

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 February 2018 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 5 members of the public in attendance

Action

197. **Apologies for Absence** None

198. **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 Willard declared an interest in item 204(ii) & (iii) P Mede: pitches & mowing.

Cllr Mrs Gould declared an interest in item 213 Cheques for signature

Cllr Taylor declared an interest in item 213 Cheques for signature

199. **Minutes** of the Meeting 9 January 2018: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

200. **Matters Arising**

Item 189(iv) Precept 2018/2019 RESOLVED that charge-out rate for the Skate Park daily inspections will remain unchanged.

201. **Planning Matters**

(i) **Decisions**

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

(ii) TM/18/00049/FL Roof alterations - Rose Cottage, Basted Mill. No observations

(iii) TM/18/00171/FL Extension & porch - 135 Maidstone Road. No observations

(iv) TM/18/00164/TPOC Tree surgery - 15 Abbott Road. Rely on expertise of T&MBC.

(v) TM/17/00908/FL Opening hours Brackenhill Service Station, Maidstone Rd - Appeal granted & temporary permission allowed for 1yr. Any residents experiencing related disturbance are advised to send individual reports to T&MBC and the Planning Inspectorate. Fairseat Residents' Assn is also advised to keep a diary of complaints.

202 **Period for Public Consultation**

(i) KCCllr Rayner advised that the 2018/19 KCC budget is due for final debate later this month.

Increases are likely to be at the top-end of govt. permissible increases.

(ii) Thanks were expressed to Cllrs Shaw and Włodarczyk for their efforts in providing the Dept of Transport with statistics re A25 traffic levels. The support of Tom Tugendhat MBE MP is also appreciated.

(iii) Representatives from Borough Green & Wrotham Netball Club advised that, whilst they have been using facilities at local schools, the courts are not proving totally suitable. KCCllr Rayner advised them to attend the forthcoming meeting of Wrotham PC when consideration may be given to improving the multi-court in Wrotham for which some grant funding may be available.

Cllr Shaw arrived.

(iv) Representatives of Fairseat Residents' Assn. expressed their dismay at the result of the appeal for Brackenhill Service Station, Maidstone road (as reported at 182(v)) Extracts of their letter to the Planning Inspectorate were read.

Chairman proposed that item 212 of the agenda be taken next. Agreed.

212 **Written Reports**

(i) AGREED that Cllr Mrs Gould will replace past Cllr Hickmott as a BGPC representative on the VHMC.

(ii) Noted that the 'To Let' sign on closed NatWest Bank building in the High St has been incorrectly sited and should be on the closed 'Barclays Bank' building.

(iii) T&MBC is monitoring methane levels on land to the rear of Tolsey Mede. Agreed that a full set of tests should also be carried out on the A-Z site Fairfield Road and Isles Quarry West development.

SG

MT

Written Reports (Continued)

- (iv) Delivery vehicles have destroyed the block paving at the entrance to Sainsburys, Wrotham Road. Consideration is being given to resurfacing with tarmac. Kent Highways will be asked to retain the removed blocks for possible future repairs in the High Street. **MT**
- (v) Residents have complained about the increasing instances of dog fouling in the village. T&MBC will be asked to make extra patrols and provide additional signage. Cllr Mrs Matthews will write a piece for The Voice asking dog walkers to exercise more care. **JM**
- (vi) Residents will be asked to encourage children to reuse or recycle plastic drink bottles as they are littering the roads. **MT**
- (vii) The hedge o/s 51 High Street needs cutting. Chairman will refer this to KCC. **MT**

203 **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 Membership & Training survey (copies to all Cllrs)
- KALC GDPR Workshop 5.2.18 (copies to all Cllrs)
- KCC Inside Track newsletter no 251 (copies to all Cllrs)
- JPCTCG Next meeting 1.2.18 7.30pm (copies to all Cllrs).
- Kent Police Draft funding proposals 2018/2019: comments invited (copies to all Cllrs)
- KALC Community Policing Volunteers: further information (copies to all Cllrs)
- KALC Flood Warden training (copies to all Cllrs)
- Bluebird Care Community Grant Scheme (copies to all Cllrs)
- KALC Minutes of the T&M KALC mtg. 4.1.18 (copies to all Cllrs)
- BMPOS Mins of mtg 13.7.17 and agenda 25.1.18 (copies to all Cllrs)
- Kent Police Police & Crime Commissioner's newsletter January 2018 (copies to all Cllrs)
- KCC Monthly bus updates Dec..2017 (copy to all Cllrs)
- Kent Police Online crime reporting (copies to all Cllrs)
- KALC Template for use with J5 Slips support letter (copies to all Cllrs)
- T&MBC On-street parking fees proposals (copies to all Cllrs)

