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Established 1934

[www.boroughgreen.gov.uk](http://www.boroughgreen.gov.uk)

**DRAFT** Minutes of the meeting of **Borough Green Parish Council** held in Borough Green Village Hall on **Monday 8th April 2024** starting at **1935**. The meeting was not recorded.

**Present:** Cllrs Taylor (Chairman), Cllrs Hook, Butterfill, Rawsthorne, Ramsden, Millener, Shaw, Thrush, Wragg, Cllr Palmer (TMBC), & the Clerk. There was one member of the public.

**Chairman noted that** April 2024 is the 90th anniversary of Borough Green's inauguration as a Parish in its own right.

**001. Apologies for Absence** Cllrs Reading & KCC Cllr Rayner

**002. Declarations of Interest - None**

**003. Minutes of the meeting 11th March 2024 - AGREED**

**004. Matters Arising** - To note resignation of Cllr Simpson. Chairman will write to Cllr Simpson thanking him on behalf of Members for his service, in particular his work on Risk Management, Surgery Parking and the Integrity Cell. Cllr Wragg tendered his resignation owing to pressure of work and his commitment to the Army Reserves. Chairman thanked Cllr Wragg for his contribution, and a Notice of Vacancy will be published and sent to the Monitoring Officer. The Council have clearance to co-opt Mr Heselden and that will happen at the next meeting.

**005 Submissions by Borough Member** Cllr Wendy Palmer spoke about steady improvements to the new TMBC Agile software, and that planning backlogs were being cleared, but there had been significant problems with the software and Supplier. She noted the appointment of the new Chief Executive Damian Roberts. We have not yet heard whether the Moto Truckstop refusal will go to appeal, and she asked BGPC for advice with Play Equipment providers.

**Members of the Public** Mr Ray Tillot representing U3A told us about the growth of the group, and asked if a Grant could be awarded to support the Group. Members agreed this was appropriate, and agreed a grant of £200.

**006 Planning Matters**

(i) To note Planning Notices as circulated

(ii) Current applications and responses as circulated, Update on AGILE and Planning problems

**22/02295** 4 houses east of Allingham Way - refused going to appeal - Appeal response noted

**24/00266** COGS replacement of lean to store with new build Foodbank- Letter of support agreed

**24/00482** 41 The Crescent 4m sq front porch with pitched roof - no observations

**24/00486** 28 Wye Rd Demolish Conservatory, erect single story rear extension- no observations

**007 Potters Mede**

(i) Update -Storage Container Works 6th May start - container purchase ongoing

(ii) Youth Engagement Initiative no funding loss as yet, continuing to grow and prosper

(iii) Car park surfacing - main potholes filled, entrance in hand

(iv) Landscape Services to commence mowing - shared cost with BGJFC, we pay for off-pitch areas only

**008 Recreation Ground**

(i) Bowls Club Lease - Letter of intent - ongoing

(ii) Black Horse Mews - subsidence. We have agreed access from the Rec, and works will involve needle piles through the top of the banks, and some infill. We cannot make a financial contribution to an individual, but paying for the initial survey was appropriate in that it confirmed the subsidence was not BGPC's responsibility

(iii) Erosion of stream bank - Barry has started digging out old channels prior to reinforcing the banks

(iv) Woodland walk steps - repairs in hand to replace planks and pins

(v) Play Inspection Company - annual inspection ordered

**009 Community Issues**

(i) ASB Team - Rec and Nisa, Speeding checks A25 & A227 results to follow. Residents urged to report all crime, so our problems get moved up the Police priority. Posting on Social Media achieves nothing.

(ii) Chairman noted receipt of KCC CTF Bus Grant £10k, allowing Shopper Buses to continue this year.

## **010 Village Enhancements & Green Spaces**

- (i) Solar Projects - PM deposit £3267 paid, installation possibly this month on receipt of certificate Bowls Club Order signed, deposit paid, installation date to follow. BGPC will pay for the panels out of the Solar Fund and they will remain the property of BGPC as the Bowls Club is on our land, the Bowls club have applied for a TMBC grant and will make up the difference from their limited funds. A full cost report will follow when the installation is completed
- (ii) Public Toilets - Lighting and heating upgrade. ongoing
- (iii) Isles Quarry - barbed wire removed. Chestnut Fencing will be realigned by volunteers in due course opening up more space but preventing public access to the bank & Cliff. Fallen trees cleared by Barry
- (iv) Surgery Parking - 25 year lease, peppercorn rent, lighting & permeable parking area and Legals at Surgery cost, improvements become BGPC property, land ownership remains BGPC. Planning being checked.
- (v) Harrison land fly-tipping. Just reported - 2 heaps of rubble left by BT Fibre contractors - Barry to clear

