

Minutes of the Meeting of Borough Green Parish Council held at 7.30pm on Monday 6th January 2020 the Church of the Good Shepherd Annex
Present: Cllrs Taylor (Chairman), Cllrs Green, Wray, Reading, Millener, Perry, Shaw, Wlodarczyk , & Simpson,

There were seven members of the public in attendance, and Cllrs Rayner & Palmer, PCSO & Warden

Before opening the meeting, Cllr Rayner presented a Thank You plaque to Brodie Tee on behalf of the Parish Council. Brodie and her family run a monthly village litterpick called "Brodie's Bash the Trash" Members interviewed Mr Redrup who had volunteered for co-option

168. **Apologies for Absence**
Cllr Mrs Gould, Mrs Damiral, (Clerk) .
Chairman proposed co-opting Mr Redrup - **AGREED** Cllr Redrup signed the Declaration of Acceptance.
169. **Declarations of Interest:** Cllrs Taylor & Millener will abstain from Cheques,
170. **Minutes of the 2nd December 2019:** confirm and signed as a correct record : **AGREED**
171. **Matters arising** There were no matters arising
172. **Period for KCC & TMBC Councillors reports and Public consultation:**
KCC Cllr Rayner updated members on progress with KCC and the Environment Agency's escalation of action against BGSP.
Cllr Palmer reported on Recycling progress, and that confirmed Platt PC would also be resigning from BMPOS.
Cllrs Rayner and Palmer left for other meetings, and the members of the public left
Mark Thomas PCSO gave a brief report on current crime
Community Warden Jess Jarrett gave a report on her work with the elderly & vulnerable
173. **Planning matters** to hand:
(i) decision notices as circulated - noted
(ii) **TM/19/02825/FL** 22 Landway roof spaces, velux, dormers, alley light No obs sent 17/12
(iii) **TM/19/02821** 32 Staleys, wraparound extension no obs sent 17/12
(iv) 63/65 Western & 50 Sevenoaks - Appeal lodged against refusal - noted
(v) Chairman agreed to allow more time for responses to draft submissions
174. **Correspondence**
Correspondence for noting (*Circulated to all Councillors*)
(i) Fernham Homes A-Z Lighting
(ii) Play area grant form signed
(iii) Police Update
(iv) KCC Action BGSP
(v) TMBC Notice of Appeal 63/65 Western and 50 Sevenoaks
(vi) KCC 5 yearly service consultation
- Correspondence for discussion** (*Circulated to all Councillors*)
(i) Various complaints re TMBC rollout of the new Waste Recycling
Request to be co-opted Gary Redrup
Landscape Services quote Play Area Inspections
Email Henry Willard - dog mess
175. **Potters Mede Grounds and Pavilion**
(i) Birdboxes - ongoing
(ii) Report on success of last year's drainage works
(iii) KGC to report on aeration of pitches
(iv) Mr Willard email re dog mess at Potters Mede. Chairman investigating using Public Space Protection Order to introduce outright dog ban at Potters Mede, Report to Dog Warden
(v) Chairman reported further block bookings
(vi) No other action required

Action

176. Recreation Ground

- (i) Defibrillator complete and checked by SECAMB. Chairman to order replacement pads, including children's size.- AGREED
Chairman reported new AED signs for mounting on road fence.
- (ii) Multicourt backboards - ongoing
- (iii) Revamp Committee - considerable discussion. The level of funding and events are a significant marker of public support for the project, and the thoughts were the Committee might now shift its focus and energies towards quotes and tenders - AGREED
Chairman suggested approaching KALC & PWLB for a £30k contingency credit line- AGREED
- (iv) Landscape Services Play Area quote 2020 - Accepted
- (v) Groundsman to undertake minor repairs as noted in Inspection report
- (vi) No other action required

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177 Village Enhancements

- (i) War Memorial - No report
- (ii) Village Hall noticeboard ongoing
- (iii) Christmas Lights Grant formally approved for payment
- (iv) Village Gateway - Cllrs Millener, Shaw & Chairman to liaise with Staff to move AONB sign to the Gateway, and rebuild KCC fence.
Chairman to investigate installation of gate on A227
- (v) Rock Rd Planter damaged plaque replacement ordered
- (vi) No further action required

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178. Financial Matters

- (i) Bank reconciliation not available
- (ii) To Approve draft budget Any increase in costs are offset by the increase in Potters Hire bookings, so there is no need to increase the budget, but it would be prudent to allocate an extra £25,000 towards the Play Area revamp - AGREED
- (iii) Chairman to sign TMBC Precept Request of £201920.00 - AGREED
- (iv) To approve External Auditor fees PKF Littlejohn £768.00 - AGREED
- (v) Update Asset Register
- (vi) No further action required

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179. T&MBC Local Plan

- (i) To confirm BGPC/Alliance submission lodged
- (ii) To agree BGPC future estimated contribution to Local Plan advice - £20,498 - AGREED
- (iii) no further action required

180 Highways & Streetlighting

- (i) To note Parish Highway Plan
- (ii) Transport for South East consultation - Cllr Shaw to respond obo BGPC
- (vii) to agree any further action required

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181 Sandpits, Quarries & Landfills

