

BOROUGH GREEN PARISH COUNCIL

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Established 1934

Minutes of the Meeting of Borough Green Parish Council held at 7.30pm on Monday 9th March 2020  
the Church of the Good Shepherd Annex  
Present: Cllrs Taylor (Chairman), Shaw, Wray, Millener, Perry, Redrup, & Simpson.

There were two members of the public in attendance,

**209. Apologies for Absence**

Cllrs Green, Reading, Wlodarczyk & Mrs Gould, Mrs Damiral (Clerk)

**210. Declarations of Interest:** Chairman will abstain from cheques - reimbursement.

**211. Minutes of the 3rd February 2020:** Cllr Perry requested an amendment to 202 (v) to read "Any other Community Use compatible with Greenbelt Amenity Land" Proposed Cllr Perry, seconded Cllr Millener AGREED

**212. Matters arising** There were no matters arising

**212A** Chairman noted possible restrictions on Public Meetings that might be imposed by Government to combat Corona Virus, and sought authority to conduct Parish Council business online : AGREED

Chairman noted reports from residents, and reminded Members that a Parish Councillor had no authority or privileges except voting at Council, and that their duty was to represent the residents. We are not a "ruling body". NOTED

**213. Period for KCC & TMBC Councillors reports and Public consultation:**

Mrs Hurl gave a report on her progress organising VE DAY celebrations. It was decided to progress with preparations until we had clear advice on Public Gatherings. PL insurance will be arranged by the Christmas Lights Cttee, and the PC will make funds available for bunting and wreaths, which can be stored if a postponement happens.

Chairman thanked Mrs Hurl on behalf of the Council for her work

**214. Planning matters to hand:**

- (i) Weekly lists of TMBC Decisions and confidential Enforcement information (*copies to all Cllrs*)
- (ii) TMBC Suspension of hardcopy planning documents - NOTED
- (iii) TMBC PTAB refused to align Borough & Parish 21 day consultation periods
- (iv) **TM/20/00237/TPOC** 7 Staleys Acre Beech tree to be reduced by 2 to 3 metres *No Obs*
- (v) **TM/20/00382/LDE** BG Sandpit LDC(exist): Change of use from Quarrying and Haulage Operators Centre for HGVs- *Serious concerns, Call-in to Planning Committee, report to Traffic Commissioners*

**215. Correspondence**

**Correspondence for noting** (*Circulated to all Councillors*)

Pension Regulator re-enrolment  
Rural Kent Annual certificate of membership  
UK Protect Counter terrorism bulletin  
TMBC Road Closure High St VE day & Christmas Lights  
PWLB Governance changes

**Correspondence for Discussion**

KMOTT Annual Competition - Agreed to enter 2020 Competition  
Rec Fete (agenda)  
Licence App Food Fest Ightham. Concerns about traffic handling. and parking

Action

MT

**216. Potters Mede Grounds and Pavilion**

- (i) Fencing Repair- best quote - Southern Counties Fencing £2941.20 for painted posts, £3445.20 for galvanised. Galvanised and possibly painted @ £ 3445.20 +vat - AGREED
- (ii) Van lease - Low Emission vehicle - awaiting Ford response
- (iii) Alleged car damage. Chairman met claimant, CCTV image of car just driving into closed gate . No further action(iv)
- (iv) We have been monitoring the main pitch response to the excessive rainfall during the winter, and the slit drains installed during the summer have made a huge difference. I met Kevin Clarke on site and he advises that we will only need weed and fertilise in the spring, and fertilise in the autumn - there is no need for any top dressing this year.
- (v) [Main drain blocked - emergency call-out of Lanes at Platt, initial rodding and jetting carried out at £564 paid by Chairman. Credit account now being set up. More work will be needed next month invoices to follow.](#)