KALC Local Govt Ethical Standards review (copies to all Cllrs). Agreed that any comments will be sent to the Chairman who will respond on behalf of BGPC. **AII/MT**

Local Council Public Advisory Service Data Protection Advice and service (copies to all Cllrs) Noted that the new legislation will apply to all councillors. Further guidance awaited.

Kent Police Attendance at Parish council meetings: noted that local crime statistics will no longer be given (copies to all Cllrs)

D Buckett All Cllrs had received copies of the Internal 1/2yr audit report 2017/2018. There was some discussion about website maintenance. Agreed that rather than removing old information, all current documents will be grouped into one place on the website for easier access. **MT**

204 **Potters Mede Grounds and Pavilion**

- (i) As no further quotations have been received for regular professional tree inspections, RESOLVED to accept the quotation from Treeability in the sum of £480 + VAT (incl Rec Gd) for annual tree inspection w.e.f 2018/2019 F/Y.
- (ii) All Cllrs had received copies of notes of a recent meeting of the 'Potters Mede Promotions' Group. During discussion agreed that:
 - (a) Suggestions and costs for promotional events and publicity must be submitted to the parish council for prior approval. It was confirmed that BGPC representatives on the committee have no authority to commit BGPC to any decision. **SM/TS**
 - (b) An Open Day is agreed in principle.
 - (c) Use of main pitch: agreed that next season the pitch will not be in a good enough condition to allow BGJFC and Potters FC to alternate play. Chairman is liaising with the clubs regarding this. **MT**
 - (d) Cllr Willard confirmed that there are serious problems with grass growth. AGREED to ask the drainage contractor Pearl Drainage Ltd to return to the site, inspect and report. **HW/MT**
 - (e) Car park: the grounds maintenance staff are gradually topping up the surface with planings to bring it back to a reasonable condition. Cllr Millener will obtain quotations for a tarmacked surface. **SM**

Potters Mede Grounds and Pavilion (Continued)

- (f) Website: AGREED that Chairman will work with a member of the group to make the site more aesthetically attractive. Further AGREED that Chairman will continue to update it. AGREED to display Environmental Credits.
- (g) Booking procedure: there was some discussion about introducing online booking but AGREED that the existing system will remain as it works well. However, the booking form and calendar could be out on the website.
- (h) Agronomist: Cllr Shaw will invite liaison with a knowledgeable member of the group.
- (i) Feed-in Tariff: a change in the law is still awaited to permit this. Solar panels have reduced electricity costs. Cllr Millener will service AC and ventilation systems.
- (iii) 3no quotations were received from Godfreys, Burdens and Daws for new mowing equipment. Chairman proposed that the quotation from Godfreys in the sum of £5,783 + VAT be accepted for a JD X590 tractor plus £1,000 + VAT for a John Deere PRO53MV mower. RESOLVED. RESOLVED that insurance cover will be arranged on delivery and cover for existing ride-on mower will be retained until sold.

MT
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MT

TS

SM

205. Recreation Ground

- (i) Tree inspections: as item 204(i)
- (ii) Mowing: as item 204(iii)
- (iii) Bowls Club lease: No report
- (iv) Work is in hand to improve the surface of the footpath which will also aid drainage; install lockable post to driveway and repair gate closer to play area.
- (v) Options for renewal of EDF supply were considered. Chairman proposed acceptance of a 3yr contract in the estimated annual sum of £131.20. REESOLVED. Noted that a refund of £24.21 will be paid to BGPC for the current F/Y.
- (vi) Chairman clarified that once the adj 'Ingleside' development has been completed, the interconnecting gate will be closed and there will be no right of access across the Recreation Ground car park. There are no related works required to BGPC land.

