

BOROUGH GREEN PARISH COUNCIL

Clerk: Mr Bernie Galopin
Tel: 07568536405



Established 1934

PO Box 635
Sevenoaks
TN13 9UX

Email: clerk@boroughgreen.gov.uk

www.boroughgreen.gov.uk

Minutes of the Meeting of Borough Green Parish Council held **Online** on Tuesday 4th May 2021 The meeting was not recorded.

Present: Cllrs Taylor (Chairman), Cllrs Shaw, Wray, Perry, Millener, Redrup, Ramsden, Simpson, Crawley, Cllr Mrs Gould & the Clerk. KCC Cllr Rayner was present online, There was one Member of the Public (MOP) Members welcomed Cllr Gould after a long illness.

Election of Chair. Cllr Shaw proposed Cllr Taylor, Sec Cllr Millener - unanimous (recorded vote att Appendix 5). Chairman thanked members for their ongoing trust, and signed the Declaration of Acceptance

19. **Apologies for Absence** Cllr Palmer, Cllr Crawley to arrive late 2050

20. **Election Vice Chair.** Chairman proposed Cllr Shaw, Sec Cllr Gould - **AGREED**
Appointment to Committees and Outside Bodies - (Appendix 4) **AGREED**

021 **Declarations of Interest:** To receive in accordance with the Council's Code of Conduct.
Chairman declared interest in Payments

22. Minutes of the Online Meeting: 12 April 2021: To confirm and sign as a correct record. **AGREED**
Cllrs Wray, Reading & Redrup **Abstained**
The online meeting 26 April cancelled

23. Matters arising from the minutes of the last meeting and not covered by agenda items
Cllr Redrup's proposed Council Tax support leaflet and circulation agreed (appendix 6)

24. Submissions by County & Borough Councillors, and Members of the Public
Chairman temporarily suspended any Standing Order that might prevent public speaking.

Member of the public (MOP)

1. The MOP repeated her demand from last month, wanting Box Logistics be allowed to park at Potters Mede, but was told that commercial parking was a violation of Greenbelt/AONB policy
2. The MOP demanded that Star Platforms parking 2/3 cars at PM be stopped. It had already been terminated, and a new arrangement noted later in the meeting
3. The MOP then said the PC was disgraceful.

Cllr Perry noted that in the light of Local Plan attacks by Developers on our local Greenbelt, it was more important than ever that we resist Greenbelt development like any commercial use of Potters Mede. Chairman noted that no Planning Enforcement action had been taken against BGPC regarding Star Platforms.

In the interests of transparency Chairman allowed the MOP well in excess of the 3 minute policy.

KCC Cllr Rayner briefly noted the ongoing Southern Water sewage breakout, and asked to leave for other meetings. Chairman apologised that his speaking time had been curtailed.

Cllrs Gould & Ramsden apologised and left the meeting 2020 & 2028

25. 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/21/01048/FL 1 Crouch Lane Demolish the chimneys, raise the ridge line by 1075mm and convert the loft space to living accommodation with three pitched roof dormers to the front elevation and a single dormer to the rear
TM/21/01064/LDP "Rhoslan" 103 Maidstone Road LDC: side dormer allowing bedroom and bathroom and single storey rear extension 4m in depth over the full width of the building to a height of 3m

TM/21/01158/FL 36 Staleys Road Single storey rear extension

TM/21/01159/LDP 36 Staleys Road LDC Proposed: dropped kerb

[No Observations any application](#)

Decisions for noting

TM/21/00612/PDVDAS 12 Brockway General Permitted Development refused, full application required
Planning Enforcement

Wrotham, Ightham And Stansted 21/00146/COM 1 Borough Green Rd alleged unauthorised breach of condition regarding hours of operation and storage of vehicles

There is no enforcement action against BGPC re Potters Mede
TPO in progress Eucalyptus junction Lingfield and Crowhill Rds