## **011 Financial Matters**

- (i) Responsible Financial Officer's report
- (ii) Bank Reconciliations & Balance 31 March 2024 Total Bank Balance **£141,430.41**
- (iii) To approve Payment List as circulated. Proposed Chair, 2nd Cllr Butterfill, AGREED  
Invoices checked : Cllrs Butterfill & Taylor
- (iv) Internal Audit booked 10th May
- (v) Clerk tabled 2024 versions - Standing Orders - AGREED, Financial Regulations- AGREED, Data Protection inc new CCTV policy - AGREED. Risk Management- AGREED, Financial Controls - AGREED. Chair to post to website and provide Clerk with upload date record
- (vi) Zurich final letter of compensation due by 14th April
- (v) Chairman noted the bequest of £10,000 in 2015 from the Late Richard Holmes to support the Foot Clinic. Whilst the Foot Clinic received financial support from BGPC between 2015 and the its closure at the start of Covid lockdown in March 2022, we have no accurate record of the disposition of that bequest. It was agreed that any residue from the bequest would be deemed to have been applied to our support of the Lunch Club, another Charity supporting the elderly - AGREED

## **012 Website & Social Media**

- (i) Note anonymous post on Pinboard objecting to BGPC support for Ukraine. Members felt that whilst they strongly supported Ukraine, its website be interpreted as inflammatory - Chairman to edit

## **013 Neighbourhood & Local Plans**

- (i) Note Parish Plan draft documents on website- Character Area update loaded - draft plan still in progress

## **014 Highways & Streetlighting**

- (i) Streetlighting - Power charges - UMS Certificate lodged and accepted by UKPN - discounts to follow
- (ii) UKPN quotes new columns Crowhurst Rd £3490.80 McDermott £2450.40 - Paid - AGREED

## **015 Quarries & Landfills**

- (i) no report

## **016 Councillors Reports from outside Bodies (max 3 min)**

- (i) D-Day 80 - 6th June 2024 update 2 D-Day wreaths ordered @ £27.50 Catering, Band Face-painting and Sign Choir booked - Cllr Shaw to arrange PA system. Historic Flypast becoming unlikely
- (ii) BGVHMC Complaint - noted - passed to Monitoring Officer. After a Part 2 discussion it was decided that until the complaint had been dealt with, and with the safeguarding and transparency issues, BGPC would not be sending representatives to the BGVHMC meetings until resolved. Cllr Butterfill was appointed as a Point of Contact in the interim, and BGPC will also consider a Formal Complaint to the Charity Commission in the light of irregularities in appointment of Trustees, noting that without properly elected Trustees the BGVHMC were not currently empowered to administer public funds.  
BGPC reiterated its long standing and ongoing ethic of support for the Hall including grant and rental finance.

## **017 Future Dates**

- (i) **Date of next meeting 2000 13th May 2024, immediately after our Annual Parish Meeting at 1930**  
At all other times contact the Clerk using the details above

## **018 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 - Confidential

1. **Vacancies** - noted in Part 1
2. **Bequest** Update on bequest from the Late Richard Holmes - noted in Part 1
3. **Staff matters.**
4. **Village Hall and Office Lease**

### APPENDIX 1 PAYMENT LIST

BGPC PAYMENTS LISTS APRIL 2024	
	£
<b>Staff Costs</b>	
Staff Salaries (TBC once computed)	5500.00
HMRC (Paid in March)	0.00
KCC Pensions (Paid in March)	0.00
<b>BACS Payments</b>	
SHS Hygiene, public toilet cleaning, inv 46079	694.32
Astra Security, CCTV data charges, inv SI-108118	30.00
UK Power Networks, inv 3700027532	2450.40
UK Power Networks, inv 3700027472	3490.80
Commercial Services, inv LS209315	171.28
SE Solar	2699.64
Sage, inv 18593159	734.40
Expenses - Bernie Galopin	15.30
Expenses - Bernie Galopin	105.00
Expenses - Robert Springett	162.15
Expenses - Barry Glew	185.91
<b>DD Payments</b>	
Zen Internet	13.79
National Domestic Rates RG	57.20
COGS - The Voice Magazine	300.00
Bank Charges *	18.00
Npower* - streetlighting	1518.38
Npower* - public convenience	266.05
EDF (PM)*	443.00
EDF (RG)*	40.00
Castle Water*	127.54
Castle Water*	15.00
Vauxhall Finance	544.80
* DD amounts may vary on a monthly basis	
<b>Total</b>	<b>19582.96</b>
NB: Receipts during Feb 24 (exc bank transfers)	1929.41
Total Bank Balances 31 March 2024	<b>£141,430.41</b>
<b>Signatures Cllr</b>	

