

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Tuesday 2 June 2015 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs T Dawson, Mrs S Gould, Ms P Moorecroft and H Willard
Cllrs S Millener, S Perry and T Shaw (all late arrival)

There were three members of the public in attendance.

Action

- 21 **Apologies for Absence** were received from Cllrs L Chown, C Dobson and M Yianni
Clerk advised that Cllr Yianni had signed the Declaration of Acceptance form.
22. **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 Taylor declared an interest in item 38 cheques for signature – skate park maintenance
- 23 **Minutes of the Annual Meeting 14 May 2015**: All members had received copies of the minutes.
Clerk advised that due to the change to D/D the adjustment payment to EDF for Rec Ground supply was £36.81: RESOLVED to approve. Chairman proposed that the amended minutes be approved and signed as a true record. RESOLVED.
- 24 **Matters Arising**
Item 10 correspondence: Parish Steward's visit – as daytime visits only are possible AGREED that a visit is not necessary at the present time as there are no current issues that are not being dealt with.

Cllr Shaw arrived
25. **Period for Public Consultation**
Residents expressed extreme concern about the speed of traffic along the A25, particularly on the approach to the zebra crossing opposite the Recreation Ground where some motorists fail to stop. The 9 Point Action plan was explained and the council's wish for the crossing to be changed to a Pelican crossing: consultations are currently taking place and BGPC will continue to press KCC to implement safety measures.
26. **Planning Matters**
- (i) **Decisions**
19-29 Station Rd -Temporary Stop Notice issued: new buildings at higher level than set out in planning permission
Red Lion site, Sevenoaks Rd -Temporary Stop Notice and Enforcement Notice issued: development taking place without roundabout in place (planning condition)
5 Sevenoaks Road: Chairman advised that this has been turned into a hostel
Cllr Millener arrived.
- (ii) TM/15/01048/FL rear conservatory extension – 63 Station Road. No observations
- (iii) TM/15/01378/RD details of development phasing – Cricketts Farm small business centre, Borough Green Rd. No observations
- (iv) TM/15/01618/CRD details of contamination remedial verification report (capping layer) for plots 165-166 – Isles Quarry West development, Hazelbourne, Quarry Hill Road. For information: noted
- (v) TM/15/01733/CRD details of contamination remedial verification report (capping layer) for plots 160-161 – Isles Quarry West development, Hazelbourne, Quarry Hill Road. For information: noted
- (vi) TM/15/01734/CRD details of contamination remedial verification report (capping layer) for plots 162-164 – Isles Quarry West development, Hazelbourne, Quarry Hill Road. For information: noted
- (viii) TM/15/01735/CRD details of contamination remedial verification report (capping layer) for plots 167-168 – Isles Quarry West development, Hazelbourne, Quarry Hill Road. For information: noted
- (ix) Isles Quarry West planning approval: Chairman advised that KCC wish to remove the conditions regarding restoration of Isles Quarry East. AGREED that this action is supported by BGPC.
27. **Correspondence**
Noted:
Kent Can Regular newsletters and funding alerts (copies to all Cllrs)
KCC Regular Trading Standards alerts (copies to all Cllrs)
Rural Services Network newsletters (copies to all Cllrs)
KCC Inside Track newsletter no 227 (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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Action

Correspondence (Continued)

Noted (Continued)

Kent Police Mobile Police Station dates December 2014 (copies to all Cllrs)

T&MBC Area 2 Planning agenda 27.05.15 (copies to all Cllrs)

KCPFA AGM 21.05.15 (copies to all Cllrs)

High Weald Councils Aviation Action Group Updates and agenda 02.06.15 (copies to all Cllrs)

JPCTCG Agenda 18.06.15 (copies to all Cllrs)

J Mace Concern about traffic exiting the Hazelbourne development using Quarry Hill Rd + bus route using the same + copies of Chairman's and Cllr Shaw's replies (copies to all Cllrs)

Mrs S Murray Dog waste: copy of correspondence sent to T&MBC requesting additional waste bins and signs (copies to all Cllrs)

KALC Highways, Transportation and Waste survey results available at <http://consultations.kent.gov.uk/consult.ti/HTTracker>

T&MBC Acceptance of 'The Black Horse & Hoodens, Maidstone Rd' as an Asset of Community Value