**217. Recreation Ground**

- (i) Proposal for Summer Fete letter received - Members were very uneasy about the proposal, and whilst agreeing in principle that the Rec be used for an Air Ambulance Charity event, the applicant had a long way to go with Public Liability insurance and support from the Charity. **MT**
- (ii) Proposed application to PWLB for a £100k loan facility as contingency to Rec Revamp and other projects Chairman to progress
- (iii) Multicourt Basket hoops - Cllr Wray had circulated 3 quotes for new hoops etc, and recommended Fitness Sports at £573 +vat - AGREED **AW**
- (iv) Cllr Shaw proposed siting a new bench adjacent to the Play Area in honour of the late Cllr David Evans. Council expressed its support for the project and agreed to look at a major contribution.
- (v) Play Area Revamp Cllr Wray reported 3 quotes for a full refurbishment, making Lottery funding more likely, and reported an informal meeting with a local Waste Company who were interested in contributing. **BG MT**
- (vi) There was some discussion about the flooding on the footpath in recent weeks. Groundsmen are already planning extra surfacing when the weather allows a vehicle onto the Rec. Chairman will obtain quotes to tarmac the path.

**218 Village Enhancements**

- (i) Defibrillator COGS - Council will supply cabinet for external mounting to make it a public facility, and will arrange purchase and installation, with a contribution from the Church
- (ii) Village Hall entrance Noticeboard - Pete Hollman to build new - AGREED
- (iii) Village Gateway. still in progress
- (iv) Report on Harrison Rd land purchase completed this day, Cllr Shaw and the Chairman signed the transfer documents, noted Crest discussions. Ratify Bank Transfer of balance.
- (v) To note contact with Cooper Estates re Harrison Rd boundary strip
- (vi) Isles Quarry East land transfer imminent
- (vii) VE Day celebration- road closure draft issued. Item discussed in public session
- (ix) Crowhill transfer - ultimatum to TMBC -must happen before we agree Public Toilets transfer
- (x) Parade Noticeboard is in a very dilapidated condition, and will be removed. It is still a legal requirement to post physical agendas and minutes, but the board outside Nisa satisfies that need, and most people read the digital version.
- (xi) Hanging Basket brackets. delivered by CJS KCC to fit when new columns being installed.

**219. Financial Matters**

- (i) Bank Reconciliations and statements will now be checked and counter signed monthly with cheque and invoice lists AGREED
- (ii) VAT reclaimed to December 2019 £8556.80
- (iii) PC mail address PO Box 635 TN13 9UX, cost £342 inc vat AGREED
- (iv) Audit Report minor comments, good review, compliments - NOTED
- (v) BGJFC Cheque £800 returned, re-issued

**220. T&MBC Local Plan**

- (i) To note Phase 1 Examination dates May 19, 20, 21 June 24 & 25 Chairman will circulate notes, and attend all sessions and report back
- (ii) to agree any further action required

**221 Highways and Streetlighting**

- (i) Parish Highway Plan progress report Quarry Hill roundabout signs, Station Rd pedestrian warnings, to be installed 25/3/20, Wrotham Rd Bourne Estate lorry signs done. Rec Pedestrian Crossing new survey being commissioned
- (ii) Cllr Shaw reported on PTAB meeting at TMBC, they decided to water down AQMAs including Borough Green. Particulate Monitor being installed Red Lion Junction. This is important because of the higher than average numbers of HGVs using this junction

**222 Sandpits Quarries and Landfills**

- (i) BGSP are attempting to sidestep the enforcement against hours and HGV numbers by claiming they have been operating all these vehicles (illegally) since 2002, therefore they demand the right to a Lawful Development Certificate. It is highly possible that TMBC and KCC Planning Enforcement are trying to avoid what they see as a confrontation, but we have also reported this to the Traffic Commissioners. Whilst BGSP have broken no Planning Laws until enforcement action is commenced, they have clearly broken the law in a big way regarding Operators Licensing, and Environment Agency Landfill controls

**223 Website Accessibility & GDPR**

- (i) No report

**224. BMPOS**

- (i) No response from TMBC

**225 Written reports:** Cllr Wray reported ongoing discussions with KCC regarding damaged pedestrian railings at the crossroads . KCC Harry Rayner involved**226 .Cheques for Signature:** to approve payments as listed and circulated to all Cllrs  
**Direct Debits**

