

**BOROUGH GREEN PARISH COUNCIL**

Clerk: Mr Bernie Galopin  
Tel: 07568536405



Established 1934

PO Box 635  
Sevenoaks  
TN13 9UX  
[www.boroughgreen.gov.uk](http://www.boroughgreen.gov.uk)

Minutes of the Meeting of Borough Green Parish Council held in Borough Green Village Hall on Monday 6th September 2021 starting at 1935. The meeting was recorded to ensure the accuracy of the minutes

**Present:** Cllrs Taylor (Chairman), Cllrs Shaw, Wray, Perry, Redrup, Reading, Ramsden, Millener, Simpson, & the Clerk. Cllr Rayner (KCC) was present, and three Members of the Public .

**095 Apologies for Absence, Cllrs Crawley & Palmer**

Chairman announced the passing of Cllr Sandra Gould on Saturday 4th September in Maidstone Hospital. He highlighted her dedication to Village Life, including 37 years on the Christmas Lights, 10 years on the Parish Council, 7 years as a Drop-in Volunteer, and her yearly fund raising for the British Legion and the Red Cross, and so much more. We will all miss her ready smile. Cllr Shaw proposed one minute's silence. Seconded Cllr Reading

Chairman sought agreement for a dedicated flower planter in the High St in her memory - AGREED and that the Christmas Lights Committee would be erecting a new Light in her honour. It was agreed that her Obituary would be Appendix 1 of these minutes. The Monitoring Officer has been notified and a formal Notice of Vacancy will be posted shortly

**096 Declarations of Interest - None**

**097 Minutes of the meeting 2nd August 2021 Pts 1 & 2 -**  
Cllrs Ramsden, Redrup & Millener abstained, Cllr Perry against - AGREED

**098 Matters Arising** from those minutes **Item 078** Western Rd Parking Survey results. Chairman announced 27 responses, and Cllr Millener added one more, all insisting the Parking Bays be reinstated - TMBC Parking Services have been notified of the result

**099 Submissions by County and Borough Members**

Cllr Rayner thanked BGPC for their assistance monitoring traffic at the Station during the recent Wings of the Morning event, and noted the completion of the A25 Sewage Works. Cllrs complained about KCC issuing Road Closure permits immediately the A25 reopened after 3 months closure. Cllr Rayner suggested a Members Grant request be made toward the planter costs, which would assist permission from Kent Highways

**and Members of the Public**

Concerns were raised about Village Hall car parking - this is not a Parish Council issue so:-  
Chairman suspended Standing Orders to allow the discussion to take place,

Cllr Redrup agreed to take 4 items of concern to the next VH Management Committee he attended as the PC Liaison.

1. The wording of the signs
2. Clarification about the return times
3. The monitoring in place to enforce the return times
4. The appeals process if anyone receive a fine they disagree with

Chairman returned to normal session.

A handwritten signature in black ink, appearing to be 'B. Taylor'.

4 Members of the Revamp Committee arrived and updated the PC on their progress, including two new donations amounting to £6000, and outlined their plans for the Table Top sale 25th September. Clerk updated members on the financial position, that the underwriting of the project was still some £23000 short of total, but there was considerable funding promised that would fill the gap, but we had ensured that construction would begin in October as planned.

Clerk Tabled a Memorandum of Understanding between the PC and the Committee - AGREED Signed by Revamp Committee and Parish Council. (Appendix 4)

100 **Planning Matters** to hand

- (i) To note Planning Notices as circulated
- (ii) Current applications and responses circulated

**TM/21/01978/FL Perexa 27 Annetts** 2 storey extensions, ground floor rear ext- *No Observations*

**TM/21/01765/PDCLR 11 Wye Road** Residential Extension Perm Dev Rights- *No Observations*

**TM/21/01922/FL Southways 35A Staleys Road** Demolition of existing dwelling, erection of 4 detached dwellings with associated access, parking and landscaping - *No Observations*

**TM/21/02115/TPOC 4 Monckton Road** T1 - Common Lime - Crown lift to 5 metres from ground level to allow light into rear garden - **Objection** - *This tree is important to the aspect of the Recreation Ground, Chairman to write to TMBC requesting advice from the Tree Officer for a less drastic scheme.*

101 **Potters Mede**

- (i) To note pitch works top dressing £460 + vat - AGREED  
Top pitch - top dressing next season
- (ii) Quote for wild flower seeding awaited

102 **Recreation Ground**

- (i) Play Area Revamp - as above
- (ii) Fencing quotes Play Area - moved to Part 2
- (iii) There had been complaints from some JFC parents about grass cuttings on the pitch. It was caused by an unfortunate coincidence of "Bee Friendly" grass management, and mower failure at a crucial time. PC is investigating a new more robust mower for the new season. AGREED  
BGJFC Grass cuttings - letter from BGJFC Chairman thanking the PC for its efforts Appendix 2