- 026 **Correspondence** – as circulated and incorporated into agenda items
 KALC Planning Conference invitation
 KCC request for streetlight attachment permit application
 KCC Self Employed Tax scam circulated all noted
27. **Potters Mede** Grounds and Pavilion
 (i) BT and CCTV connection - cancellation deferred Wi-Fi may be needed short term
 (ii) Discussion about Dog Fouling caught on CCTV
 (iii) Parking request Annetts Hall resident discussed above - no further action. Noted that the Star Platforms parking had been ended, and the Star Running hire was a legitimate arrangement and compliant with Greenbelt/AONB Recreation use policies
- 28 **Recreation Ground:**
 (i) Rec footpath surfacing., upgrade existing path 3 quotes were tabled
 SSP £17000, Arnold £18432, Abacus £14097. Redlynch had not quoted.
 After considerable discussion it was agreed that Abacus provided the best value, subject to confirmation that measurements were accurate, and that there would be no extra charges re sub-surface.
 Chairman Proposed Abacus, sec Cllr Perry - **AGREED**
- (ii) Rec Revamp progress. Because of pressures of work the Mums had stepped back, and Cllr Wray had resigned as the PC liaison/Chair. However, there was still considerable will amongst the PC to move the main project forward, It was agreed that the Mums could be given until the next meeting to decide if they wanted to take it forward again with PC backing, Cllr Wray to contact the Mums - **AGREED**
 There was a significant feeling amongst members that the existing play area needed some measure of upgrading, but was structurally sound. If the complete refurbishment using outside funding was not taken forward, there would be a concerted piecemeal campaign to upgrade the existing park (Plan B), possibly adding some new items of equipment after due consultation with users.
- 29 **Village Enhancements:**
 (i) Cooper Land transfer - map agreed, progressing
 Crest Isles Quarry East transfer - Cllrs Perry and Chairman signed the Transfer Document obo BGPC
 (ii) A25 gateway legal challenge - Part 2 update
 (iii) Public Toilet, Staleys Acre and Crowhill transfers progressing.
 (iv) Salt supplies- proposal for gritter attachment, salt supplies and storage - awaiting costs
 (v) Harrison Rd wall repair - Nick Taylor has completed, Barry has strimmed path desire lines.
 (vi) To note Platt Gateway painting, and future removal of redundant signs
30. **Financial Matters:**
 (i) Clerk's RFO Report.& Audit Progress
 (ii) Clerk to present Bank Reconciliations as at 31 March 2021 (appendix 2) Note balances only due to Y/E awaiting finalisation. Clerk reported apx £11000 VAT reclaim pending
 (iii) Donations/grants as circulated - in hand
 Clerk suggested with liaison with Church and School Welfare Officers to identify hardship in families that could be supported by PC Grants to those organisations - agreed in principle - to be confirmed and actioned by email.
 (iv) Clerk tabled documentation (appendix 3) re CCLA account, noting that this would allow transfer of funds to ensure all accounts fell within the £85k protection afforded by the Government, and that this account also generated a small interest return. It was agreed to transfer £31,000 from Natwest **811 to set up the account.
 (v) **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 Millener **AGREED**
 Chairman abstained - expenses payment for swing seats

31 **Website Social Media, Compliance & Risk:**

- (i) Cllr Crawley will set up BGPC's own Facebook page, operated by the Clerk. The Pinboard persona will be dropped after noting the new page for all BGPC information. Whilst Freedom of Speech is important, it was felt that even expressly personal posts could reflect on the PC, so members were urged to withdraw.

32 **T&MBC Local Plan:**

- (i) No update

033 **Highways and Streetlighting:**

- (i) R Body entrance " Caution HGVs Turning" sign to be installed. KCC approved, R Body offered to pay
- (ii) Streetlighting - KCC request for attachment permits (corr) noted, Chairman to progress

034 **Sandpits Quarries and Landfills:**

- (i) To Note residential fly-tipping onto R Body's landfill site. Chairman reported on site meeting

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

036. Future dates:

- (i) Date of Next Meeting:7.30 pm Thursday 3rd /Friday 4th June at Potters Mede tba
Zoom meeting of the Finance Committee to approve & recommend the Y/E Accounts Date tba
- (ii) The Parish Office will not be open, and 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.

037. 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 A25 Hedge legal matters Chairman advised that with the assistance of the Solicitor and Counsel an offer had been lodged, response awaited.
There was some further discussion regarding the Star Platforms parking issue
Meeting closed at 22.23

APPENDIX 1 PAYMENTS

BGPC Payments Authorisation Sheet A/C *857**
Month: May 2021

£

Payments

Standard On-Line Payments (Approximate)

Staff Wages	4033.99
HMRC	1772.4
KCC Pensions	1013.78

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

B Galopin (refund for Microsoft ann sub)	79.99
M Taylor (refund for children's swing seats)	325.8
KALC annual subscription	1516.27
Commercial Services, inv LNS3112	480
Warners Solicitors, inv 3003644	13578

Cheque Payments

Nil	0
-----	---

May 2021: Total Payments

24081.92

Note pre-approval N Taylor £1500 pending invoice
Harrison Rd Wall rebuild

Authorisation

Cllrs Taylor & Gould

N Taylor *S. Gould*

APPENDIX 2 ACCOUNT BALANCES

1. Bank Accounts:

The balances on our three bank accounts are as follows:

- Natwest: Current A/C *****857 - £100.00
- Natwest BRA1 A/C *****811 - £139,597.59
- Unity Trust Bank Account - £84982.00

The reconciliations for April 2021 will follow this week once last year's ledgers are closed, following the conclusion of the year end procedures.

