

BOROUGH GREEN PARISH COUNCIL

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Established 1934

Minutes of the Meeting of Borough Green Parish Council held **Online** on Monday 6th July 2020
The meeting was not recorded. Meeting start was delayed due to Zoom failure. Chairman circulated a new link, and the meeting commenced at 1940

Present: Cllrs Taylor (Chairman), Shaw, Wray, Millener, Simpson, Perry, Redrup & Reading.
No response: Cllrs Wlodarczyk
There were no members of the public, but Cllr Rayner was present online, and left at 2015.

061. Apologies for Absence: Cllrs Mrs Gould & Palmer, & Cllr Green

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

063. Minutes of the 1st June 2020: accepted as a true record,
Proposed Cllr Perry, seconded Cllr Simpson– AGREED.

064. Matters arising There were no matters arising.

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

Cllr Rayner spoke about the work KCC are doing to mitigate the CV19 problems for schools and the tourist industry. He mentioned the new dates for the Local Plan hearings, and the recent success Cllr Gillin has had with FOI data from KCC/TMBC.

066. Planning:

(i) Weekly lists of TMBC Decisions and confidential enforcement information (*copies to all Cllrs*).

(ii) **TM/20/01242/FL** 108 Maidstone Rd Demolition of front boundary dwarf wall, pillars and existing hedge and construction of new front and side boundary wall. Concerns about impact on Street Scene and Visual Amenity, although members could understand the wish for traffic noise mitigation, and would like the applicant to consider a "Green Wall"

(iv) No further planning matters.

067. Correspondence

Correspondence for noting (*Circulated to all Councillors*)

Multiple CV19 updates from Gov.uk, KALC, KCC & TMBC

Thank you letters from CAB & Red Cross

Note Zurich 5 year deal accepted, documents received.

Correspondence for Discussion

Cllr Shaw spoke about the recent letter from our MP advising that to progress J5 Slips we need to lobby Transport for the South East (TfSE).

068. Potters Mede Grounds and Pavilion

(i) Potters FC successful grant towards pitch costs £1500, discussion about how this would work in practice. Chairman noted that the money was PFC's, and it was up to them to justify to the FA, but that it should reduce the PC's costs such as goal area repairs.

(ii) Fencing - Post factory still on lockdown

(iii) All redundant archives recycled

(vi) CV19 responses - re-opening plans Cllr Simpson/Clerk gave a detailed presentation about how we should re-open the Hall, with emphasis on staff and user safety, and sanitisation procedures. Chairman to obtain advice about removing the carpet in the Hall, and to investigate the availability of TMBC grants towards re-opening costs. It was decided that existing hirers could use outside spaces FOC for smaller lessons, but booking would be required. This is short term until the hall opens again.

There was some discussion about Staff PPE, and it was decided that staff should be offered prescription safety glasses. Chairman will investigate the possibility of ride-on mower training.

No other action required

Action

069. Recreation Ground

- (i) Damage to Multicourt barriers, purchase of steel, Repair complete
- (ii) Repair of public toilet lock; sourcing new lock
- (iii) Water supply agreement with Bowls Club. £700 to clear 2018/2019 account. Groundsman will now report water meter reading monthly to Clerk for invoicing, Chairman to investigate installation of a sub-meter to the bowls club.
- (iv) Responding to Gov/TMBC advice - kids play area re-opened - some swings locked, clear warning signs advising that sanitisation is a parental responsibility
- (vii) No other action required

070 Village Enhancements

- (i) No Update on Isles Quarry East land transfer.
- (ii) Gateway progress & quote, hedging - South A25 Hedging cut back and space dug for Gateway Fence. Recommend 2/3 day hire of digger from Willsher Plant at £240 inc del + vat to improve pedestrian safety - AGREED
- (iii) Hanging baskets all new brackets all installed and baskets changed to summer
- (vi) No action required

071. Financial Matters

- (i) **2018/19** To agree the notes to the 2018/19 AGAR by PKF Littlejohn Auditors (see Appendix 1 below)
Due to the long term illness of the RFO, and lack of the required data :-
(1) The data required to produce the AGAR was not available before July 2019.
(2) The data was not available to allow the AGAR to be signed until 24 Sept , after the Sept 2019 deadline
The public consultation was therefore delayed until 30 September until 8th November.
(3) As above
(4) The variances could not be published due to the data not being available

- 071a** (i) **2019/20** To agree updated Asset Register - AGREED
- (ii) To approve Annual Governance Statement 2019/20 sign off by Chair & Clerk - AGREED
- (iii) To approve the Accounting Statement for 31st March 2020 prior to sign-off by Chairman - AGREED
- (iv) To agree Exercise of Public Rights consultation period for above post the notice on the 8th July with the notice period commencing on Monday 13th July.- AGREED
- (v) To formally transfer post of Responsible Financial Officer and Proper Officer from the Chair to the Clerk - AGREED
- (ix) Natwest online banking failures - Clerk noted £150 compensation to PC, and £50 each staff member for late salary payments
- (x) L.Cox has carried out a VAT reclaim, £3689.70

APPENDIX 1 Extract AGAR report 2018/19 PKF Littlejohn Auditors

(Borough Green Parish Council is the "smaller authority" noted)

(1) The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1.

