

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 October 2016 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, C Dobson, Mrs Gould, A Hickmott, S Millener, S Perry, H Willard and B Wlodarczyk.

There were three members of the public in attendance

Action

116. **Apologies for Absence** Cllr T Shaw,

117. **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 items 123 & 124 Potters Mede grounds and building

118. **Minutes of the Meeting 12 September 2016**: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

119. **Matters Arising** None

120. **Period for Public Consultation**

Mr Bailey asked for an update on the right of access across the Recreation Ground car park for the proposed 'Ingleside' development. Chairman read the most recent letter from Mr Bailey which had been circulated to all members. Chairman confirmed that the amended draft received last month from Mr Bailey, had been passed to the council's solicitor and a reply is awaited. After considerable discussion it was AGREED that Chairman contact the solicitor for an update and accordingly send a written reply to Mr Bailey. It was confirmed that all Councillors had received copies of the amended draft agreement and all correspondence from Mr Bailey. Chairman reiterated that all communication between the two parties should be through the solicitors

A complaint was raised about noise nuisance from machinery and/or vehicles at the Celcon site during the night. It was agreed that evidence in the way of sound recordings would likely be needed for any enforcement action.

121 **Planning Matters**

(i) **Decisions**

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

(ii) TM/16/02869/FL conversion of garage to habitable space, rear extension and conservatory alterations 9 Eaglestone Close. No observations.

(iii) TM/16/02936/FL change of use to takeaway incl extraction & ventilation equipment - 68 Western Rd. Although concerned about additional traffic movements, a greed no objection in principle but conditions must be applied: (a) full ventilation & odour management system (b) litter collection arrangements as per the Larkfield voluntary system .

(iv) TM/16/02938/FL Single storey extension, gable roof and conversion of porch to room 91 Wrotham Rd. No observations

122. **Correspondence**

Noted:

Kent Can Regular newsletters and funding (copies to all Cllrs)

Rural Services Network News Bulletins (copies to all Cllrs)

BMPOS Agenda 15.09.16 & minutes 12.07.16 (copies to all Cllrs)

KCC Highways tracker survey (copies to all Cllrs)

T&MBC PPP minutes 08.09.16 (copies to all Cllrs)

T&MBC JTB agenda 26.09.16 (copies to all Cllrs)

Kent Police Notice of current 'Watchout' publication (copies to all Cllrs)

Kent Police New Volunteer & Watch Liaison Officer for West Division (copies to all Cllrs)

Kent Highways Start of works notice (copies to all Cllrs)

T&MBC Update on the Volunteer Community Warden scheme (copies to all Cllrs)

Kent Highways Road closure notice Basted Mill 6-8 October (copies to all Cllrs)

KALC 'The Dynamic councillor' workshop, Rusthall 12.11.16 (copies to all Cllrs)

T&MBC Area 2 Planning Cttee agenda 28.09.16 (copies to all Cllrs)

KALC Bulletin on recent national developments and meetings (copies to all Cllrs)

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Correspondence (Contd.)

Noted (contd):

T&MBC Summary of accounts 2015/2016 (copies to all Cllrs)
KALC Parish News September 2016 (copies to all Cllrs)
KALC T&M Cttee: draft agenda 13.10.16 & minutes 4.8.16 (copies to all Cllrs)
KALC Kent Police rural weekly update (copies to all Cllrs)

KALC Finance conference 18.10.16 (copies to all Cllrs) RESOLVED that Clerk will attend and the fee of £72 incl be paid.

KCC Highways Parish Seminar 27.10.16 (copies to all Cllrs) Cllrs Taylor & Millener will attend.
T&MBC/KALC Consultation on Council Tax Referendum principles for town and parish councils (copies to all Cllrs) After discussion agreed that it is unfair to cap parish councils at the present time as support grants are to be withdrawn next year. Additionally parish councils are likely to have to take on additional responsibilities from higher authorities. It would take many years to recover from the financial impact on capping.

T&MBC Further information on the 3G Pitch Management (copies to all Cllrs) AGREED no action at present.

T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options and invite for 2 BGPCLlrs to attend related event BGVH 11.10.16 (copies to all Cllrs) AGREED that Cllrs Perry and Mrs Dawson will attend. The consultation period runs 30.09.16 - 25.11.16 and a Public Exhibition will be held in BGVH 4.15 - 6.45pm. After discussion AGREED that leaflets will be prepared and distributed to householders, advertising the event and giving relevant details. For further consideration at the next and subsequent BGPC meetings.

KALC Copy letter from KALC Chairman re economic benefits of east facing slip roads Junct 5 M25 (copies to all Cllrs) Chairman reported further. For consideration at the next meeting.

T&MBC Review of Christmas lighting arrangements and funding arrangements with Parish Councils (copies to all Cllrs) Chairman advised that he will be attending the first meeting of the Overview & Scrutiny Committee on 6 October when these matters will be considered. Agreed that the possible financial implications of the withdrawal of grants must be considered by the Parish Council when determining next year's budget.

N Capon Unacceptable smell and dust emitted from Celcon works, Sevenoaks Road + noise nuisance as raised by Cllr Millener (copies to all Cllrs) Agreed that instances should be logged as a record and referred to T&MBC EHO.

123. **Potters Mede Grounds**

AGREED that the ground would benefit from having increased water supply/standpipes. Chairman will obtain costings.

124. **Potters Mede Pavilion**

RESOLVED to instruct MAS cleaning to clean the carpet in the main hall all as before. Regular 6 monthly cleaning will be considered. Noted that some tiles need to be replaced.

125. **Recreation Ground**

- (i) Right of Way across the car park: all as discussed under item 120 of the agenda.
- (ii) RESOLVED to purchase LEXAN to replace windows and front plaque.