KCC Proposed changes to Five Acre Wood School, Boughton Lane, Maidstone & Holmesdale Technology College, Snodland (copies to all Cllrs)

Public Sector Show Complimentary passes for 2015 Show: 23.06.15 ExCeL London (copies to all Cllrs)

K Spratling Comment re proposed name change of Bangays Way (copies to all Cllrs)

Wrotham PC Pilot Local Warden Support Officer Scheme – WPC is interested in a Tri-Parish Scheme with BGPC & Platt PC. Ightham PC is not interested in participating (copies to all Cllrs) Agreed to await further information

A Orrom Resurfacing – A227 Wrotham Road – concern about standard of work + copy letter from Cllr Millener to KCC (copies to all Cllrs) Agreed that the surface has settled down but there are potholes.

T&MBC Response re concern of resident about H&S issue, BG Kebabs, Western Road (copies to all Cllrs). Another letter from BGPC to shop owners may become necessary but T&MBC EHO is taking action and collaboration between all interested parties is the best way forward.

Mrs S Murray Coronation Oak tree, Rock Road: to give further consideration to its condition and future maintenance (copies to all Cllrs) As the tree is showing no sign of life, Chairman will arrange another inspection meeting with KCC

T&MBC/M Taylor Update on proposed name change of Bangays Way (copies to all Cllrs) : AGREED that the suggested revised name of Frank Bangays Way is highly acceptable

MT

28. Potters Mede Grounds

(i) The soil test results are still awaited

(ii) RESOLVED that a private hirer may use the junior football pitch excl of posts for a 5-7yr old football session July 2015 in conjunction with party use of the pavilion. AGREED charge £25 for the pitch plus usual pavilion hire charge.

29. Potters Mede Pavilion

(i) West Kent Caravan Club: booking not proceeding

(ii) Cllr Millener is trying to liaise with ACE Ventilation regarding their outstanding report.

(iii) Vent and sterilisation heaters have been turned off to reduce electricity consumption.

RESOLVED to agree a 3-yr contract with EDF at more favourable rates than existing. Further RESOLVED to set up a D/D with EDF.

(iv) Chairman will obtain more information about individuals selling electricity generated from solar panels for possible sell-back to BGPC

(v) RESOLVED to request EJP Fire Protection Ltd to carry out annual inspections of fire appliances at Potters Mede

SM

MT

30. Recreation Ground

(i) Some pitch maintenance work has been undertaken: the ground is looking good and the seed has taken well. Top dressing will be done soon.

(ii) RESOLVED to accept a quotation from Rite Industrial Doors Ltd in the sum of £1459.00 + VAT for a steel security door to the Memorial Pavilion toilet.

(iii) A reply to the Chairman's letter to the 'Ingleside' developer adj to the car park is still awaited.

(iv) RESOLVED to instruct Wicksteed Playgrounds to carry out annual inspection of playground equipment and Analysis of Risk Assessment in the sum of £ 60 + VAT.

(v) Chairman is trying to ascertain ownership of the Traid bin which continues to cause some access and litter problems.

(vi) 4no replacement litter bins are required. Agreed that Chairman will ascertain and advise Cllrs of most suitable product.

(vii) RESOLVED to arrange for a replacement gearbox for the strimmer from Borough Green Garden Machinery at approx. cost of £100