=====

APPENDIX 3

CCLA (Churches, Charities and Local Authorities Investment Management Fund)

2. Additional financial arrangements:

Over the past few months we've had a number of discussions regarding the opening of a new bank account. As you are all aware, banks will cover savings/funds to a maximum of £85,000 under the FSCS. Towards the end of the last financial year we were operating with funds below this threshold and therefore the need to open an additional bank account was not as important as before. However, following the receipt of our new precept (roughly £100k) in April 2021, our Natwest balances exceed the financial threshold for the FSCS. The problem with opening another bank account is that most local and high street banks will not provide any interest, they want us to transfer all of our funds into a single bank account or have cumbersome (call centres) and costly arrangements for gaining access/transferring funds. Some banks are still not opening new business accounts that are suitable for us as a parish council. Clearly, such arrangements don't make our money 'work', do not keep our cash protected and make it difficult to access our money.

Considering our financial aims of balancing risk (security of funds), reward (gaining some interest) and having ready access to our funds, I've looked at what many other parish councils, local authorities and charities are doing in the UK, at this post COVID time. Many of these organisations are now investing more cash in low risk recognised financial funds. Considering this, I have not opened up another bank account. Instead, I propose that we invest our excess funds (above £85k) in a recognised, safe, secure and established investment management fund. I have checked the rules with NALC and KALC and this strategy is actively encouraged and is being adopted by many parish councils across the UK.

It's important to identify and elect an established investment fund that is highly supportive to the needs of parish councils. Therefore, I contacted the Churches, Charities and Local Authorities (CCLA) Investment Management Fund and have opened a **Public Sector Deposit Account** with them. The fund is already set up with signatories of Mike Taylor, Tim Shaw, Sandra Gould and Scott Millener, so this can be activated at any time (once ratified by our members at our meeting this evening). Decisions to transfer funds between our Natwest account and the **CCLA** fund can be made at our monthly meetings. I will seek your authority to deposit excess funds into this account asap, provided you, as members, are happy with this arrangement. I propose an initial investment of £31k. This will bring our Natwest & Unity Trust balances to under £85k at both banks.

If better deals and opportunities become evident, as we progress out of COVID, our arrangements can be reviewed again. This arrangement can be S/T or L/T and can be changed at any time.

Main Features – CCLA Public Sector Deposit Account.

- Interest rate is 1.2%. Whilst this is not a lot it is higher than most other banks.
- Fees are 0.8% of interest earned. This means that when the interest rates (earned/charged) are netted off we will always receive a surplus of income over fees. No other fees.
- Transactions are authorised by two councillor signatories.
- Minimum initial investment of £25k but this amount can go up and down depending upon our financial position with other bank accounts.
- Easy access to funds. Easy transferability of funds between CCLA and Natwest (principle bank account)
- Dedicated and specialist parish council advisors available, so no need to spend hours trying to get through vis call centres.
- There are other savings plans available for us to consider in the future.

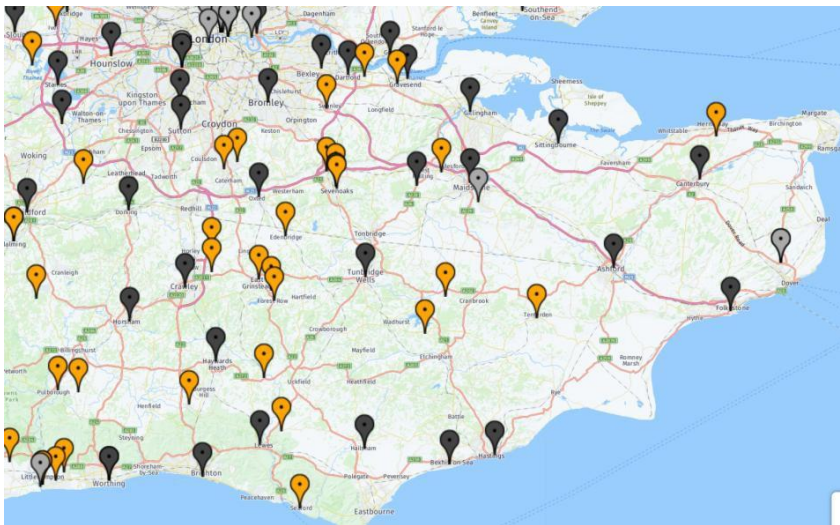
- Whilst not covered by the FSCS CCLA have been in operation since 1958 and are as safe as they come. Any concerns and our cash can be removed asap.
- Investment in low risk UK investments only.
- Ethical principles, re investments.

