

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 December 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs A Easthope, Mrs S G Gould, Mrs J Matthews, S Millener S Perry, T Shaw (late arrival), H Willard, B Włodarczyk and KCCllr H Rayner.

There were 2 members of the public in attendance

Action

160. **Apologies for Absence** None

161. **Declarations of Interest**

In the course of normal business being conducted all Councillors confirmed that that they are open-minded and that any comments they make are done so without bias, pre-disposition or pre-determination, irrespective of personal comments made outside the meeting.

Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.

Cllr Willatrd declared an interest in item 167(iv) P Mede: mowing

Cllr Mrs Gould declared an interest in item 167(vii) P Mede: use of facilities

Cllr Taylor declared an interest in item 175 Cheques for signature

162. **Minutes** of the Meeting 6 November 2017: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

163. **Matters Arising** None

164. **Planning Matters**

(i) **Decisions**

Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)

(ii) TM/17/03104/FL Change of use of existing building from D1 to B1 use - 27 Quarry Hill Road. Agreed to support this application.

(iii) TM/17/03182/FL Alterations & roof extension - 7 Brockway. All Cllrs had received copies of a resident's objections. After discussion Chairman proposed the following objections: (a) too large and overbearing for location (b) loss of visual amenity and privacy to adjacent residents. Voting was 7 in favour, 1 abstention RESOLVED.

Cllr Shaw arrived

(iv) TM/17/02798/FL Extension & rear loft and balcony - 49 Lingfield Road No observations.

(v) TM/17/03181/FL Extension & garage conversion - 12 Sandy Ridge No observations.

(vi) TM/17/03287/FL Extension & porch - 6 The Landway No observations.

165. **Period for Public Consultation**

KCCllr Rayner gave an update on current bus subsidies which are coming to an end and advised of a forthcoming consultation process to ascertain demand; ensure value-for-money and limit wastage. There was suggestion that future subsidies may be better used to pay for local transport within a group of villages. Chairman will discuss this with the Parish Alliance.

MT

166 **Correspondence**

Noted:

Kent Can Regular newsletters and funding (copies to all Cllrs)

Rural Services Network News Bulletins (copies to all Cllrs)

T&M KALC Update on Draft Parish Charter (copies to all Cllrs)

NALC Bulletin on recent developments and meetings (copies to all Cllrs)

Kent Police Police & Crime Commissioner's annual ;policing survey (copies to all Cllrs)

KALC Updates to Legal Topic Notes (copies to all Cllrs)

KALC Draft for Parish Charter (copies to all Cllrs)

KALC GDPR workshops (copies to all Cllrs)

T&MBC PPP link to minutes 16.11.17 ; next meeting 15.02.18 (copies to all Cllrs)

KCC Monthly bus updates Oct.2017 (copy to all Cllrs)

T&MBC JPTCG agenda 23.11.17. (copies to all Cllrs).

T&MBC PPP agenda 16.11.17 (copies to all Cllrs)

M Head Resignation as KCC Community Warden (copies to all Cllrs)

KCC KCC Highways Parish Seminars 2017 - Presentations (copies to all Cllrs)

Kent Fire & Rescue Service: Safety and Well-Being Plan & Council Tax Consultation. (copies to all Cllrs)

KCC Community Transport grant scheme application form (copies to all Cllrs)

Ightham PC Statement re H+H Celcon western extension (copies to all Cllrs)

Correspondence (Continued)

T&MBC Report circulated at JTB mtg 27.11.17 + JTB decision sheet (copies to all Cllrs)

KCC Consultation: Gypsy & Traveller Site Allocation Policy - 20 December deadline (copies to all Cllrs)

NALC Further info on Bulletin Diversity Commission Bulletin re Census Survey: comments from Cllrs invited (copies to all Cllrs)

KCC Inside Track newsletter no 250 (copies to all Cllrs)

Kent Downs AONB Draft reviewed Landscape Character Assessment (copies to all Cllrs)

KALC 'Battle's Over' tribute 11.11.18 guide to taking part (copies to all Cllrs)

KALC Preparing for the GDPR: guide (copies to all Cllrs) T&MBCllrs will be attending a course and will subsequently report.

