

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 August 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs S Gould, A Hickmott, Mrs J Matthews, S Millener (late arrival), S Perry, T Shaw, H Willard and B Wlodarczyk.

There were 3 members of the public in attendance and KCCllr H Rayner.

Action

75. **Apologies for Absence** None
76. **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.
77. **Minutes** of the Meeting 3 July 2017: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.
78. **Matters Arising** None
79. **Period for Public Consultation**
- (i) It is understood that following the closure of the Borough Green branch of NatWest, some customers have transferred to Barclays. In response to a request, agreed to write to the latter requesting Monday-Friday opening of the branch.
 - (ii) There is concern about frequent nuisance from young cyclists whose behaviour is often rude and intimidating. It is understood that some live outside the parish. The Police are aware. Residents are encouraged to try to get names of individuals involved. A Friday night youth club is being set up in the village which may help to alleviate the situation.
Cllr Millener arrived.
 - (iii) KCCllr Rayner gave a report which included:
 - (a) Alterations to the entrance/exit of the Platt Industrial estate and Clubbs' site, A25 Maidstone Rd, are proposed.
 - (b) It was confirmed that Dark Hill Road is now a primary route for gritting during the winter months.
 - (c) There is a proposal to remove the westbound markings of the new cycle lane on the A25 Maidstone Road.
 - (iv) Chairman added that BGPC continues to ask KCC to press the Crest Management Company to relax parking restrictions on the Hazelbourne development so that vehicles are not parked on Dark Hill Road.
 - (v) A resident vociferously and extensively expressed her anger at the Chairman's apparent involvement in the display of a commemorative plaque near her house and a related postings on social media. Chairman recommended the council to await the result of a related Standards Board Complaint, AGREED.
80. **Planning Matters**
- (i) **Decisions**
Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs) Chairman gave further information.
 - (ii) TM/17/01766/AT Fascia and projecting sign - 68 Western Road. Agreed comments: 1, level of illumination must be restricted to avoid inconvenience to nearby residents 2. Action must be taken to prevent noise and vibration from compressor.
 - (iii) TM/17/01811/FL Change of use from public house to shop units and residential - 49 High Street
All objections as before.
 - (iv) KCC/TM/0142/2017 Determination of new conditions for excavation of sand - Ightham Sandpit.
Chairman had circulated draft response which has been agreed and submitted. No objection in principle but attention drawn to several points. Agreed to also submit a report on a recent site visit with H+H as circulated to all Cllrs by Cllr Millener.
 - (v) TM/17/01914/FL 2bed dwelling to side of existing - 1 Annetts Hall. Objections: loss of rural/visual amenity; over-intensification of site and traffic hazard.
 - (vi) TM/17/01838/FL Extension - 70 Crouch lane. No observations.
 - (vii) TM/019940FL Convert garden room into annexe - 35 Western Road. No observations.

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81. Correspondence

Noted:

Kent Can Regular newsletters and funding (copies to all Cllrs)
Rural Services Network News Bulletins (copies to all Cllrs)
BMPOS Agenda meeting 13 July 2017 (copies to all Cllrs)
KCC Monthly bus updates June & July 2017 (copies to all Cllrs)
Wrotham PC ROSPA Skate Park Inspection July 2017 (copies to all Cllrs)
T&M KALC Draft agenda for next meeting 10.08.17 copies to all Cllrs)
KALC Report from Transport Advisory Cttee on Kent MPs mtg re HGVs using unsuitable roads (copies to all Cllrs)
High Weald Councils Aviation Action Group Updates & noise survey (copies to all Cllrs)
KALC Updates to Legal Topic Notes (copies to all Cllrs)
T&MBC Y2 Crew Scheme programme 2017 (copies to all Cllrs)
H+H UK Ltd Noise survey (copies to all Cllrs)
T&MBC British Legion Remembrance Day knitted/crochet poppy appeal (copies to all Cllrs)
Cllr Perry Report on action re a draft complaint from a member of the public (copy to all Cllrs)
T&M KALC TMBC to provide Update on the Local Plan at the mtg 10.08.17 (copies to all Cllrs)

R Oakley Concern from Cycling UK re cycle lane installed on A25 (copies to all Cllrs) Action as reported under item 79(iii)(c)

Cllr Perry reported

Reynolds Retreat Invite to 'Reynolds on the Lawn' event 20 August. Cllr Wlodarczyk will attend.

BW

82. Potters Mede Grounds & Pavilion

- (i) Improved outside lighting to pavilion entrance. No report.
- (ii) Dug-outs have been painted.
- (iii) Replacement glass for a window broken by a flying stone during grass cutting has been ordered.
- (iv) Skirting boards in the main hall will be cleaned/redecorated.

83. Recreation Ground

- (i) Bowls Club lease: T&MBC is unable to provide legal services. RESOLVED to ask the Bowls Club if they will arrange for a solicitor to prepare the new lease with all cost paid by BGPC.
- (ii) All Cllrs had received copies of the annual inspection report on the playground equipment and Ball Park which was noted. Chairman will liaise with the grounds maintenance staff regarding protruding brackets and some disintegration of log structure Also regarding self-closing hinge to playground. The bridge over the stream has been repaired.
- (iii) Agreed that a group of residents are free to play a casual game of rounders at the ground later this month.