126. **Risk Assessments** No report

127. **Financial Matters**

- (i) All councillors had received copies of the External Auditor's Certificate and Report for the 2015/2016 accounts which were noted.
- (ii) All councillors had received copies of updated Financial Regulations. There was discussion about item 6.17: the occasional need for members or staff to use personal credit/debit cards when purchasing something on behalf of the council. AGREED that although there is awareness of the unlikely but possible abuse, so long as there is transparency, there are occasions when it is expedient to do so and therefore this clause should remain unchanged. RESOLVED that the Financial Regulations as circulated be approved and adopted.
- (iii) All councillors had received copies of updated Standing Orders. RESOLVED that they be approved and adopted.
- (iv) AGREED that as all the online payments are listed and circulated to all councillors each month no further review is required.
- (v) Implications of T&MBC funding arrangements w.e.f 1.4.17 will be considered by the Finance Cttee

MT/SM

SP/TD

MT/all

MT

MT/HW

MT

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128. Isles Quarry Redevelopment

- (i) Pavements have now been constructed and the emergency vehicular access gate closed.
- (ii) Noted that the current clearance of undergrowth at Isles Quarry East is for a topographical survey. After discussion strongly agreed that it would be better for the developer to extend the Isles Quarry West development rather than build on Isles Quarry East, although a parcel of the latter land could be donated for an extension of the doctors' surgery.
- (iii) Chairman advised that he is still trying to obtain a 7/5 tonne limit on Quarry Hill Road.

MT

129. War Memorial

- (i) New road signage is due to be installed in the next few days.
- (ii) The council was pleased to receive a £7,500 Community Enhancement Fund grant from T&MBC towards the cost of constructing the new War Memorial. Chairman will send a letter of thanks to past Councillor Mrs Sue Murray for her help in securing this grant.
- (ii) Chairman advised that an informal wreath laying ceremony at the War Memorial is being planned by a local British Legion representative on Remembrance Sunday.

MT

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

Chairman has spoken with a resident of Quarry Hill Road re the salt bin adj to his property: to make it more aesthetically pleasing it was considered that the best option would be to clad it in timber.

131. Defibrillator

- (i) Cllr Mrs Dawson advised that a powered machine at the railway station has not been agreed by the railway authority but they will give consideration to having an unpowered one.
- (ii) Sevenoaks Community First Responders, in conjunction with SE Coast Ambulance Service and Gatwick Airport propose to put defibrillators outside the Fire Station and the Doctors' Surgery.
- (iii) BORODARA is willing to act as the recipient for any financial donations towards the purchase of the equipment.

TD

132. Cheques for Signature

Online payments:

- £235.00 D Salt - digger hire, Rec.Gd & P Mede (replacement of cancelled chq 3946)
- £74.37 SE Water - supply, P Mede
- £382.00 T&MBC - Rates October 2016, Potters Mede
- £50.00 T&MBC - Rates October 2016, Recreation Ground
- £3410.48 Staff salaries September 2016
- £1521.79 KCC - Superannuation September 2016
- £2627.24 Inland Revenue July - Sept 2016
- £22.50 Green Thumb - late summer treatment, War Memorial site
- £226.94 SE Contracting – Street lighting maintenance September 2016
- £750.00 BGVHMC - office rental Oct-Dec 2016
- £396.90 BGVHMC - hire of hall lunch club July-Sept 2016
- £40.50 BGVHMC - hire of hall foot clinic Oct-Dec 2016
- £77.00 EDF – supply, Potters Mede, October
- £295.61 Ford Lease – vehicle lease October 2016

- 3947 £192.50 K Burrluck - plumbing repair, Rec Ground
- 3948 £480.00 PKF Littlejohn LLP – external audit fee 2015/2016
- 3949 £23.24 Collins Debden Ltd - office diary 2017
- 3950 £5.54 KALC - Publications: additional Good Cllrs Guide
- 3951 £160.75 Cash – Petty cash and tel/BBand reimbursement July - Sept 2016
- 3952 £100.00 COGS – donation, use of church annexe July - Sept 2016
- 3953 £403.00 K Burrluck - clearance of drains and toilet repairs, Potters Mede & Recreation Ground

Bank reconciliation August 2016

B/F Aug 2016	96077.77
VAT	3602.21
Other Receipts Aug 2016	106.16
	<u>99786.14</u>
Less Payments Aug 2016	11961.66
c/f 31/08/16	<u>87824.48</u>

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

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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133 .Written Reports

- (i) Chairman advised that subsequent to the T&MBC Parking Review and in response to complaints received, the disabled bay outside the High Street chemist will be doubled in length and the existing disabled bay at the village hall entrance will be removed.
- (ii) A request has been received for a dog waste bin to be installed in Fairfield Rd j/o Roman Court. Chairman will refer this to T&MBC.
- (iii) Chairman has referred complaint re blocked gullies, Maidstone Road to KCC.
- (iv) Chairman will pass details about complaints re a property in Maidstone Road to Cllr Perry for action.
- (v) **AGREED** to consider purchasing a backpack weed-sprayer to treat weeds generally along the footways and footpaths. This may be made available for use by residents associations. Residents are urged to be particularly attentive to the clearance of weeds outside their properties.
- (vi) Complaints about unsheeted and speeding Robert Body lorries have been received. Noted that the same company has complained about the lengthy process of their current planning application.

MT

MT/SP

134 .Future Dates

- (i) Date of the next Meeting Monday 7 November 2016 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 with two Parish Councillors present on Saturday 5 November 2016 10 – 12 noon

all

MT/CD

135. There were no confidential matters for discussion.

The meeting closed at 9.38 pm