

DRAFT MINUTES

Prior to the meeting Cllr Jeff Reading signed the Declaration of Acceptance Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 1 October 2018 at Potters Mede

Present: Cllrs Taylor (Chairman), Mrs A Easthope, Mrs S Gould, Mrs C Hurl, S Millener, S Perry, J Reading, T Shaw and B Wlodarczyk.

There were three members of the public in attendance, KCCllr Rayner and KCC Community Warden.

| | Action |
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| 102. Apologies for Absence Cllr H Willard Chairman welcomed Cllr Reading as the newly co-opted member. | |
| 103 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. | |
| 104 Minutes of the Meeting 30 August 2018 All members had received copies of the minutes which were approved and signed as a true record. | |
| 105 Matters Arising None | |
| 106. Period for Public Consultation (i) Concern was raised about the potential danger of vehicles speeding in Quarry Hill Road. Evidence of offenders is required. Agreed that Chairman will obtain information and availability of a box & wire speed detection device. (ii) KCCllr Rayner reported incl.: <ul style="list-style-type: none">• The bus consultation ends this month with a bus summit being held at County Hall on 30 October 2018. It is hoped that a BGPC representative will attend. There are likely to be changes and some reduction in bus services.• KCCllr Rayner is now a member of the KCC Environment & Transport Cabinet Cttee.• Thanks were expressed to KCCllr Rayner for using his Member's grant to pay for the cost of load testing 19 street lighting columns in Borough Green, used to hold hanging baskets. RESOLVED that BGPC will pay for the cost of one @ £65 + VAT. Certificates will last for 3yrs. (iii) The Community Warden advised that she has been making welfare checks on residents as required. Dog fouling has been a problem. Noted that dogs can be identified by DNA and action taken on owners, using an Anti-Social Behaviour Order. KCCllr Rayner and the Community Warden left the meeting. | MT All/Rep. |
| 107. Planning Matters (i) Decisions Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs) (ii) Chairman reported on possible alterations at 'Oaktrees', Wrotham Road and advised that the site is not part of BGGC. (iii) TM/18/02189/FL Change of use from taxi office to tattoo studio, 9A Wrotham Road. No observations (iv) TM/18/02165/FL Garage - 27 Normanhurst Road. No observations. (v) TM/18/02230/FL Conversion of building into flats, extension & alterations - 3 Station Road. No observations. | |
| 108. Correspondence Noted: Kent Can Regular newsletters and funding (copies to all Cllrs) Rural Services Network News Bulletins (copies to all Cllrs) NALC Bulletin on recent developments and meetings (copies to all Cllrs) KALC Newsletter Sept. 2018 (copies to all Cllrs) T&MBC Address changes: Plough Hill, Plaxtol/Platt (copies to all Cllrs) KCC Big Conversation: bus summit mtg 30.10.18 (copies to all Cllrs) T&MBC Area 2 Planning cttee agendas 26.9.18 (copies to all Cllrs) KALC Pilot Community Policing Volunteer project (copies to all Cllrs) | |

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

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Correspondence (Continued)

Noted: (Continued)

Kent Police Policing update to PPP mtg.6.9.18 (copies to all Cllrs)
T&MBC Area 2 Planning cttee agendas 26.9.18 (copies to all Cllrs)
T&MBC JTB agenda 24.9.18 (copies to all Cllrs)
T&MBC Recycling information (copies to all Cllrs)
KALC NALC newsletter Sept. 2018 (copies to all Cllrs)
T&MBC Community Safety Ptnrship newsletter Sept/Oct (copies to all Cllrs)
Getmapping Parish Online newsletter (copies to all Cllrs)
Kent Police Rural Liaison Team report (copies to all Cllrs)
Bluebird Care Community Grant scheme 2018 (copies to all Cllrs)
KALC Community Awards Scheme (copies to all Cllrs)
T&MBC Proposed weight restriction order, Quarry Hill Rd (copies to all Cllrs)
KALC Chairmanship conference 13.12 18 (copies to all Cllrs)
KCC Household Waste Recycling Centre (HWRC) consultation (copies to all Cllrs)

PMSG All Cllrs had copies of comments on BGPC minutes. Chairman has replied
Kent Highways Parish seminar 2 Nov.18 (copies to all Cllrs) Chairman and Cllr Mrs Gould will attend.

MT/SG

109. **Potters Mede Grounds and Pavilion**

- (i) Currently the condition of the ground has improved and thanks were expressed to the grounds maintenance staff for their conscientious work. All Cllrs had received copies of reports on the condition of the ground last month from K G Clarke and G Packman. It is understood that the latter is a Groundsman at Charlton Athletic Club.
Noted that Potters FC did play one match last month, having received email approval from members of BGPC. Cllr Perry raised concern that the decision made at the last BGPC meeting should not have been overturned and it was agreed that, in principle, this is incorrect procedure and should not set a precedent.
- (ii) Chairman proposed that BGJFC be permitted to hire the senior pitch with immediate effect for the current season: one match only per weekend, alternating with Potters FC, with no extra practice sessions. Seconded by Cllr Shaw. Voting was 6 in favour, 3 against RESOLVED. Further agreed that the ground will be monitored weekly on an ongoing basis and BGPC reserves the right to cancel play if ground conditions are unsuitable.
Agreed that the inner parking area must not be used, except for unloading heavy equipment, to prevent access to the field being blocked and vehicles being parked on the grass, both of which we have experienced recently.
- (iii) RESOLVED to purchase 4no dog fouling signs for display at Potters Mede.
- (iv) Improved watering arrangements: no report.
- (v) All Cllrs had received the results of the recent PMSG survey. No unknowns had been Highlighted but it is clear that more public awareness, competitive rates and booking arrangements are important. Agreed that, as Clerk works part-time, the forward planning calendar of bookings will be shared with the Chairman who can action in her absence. PMSG was thanked for conducting the survey.