**MT
MT**

84. Risk Assessments

No report. Chairman will discuss draft risk assessments with the grounds maintenance staff.

MT

85. Vacancy BGPC

- (i) T&MBC has advertised that no election has been called.
- (iii) Three applications for co-option have been received to date.
- (iii) Co-option notices will be displayed. Agreed that applicants will be interviewed at the end of August.

86. Audit 2016/2017

All Cllrs had received copies of the year-end Internal Audit report which was noted and accepted.

87. Standing Orders

- (i) Cllr Perry suggested an additional para 28(h) in line with Shipbourne PC Standing Orders.
- (ii) AGREED that he will circulate details and consider at the next meeting.

SP

88. Request for Financial Assistance

- (i) Chairman proposed that a donation of £37 be made to The Royal British Legion in recognition of the 2no wreaths supplied for the War Memorial last year. RESOLVED.
- (ii) All Cllrs had received copies of the full quotation for the refurbishment of the swimming pool at Borough Green Primary School. Chairman proposed that the £10,000 grant be paid. RESOLVED.

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89. **T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**

Agreed to await formal consultation

90. **Parish Council Representatives**

The following members were appointed as BGPC representatives to replace Cllr Perry:

JPCTCG	Cllr Włodarczyk
Kent Rail Forum	Cllr Mrs Matthews
J5 Slips no add	No replacement
HWCAG	Chairman proposed that the council withdraws from this group.

RESOLVED.

BW
JM

91. **Traffic Order Consultation**

- (i) All Cllrs had received copies of the consultation documents and notices for proposed alterations to the speed limit on the A25 through Borough Green.
- (ii) Agreed that BGPC strongly supports this initiative.

92. **Street Lighting**

Replacement column o/s 1 The Crescent: a quotation from UKPN is still awaited

93. **Defibrillator**

A reply from SE Railway re siting of equipment at the station is awaited.

94. **War Memorial**

- (i) Chairman advised the final plaque is now ready and looks excellent. Chairman proposed that a £1,000 on a/c be made to Don Sheppard, stonemason. RESOLVED.
- (ii) The grass maintenance contractor, Green Thumb, has recommended additional treatments of aeration and scarification at a cost of £135.50 + VAT. This was noted.
- (iii) AGREED that the War Memorial will be dedicated at 10am on Remembrance Sunday 2018. As this is a secular memorial, for all members of the community, Chairman proposed that Tom Tugendhat MP and the Mayor of T&MBC officiate. RESOLVED.

95. **100th Anniversary of End of WW1**

AGREED not to proceed with a beacon as the dedication of the War Memorial will be the council's celebration in 2018 (as item 94(iii) above)

96. **Cheques for Signature**

Online Payments:

£371.02	E-on – street lighting supply June 2017
£4506.17	Zurich Municipal – annual insurance 2017/2018
£3488.91	Staff salaries July 2017
£410.00	T&MBC - Rates Aug 2017, Potters Mede
£53.00	T&MBC - Rates Aug 2017, Recreation Ground
£206.14	Travis Perkins - materials for new bridge, Rec Gd.
£1509.07	KCC - Superannuation July 2017
£352.24	Wrotham PC – Skate Park maintenance June 2017
£2551.51	Commercial Services Trading Ltd – 6m maintenance, P Mede pitches
£642.60	Commercial Services Trading Ltd – 6m maintenance, Rec Gd pitch
£226.94	SE Contracting – Street lighting maintenance July 2017
£126.00	Wicksteed Leisure Ltd - play equipment inspection & risk analysis
£22.50	Green Thumb - late summer treatment, War Memorial site
£110.70	EJP Fire Protection Ltd - annual service of fire equipment, Potters Mede
£87.00	EJP Fire Protection Ltd - annual service of fire equipment, Recreation Ground
£383.38	E-on – street lighting supply July 2017
£156.00	EDF – supply, Potters Mede, August 2017
£12.00	EDF – supply, Recreation Ground, August 2017
£295.61	Ford Lease – vehicle lease August 2017
£130.00	WEX Europe Services (UK) Ltd – petrol for vehicle

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Cheques for Signature (Contd)

4006	£53.14	B Glew - fixings for bridge, Rec Gd (reimbursement)
4007	£69.75	Chiddingstone PC - HWCAAG Clerk costs 14.09.16-23.05.17
4008	£35.00	Information Commissioner – Data Protection fee 2017/18
4009	£37.00	The Royal British Legion - Donation
4010	£374.30	David Buckett– year-end audit fee 2016-2017
4011	£1000.00	Don Sheppard - Final Plaque for War Memorial (deposit)
4012	£84.72	Hampshire Flag Co. - 2no Red Ensign Flags
4013	£10,000	Borough Green Primary School - Grant

Bank reconciliation June 2017

B/F June 2017	161327.94
Receipts June 2017	<u>639.64</u>
	161967.58
Less Payments June 2017	<u>11088.03</u>
c/f 30/06/17	<u>150879.55</u>

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

97. **Written Reports**

Noted that residents have raised concern about vehicles being parked on footways.

98. **Future Dates**

- (i) Date of next meeting Monday 4 September 2017 in the Annexe to The Church of the Good Shepherd at 7.30 pm.
- (ii) The Parish Office located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 2 September 2017 10 - 12 noon.

99. There were no confidential matters for discussion

The meeting closed at 20.33 hrs

All

MT/JM