



Clerk: Mr Bernie Galopin
Tel: 07568536405



PO Box 635
Sevenoaks
TN13 9UX

Email: clerk@boroughgreen.gov.uk

Established 1934

www.boroughgreen.gov.uk

Draft Minutes of the **BOROUGH GREEN PARISH COUNCIL MEETING** held at **Borough Green Bowls Club** on **Monday 10th March 2025** starting at **1900**. The meeting was not recorded. Members are reminded of the importance of Section 10 of Standing Orders regarding confidentiality of Part 2 discussions and documents. Please refer to our Data Privacy, Use and Retention Policy, which is published on our website.

Present: Cllrs Taylor (Chair), Ramsden (Vice Chair), Thrush, Butterfill, Reid, Heselden, Shaw, Millener, & the Clerk. Cllr Palmer (TMBC), Cllr Rayner (KCC) arr 1924, 3 Cllrs from Addington, Ightham & Trottiscliffe, Alan Watson Speedwatch. There was one member of the public who declined to speak.

MOTO - Chairman apologised to those who had attended to discuss the application, but it has been deferred to a Part 2 Confidential meeting at Potters Mede 1900 17th March, and fresh invitations will be sent to all Parishes

181. Apologies for Absence Cllr Reading (Cllr Heselden arr 1922)

182. Declarations of Interest - Cllr Ramsden - payments

183. Minutes of the meeting 3rd February 2025 - AGREED

184. Submissions by County Member

Cllr Rayner noted the JTB discussion of Shipbourne's yellow lines, and the latest excellent scheme for Darkhill HGV parking controls. He also discussed KCC's newly set budget, and the implications of Local Government reorganisation. He reported on a recent meeting of Transport for the Southeast (TfSE) and that J5 Slips on the M25 are still on their projects list. He noted that Ightham already had Speedwatch, and that Wrotham were also interested, and it was decided to hold a short informal discussion on 17th March after Moto.

Speedwatch Presentation. Alan Watson of Speedwatch made a presentation, and Members agreed to move forward and to liaise with the other Parishes on a joint initiative, and that they were happy to accept some costs. It will require 6 volunteers and training will be given.

184. Submissions Borough Members

Cllr Palmer discussed the new Council Tax bills that were just arriving. She outlined the progress of setting up a Town Council for the unparished areas of Tonbridge, and how that would give them as similar level of representation that we enjoyed. Cllrs Palmer and Taylor also highlighted the excellent briefing sessions on elements of the Local Plan, in particular a very strong new set of Climate Change Planning Policies.

185 Matters Arising -

Two Councillor Vacancies,

186 Planning Matters

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

Applications (more to follow)

25/00155/PA 1, Crowhill Rd , remove conservatory, construct single storey rear extension

25/00056/PA 12 Sandy Ridge LDC Dropped Kerb

25/00371/PA 130 Maidstone Rd Single storey front & rear extensions, internal alterations

NO OBSERVATIONS

187 Potters Mede

- (i) Internet - 4G routers set up, second could go to Rec Pavilion, Chair thanked Cllr Ramsden for his expertise.
- (ii) Update power supplier - request Solar company to help set up new supplier - agreed
- (iii) Sound proofing quote - Resonics - £6190 +vat, no response from Scouts - far too expensive, Cllr Millener to advise on siting of self adhesive acoustic tiles to limit reverberation
- (iv) Accidental damage to barriers - excellent repairs are complete today, thanks to Entertee.
- (v) West Kent Mind new Men's group starts 9th April - request Women's Group also.

188 Recreation Ground

- (i) Pavilion Refurbishment - Working Group- Cllr Thrush reported on the completion of the first stage of works to eliminate the damp problem. Members agreed to revised roof quote, and it is hoped this next step can be completed before VE80. Some MOPs had expressed concern at cost, but we have a legal responsibility to maintain our public buildings, with emphasis on the Community importance of the Memorial Pavilion, and the refurbishment is hoped to generate hire revenue in the future. Grass to be reseeded. Footpath will be power washed Tuesday
- (ii) Stream silting and alignment - quote from Honeycomb to reduce undercutting, and reinforce vulnerable banks with concrete gravel boards, but maintaining most of the natural meander.
- (iii) Slide cracked - repair quote Safeplay £750 (one of two quotes) AGREED
- (iv) New mower deck Mr Glew to obtain online at £1225 inc vat and del - AGREED

189 Community Issues

- (i) VE 80 - celebration. Cllr Butterfill and Clerk updated members on program, bookings and costs.(appendix 2) Thanks to Mr Rothwell for finding the Lone Piper used on BG Christmas Lights - AGREED
- (ii) Public Toilet blocked drain - emergency repair cost - ongoing tree roots to be chemically treated and monitored. Mr Glew to source steel drain grills, and WD40 to be tried to make marker Graffiti more difficult. There was some discussion about overnight closure, but toilets will stay open- they are a valuable asset, and some vandalism takes place in daytimes - to be reviewed.
- (iii) Thank you letter from BG Primary School for BGPC's Toilet donation. (appendix 3)
- (iv) Clerk update members on recent ASB successes, and the close liaison with PC McGellicot

190 Village Enhancements & Green Spaces

- (i) Still waiting Planners re surgery carpark lighting
- (ii) Treeability Parish wide tree survey - report & Quote £9860 +vat accepted. Treeability to be requested to stagger work over several months, but safety related items first - AGREED
- (iii) Skatepark - refurb main 5/4 ramp total cost £2000, we pay apx 50% - AGREED
- (iv) Meeting with BG Scouts re new building. Chair to discuss planning aspects with TMBC Officers. Although this is Greenbelt/AONBNL, it is Recreational and there is an element of Previously Developed Land from the old Portakabin which was significantly larger than the current 2013 Hall. Members gave strong support to providing a permanent home for such an important Community Group