(2) The smaller authority failed to publish the final signed AGAR by 30 September 2019, the date required by the Accounts and Audit Regulations 2015. This is as a result of the smaller authority setting a period for the exercise of public rights that finished on 8 November 2019 meaning that the appointed auditor had to wait until after that date before the review could be completed.

Other matters not affecting our opinion which we draw to the attention of the authority:

(3) We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance /cont

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Cont/ Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

(4) The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Boxes 3 and 6 of Section 2.

072. T&MBC Local Plan

- (i) FOIs to TMBC re traffic successful - Les Henry Associates preparing new assessment
- (ii) Dates for Public Examination - Provisional
 - Week 1: Tuesday 6th October – Thursday 8th October 2020
 - Week 2: Tuesday 3rd November – Thursday 5th November 2020
 - Week 3: Tuesday 10 and Wednesday 11th November 2020

073 Highways and Streetlighting

- (i) To note UKPN Road Closure Failures, letters to UKPN and KCC
- (ii) To note response from Eon re LED discount on Parish Lighting
- (iii) To ratify cost of streetlighting survey £760, discounted to zero if we agree contract
- (iv) Annual lighting contract with Ken Bonner's Streetlighting - AGREED
- (v) Christmas Lights festival - Road Closure Order held open.

No further action required

074 Sandpits Quarries and Landfills

- (i) BG Landfill - Vehicle increase 180 -240 HGVs per day approved. - (see also Part 2)

075 Website Accessibility & GDPR

- (i) No report

076. BMPOS

- (i) No Report

077 Written reports: None

078 .Cheques for Signature: To approve payments as listed and circulated to all Cllrs.

Online Payments: None

chq	Salary Cheques paid 28 June 2020	Approved & Signed S Gould M Taylor
4356	<i>These payments are confidential and will be noted as</i>	
4357	<i>"Staff £3460.33" in the public minutes</i>	
4358	Prior approval for wages 28/7/2020	

chq	Current for payment	Cheques for approval and signature S Gould M Taylor
4359	£1288.81 HMRC June/July	
4360	£ 917.48 KCC Pensions	
4361	£ 64.42 Kent Ali Mar & May	
4362	£ 527.77 Godfrey's {£167.41 SP mower inv 163315 {£360.36 Ride on inv 164729	
4363	£3282.85 Wrotham PC Legal costs local plan	
4364	£ 225.00 Eileen Rose refund re PM Booking 19 July	
4365	£ 975.00 L Cox Accounts & Training in05202001	
4366	£ 22.50 Green Thumb Wr Mem grass	
4367	£ 462.00 Streetlights repair Ascot	
4368	£ 200.50 FM Taylor Steel, post, door handle SM/SG	
4369	£ 168.91 R Springett Cleaning products	
4370	£ 107.93 B Glew Paint caps	
4371	£240.00 Deposit Willsher Plant digger hire	
4372	£50 B Galopin	
4373	£50 R Springett	
4374	£50 B Glew	
4375	£198.99 WPC Skatepark Maint late addition	
4376	£1506.77 KALC Subscription late addition	

Direct Debits from Statement

£ 11.94	WEX 1 Jun	S Gould M Taylor
£111.96	BT 1 Jun	
£ 40.32	Castle Water 5 Jun	
£ 57.00	TMBC NNDR Rec 10 Jun	
£ 10.79	Zen Internet 12 Jun	
£ 13.00	EDF Energy Rec 15 Jun	
£ 86.40	WEX 17 Jun	
£338.00	EDF Energy PM 22 Jun	
£469.14	Eon Streetlighting 23 Jun	
£291.60	Ford Lease 26/june	
£2873.6	PWLB Repmnt	
8	Wex 29 jun	
£ 85.40	Castle Water	
£ 41.11		

Receipts & returns & Invoices raised

4 June £101.92 Wrotham PC litterpick SK8
 22 Jun £150.00 Natwest Compensation
 20 Jun £3689.70 Dec 19 - Mar 20 VAT Reclaim
 30 Jun £212.50 Bowls Club rent
 30 Jun £25.44 Natwest charge

Cllr Perry proposed, Seconded Cllr Millener – AGREED, Chairman abstained.

079. Future dates

(i) Date of next Meeting: Monday **Aug 3rd 2020** to be held online. Members of the public can email comments and questions for inclusion to clerk@boroughgreen.gov.uk. This will be an ordinary meeting, not the Annual Parish Council meeting.
 (ii) The Parish Office, located within Borough Green Village Hall, will not be open on 1st August. Parish Annual Meeting cancelled on Government advice.
 At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.
 Chairman closed the Public Session at **2126** and moved to Part 2.

080. Exclusion of Public and Press:

- (i) Staff salaries wef April 2020 Note Minimum wage
 - (ii) Possible standards complaints
 - (iii) Vulnerable Resident - ratification of garden clearing
 - (iv) BG Landfill, implications of recent HGV increase approval
- These items are recorded in a separate confidential minute sheet*

Chairman closed the meeting finally at 2208