- (i) To receive report on Noise Monitoring. TMBC to install Particulate Monitor in January
- (ii) BGSP - Lingfield Rd flooding, HGV numbers and times Cllr Rayner above
- (iii) R Body HGV increase report Cllr Rayner above
- (iv) IQE Land Transfer - no update
- (v) to agree any further action required

182 Website Access, GDPR, Transparency, FOI

- (i) To note website trials - Ionos, Netwise, Wordpress, Go-Daddy, Cantium, Vision ICT & Zen.
Wix proved to be the best value, and easiest to setup. There was discussion about screen width when viewed on a small device, and a broken link. Cllr Shaw reminded members that it would be simpler to report these things direct to the Chairman rather than waste council time with a list of complaints. The Wix site is fully compliant with all current UK & EU rules.
- (ii) To approve Wix site £313.20 inc vat for 3 years, paid by card - AGREED
- (iii) To approve Archive website boroughgreen.gov.uk.istemp.com -AGREED
- (iv) Parish Council emails .gov.uk -Zen we already pay £53.88 pa, upgrade from Bronze to

Silver at £107.88 pa for 25 emails - AGREED

There was considerable discussion and members agreed that use of .gov.uk emails would
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ACTION

Cont/ be best achieved using separate client servers, and to keep all PC traffic and data separate from personal. There were no members averse to using .gov.uk emails.

(v) The only personal data we hold is a very small amount of hard copy, so Data Protection Officer is not required, but the decision can be reviewed when necessary. From today

Correspondence lists will have Staff names and wages removed, except for the check list
(vi) Personal devices will not be required, but noted the risk that an FOI request to the PC might require access to those personal devices. It was decided that the PC transparency was so high, that this risk was minimal, and did not warrant the expense of purchasing 11 new devices.

(vii) Chairman to draft new Declaration re GDPR, FOI & Transparency, and action upon Member resignation. Members to agree and sign at the next meeting.

(viii) Compliance Statement for website (& Asset Register update) for adoption at the next meeting.

(ix) Transparency- BGPC is many years ahead of the game on transparency, with all data except Part 2 recorded on the website in draft within a week of the meetings. The only issue still to be addressed was posting the Asset Register, but the absence of the Clerk and the recent changes to assets have delayed its implementation. Privacy Policy to be uploaded.

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183. **BMPOS**

- (i) To confirm BGPC to tender resignation at January meeting of BMPOS with Platt PC
- (ii) no further action required

184 **Written reports:** none

185. **Cheques for Signature:** to approve payments as listed and circulated to all Cllrs.

Online Payments: None

Direct Debits

£ 70.18 WEX Europe Services (UK) Ltd – fuel for equipment and vehicle 1 Dec
£ 20.40 WEX Europe Services (UK) Ltd – fuel for equipment and vehicle 29 Dec
£ 291.60 Ford Lease – vehicle lease Nov 2019 *no invoice yet*
£ 455.05 Eon Streetlighting Nov 2019 taken 22 Dec

Cheques to ratify salaries Paid 28th December

4255 £3882.74 Combined Staff Salaries
4256 inc
4257 inc

Current for payment

4258 £1697.40 KCC Pension Nov 19-20
4259 £924.00 Streetlights 11012 Repairs Dec 2019)
4260 £1557.60 Christmas Lights grant
4261 £768.00 PKF Littlejohn external Audit fee 2018/19
4262 £398.04 FM Taylor £313.20 Wix Website 3 years sub Pd by card
£84.84 Brunel Eng plaque
4263 £551.86 Landscape Services play area inspections 2019
4264 £145.00 MAS Carpets Potters Mede
4265 £100.80 S Millener Cirrus Sound Report eqpt reimbursement
4266 £100.00 Home Start SW Kent Grant
4267 £353.76 S Millener Cirrus Sound Eqpt reimbursement

To Ratify Staff wage payment due 28th January - **AGREED**

Cheques and Invoices were crosschecked and signed by Cllrs Millener, Cllr Gould (after meeting) and the Chairman. Cllr Perry proposed, Cllr Shaw seconded, - **RESOLVED**. Chairman & Cllr Millener abstained from voting due to reimbursement cheaques

166. **Future dates**

(i) Date of October Meeting: Monday **3rd February 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 on **Feb 1st**

At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

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167. **Exclusion of Public and Press:** There were no matters for Part 2

Bank Reconciliation October 2019

B/F Oct 2019	250349.37
Receipts Oct 2019	<u>734.66</u>
	251084.03
Less Payments Oct 2019	<u>8215.67</u>
c/f 31/10/19	<u>242868.36</u>

C/A as per bank state 31/10	100.00
C/D as per bank state 31/10	668.57
C/R as per bank state 31/10	<u>252932.15</u>
	253700.72
Less u/p chqs	<u>10832.36</u>
	<u>242868.36</u>

Anomalies found when preparing October 2019 bank reconciliation: financial/accounting adjustments have been made

<u>Chq No</u>	<u>Payee</u>	<u>Date</u>	<u>Minuted Amt</u>	<u>Actual Amt</u>	<u>Variance</u>
DD	EDF (RG)	5.8.19	not minuted	£11.00	£11.00
DD	Castle Water (PM)	4.11.19	not minuted	£39.92	£39.92
DD	Castle Water (RG)	4.11.19	not minuted	£159.07	£159.07