191 Financial Matters

- (i) Responsible Financial Officer's report - note transfer of £10k from Unity Reserve to Current.
- (ii) Bank Reconciliations & Balance 28 February 2025 Total Bank Balance **£188,172.04**
- (iii) To approve Payment List as circulated. (appendix 1) Prop Chair, 2nd Cllr Millener - AGREED
Invoices checked : Cllrs Shaw & Millener
- (iv) Clerk outlined a multiple list of courses booked for our groundsmen £3500 - AGREED
- (v) Discussions with COGS to use Annex for summer meetings

192 Website & Social Media

no report

193 Neighbourhood & Local Plans

- (i) TMBC Local Plan new Call for Sites has started, note new robust Climate Change policies
- (ii) Proposed changes to Planning consultation and Local Engagement

194 Highways & Streetlighting

- (i) Speed Indicator Devices - see Speedwatch
- (ii) Darkhill HGV Parking - KCC draft of new scheme supported by Ightham PC - AGREED
- (iii) Start of Phase 15 Parking scheme consultations for Wye Rd, Tolsey Mead & Annetts Hall - NOTED

195 Quarries & Landfills

- (i) BGSP - Mud on Road - Still pressing Enforcement at TMBC and KCC to take comprehensive action.
- (ii) Celcon empty tippers not sheeted - dust. HGVs using Western Rd

196 Councillors Reports from outside Bodies (max 3 min)

- (i) Cllr Butterfill reported on PPP 6th February, and the new CEO Damian Roberts. Chair noted that in his opinion Mr Roberts was an excellent CEO and teamed well with the Leader - a new spirit at TMBC.
- (ii) Chair tabled draft amendment to Standing Orders to be adopted at the next meeting. It clarifies the needs and uses of Part 2 confidentiality that has been lost in various iterations over the years. (appendix 4)

197 Future Dates

- (i) **Date of next meeting 7th April 2025 1930 Venue TBA**

At all other times contact the Clerk using the details above

198 Exclusion of Public and Press: Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the rest of the meeting during consideration of any item. **Part 2 Staff Appraisals and Salary reviews**

There being no further business, Chairman closed the meeting at 2131hrs

APPENDIX 1

BGPC Payments List March 2025

Staff Costs

	£
Staff Salaries	6280.32
HMRC	2101.79
KCC Pensions	2576.00

BACS Payments

Astra, inv SI-109922	30.00
GreenThumb, inv 04819643	30.50
WPC, inv 526	1500.26
TreeAbility, inv 6208	1560.00
Royal Mail, inv 1802842043	424.20
High Speed Training, 2427187	461.16
Nu-Venture, inv 3121	833.00
RR First Drainage Care, inv 270225Dan	204.00
WPC, inv 535	1185.24
Commercial Services, inv LS212815	183.26
RM	300.00
RS	81.54
BG	155.00
BG	19.99
BG	420.00
BG2	126.74

DD Payments

Zen Internet (monthly charge)	13.79
National Domestic Rates RG	57.00
COGS - The Voice Magazine	300.00
Bank Charges *	17.63
Npower* - streetlighting	270.61
Npower* - public convenience	255.22
EDF (PM)*	443.00
EDF (RG)*	60.00
Castle Water*	27.28

Castle Water*	21.56
Stellantis (formerly Vauxhall Finance)	544.80
Total	20483.89
NB: Receipts during Feb 25 (exc bank transfers)	1654.49
Total Bank Balance	188172.04
Signatures Coors Shaw & Millener	

APPENDIX 2

Entertainers/Suppliers (everyone has been requested and accepted their attendance):

- * Sizzle - caterers (same as last year) £200 (we put aside £200 to pay for the choir. Same again?)
 - * Chappel - DJ (same as last year) £300
 - * Piper (Peter Tennant, aka Peter the Piper) £175
 - * Signing choir £0
 - * Disabled toilet (ordered) £200
- Total cost £875.

Approximate Times:

- 1600 Open - suitable music by DJ
- 1700 - 1715 Piper
- 1715 - 1800 Signing Choir
- 1800 - 1815 Piper
- 1815 - 1845 Signing Choir
- 1845 - 1900 Piper up to finale piece - "Flowers of the Forest"
- 1900 Beacon Lighting
- 1900 - 1930 wind down Various - DJ fills in as and when required

APPENDIX 3

From: Head Teacher BGPS

Sent: 10 March 2025 10:47

To: clerk@boroughgreen.gov.uk

Subject: Thank you

Dear Bernie,

I would like to extend a huge thank you to the parish council for your donation towards our year 5 and 6 toilet facilities for the children at Borough Green Primary School. The work commenced during the recent school holiday and was completed at the end of last week. The facilities are much improved and an updated, cleaner and safer environment for the children.

We really appreciate your support and kindness.

Thank you,

Headteacher

Borough Green Primary School

APPENDIX 4 Draft alterations in blue

10. Motions at a Meeting that Do Not Require Written Notice

a The following motions may be moved at a meeting without written notice to the Proper Officer:

(xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; subject to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960. **Such information includes, but is not limited to:**

(a) **Staff Matters including all employment issues**

(b) **Tendering process, where commercially confidential information might be released.**

(c) **Legal process where information could damage the Council's case if made available to an outside body.**

Draft Part 2 minutes stored separately