£ 5.40	WEX Europe Services (UK) Ltd – fuel for equipment and vehicle	16 Feb 20
£ 20.40	WEX Europe Services (UK) Ltd – fuel for equipment and vehicle	23 Feb 20
£ 95.00	WEX Europe Services (UK) Ltd – fuel for equipment and vehicle	1 Mar 20
£ 301.32	Ford Lease – vehicle lease	Jan 2020
£ 10.79	Zen cPanel	10 Mar Jan
£ 470.21	Eon Streetlighting	Feb 20
£ 439.87	Eon Streetlighting	Mar 20
£2752.67	PWLB 26/3	
£ 281.88	Ford Lease – vehicle lease	Feb 2020
£ 0.00	Road Tax Mower 2020/21	zero cost
£ 0.00	NNDR Potters Mede	zero charge

**Bank Transfer (fax 4/3/20)**

£61,707.20 Balance and costs re Land Purchase Harrison Rd to Warners

**Cheques to ratify salaries Paid 28th February**

4289	}
4290	} £3882.94 Staff wages
4291	}

**Current for payment**

4292	£1697.40 Kent Pensions Feb payment
4293	£2730.00 Streetlighting 11154 31 Jan
4294	£ 50.51 Wrotham PC Skatepark Maint inv 96
4295	£ 342.00 Royal Mail PO Box 1 year inc vat
4296	£ 1560.00 CJS Plants New basket brackets
4297	£ 94.71 Lesley Cox Clerk Svces
4298	£ 424.30 David Buckett Audit 18/19 Y/E
4299	£ 15.56 Wrotham PC Skate inv 92
4300	£ 20.00 COGS Voice Advert Clerk
4301	£2425.50 Streetlights Nov 10995 & 11001 Nov copy invs
4302	£ 633.10 FM Taylor reimb Lanes Drains, Stamps, Rock Rd Plaque
4303	£ 103.00 B Glew Reimb Fuel (card expired)

4304 £ 100.00 Compaid Trust (Subs & Donations)  
 4305 £ 26.19 Kent Aluminium  
 4306 £ 125.76 WEL Medical Defib pads

**Receipts & returns**

£8556.80 VAT Refund to December 2019 (No paperwork)  
 £ 800.00 BGJFC replacement cheque  
 £ 202.50 Academy ANS PM Hire

**Miscellaneous**

Cheque 4284 £100.00 Age Concern Gone away- returned & cancelled  
 Cheque 4283 £50.00 West Kent Mediation - gone away- returned & cancelled  
 Sage Direct Debit mandate - laptop accounting software- Signed Chairman & Cllr Millener  
 Cllr Perry Proposed, Cllr Redrup second, AGREED Chairman abstained  
 Chairman to get Cllr Gould to countersign his personal cheque

SP/MT

**227. Future dates**

(i) Date of next Meeting: Monday **April 6th 2020** in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.  
 (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday **4th April 2020** 10 - 12 noon  
 Annual PC meeting **May 4th**  
 Parish Annual Meeting Friday **15th May** Village Hall 8pm  
 At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

Chairman closed that part of the meeting at 2138

**228. Exclusion of Public and Press:**

**Clerk & Responsible Financial Officer**

Cllrs Shaw and Millener declared an interest and left the room

- (1) Cllr Perry reported the recommendation of the Interview Panel, note 1 candidate withdrew and 1 no show, Recommendation circulated
- (2) To agree appointment Mr Bernie Galopin as new Parish Clerk subject to two references and a DBS Check, Proposed - Chair, Second Cllr Redrup-AGREED Cllr Wray abstained  
 Chairman to write formally to the two interview candidates
- (3) To agree pay scale to NALC/SLCC rate Profile 2, (LC2) SCP24, 26 hours per week - AGREED
- (4) Short term hourly pay to ex-Clerk to complete 2019/20 accounts - AGREED
- (5) Continuation of hourly pay to Wrotham Clerk during the changeover - AGREED
- (6) Start date and handover protocol 2 weeks training end March, in post 1st April, Initially Accounts, Payroll, pensions, VAT and Online Banking, liaising with Chairman to transfer cheques, minutes, agendas correspondence etc over time - AGREED
- (7) Transfer all docs from Hazel to PM Archive and Office, taking the opportunity to dump everything except minutes and 10 years financials. Archive large applications, Local Plans, and LDF. AGREED

MT

Chairman closed the meeting at 2233