103 **Village Enhancements**

- (i) Update on Crowhill, Staley's and Toilet Land Transfers - completed
- (ii) Update on IQE Land Transfer & fencing quote (discussed Pt2) £2380 +vat AGREED
- (iii) A25 Gateway Legal Challenge Part 2
- (iv) To note hedge cutting various, some additions for next year to be advised  
Landscape Services admit annual flail mowing at Harrison Rd was too early, will be end of September next year with Crowhill and IQE as well if Wildlife Trust so advises
- (v) Mrs Win Miles IQE donation for bulbs Organise Volunteer Day for Planting, Chair to ask Canham Homes for permission and a donation, PC to provide a further £100 for bulbs - AGREED
- (vi) Platt Gateway replacement AONB Sign £84.89+vat - AGREED  
Cllr Reading proposed a new Gateway at Hazelbourne access to Darkhill Rd. Chairman to contact Crest Nicholson
- (viii) Green Space review - in progress. To note website Green Space page.
- (ix) Kent Wildlife 1 day survey and advice £250, Crowhill, IQE & Harrison - AGREED

104 **Financial Matters**

- (i) Clerk's RFO report
- (ii) PKF Littlejohn AGAR Report and invoice. Chairman thanked the Clerk for the transformation of the accounts arriving at this moment when we attained a clean bill of health from both Internal and External Auditors
- (iii) Bank Reconciliations 31 August circulated and noted
- (iv) Electric Van update Current quotes circa £430-460, less fuel savings Clerk to continue to arrange lease AGREED
- (v) To approve Payment List as circulated. Appendix 2  
Invoices checked by Cllrs Ramsden & Redrup

Proposed Chairman, Seconded Cllr Reading - AGREED



Chairman proposed a 5 minute comfort break 0850

105 **Website & Social Media**

- (i) Facebook - It was agreed that if any member was concerned about a post, they would refer to another member for a second opinion before any deletion

106 **TMBC Local Plan**

- (i) TMBC Planners have offered to meet all PCs to give a presentation on the "New" Local Plan, agreed to ask for such a visit, and to contact other Parish Alliance members proposing they all do so separately

107 **Highways & Streetlighting**

- (i) Update on A25 Askew Bridge Sewage works Completion noted
- (ii) Update on Waste Services creeping very slowly back to normal
- (iii) Quarry Hill Injury Claim - Not a Parish responsibility-referred to KCC Legal
- (vi) Cllr Millener asked that the Winter Plan be updated

108 **Quarries & Landfills**

- (i) No report

109 **Councillors Reports from outside Bodies** (max 3 min)

- (i) Cllr Redrup to refer resident's parking concerns to VH Management

110 **Future Dates**

- (i) Date of next meeting **Monday 11th October 2021** (note 2nd Monday)
  - (ii) Parish Office
- At all other times contact the Clerk using the details above

111 **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.  
Members are reminded that any release of information from a Part 2 discussion is contrary to the Standards Code and an offence under the above Public Bodies Act.

Chairman closed the public session and moved to Part 2 0928hrs

**Appendix 1 Councillor Sandra Gould - Obituary**

It is my sad duty to inform you that Sandra passed away at 5am 4th September in Maidstone Hospital surrounded by her family. She has suffered considerable ill health in recent years but remained cheerful and involved in the community until the very end. She leaves her husband, Richard, three children, Kevin, Martin and Tessa, and six grandchildren.

She was a dedicated Mum and Gran, but always found time for her community and friends, in a quiet unassuming way, largely unnoticed.

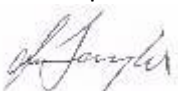
We have no clear records of when the Christmas Lights began , but it was at least 36 years ago, and Sandra was one of the first volunteers when the idea was hatched in the Fox & Hounds, and she slowly grew into a mainstay of the Christmas Lights serving many years as Chair. She was the one arranging the Stalls and the Fairground, selling raffle tickets, and cooking the Lights Crew breakfasts, buzzing about behind the scenes keeping everyone on track.

She joined the Parish Council in 2011, and even during her illnesses and absences was crucial in keeping the finances on track. She dearly wanted to attend one last meeting to resign in person, but that was sadly denied.

She was one of the first volunteers for the Drop-in Youth Club in 2002, and never missed a week until it closed in 2009.

Every year she would be out selling Poppies for Remembrance Day, collecting door to door for the British Legion and the Red Cross, and even found time to pound the pavements for the "Sponsor a Bulb" Christmas Lights fund.

Sandra was never without a smile, a quiet and self effacing lady, whose loss will hit this community very hard, and we are all proud to have known her, and proud to be able to call her our friend.



**Appendix 2 - Borough Green Junior Football Club**

**From:** Howard Passingham BGJFC

**Sent:** 06 September 2021 13:08

**To:** mike taylor <mike.taylor@boroughgreen.gov.uk>; clerk@boroughgreen.gov.uk

**Subject:** Re: Recreation ground pitch

Afternoon Mike

XXXX XXXX does not represent BGJFC in any formal capacity and any observations of comments must be taken from a disgruntled parent standpoint. We, BGJFC, understand the Parish Council's circumstances and support the work you undertake.

