

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 January 2019
at Potters Mede

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

There was one member of the public in attendance

Action

163. **Apologies for Absence** None

164. **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.

Chairman declared an interest in item 181 cheques for signature

Cllr Taylor declared an interest in item 171(i) Potters Mede Grounds

165. **Minutes of the Meeting 3 December 2018**

All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

166. **Matters Arising**

Item 149(iii) Extended use of car park by adjacent owner: Chairman reported that he has advised the company of the council's decision but there has been no response.

167. **Membership BGPC**

All Cllrs had received copies of letters of resignation from Cllrs L Chown and Mrs C Hurl for personal reasons. Notices will be displayed and the ERO informed.

168. **Period for Public Consultation**

(i) Concern was raised about the speed of commercial traffic in Quarry Hill Road. It was clarified that it is hoped that a planned 7.5 tonne weight restriction will be in operation within the next two months

(ii) KCCllr Rayner reported on the current Libraries Consultation and urged residents to respond. It is regrettable that cutbacks may be made but support from volunteers may help to lessen the impact.

(iii) The results of the recent bus consultation are being considered.

(iv) KCCllr Rayner asked for a written report from Chairman and Cllr Shaw on their recent meeting with S Water regarding blocked gullies.

all

MT/TS

169. **Planning Matters**

(i) **Decisions**

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

(ii) TM/18/02591/FL Replacement industrial building: amended site plan & additional details – Oaktrees, Borough Green Rd, Wrotham. Agreed that there should be further discussions with the applicant as there are concerns about effect on the openness of the site and the Green Belt area. Chairman will prepare a response to T&MBC.

(iii) TM/18/02644/TPOC Fell 8no Ash trees - 6 Dryland Road. No observations

(iv) TM/18/02935/FL Extensions - 76 Sevenoaks Road. No observations

(v) TM/18/02936/FL Replace fence with wall and relocate access - 10 Crowhill Rd. No observations

MT

170. **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 T&M Draft agenda 10.01.19 (copies to all Cllrs)

T&MBC Area 2 Planning agenda 12.12.18 (copies to all Cllrs)

Kent Police Kent Police & Crime Commissioner newsletter Dec 2018 (copies to all Cllrs)

T&MBC Community Safety Ptnrship newsletter Jan/Feb 2019 (copies to all Cllrs)

KCC Changes to local bus services Dec.2018 (copy to all Cllrs)

DRAFT MINUTES

Minutes of the meeting of BGPC 7 January 2019 Page 2

Action

Correspondence (Continued)

KCC Consultation on weight restriction Quarry Hill Rd/Rock Rd (copies to all Cllrs) As discussed at 168(i) of the agenda

KCC Consultation on draft Libraries, Registration and Archives strategy, incl. proposal to tier libraries and review library opening hours (copies to all Cllrs) As discussed at 168(ii) of the agenda

171. **Potters Mede Grounds and Pavilion**

- (i) RESOLVED to approve a quotation from K G Clarke to earthquake waterlogged main pitch for the sum of £650.
- (ii) Dog fouling: Cllr Willard will continue to take photos and check CCTV regularly for offenders. It is hoped that raised awareness will help to improve the situation.
- (iii) Possible improved watering arrangements of pitches: As agreed at the last meeting
- (iv) Heating & ventilation: EA Services have been asked to inspect and report.

HW

SM

MT/SM

172. **Recreation Ground**

- (i) Bowls Club lease: no report
- (ii) Dog fouling: this will continue to be monitored.
- (iii) Boundary with 'Ingleside': a substantial retaining wall is being constructed which it is agreed will improve the boundary line.
- (iv) All Cllrs had received copies of a request for possible regular use of the courts. Agreed that Chairman will respond advising of current booking arrangements

MT

173. **Village Enhancements**

- (i) RESOLVED to approve purchase of a replacement tree for j/o Rock Rd/Quarry Hill Rd in the sum of £195.
- (ii) RESOLVED to approve purchase of 10no replacement Hi-Viz vests in the sum of £62.70 + VAT. Chairman will order.