MT

206. Village Enhancements

- (i) Station Road: the handrail at the end of the FP has been extended and the hedge at the j/o Maidstone Rd has been further cut back. A price is awaited for upgrading the existing street lighting.
- (ii) Tom Tugendhat MBE MP has agreed to lead the War Memorial dedication ceremony. Liaison with the British Legion is taking place. Agreed that past councillor Mrs sue Murray will be invited.

207. Risk Assessments

Risk assessments for all BGPC working areas had been circulated to all Cllrs. Chairman proposed that these be adopted. RESOLVED.

208. Vacancy BGPC

One application for co-option has been received. Chairman proposed that if no further applications are received by the closing time of midnight 5.2.18, Mrs Chris Hurl, who had been previously interviewed, be co-opted. Voting was 7 in favour, 2 abstentions. RESOLVED.

209. Street Lighting

- (i) A quotation for a replacement column o/s 2 Staleys Road with LED lamp is still awaited. column. A quotation has been requested. Agreed that an LED lamp is required.
- (ii) A quotation for a replacement LED lantern in Monkton Road is still awaited. lantern. A quotation has been requested. Agreed that an LED lamp is required.
- (iii) A quotation is still awaited for changing the lights in Station Road to LED heads plus a new light opposite Spencers Cottages
- (iv) Noted that the current contract for street lighting maintenance with SEC Contracting runs until 31.03.21. Comments from Plaxtol PC regarding other contractors were read and noted. Street lighting maintenance will be taken to PPP for discussion.

SG

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

Await meeting of the T&MBC Planning & transportation Advisory Board.

211. **Defibrillator**

Cllr Perry will progress installation of the second BGPC defibrillator and advise Clerk of registration details.

SP

213 **Cheques for Signature**

(i) Online Payments:

£3488.91 Staff salaries January 20187
 £1509.07 KCC - Superannuation January 2018
 £74.97 Wrotham PC – Skate Park maintenance December 2017
 £67.20 Travis Perkins - tarmac for P Mede car park
 £21.68 Kent Aluminium - Potters Mede maintenance materials

£95.00 EDF – supply, Potters Mede, Feb 2018
 £12.00 EDF – supply, Recreation Ground, Feb 2018
 £295.61 Ford Lease – vehicle lease February 2018
 £80.02 WEX Europe Services (UK) Ltd – petrol for vehicle

4037 £150.00 B Glew - Rock Salt (reimbursement)
 4038 £1000.00 Borough Green Christmas Lights Cttee - Donation
 4039 £25.00 The Kent Men of the Trees – subs 2017-2018
 4040 £36.00 CPRE - Subscription 2017/2018
 4041 £374.30 David Buckettt– interim audit fee 2017-2018
 4042 £67.32 M Taylor - Key Clamp, Station Road (reimbursement)
 4043 £135.10 PC Matters Ltd – renewal of computer anti-virus protection + installation of printer
 4044 £200.54 Cash - Petty cash & tel rental Oct - Dec 2017

Bank reconciliation December 2017

B/F Dec 2017	167049.84
Receipts Dec 2017	<u>268.41</u>
	167318.25
Less Payments Dec 2017	<u>11361.65</u>
c/f 31/12/17	<u>155956.60</u>

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

(ii) **RESOLVED** that Chairman will invoice for website charges paid based on \$ information shown on his bank statements. This will then be reimbursed by BGPC w.e.f current F/Y.

MT

214. **Future Dates**

- (i) Date of next meeting Monday 5 March 2018 in the Annexe to The Church of the Good Shepherd at 7.30 pm.
- (ii) Date of April Meeting Monday 9 April 2018
 Date of Annual Meeting Friday 4 May 2018
 Date of Parish Meeting Friday 27 April 2018 in BGVH 8pm. Representatives from local organisations will be invited to speak
- (iii) The Parish Office located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 3 March 2018 10 - 12 noon.

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BW/AE

215. There were no confidential matters for discussion

The meeting closed at 21.49 hrs