Company Overview

CCLA has been around since 1958 and has a long history of managing funds. CCLA currently manages over £12bn of investments on behalf of its clients.

£2.5bn of this is managed on behalf of Local Authorities, ranging from the smallest parish councils to the largest principal authorities.

CCLA is owned by its clients and the local authority part is owned by the Local Authorities Mutual Investment Trust (LAMIT). The Local Government Association (LGA) support the appointment process to the LAMIT board. There are over 700 Local Authority clients and around 350 Town and Parish Councils who invest with CCLA. The chart below shows CCLA investor in the region. (Orange = Town and Parish Councils | Black = Principal Authorities | Grey = Other (local associations, PCC etc.)



Public Sector Deposit Fund (PSDF)

The PSDF is a cash based, AAA rated, money market fund (MMF) with daily dealing and access to cash (*if you let us know by 11.30am you have the funds back same day*). The fund is low risk, provides good liquidity and good yield. There is a high level of diversification in this fund and only top quality credit rated organisations are used. The CCLA website is updated every day with details of where this money has been invested. There is an initial deposit but this amount can be withdrawn to zero and the account used as and when required.

APPENDIX 4 COMMITTEES & APPOINTMENTS

Finance & General Purposes – Cllrs Mrs Gould, Millener, Shaw, and Taylor. Other Cllrs may attend as they wish or as subsequently agreed by the council.

Complaints - Any Cllr may be asked as and when required.

KALC – Cllrs Shaw and Taylor

Parish Partnership Panel – Cllrs Taylor and Perry

Village Hall Representative – Cllr Redrup

Men of Trees - Cllrs Taylor and A.N. OTHER

H+H CELCON LIAISON Cllrs Shaw, Perry, Millener & Simpson

Skate Park – Cllrs Taylor and Millener

JPCTCG – Cllrs Perry and Shaw

T&MBC Standards Cttee – Cllr Taylor & Simpson

Potters Mede Support Group – Cllrs Millener and Ramsden

J5 Slips - Cllrs Perry & Shaw

Kent Rail Forum – Cllrs Perry and Shaw

GATWICK FORUMS HWCAAG - Cllr Perry

Sports Clubs Liaison Cllr Reading

Basted Mill Public Open Space - TMBC Only

3G Pitch (Wrotham School) BGPC not a member

APPENDIX 5 RECORDED VOTES Election of Chair 4 May 2021
Sole Nomination - Cllr Taylor

Name	Prop 1	Prop 2	Prop 3	Abstain
Mike Taylor	Agreed			
Tim Shaw	Proposer			
Sandra Gould	Agreed			
Scott Millener	Second			
Steve Perry	Agreed			
Ian Simpson	Agreed			
Adam Wray	Agreed			
Jeff Reading	Agreed			
Gary Redrup	Agreed			
Mark Ramsden	Agreed			
James Crawley	Delayed Absent			

APPENDIX 6 Cllr Redrup's Draft Council Tax Support poster, in contrast colours

**If your income has been affected by
Coronavirus and you are unable to pay your
council tax, there are several options:**

- If your savings are above £16,000 or you don't qualify for Council Tax Reduction, but your income has dropped or you are experiencing cash flow problems you can contact TMBC and they can either reduce your instalments temporarily, or spread them over 12 months rather than the usual 10 months. To discuss your Council Tax instalments please email revenues@tmbc.gov.uk
- If you would like to talk through your options the TMBC Customer Services Team will help on **01732 876388**.



TONBRIDGE & MALLING BOROUGH COUNCIL
www.tmbc.gov.uk

BOROUGH GREEN PARISH COUNCIL
www.boroughgreen.gov.uk