MT

174. **Financial Matters**

- (i) RESOLVED to approve a 2019/20 donation of £50 to Home Start.
- (ii) All Cllrs had received further copies of the 7m budget outturn and recommendations from the Finance Cttee. – all as circulated for the last meeting. RESOLVED that all recommendations for the 2019/2020 F/Y be approved incl salaries: Clerk 2% national increase; R Glew 11.11% increase to reflect level of responsibility and R Springett 8.86%.
- (iii) All Cllrs had received details of 2019/2020 Council Tax Base – Band D equivalent which was noted
- (iv) All Cllrs had received copies of a slightly revised draft budget 2019/2020..
- (v) RESOLVED that the draft budget be approved with a Precept figure of £177,470. This represents a 3.02% increase.
- (vi) The Internal Auditor's 6m Report 2018/2019 is awaited.
- (vii) 2no quotations had been received for a new computer system. RESOLVED to approve purchase of a Surface Pro computer and related equipment from John Lewis in the sum of £1297.43 + VAT.

175. **T&MBC Local Plan**

- (i) All Cllrs had received copies of an interim invoice from Wrotham PC for legal services in the sum of £12,189.29 + VAT. RESOLVED that this be approved.
- (ii) Appointment of the Planning Inspector and date of the Inquiry is awaited.

176. **Standing Orders**

All Cllrs had received further copies of the Model Standing Orders with BGPC proposed amendments. After discussion agreed to add 2no additional items at 9 i and j. Further clarification will be obtained re Community Polls and recinding resolutions. For further consideration at the next meeting.

177. **GDPR**

Noted that all Borough Councillors are Data Protection Officers

DRAFT MINUTES

Minutes of the meeting of BGPC 7 January 2019 Page 3

Action

178. **Defibrillator**

No report

179. **H+H Celcon Ltd**

- (i) All Cllrs had received copies of an email from T&MBC EHO regarding noise nuisance from H+H plant: affected residents are asked to keep a diary of noise disturbance for a period of one month. Details should be submitted to both T&MBC and the Parish Council.
- (ii) Cllr Perry advised of a noise recording and graph that he has made: this will be reported to T&MBC.
- (iii) Chairman will write to H+H about nuisance from increased lighting on the site.

SP

MT

180. **Written Reports**

- (i) Thanks were expressed to Cllr Mrs Gould for her hard work in connection with the recent Christmas lights.
- (ii) Cllr Perry reported on another consultation re an additional runway at Gatwick.

181. **Cheques for Signature**

Online Payments:

£371.45 E-on – street lighting supply November 2018
£3619.89 Staff salaries Dec 2018
£1600.26 KCC - Superannuation Dec 2018
£139.55 Viking Direct – office stationery
£1162.80 Wicksteed Leisure Ltd - play equipment repairs
£621.84 Wrotham PC – Skate Park maintenance November 2018
£14286.69 Wrotham PC – T&MBC Local Plan: legal costs
£750.00 BGVHMC - Office rent Oct - Dec 2018
£267.89 Commercial Services Trading Ltd – playground inspections
£1386.00 Streetlights - replace with LED lanterns, Fairfield Road/The Landway/Staleys Rd
£181.10 Godfreys - JD rotary mower service
£383.82 E-on – street lighting supply December 2018
£2967.19 Inland Revenue PAYE Oct-Dec 2018

£295.61 Ford Lease – vehicle lease January 2019

£331.00 EDF – supply, Potters Mede, January 2019

£15.00 EDF – supply, Recreation Ground, January 2019

4109 £100.00 COGS - use of church annexe donation Oct - Dec 2018

4110 £196.00 SLCC – 2018/2019 subscription

4111 £195.00 M Taylor - Replacement tree Rock Rd (reimbursement)

4112 £209.94 Cash - Petty cash & tel rental Oct-Dec 2018

Bank reconciliation November 2018

B/F Nov 2018 221095.91

Receipts Nov 2018 2067.94

223163.85

Less Payments Nov 2018 11238.76

c/f 30/11/18 211925.09

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

RESOLVED

182. **Future dates**

- (i) Date of the next meeting Monday 4 February 2019 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 2 February 2019 10-12 noon.

All

TS/SG

183. There were no confidential matters for discussion.

The meeting closed at 9.04 pm