

BOROUGH GREEN PARISH COUNCIL

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PO Box 635
Sevenoaks
TN13 9UX

Established 1934

Minutes of the Meeting of Borough Green Parish Council **by email** on Monday 6th April 2020

Responded: Cllrs Taylor (Chairman), Shaw, Mrs Gould, Wray, Millener, Simpson, Perry, Redrup, & Green.
No response: Cllrs Wlodarczyk & Reading.
There were no members of the public,

001. Apologies for Absence

None

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

003. Minutes of the 9th March 2020:

Cllr Gould abstained, not present at last meeting
Cllr Perry requested an amendment to 222 already included
Subject to those amendments - AGREED

004. Matters arising There were no matters arising

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

None attending

006. Planning matters to hand:

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

(ii) Responses already circulated

(A) **TM/ 20/00435/FL** 2 Sevenoaks Road (Melia's) Re-opening of bricked up windows; installation of two Dutch style canopies; expansion of existing seating area; erection of two Caribbean awnings; removal of parking spaces and erection of a single storey store space to the rear of the kitchen in place of an existing parking space *Object - loss of critical parking space*

(B) **TM/20/00449/FL** 11 Lingfield Road conversion roof space to room and alter front windows
No Observations

(C) **TM/20/00535/FL** 32 Normanhurst Road first floor side extensions, existing ground floor construction and proposed rear extension at first floor level only. New pitched roof over existing entrance porch to replace flat roof *No Observations*

(iii) No further planning matters

007. Correspondence

Correspondence for noting (*Circulated to all Councillors*)

Pension Regulator re-enrolment

TMBC Business Rates Potters Mede Small Business Grant fund Covid 19 application lodged

Public Health England advice links

Mr B Galopin letter of appointment as BG Parish Clerk WEF 1st April 2020

Compaid letter of thanksre £100 donation

SGC quote Potters pitches 2020 season (see PM)

TMBC Acknowledgement change of address

Natwest various - change of address, Administrator, signatories.

Correspondence for Discussion None

Action

MT

008. Potters Mede Grounds and Pavilion

- (i) Fencing Repair - order placed with SCF
- (ii) Blocked main drain - Lanes for Drains - payment in Cheques
- (iii) Hall closed, field still open, all bookings suspended. Dogs to be kept on leads
- (vi) The parish archive has been cleared and sorted, redundant non-sensitive papers awaiting recycling. Thanks to everyone who turned out to sort and carry
- (v) To note SGC pitch quote 2020, no need for top dressing this year £1180.00
- (vi) To Ratify emergency Drain works and note SGC quote - AGREED

009. Recreation Ground

- (i) Children's play area closed, field still open Dogs to be kept on leads
- (ii) Basket Ball Hoops arrived and stored in the Pavilion
No other action required

010 Village Enhancements

- (i) No Update on Isles Quarry East land transfer
- (ii) Harrison Rd land sale completed and reported to Zurich
No action required

011. Financial Matters

- (i) Natwest - address change, mandate change, new Clerk as administrator awaiting Natwest responses (see Corr).
- (ii) New Clerk and Mrs Cox working to complete 2019/20 accounts, and set up full digital accounts with internal auditor.
- (iii) Because of the self isolation rules, and Hazel's ill-health, we decided not to impose any further accounts work after her retirement date, and I would like to thank her profusely on behalf of the Council for her 37 years loyal service, and wish her a speedy return to health so she can enjoy her well-earned retirement
No action required

012. T&MBC Local Plan

- (i) To note Phase 1 Public Examination postponed
- (ii) No further action required

013 Highways and Streetlighting

- (i) Parish Highway Plan progress deferred until crisis ends
- (ii) KCC Main streetlight column replacement program deferred

014 Sandpits Quarries and Landfills

- (i) To note suspension of Landfill Operations at Robert Body's Wrotham Rd site

015 Website Accessibility & GDPR

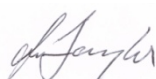
- (i) No report - regular updates re epidemic
- (ii) There was considerable discussion about online platforms, but subsequently KALC advised that Government has agreed online meetings can commence from 4th April, and have negotiated deal for Parishes on Zoom.
- (iii) Standing Orders to be amended at next meeting to allow online meetings.
- (vi) To agree purchase of Zoom software, & to hold next PC meeting online
7 in favour, 1 objection, 1 abstention - AGREED

016. BMPOS

- (i) No report - no action required

017 Written reports:

None



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

Online Payments: None

<p>Cheques paid in advance of meeting to ratify salaries Paid 28th February</p> <p>4307 £3882.54 Staff salaries 1-31 March 4308 " " 4309 " "</p> <p>4310 £3055.77 HMRC Jan-Mar 2020 due 19/4 4311 £1697.40 Kent Pensions Mar payment due 19/4 4312 £400.00 COGS Donation re Annex to Mar 31 2020 4313 £626.40 OMG Trading Rec Multicourt hoops etc</p>	<p>Approved and signed S Gould M Taylor</p>
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<p>Current for payment</p> <p>4314 £750.00 V Hall Office rent inv 3/20 Apr - June 2020 4315 £728.44 Godfreys Mower repair/service inv 42912 10/3/20 4316 £390.00 Streetlights inv 11204 4/3/20 4317 £18.23 Kent Ali Feb 4318 £1470.00 S Vick Elect inv 4261 Potters cont power & security lighting 4319 £1956.00 FM Taylor Reimbursement £1776.00 Lanes Emergency drains PM £ 34.80 Lockrite open file cabinet Office £ 1.32 Post forms to Natwest £ 143.88 Zoom software</p>	<p>Cheques approved and signed S Gould S Millener</p>
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Direct Debits

£ 5.40 WEX Europe Services (UK) Ltd – fuel for equipment and vehicle 16 Feb 20
£ 36.42 WEX Europe Services (UK) Ltd – fuel for equipment and vehicle 29 Mar 20
£301.32 ALD Ford lease 31/01/2020 DD 26th March
£nil Castle Water Recreation Apr2020-Mar2021 **credit from previous year £364.65**
£443.05 Castle Water Potters Apr2020-Mar2021 **credit from previous year £39.92**
£10.79 Zen (domain/email) 9Mar-8Apr 2020
£103.80 BT Feb-Apr 2020 (Potters CCTV) DD 2/3/2020
£399.20 TMBC NNDR Recreation Ground 1 Apr 2020 - 31 Mar 2021

All payments checked against invoices and list by Cllrs Gould & Millener

To approve cheques and payments as listed above

7 agreed 2 abstentions AGREED

Chairman abstained - reimbursement cheque

Cllr Perry abstained voicing concerns about Zoom

Receipts & returns & Invoices raised

£ 518.40 Fortitude Taekwondo Potters Hire Oct, Nov, Dec 19, Jan 20

£ 388.80 Fortitude Taekwondo Potters Hire Feb Mar 20

£101.92 Wrotham PC Skatepark Litterpicks

NOTED

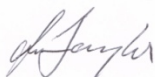
019. Future dates

(i) Date of next Meeting: Monday **May 4th 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 2nd May 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.

020. Exclusion of Public and Press: There were no Part 2 matters



4th May 2020