Kind regards Howard

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**APPENDIX 3 - PAYMENT LIST & RECONCILIATIONS**

Staff Salaries	4340.9
HMRC	3063.44
KCC Pensions	1013.78
<b>Online Banking Payments</b>	
PKF (External Audit)	720
Warner, inv 3005788	436.8
Commercial Services, inv LS200962	679.99
Greentumb, inv 184390	22.5
Kent Aluminium, inv 13120	9
BGVH (Table-top sale)	76.8
BGVH Rent , July to Sept, Inv 7/21	709.05
BGVH luncheon club 2, July - Sept, inv 5/21	315.9
MAS Cleaning, inv 1903	159
Expenses - Rob Springett	206.91
Expenses - Barry Glew	134.92
<b>Monthly Direct Debits</b>	
PWLB	2752.67
Zen Internet	10.79
Bank Charges *	19.03
ALD*	301.32
E-On *	468.07
TMBC	57
EDF Energy *	443
EDF Energy	13
Wex *	5.4

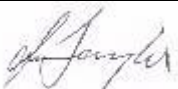
\* DD amounts may vary on a monthly basis

**Total Payments**

**15959.27**

**Signatures**

ClIr Redrup, ClIr Ramsden



## APPENDIX 4

### Memorandum of Understanding BG Park Revamp Project (Revamp Group) and Borough Green Parish Council “The Playground Project”

#### Aim

To ensure the installation of a high quality and inclusive children’s playground which will support, and be enjoyed by, our communities and future generations through its use.

#### Vision

To work effectively as a partnership to ensure the best quality of playground is installed by contractors by the most cost-efficient means.

#### Parties

1. Borough Green Parish Council (BGPC)
2. BG Park Revamp Project (Revamp Group)

#### Scope

This MOU is not a contract between the parties, however, it sets out the minimum expectations and responsibilities of both parties, together with the key arrangements. It becomes active immediately and supersedes and replaces any previous arrangements between the parties.

#### Arrangements

##### Contracts with Third Parties

1. All contractual arrangements in this project are between BGPC and the selected contractors. (In this case, Eibe for the playground and a contractor for the fences).
2. The Revamp Group will not have any contractual liability.

##### Financial

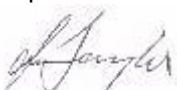
1. BGPC has agreed to donate £25,000 for the project.
2. BGPC has agreed to underwrite the project for an additional amount of £17,000. If the cost difference exceeds £17,000 BGPC will seek permission from its members to increase the amount to be underwritten after other funding opportunities have been explored.
3. BGPC has agreed to pay £5,000 to Enoverit in consideration for their grant of £50,000.
4. BGPC will use the £50,000 grant from Enoverit for the purpose of the project.
5. All funds raised by the Revamp Group and BGPC through external donors and fundraising will be used for the purpose of the project.
6. The Revamp Group will transfer all money raised for the project to BGPC upon request.
7. All VAT recoverable will be utilised by BGPC to offset the project costs and underwriting pledge.
8. BGPC will pay for the removal of the existing fence and installation of the new fence and gates.
9. The Revamp Group will continue to raise funds until the project end, i.e. when the construction of the playground is complete. The Revamp Group will continue to ‘mop’ up any fundraising efforts already commenced after this date if necessary.

##### Fixed Assets

1. The new assets will be owned by BGPC and recorded in their Fixed Asset Register.
2. BGPC will continue to maintain the assets after installation and incur all financial costs that are not met or recovered through warranties/guarantees included by Eibe. This will involve regular inspection and maintenance of the assets.

##### Project Management

1. Working together is key in this project and communication, consultation and engagement between the parties and contractors at all stages is greatly encouraged and expected.
2. Eibe will project manage the removal of existing assets and installation of new assets.
3. Other project management responsibilities will be on an equal basis with shared responsibility between BGPC and the Revamp Group:
  - BGPC will prioritise all financial and contractual matters.
  - The Revamp Group will prioritise all fundraising and playground design compliance.
  - Both parties will manage promotion and publicity equally and together.These responsibilities will be carried out by the BGPC Clerk & Chair of the Revamp Group.
4. All representations to third party contractors will be governed by BGPC due to contractual arrangements.



5. BGPC will have the final say on all financial matters due to underwriting, contractual and public accountability requirements.
6. BGPC and the Revamp Group will meet on a weekly basis via Zoom. Representatives from the Revamp Group will endeavour to attend the monthly BGPC meetings and present an update with the Clerk to the members.
7. The Revamp Group and BGPC will produce regular reports together, for review by both parties and relevant stakeholders (e.g. project dashboard, financial information, minutes, etc).
8. BGPC and members of the Revamp Group will endeavour to attend the site on a weekly basis during the removal and installation phases to engage with Eibe/contractors and address any issues.
9. All information held by BGPC and the Revamp Group will be shared and made available to either party, auditors and to the public in the interests of openness and transparency.

Signed Clerk/RFO on behalf of BGPC

Signed Chair of the Rec Revamp Group

Date:

Date:

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11 October 2021