MT

110. **Recreation Ground**

- (i) Dog fouling: RESOLVED to purchase 4no signs for display at Potters Mede.
- (ii) Bowls Club lease: no report
- (iii) All Cllrs had received copies of a quotation from Wicksteed for repairs to the play equipment in the sum of £969 + VAT. In the next F/Y consideration will be given to replacing all safety surfacing.
- (iv) Parish Vehicle: RESOLVED to authorise purchase of new tyres and repairs to electrics

111. **Village Enhancements**

- (i) Load testing of street lighting columns for hanging baskets: as reported at 106(ii)
- (ii) Station Road: the new street light has been welcomed by residents. Road signs are awaited. Chairman will respond to a concern raised about a 'blind spot' when turning right out of Station Road. Noted that KCC will not allow installation of a mirror as they give a false sense of security.

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- (iii) **Village Enhancements** (Continued)
War memorial dedication: a 30 minute road closure has been approved. Chairman outlined details of the ceremony. Mrs Sue Murray will attend the ceremony at 10am and lay a wreath.
112. **Public Conveniences**
Agreed that Chairman will continue to liaise with T&MBC regarding the future maintenance facilities in BGHV car park. **MT**
113. **Audit of Accounts 2017/2018**
All Cllrs had received copies of the external auditor's report and certificate. Noted that there are no matters for attention. The accounts, report and notices have been displayed on the noticeboards and website as required..
114. **T&MBC Local Plan**
- (i) Several local presentations have been given and a further parish seminar on the Plan will be held on 3 October 2018 at T&MBC.
- (ii) 3no documents have been prepared and circulated to all Cllrs: Call for Sites Analysis - opposing BGGC; Reg 19 Submission and BG Sandpits & Landfill Sites. Agreed that these be adopted and signed for submission. Chairman and Cllr Perry gave further information. Another report will be circulated prior to the next BGPC meeting regarding any information received from the Parish Alliance. **MT**
Chairman will also circulate an additional report detailing a policy change request re. contamination, landfill gas, viability and air quality. **MT**
- (iii) Key points of the Plan have been included in local parish magazines and 4,000 flyers printed for distribution in Borough Green and the neighbouring parishes.
- (iv) It was confirmed that responses to the Plan can be submitted by anyone 18+ in written or electronic form. However, if submitting online the response form must be downloaded and used.
115. **Defibrillator**
Cllr Wlodarczyk advised that Network Rail has indicated agreement to installation of equipment at the station but they await installation details. Cllr Wlodarczyk will liaise with Cllr Perry. **BW/SP**
116. **H+H Celcon Ltd**
- (i) Cllr Millener is awaiting a response from T&MBC regarding noise nuisance. **SM**
- (ii) There is some discussion with T&MBC about possible hire/purchase of a particulate monitor to indicate the level of air quality. It was agreed that problems in this connection are two-fold: nitrogen dioxide from vehicles and emissions from industrial plant. Chairman will liaise. **MT**
117. **Written Reports**
The likelihood of possible future cuts in government grants was noted.
118. **Cheques for Signature**
Online Payments:
- | | |
|----------|---|
| £383.82 | E-on – street lighting supply August 2018 |
| £3619.89 | Staff salaries - September 2018 |
| £55.00 | T&MBC - Rates October 2018, Recreation Ground |
| £1600.26 | KCC - Superannuation Sept 2018 |
| £356.40 | BGVHMC - hire of hall lunch club Oct-Dec 2018 |
| £43.20 | BGVHMC - hire of hall foot clinic Oct-Dec 2018 |
| £22.50 | Green Thumb - Late summer treatment, War Memorial site |
| £204.44 | Castle Water - supply, Potters Mede |
| £126.00 | Wicksteed Leisure Ltd - play equipment inspection & risk analysis |
| £924.00 | Streetlights - replace 2no lanterns, Fairfield Road |
| £462.00 | Streetlights - replace with trial LED lantern, Station Road |
| £2967.39 | Inland Revenue PAYE July-Sept 2018 |

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Cheques for Signature (Continued)

£83.55 WEX Europe Services (UK) Ltd – petrol for mowers
£113.00 WEX Europe Services (UK) Ltd – petrol for vehicle
£295.61 Ford Lease – vehicle lease Oct 2018

£133.00 EDF – supply, Potters Mede, September 2018
£12.00 EDF – supply, Recreation Ground, September 2018

4091 £20.00 KCPFA – subs 2018/19
4092 £480.00 PKF Littlejohn LLP – external audit fee 2017/2018
4093 £100.00 COGS - use of church annexe donation July-Sept 2018
4094 £300.00 T&MBC - Y2 2018 contribution
4095 £267.44 Cash - Petty cash & tel rental July-Sept 2018
4096 £350.00 KG Clarke - application of fertiliser - Potters Mede

Bank reconciliation August 2018

| | |
|------------------------|------------------|
| B/F Aug 2018 | 167261.23 |
| Receipts Aug 2018 | <u>956.41</u> |
| | 168217.64 |
| Less Payments Aug 2018 | <u>12322.54</u> |
| c/f 31/8/18 | <u>155895.10</u> |

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

119. Future dates

- (i) Date of the next meeting Monday 5 November 2018 in The Annexe to The Church of the Good Shepherd
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 3 November 2018 10 – 12 noon

all

MT/TS

120. There were no confidential matters for discussion.

The meeting closed at 9.13 pm