MT/TS/SP

KCCllr Rayner Community buses (copies to all Cllrs) As reported under item 165.

KALC Volunteer Support Warden Scheme (copies to all Cllrs) Cllr Wlodarczyk advised that he is a Warden in Seal.

KALC Crime Prevention and Safety Conference 7th Dec. 2017 (copies to all Cllrs) Chairman will attend

MT

KALC Community Awards Scheme 2018 (copies to all Cllrs) Any nominations to be submitted to the Clerk

Gullands Solicitors Legacy payment from a deceased parishioner: noted that this is proceeding: money to be used for future provision of a chiropody service

167 **Potters Mede Grounds and Pavilion**

(i) Car Park potholes have been infilled. RESOLVED to approve cost of digger £192.50

(ii) Wrotham School has acknowledged the council's proposed action to close the car park w.e.f January 2018 with no objections. Chairman advised that the entrance gate can now be locked open or closed.

(iii) RESOLVED to install 2no additional lights at the car park entrance and place marker posts along the edge of the grass verge outside the premises.

MT

(iv) Competitive quotations for regular professional tree inspections are awaited.

MT

(v) All Cllrs had received copies of a letter from the proposed residents' Potters Mede Action group. The list of proposals was considered. AGREED:

(a) only the Clerk to BGPC can accept bookings and approve expenditure

(b) Cllrs Millener and Shaw will be BGPC representatives on the group.

(c) BGPC will approve all publicity

(d) The control of the building will remain with BGPC

(e) After discussion Cllr Mrs Matthews proposed that the group be named 'Potters Mede Promotions' seconded by Cllr Mrs Gould. Voting was 6 in favour, 1 against, 2 abstentions RESOLVED.

SM/TS

There was some discussion about setting up a management committee for the group. It was agreed however, that this will just be a support group for BGPC.

Chairman will reply to the group.

MT

(vi) A quotation for mowing 2018 was received. Cllr Willard reported on the current condition of the ground which, unfortunately, has been seriously damaged in recent months due to cutting whilst too wet. There followed discussion about the possibility of purchasing suitable equipment to enable regular mowing of grounds i-house. AGREED that Cll Millener will obtain quotations and Chairman will discuss this idea with the grounds maintenance staff. For discussion by the Finance Cttee.

SM
MT/Fin
Cttee

(vii) Cllr Mrs Gould advised that the recent use of Potters Mede for refreshments in connection with the installation of the Christmas lights and asked that this be permitted next year for installation and dismantling 3 and 10 Nov 2018 and 5 Jan 2019 8.30-1pm. Chairman proposed that this be agreed and no charge made. RESOLVED.

168. **Recreation Ground**

(i) Mowing: as item 167(vi)

(ii) Tree inspections: as item 167(iv)

(iii) Bowls Club lease: An estimate in the sum of £1250 + VAT plus possible £20 Land Registry costs was received from Warners Solicitors. RESOLVED that this be accepted.

(iv) Chairman and Groundsman are carrying out playground repairs. RESOLVED to hire a Kango concrete breaker for repairs to the driveway post.

MT

(v) AGREED that the temporary plaque, used for the War Memorial, will be displayed on the Memorial Pavilion, protected with Lexan.

MT

Recreation Ground (Continued)

- (vi) Chairman will ask the Groundsman to try to repair pavilion outside lights. If unable, RESOLVED that S V Electrical will be instructed to repair.
- (vii) Cllr Millener advised of a request from BGFC to use the Recreation Ground pitch. There was considerable discussion particularly about possible overplay of ground and suitability of pavilion facilities for league matches. RESOLVED that serious attention be given to progressing one or more additional football pitches adjacent to Potters Mede, with BGPC providing and installing the required fencing. Chairman will discuss this further with the adjacent landowner and obtain costs. Cllr Mrs Matthews proposed that in principle, the restriction of 'no adult football at the Recreation Ground' be lifted. Seconded by Cllr Shaw. Voting was 7 in favour, 2 against. RESOLVED.

