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DRAFT Minutes of the Meeting of Borough Green Parish Council held in Borough Green Village Hall on **Monday 4th April 2022** starting at 1935. The meeting was recorded to ensure the accuracy of the minutes

Present: Cllrs Taylor (Chairman), Shaw, Perry, Wray, Ramsden, Butterfill, Simpson & Millener the Clerk
Cllr Rayner (KCC) was present, but no Members of the Public.

Chairman reminded Members that the meeting should start at 1930 precisely, and that those wishing to make tea etc, should arrive early enough to be properly seated at the start of the meeting.

001. Apologies for Absence Cllrs Rawsthorne, Crawley, Reading & TMBC Cllr Palmer

002. Declarations of Interest Chairman abstained from Payments - reimbursement

003. Minutes of the meeting 14th March 2022 - AGREED

004. Matters Arising

Cllr Wray asked about the logs that have appeared on the Reynold's entrance road, but it is presumed this has been carried out by the landowner, definitely not the PC. The new 7.5t sign at the crossroads has been installed narrowing an already difficult footpath. Cllr Perry was concerned about the validity of the invoice raised to KCC, but the Clerk confirmed this was a pro-forma invoice and was not part of the accounts at this time.

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

Cllr Rayner spoke about unease at KCC that the recent budget was getting out of date almost on a daily basis due to escalating inflation. He will supply members with a paper copy of the KCC Bus Consultation to ensure the maximum response. Cllr Rayner left at 2000

006 Emergency Item - Ukraine Crisis Clerk had been in contact with TMBC but as yet the Government have not proposed any funding or other support, but the PC is poised to help when asked.

007 Planning Matters to hand

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

TM/22/00290/FL 155 Maidstone Road Dropped kerb - No Observations

TM/22/00384/RD The Mount 65 Crouch Lane Details of Condition 3 (watching brief specification) submitted pursuant to planning permission TM/20/02946/FL - No Observations

TM/22/00534/RD 14 Western Rd Details of condition 2 - No Observations

(iii) Moto application - Parish Alliance support. The letter from WPC was tabled, and members agreed to a payment of £5357 as their contribution to the legal team, but would ask that in future we were consulted earlier in the process. Prop Chair, 2nd Cllr Simpson, AGREED

008 Potters Mede

- (i) Hall flooring - quote of £5060 inc vat AGREED, but Cllr Millener still awaiting further quote
- (ii) Heating service - Scott had inspected, and arranged visit by contractor.
- (iii) Porch repair - Nick Taylor quote £300 AGREED
- (ii) Star Platforms have gone

009 Recreation Ground

- (i) Perimeter Path Update - tender documents in Part 2

Clerk reported on a meeting with Chair, Cllr Butterfill, Shaw and Millener to open and assess tenders, and tabled his report. Recommendation to accept Abacus quote of £30,000, but members agreed a further

margin to allow drainage extras. It is hoped the excavated soil will be used for the wildflower meadow at PM, and RB recycled sub-base to be used - AGREED

Cllr Wray suggested it might be worth approaching Sport England again.

(ii) Chairman reported repair to bench legs, security light off for summer

(iii) Clerk tabled a Bowls Club invoice for coppicing and tree work. Members contributed of £600-AGREED

010 Village Enhancements

(i) Planters & Benches no report

(ii) Kent Wildlife report IQE, Crowhill & Harrison Rd land tabled

(iii) Basted House Drive Surgery/Scouts - no report

(iv) Medway Valley Countryside Partnership - Isles Quarry East . Note woodchip donation for footpath.

