

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 January 2016 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, Ms P Moorecroft, S Perry, T Shaw and H Willard

There were no members of the public in attendance but two KCC Community Wardens were present

- | | <u>Action</u> |
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| 162 <u>Apologies for Absence</u> Cllrs C Dobson, Mrs S Gould, S Millener, | |
| 163 <u>Declarations of Interest</u>
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 items 169 & 170: Potters Mede grounds and pavilion | |
| 164 <u>Minutes of the Meeting 7 December 2015</u> : All members had received copies of the minutes. There was some discussion about the wording of item 161. Chairman proposed that the minutes as circulated be approved and signed as a true record. Voting was 6 in favour 1 abstention. RESOLVED. | |
| 165 <u>Matters Arising</u>
144.138(vii) FP Fairfield/Station Approach: Chairman advised that the lighting of this path is adequate as from the station car park it is well lit and at the west end the light belongs to Roman Court.
150(vii) Vehicle: a letter of approval to use snow chains had been circulated to all Cllrs. Chairman will liaise with the Groundsman to ensure that correct chains are fitted as required. | MT |
| 166. <u>Period for Public Consultation</u>
KCC Community Wardens reported on loitering youths; loose horses at Hazelbourne and the Volunteer Warden Scheme. It was confirmed that the minimum age for the latter is 18yrs: an information/open day could be arranged if required by 01.02.16. | |
| 167. <u>Planning Matters</u>
(i) <u>Decisions</u> None
(ii) TM/15/03901/FL Change of use of office to specialist dental practice incl parking and internal alterations -No observations | |
| 168. <u>Correspondence</u>
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)
T&MBC Agenda for T&M KALC Committee 14.01.16 (copies to all Cllrs)
T&MBC Agenda for JPCTCG meeting 18.01.16 14.01.16 (copies to all Cllrs)
High Weald Councils Aviation Action Group Updates & minutes 01.12.15 (copies to all Cllrs)
KALC Parish News December 2015 (copies to all Cllrs)
KCC Monthly bus updates December 2015 (copies to all Cllrs)
KALC Medway Flood Storage Areas newsletter (copies to all Cllrs)
Skate Park Cttee Insurance renewal quotation (copies to all Cllrs)
Get Mapping Parish Online newsletter (copies to all Cllrs)
T&MBC Christmas tree recycling arrangements 2015 (copies to all Cllrs)
KALC NALC newsletter December 2015 (copies to all Cllrs)
T&MBC Mayor's quiz at Hadlow College 27.02.16 (copies to all Cllrs)
KALC Chairmanship conference Feb.16 (copies to all Cllrs)
Kent Police & Crime Commissioner Consultation on proposed increase on council tax precept 2016/2017: responses to be submitted by 15.01.16 (copies to all Cllrs)

KALC Policy document on CCTV Code of Practice (copies to all Cllrs) Noted that the Code is only advisory at present although agreed that it may be prudent to comply with the regulations. For further consideration at a later date.
Office of HM Lord-Lieutenant of Kent Invite to annual Civic Service Tues 15 March 2015 11am, Maidstone. Cllr Perry will attend. | SP |

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Action

Correspondence (continued)

The Kent Men of the Trees Tree report 2015 competition (copies to all Cllrs) There was some discussion about removal of ivy from trees. AGREED that this should be cut back regularly so that trees are not destroyed.

KALC DCLG consultation on National Planning Policy proposed changes: responses to be submitted by 25.01.16 (copies to all Cllrs). AGREED that Chairman will respond.

Various T&M parish councils Further comments on possible parish council message/bulletin board and Facebook account(copies to all Cllrs) After discussion agreed that email communication is the best way of communicating although any form of liaison is welcomed.

MT

169. **Potters Mede Grounds**

(i) Soil test results: no further reports

(ii) Proposed new pitch adj Potters Mede: agreement to use the land must be sought from the landowner: Cllr Perry will refer to the Skate Park agreement as a guide. Chairman will liaise with the landowner to discuss a way forward.

SP
MT

170. **Potters Mede Pavilion**

(i) Ventilation system: the electrical check is still awaited.

(ii) EDF check of the accuracy of the meter is awaited. Details of electricity meter readings over the past month will be circulated.

171. **Recreation Ground**

(i) The football pitch is extremely wet and recent use has damaged the surface. AGREED that all matches and training sessions be suspended until further notice to allow the ground to recover. Chairman will discuss the situation with the Chairman of BGJFC.