MT

MT

169. **Village Enhancements**

- (i) Hedges and verges alongside Whitegate Field and south side of A25, Sevenoaks Road have been cut.
- (ii) Cllrs Mrs Easthope and Wlodarczyk reported on liaison with residents and KCC Highways regarding pedestrian safety and signage in Station Rd. Additional signage and a part 20mph speed restriction have been agreed by KCC. RESOLVED that Chairman will purchase brackets for a wider safety barrier at the end of the footpath. A price is awaited for upgrading the existing street lighting.
- (iii) Thanks were expressed to Cllr Mrs Gould, members of the Christmas Lights Cttee and helpers for a superb display and event this year.
- (iv) The recent Remembrance Day ceremony at the War Memorial was very successful and Chairman has written to BG Primary School thanking them for their participation.

MT

170. **Precept 2018/2019**

The Finance Cttee will meet at 7.30pm on Friday 19 December 2017 in the Parish Office.

MT/TS/SM/
SG/HW

171. **Vacancy BGPC**

All Cllrs had received copies of a letter of resignation from Andrew Hickmott due to having moved away. The vacancy will be advertised and the ERO advised.

172. **H+H Celcon Western Extension T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**

- (i) Chairman advised that CPRE has briefly discussed the H+H Celcon Western Extension and will not be funding a Judicial Review. They will comment further when a Planning application is submitted,
- (ii) All Cllrs had received copies of the draft rebuttal for 'Borough Green Garden City'. Agreed that Chairman will submit this to the T&MBC Planning & Transportation Board
- (iii) Noted that H+H Celcon is paying for acoustic protection for affected residents.
- (iv) T&MBC is currently undertaking the wider area Traffic Study.

MT

173. **Defibrillator**

Cllr Perry advised that the second defibrillator may have to be located at the Co-Op, Station Approach, rather than the railway station. He will progress.

SP

174. **Written Reports**

None

175. **Cheques for Signature**

- (i) Online Payments:
 - £383.38 E-on – street lighting supply October 2017
 - £1273.96 Inland Revenue PAYE July - Sept 2017
 - £1035.45 R Springett - Groundsman November 2017
 - £1348.30 H Damiral - Clerk November 2017
 - £1105.36 B Glew - Groundsman November 2017
 - £410.00 T&MBC - Rates Dec 2017, Potters Mede
 - £1509.07 KCC - Superannuation November 2017
 - £1500.00 Office rent July-Dec 2017
- £2,873.68 PWLB – No 2 loan 6m repayment
- £95.00 EDF – supply, Potters Mede, Dec. 2017
- £12.00 EDF – supply, Recreation Ground, Dec. 2017

Cheques for Signature (Continued)

£8.40 BT - telephone rental, Potters Mede
 £295.61 Ford Lease – vehicle lease December 2017
 £24.72 WEX Europe Services (UK) Ltd – petrol for vehicle and mowers

4026 £100.00 COGS - use of church annexe donation Oct - Dec. 2017
 4027 £72.00 M Taylor - KALC conference fee 'Crime Prevention & Safety' (reimbursement)
 4028 £150.00 S V Electrical - Replacement spotlights, P Mede
 4029 £150.00 C Lee - replacement Mountfield mower, P Mede
 4030 £30.42 B Glew - belt for lawn mower & van mirror (reimbursement)
 4031 £192.00 M Taylor - Hire of digger, P Mede car park (reimbursement)

Bank reconciliation October 2017

B/F Oct 2017	189058.71
Receipts Oct 2017	<u>726.05</u>
	189784.76
Less Payments Oct2017	<u>9811.50</u>
c/f 31/10/17	<u><u>179973.26</u></u>

Proposed by Cllr Perry, seconded by Cllr Shaw that the above payments be made. RESOLVED

(ii) All Cllrs had received copies of the updated Internal Financial Risk controls. RESOLVED that these be approved and adopted.

176. **Future Dates**

- (i) Date of next meeting Tuesday 9 January 2018⁷ in the Annexe to The Church of the Good Shepherd at 7.30 pm.
- (ii) AGREED that BGPC meetings will continue to be held in the annexe to The Church of the Good Shepherd as it is central to the village.

All

All

177. There were no confidential matters for discussion
 The meeting closed at 22.29 hrs