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31. **Parish Vehicle**
Chairman had circulated a table of quotations received to all Cllrs. The various makes of vehicles, service arrangements and costs were considered. RESOLVED to enter into a 4yr contract with Lifestyle Ford to lease a Ford Transit Custom @ £246.34 + VAT/month inclusive of maintenance. RESOLVED that payments will be made by Direct Debit. 3no offers to purchase the council's existing vehicle were received. AGREED that Cllr Millener will obtain written evidence of the current value. For sale advertisements will be placed on the website and in The Voice. **SM
MT**
32. **Audit 2014/2015**
(i) The year end internal audit report is awaited.
(ii) All Cllrs had received copies of the draft Annual Return 2014/2015: accounting and Annual Governance Statements. RESOLVED that both be approved and signed.
- Cllr Perry arrived
33. **Street Lighting**
All Cllrs had received copies of a plan from the contractor of the development r/o 19-29 Station Rd for relocation of the street light. After discussion AGREED that, because of potential loss of light to the r/o Spencers Cottages, the light should be repositioned on the other side of the road opposite its existing location.
34. **Isles Quarry Redevelopment**
Chairman advised that any work to the bridge abutments will require a new planning application. Chairman will attend a meeting with the contractor and other authorities later in the month. There has been some discussion re the adoption of the haul road, **MT**
35. **Economic Study – East Facing Slips on M25**
In the light of the sudden withdrawal of a large commercial financial pledge, Chairman proposed that a further £2,500 be made from the Traffic Initiatives budget towards the KALC/KCC Economic Benefits Study for the East Facing Slips. Seconded by Cllr Shaw. Cllr Perry queried the absence of a current action statement from KALC with regard to the Study. After considerable discussion voting was 6 in favour, 2 abstentions. RESOLVED to approve. Clerk will advise KALC and Chairman will draft a letter to other local and affected parishes urging similar action. **MT**
36. **Websites**
There was discussion about the continuation of the current website format and the operation of the two Freeserver sites by the Chairman. It was clarified and AGREED that BGPC has no responsibility for any information displayed on other websites: the rider statement to this effect must always be displayed and any links must open up in new windows. Alternative website arrangements were considered. RESOLVED that Chairman will continue to be Webmaster for the council's sites, Cllr Willard will assist as required and input or comments from other members will always be welcomed. **MT
MT
HW**
37. **Electoral Review of Kent**
All members had received copies of draft recommendations from The Local Government Boundary Commission for England. AGREED that, as the current proposals do not affect Borough Green, no action required.
38. **Cheques for Signature**
BACS:
£3383.38 Staff salaries May 2015
£86.36 BT – telephone rental, Potters Mede
£379.00 T&MBC - Rates June 2015, Potters Mede
£50.00 T&MBC - Rates June 2015, Recreation Ground
£1501.55 KCC - Superannuation May 2015
£86.40 Kent Aluminium – 4no Push button syphons, P Mede
£226.94 SE Contracting – Street lighting maintenance May 2015
£163.06 Wrotham PC – Skate Park maintenance
£252.92 Wrotham PC – Skate Park maintenance
£81.60 EJP Fire Protection Ltd – Annual service inspection, Memorial Pavilion

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Cheques for Signature (Continued)

D/D:

£11.00 EDF – supply, Recreation Ground
£2,873.68 PWLB – No 2 loan 6m repayment

3859 £15.00 B Glew – compost reimbursement
3860 £729.50 Rite Industrial Doors Ltd – Deposit for steel door, Rec Gd

Bank reconciliation April 2015

B/F April 2015	52551.98
Precept instalment	71667.00
Financial arrangements instalment	7030.00
Other Receipts April 2015	<u>75.00</u>
	131323.98
Less Payments April 2015	<u>2505.20</u>
c/f 30/04/15	<u>128818.78</u>

Proposed by Cllr Shaw, seconded by Cllr Mrs Dawson that the above payments be made. RESOLVED. RESOLVED to set up D/D arrangements for BT in respect of line rental charges, Potters Mede to reduce costs.

39. Written Reports

- (i) Cllr Perry gave an update on the proposed bus service to the doctors' surgery, Quarry Hill Rd: he confirmed that KCC funds are not available but he is pressing T&MBC to enforce the developer of IQW to arrange for the provision of a service, as conditional to the planning approval.
- (ii) Cllr Perry reported from the recent Annual Committee meeting of BMPOS: Cllr Perry is now Chairman, Cllr Mrs Dawson has particular responsibility for the Mill Pond and Cllr Ms Moorecroft for trees. AGREED that BGPC will give them all full support as and when required. Reduced income and projected expenditure was noted. Agreed that there may be occasions when BGPC maintenance staff may be able to undertake work at BMPOS if they have the time within their existing full-time contracts. Chairman and Clerk will discuss this with the staff.

MT

40. Future Dates

- (i) Date of the next Meeting Monday 6 July 2015 in the Annexe to The Church of the Good Shepherd 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open 10 – 12 noon Saturday 4 July 2015 with two councillors present

all

MT/TS

41. Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions

- (i) There was further discussion about a possible legacy to BGPC to support the future funding of the Foot Clinic. The money would be ring-fenced specifically for the future funding of a foot clinic chiropodist. The council will consider making provision in next year's budget to enable this to be commenced as soon as required.
- (ii) Chairman reported on a recent Wrotham School Community 3G Management Committee, meeting with particular regard to finances.

The meeting closed at 10.05 pm