(ii) Use of car park in connection with the proposed 'Ingleside' development: Cllr Perry reported on T&MBC Area 2 Planning Cttee meeting - the Inspector allowed the developer's appeal for non-determination. There will be ample opportunity for the parish council to comment but T&MBC consider that BGPC should negotiate with the developer for the best possible outcome to meet parish council requirements. Chairman will meet with the Planning Officer to discuss. All Cllrs to pass any suggestions to the Chairman. For further discussion at the next meeting.

MT

MT
all

172. **Audit of Accounts 2015/2016**

The Internal Auditor's interim report is awaited. Clerk has been liaising.

173. **Precept 2016/2017**

(i) Financial details have been received from T&MBC

(ii) Clerk had updated the draft budget and circulated it to all Cllrs.

(iii) RESOLVED to make savings by reducing item 34 Skate Park/village enhancement staff costs to £2000 and deferring the Special Works item for Potters Mede car park (£4,500). RESOLVED to approve the amended budget and agree a Precept figure of £153,466, all as attached Appendix 1.

174. **Finance Committee**

Membership of the committee was discussed. RESOLVED that the membership be increased to six Cllrs and that Cllrs Ms Moorecroft and Willard officially join the committee. However, Chairman reminded members that all Cllrs are entitled to attend Finance Cttee meetings.

PM/HW

175. **Risk Assessments**

No report. For consideration at the next meeting.

SM

176. **Isles Quarry Redevelopment**

(i) Proposed bus service to the doctors' surgery close to Hazelbourne: Cllr Perry advised that land ownership issues and other agreements have to be resolved before this can progress. Cllr Perry will discuss these matters with the developer.

(ii) It is understood that, when appropriate, T&MBC will take action to get the weight limit of traffic using Quarry Hill Road reduced to 3.5 tonnes.

SP

177. **War Memorial**

A meeting of the working group will be held later this month.

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178 Replacement tree - /o Rock Road/Quarry Hill Road

- (i) Cllr Perry advised that the developer of Hazelbourne, Crest Homes, has withdrawn the offer to build the planter and instead will make a £3,500 contribution. AGREED that Cllr Perry will discuss this further with the developer as it is still hoped that they will do the work. Cllr Perry was thanked for his efforts so far in progressing this matter.
- (ii) Subsequent to the tree consultation it was confirmed that the 'Acer Palmatum' (Japanese Maple) is the preferred choice of tree.

SP

179. Cheques for Signature

BACS:

£379.00	T&MBC - Rates January 2016, Potters Mede
£3363.38	Staff salaries December 2015
£1501.55	KCC - Superannuation December 2015
£226.94	SE Contracting – Street lighting maintenance November 2015
£581.63	Wrotham PC – Skate Park maintenance & repairs
£2588.97	Inland Revenue Oct - Dec 2015
£750.00	BGVHMC - office rental Jan - March 2016
£368.55	BGVHMC - hire of hall lunch club Oct - Dec 2015
£40.50	BGVHMC - hire of hall foot clinic Jan- March 2016

D/D:

£11.00	EDF – supply, Recreation Ground, October
£740.00	EDF – supply November payment, Potters Mede
£295.61	Ford Lease – vehicle lease January 2016

- 3903 £100.00 Church of The Good Shepherd – Donation: use of room Oct - Dec 2015
- 3904 £195.60 Cash - Petty cash reimbursement Oct - Dec 2015

Bank reconciliation November 2015

B/F November 2015	120688.14
T&M Financial Arrangements	3330.50
Other Receipts November 2015	<u>258.34</u>
	124276.98
Less Payments November 2015	<u>10233.80</u>
c/f 30/11/15	<u>114043.18</u>

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

180. Written Reports

- (i) Chairman advised of his Standards Hearing held today: another letter of censure will be issued by T&MBC as it was determined that he had breached the Code of Conduct for both T&MBC and BGPC.
- (iii) As part of the annual review of parking charges across the borough, Tonbridge & Malling Borough Council is considering the introduction of a small parking charge for the first two hours of using the Western Road Car Park. It is also likely that Residents' Permits will increase to £40 from the current £24. Agreed that BGPC does not support the new charge.

181. Future Dates

- (i) Date of the next Meeting Monday 1 February 2016 in the Annexe to The Church of the Good Shepherd 7.30 pm.
- (ii) Due to the commitments of Borough Council members, AGREED that the March meeting will be held on Monday 29 February 2016.

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all

182. There were no confidential matters for discussion

The meeting closed at 9.10 pm