## APPENDIX 2 COMPLAINT LETTER

Borough Green Village Hall  
High Street  
Borough Green  
Kent TN15 8BJ  
7<sup>th</sup> April 2024

To whom it may concern,

### **COMPLAINT REGARDING BEHAVIOUR OF MEMBERS OF BOROUGH GREEN PARISH COUNCIL ON 04/04/2024**

I am writing to the Parish Council to address several concerns and as a formal complaint evident from a recent supposedly informal meeting held on April 4th, 2024, between myself as chairperson of the Village Hall Management Committee alongside my Bookings Manager, with the Chairman and Clerk of the Parish Council.

The meeting was proposed to us as an 'informal' meeting over some concerns the Parish Council had regarding recent changes at the Village Hall. Despite attempts to seek clarification prior to the meeting none was forthcoming and therefore what transpired can only be described as nothing more than an 'ambush' with an, as yet unknown, agenda.

What was initially proposed as an informal chat in a pub transitioned into a formal meeting in Parish Council offices. The complete lack of transparency over purpose and agenda is unacceptable and constitutes grossly bad communication and intimidatory behaviour on behalf of the Council.

The meeting that took place can only be described as uncalled for and unjustified attempts by the Chair and Clerk of the Parish council to bully and intimidate the Hall Committee members with raised voices, physical intimidation, veiled threats and unsubstantiated allegations of illegalities and improprieties by the Village Hall Committee.

Alarmingly the Parish Council Representative on the Village Hall Committee, Angelique Rawsthorne, was not invited to the meeting and had no knowledge of its occurrence. Her inclusion would have likely facilitated a more informed discussion, particularly regarding allegations concerning our Agenda and Minutes, as she regularly receives these documents as required by the deed.

The primary allegation raised by the Clerk was that the Village Hall Committee were illegal and in violation of the Deed of Trust. This was despite clear acknowledgment in the meeting that the management of the hall under the previous committee, who had very close involvement with the Parish Council, had knowingly been acting illegally, with poor practice, lack of clear procedures, and with poor safeguarding and security controls fully with the knowledge, and therefore implicit consent, of the Parish Council.

The attempts to therefore challenge the new Village Hall committee in its clearly documented and minuted efforts to comply with all its requirements is nothing more than evidence of bullying and intimidation. The Chair and Clerk of the Parish Council have failed so far to supply any supporting information to substantiate their claims or to even act in a 'supportive way' towards the Village Hall Committee by advising on issues. I therefore demand formal clarification of the alleged breaches of Deeds referred to by the Clerk within seven working days so that we may adequately address and where necessary rectify.

I can reassure the Parish Council that the current Village Hall Committee are able to demonstrate their unwavering commitment to rectify discrepancies and adhere to all regulations and legislation. For information I am also making you aware that I am in the process of raising a formal complaint against the aggressive and intimidatory behaviour displayed by your clerk during the meeting. We both strongly felt the behaviour was threatening and aggressive as well as the use of veiled threats against us and our current Committee. We fully understand the role of the Clerk in relation to their advisory capacity to the Parish Council, but the actions and manner directed towards us in the meeting were both highly inappropriate and way beyond their official capacity in the circumstances. This is a matter that therefore requires immediate attention.

It has always been clear and reiterated to our committee that the Village Hall Committee must work closely and together with the Parish Council to the benefit of the village and local people - but the behaviour and attitude directed towards us in this meeting was not conciliatory or done in a spirit of unison and therefore may have fundamentally damaged the relationship.

I await a response from the Parish Council on my complaint in line with your procedures and am happy to participate in any discussions to resolve this issue.

B. Rawlins  
Chair – Borough Green Village Hall Management Committee