(v) Western Rd carpark - possible sale of verges. It was agreed to object to the sale, and to explore a transfer of both sides of the road to the PC, as we already maintain the grass and planters

011 Platinum Jubilee

(i) **Festival Update** - Cllr Butterfill updated members on the progress of booking, and the important bookings are made. So far including Bouncy Castle, Bumper Cars, Ice Cream, Pizza, Scouts Burgers, 4x4 & Morgan demos, "Bash the Rat", COGS Bug Hotel, Caroline Clare Dance, Bowls, football and tennis taster sessions, Disabled Toilet, First Aid. Clerk to check Insurance and Event Licence, Chairman thanked Cllr Butterfill for the huge amount of work put in to the Festival. It was decided that the Jubilee Green Canopy Trees would be considered later in the year, perhaps continuing the shade line on the south side of the Play Area. Hillier Reynolds have agreed to supply board advertising the event

It was agreed that rather than spend for a proprietary beacon, Chairman was authorised to build one, and members agreed the cost of £221.14 inc vat for Beacon steel. AGREED

Chairman called a short comfort break 21.10 - 20

012 Financial Matters

(i) Responsible Financial Officer's report & Audit progress

(ii) Bank Reconciliations 31 March see Appendix 1

(iii) Electric Van / Charger - awaiting delivery - global supply problems

(iv) Mower further proposal - investigating a much cheaper tractor .

(v) To approve Payment List as circulated (Appendix 1). Prop Cllr Millener 2nd Cllr Butterfill - AGREED
Invoices checked by Cllrs Shaw and Ramsden

013 Website & Social Media No report

014 TMBC Local Plan & Policies No report

015 Highways & Streetlighting

(i) Update on Waste Services - No report

(ii) KCC charges for load testing & permit for Baskets and Christmas Lights. Note complaints to KCC and LGO

(iii) Quarry Hill 7.5t completed except for snagging. Darkhill 40mph - ongoing

016 Quarries & Landfills No report

017 Councillors Reports from outside Bodies No reports

018 Date of next meeting Monday 9th May 2022 . This will be the Parish Annual meeting and will start at 7pm to allow Village Organisations the opportunity to give a report, followed at 7.30pm by the Parish Council Annual Meeting, with the election of the Chair, Vice Chair and appointments to Committees

It was agreed that monthly surgeries in the Parish Office would be suspended, but the public can book a meeting with Councillors or the Clerk at any time. There will be outdoor sessions at the VH Carpark entrance during the summer, starting 7th May 0930 - 1103. At all other times contact the Clerk using the details above

019 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

Perimeter Path Tenders - Contract allocated see 009 (i)

Annual Salary Review - Clerk left the room, and the Chairman outlined his appreciation of the way all staff had integrated, and his support of the proposed salary increases. Chairman would circulate NALC documentation to Members for a formal decision at the next meeting, any increase being backdated to April 1st. Chairman clarified that the Clerk's post was still part time, but it was clear that far more hours were being worked, and Members were grateful to the Clerk for his dedication.

London Bridge Protocol No report **Standards Matters** No report

There being no other business, Chairman closed the meeting at 21.55

APPENDIX 1

A -Bank Reconciliations

1200 - Current Account 857: £100.00

1201 - BRA 811: £11,242.62

1202 - Project Account 882: £0.00

1203 - Unity Trust: £19,892.00

1205 – CCLA (waiting for statement for March 22): £31,000.00

Our total cash reserves as at 31/03/22: £66,234.62

B -PAYMENT LIST

| Borough Green Parish Council | |
|---|------------------|
| Payments Schedule April 2022 | |
| Staff Salaries (subject to annual review) | 4,301.97 |
| HMRC | 2,031.13 |
| KCC Pensions | 1,013.78 |
| BACS Payments | |
| Peter Penfold, inv 103 | 150.00 |
| Commercial Service, inv LS202744 | 143.52 |
| LAV Hire, inv 2839 | 180.00 |
| CJS Plants, inv 3311 | 3,276.00 |
| Godfreys, inv 119357 | 39.31 |
| Godfreys, inv 130417 | 521.10 |
| Sage subscription, inv 14227931 | 613.88 |
| Expenses - Mike Taylor (steel for beacon) | 221.14 |
| Expenses - Mike Taylor (Zoom) | 143.88 |
| Expenses - Bernie Galopin (stationery) | 159.11 |
| Expenses - Barry Glew (fuel) | 62.12 |
| Expenses - Rob Springett (grass seed & general) | 80.32 |
| BGVH, various invoices (need to reconcile A/C) | 1,847.80 |
| 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 monthly basis | |
| Total Payments | 16,148.28 |
| Signatures Cllrs Shaw & Ramsden | |