butterfill, Millener the Clerk.

Apologies: Cllrs Simpson, Reading & Ramsden.

Clerk tabled the Draft Financial Regulations, Financial Internal Controls, Risk Assessments, Privacy & Retention Policy, and Standing Orders.

After considerable discussion, Members agreed on the below amendments:

1. Financial Internal Controls Supervision: to add the sentence "The approved payment list and bank balances to be appended to the minutes of the meeting" AGREED

It was queried whether the Internal Auditor was approved by KCC or KALC - Clerk confirmed it was KCC.

2. Financial Regulations, Salaries 1.14 - to add the sentence "with due regard to any nationally agreed rates and scales, subject to affordability and appropriateness". AGREED.

Personal Cheques - There was some discussion about the process for paying in cash. In Financial Internal Controls, it was stated that cash from Tennis Court Fees was collected from Nisa by the Chairman or Clerk and recorded and signed for. A personal cheque was then raised and paid into the BGPC Account, and again recorded. This system has been in place since we lost our last bank in the village. But this process seems to clash with the stricture in Financial Regulations 9.7 against cashing personal cheques using money collected obo the Council. It will be investigated whether we can open a Post Office account for those payments, and then make a BACS transfer. The auditor's advice will be sought, *AMEND - arrangements have now been made with Nisa for direct pay in to Natwest account.*

Risk Assessments -3. It was decided to add the woodland walks as assets both at the Recreation Ground and at Potters Mede. AGREED.

There was some discussion about whether the stream in the Rec constituted a hazard, and further advice will be sought.

It was agreed to investigate "Strimming and Mowing in progress" signs.

Standing Orders. Chairman noted the paragraphs at 26 e,f,& g, which are unique to Borough Green.

para e: Allows removal of the Chairman from office by majority vote at any public meeting

para f: Ensures the outcome of any Parish Poll is binding on the Council.

para g: Allows a cheaper "Community Poll" to be agreed between both parties, but the outcome will still be binding on the Parish Council.

There were no revisions proposed - AGREED.

Chairman proposed that the above amendments be recommended to the Council on 9th May - AGREED

Cllr Shaw raised residents concerns about re-roofing charges to leaseholders from Clarion. Chairman and Cllr Shaw to approach TMBC Housing to arrange a meeting. NOTED

There being no further business Chairman closed the meeting at 2025

APPENDIX 3 ABRIDGED ANNUAL ACCOUNTS**Borough Green Parish Council
Financial Summary for the Y/E 31/03/22****Abbreviated Income and Expenditure Account Y/E
31/03/22**

	£	£
Income		
Precept	206920	
General Operating Income	21825	
BGPC Project Income (Rec Ground Playground)	87718	
VAT to be Reclaimed	<u>38442</u>	<u>354905</u>
Expenditure		
Recreation Ground	45316	
Administration	99131	
Potters Mede	51252	
Open Spaces	31022	
Skate Park	2533	
General Operating Costs	2733	
Project Costs Expenditure (Rec Ground Playground)	134759	
VAT on Purchases	<u>38442</u>	<u>405188</u>
Deficit for the Year		-50282
<u>Assets as at 31/03/22</u>		
Cash at bank		62235
<u>Fixed Assets</u>		
Recreation Ground	287733	
Potters Mede	483825	
Skate Park (Controlled by Tri Parish Agreement)	0	
Open Spaces	130108	
Office and Administration	<u>8131</u>	909797
<u>Liabilities as at 31/03/22</u>		
Public Sector Works Loan		13820

Full version, Notes and other documents at www.boroughgreen.gov.uk

APPENDIX 4 CHAIRMAN'S ANNUAL REPORT 2019, 2020 & 2021 (also published in the Voice Magazine)

It has been a tumultuous few years. In 2019 our Clerk Hazel suffered serious illness, and I owe a debt of gratitude to my Members for helping me to keep the Parish functioning. After a year's sick leave Hazel decided to retire having served Borough Green for 37 years. That started recruitment for a new Clerk, and we were fortunate to employ Bernie Galopin, who as well as being a qualified accountant, has lived in the village for many years, and is heavily involved in community life. He has been responsible for bringing the Parish into the digital age, and applying such strict regulation to our finances that we are now consistently scoring 100% on our Annual Internal and External Audits. The easy going Bernie you see around the village is a different person to the man who takes on our various contractors, and ensures we get the best value for your money.

Bernie's start was a true baptism of fire, Covid Lockdown arrived, and his first PC meeting was held on Zoom, and it was a long time before he had the chance to meet some Members in person.

Bernie is also more closely involved with Barry and Rob, our two long serving groundsmen, and is building a proper team. We are taking on more of the work that used to go to contractors, and Barry and Rob enjoy a new close involvement in the decisions that affect their working days.

BGPC has always been a pro-active Council, and we have just seen the culmination of two Major Projects. The new Rec footpath, soon to be extended to the whole perimeter, and with the help of the Rec Revamp Group and many local businesses, the new Children's Play Area, which come rain or shine is always packed. BG Parish Council is unusual in that we very rarely fall below 11 members, there are always replacements standing in the wings. Whether that is down to my sunny personality, or people wanting to do their bit and be part of a go-ahead group, I couldn't comment.

One heartbreaking time during this period was the loss of Sandra Gould, a long serving Parish Councillor, and the heart and soul behind our Christmas Lights for over 30 years. She was a personal friend, and when we ran the Youth Drop-in Centre, she was the first in the queue of volunteers, and the last to leave when it closed 8 years later. A shadow hanging over us all during this period, and still with us today, is Tonbridge & Malling's Local Plan and Borough Green Garden City. But Wrotham, Platt, Ightham, Stansted, Plaxtol, Shipbourne and Borough Green are members of a loose Parish Alliance, and working together gives us collective planning and financial muscle that we do not have as individuals. We now have a loud voice at the Table.

Another black note during this time was legal action against the Parish Council, which is still hidden under enforced confidentiality rules. This irks me because I have always believed in total transparency, but you have my personal guarantee that once the gag is lifted there will be a full disclosure of this sorry saga.

The Parish Council has been acquiring land in the village for the benefit of residents. First buying the Harrison Rd land at auction, then Crowhill Knob and the Staley's Acre Play Area. Then a 30 year fight got us Isles Quarry East as a huge tranquil natural open space and woodland. And last but not least, the Public Toilets in the Village Hall Carpark. These pieces of green land are now protected from development. It may be that at some time in the future residents want some of this land for other uses, but the whole point is it will be your decision, not the Planning Department or rapacious Developers.

Mike Taylor (Chairman) May 2022