

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 January 2014 in the Annexe to The Church of the Good Shepherd

Present: Cllrs M Taylor (Chairman), L Chown, Mrs S Gould, G Harrington, Ms P Moorecroft, S Perry, T Shaw and M Yianni

There were no members of the public in attendance

157. **Apologies** for absence were received and accepted from Cllrs C Dobson, S Millener, H Willard and T&MBCllr Mrs S Murray

Action

158. **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 174 Chqs. for signature – expenses reimbursement

159. **Minutes of the Meeting 2 December 2013**

RESOLVED that the minutes be approved and signed.

160. **Matters arising**

It is understood that the Police have located the missing BGPC-owned CCTV camera and will refix it to the lamp post j/o Wrotham Rd/Station Road

161. **Period for Public Consultation**

There were no matters

162. **Planning Matters**

- (i) Decisions: None
- (ii) TM/85/1436/R8 & TM/87/1851/R7 Revised landscaping scheme – Ightham Sandpit. No observations
- (iii) TM/13/03824/TEN Upgrade telecom system incl replace pole with 3no antennae pole and replace equipment cabinet with 2no new – My Own 201 Fairfield Rd. Unable to comment because of variance in information on documentation. Clarification will be requested.
- (iii) TM/13/03592/FL Roof over log store – 97 Crouch Lane. No observations
- (iv) TM/13/02265/LB LBA: replace stair, window bay and rear porch + add new dormer – 39 Sevenoaks Rd  
No observations
- (vi) TM/13/03891/FL Loft conversion to create 1<sup>st</sup> floor – 12 Wrotham Rd. No observations

163. **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 November monthly bus updates (copies to all Cllrs)
- KALC Electoral Commission Consultation Standing for Election in the UK – draft response (copies to all Cllrs)
- Kent Police Crime Commissioner's Newsletter, December (copies to all Cllrs)
- T&MBC PPP minutes 14.11.13 (copies to all Cllrs)
- KALC Finance Update: Autumn Statement 2013 (copies to all Cllrs)
- KALC DCLG Notes on Neighbourhood Planning – 8<sup>th</sup> edition (copies to all Cllrs)
- Action with Communities in Rural Kent Annual summary 2012 – 2013 + magazine
- Kent Police Refresh of Police & Crime Plan 2013 -2017. Comments invited (copies to all Cllrs)
- Kent Police E-mail correspondence between Chairman and Kent Police & Crimes Commissioner re local policing (copies to all Cllrs)
- Navigus Planning Journal of Local Planning Issue 13 (copies to all Cllrs)
- KALC Parish News November 2013 (copies to all Cllrs)
- Rural Services Network Rural Services Bulletin (copies to all Cllrs)
- Kent Fire & Rescue Service News and updates (copies to all Cllrs)
- KALC Finance Update (Winter 2013): DCLG Local Government Finance Statement
- KALC Code of Recommended Practice for LAs on Data Transparency (copies to all Cllrs)
- T&MBC Severe weather updates (copies to all Cllrs)
- KCC Planned maintenance by EiS Kent 04.01.14 (copies to all Cllrs)
- Kent Police Meet the Commissioner event 22.01.14 Folkestone (copies to all Cllrs)
- KCC** Transformation programme 'Facing the Challenge' comments invited by 15.11.13 + Chairman's personal response (copies to all Cllrs)

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**163. Correspondence (Continued)**

**Chairman/T&MBC/KCC** All Cllrs had received copies of e-mail correspondence re possible provision of additional football pitches on Robert Body landfill site adjacent to Potters Mede. Chairman gave further information. A planning application for change of use of the land will be required. RESOLVED to submit a planning application in the name of BGPC and pay the £192.50 planning fee which will be reimbursed by BGJFC. Chairman will progress.

**KALC** Consultation on Local Authority parking strategies. Comments by **14.02.14** Available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/263815/parking-consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263815/parking-consultation.pdf) (copies to all Cllrs) After discussion agreed that Chairman will circulate a draft response

**R Brown + BGPC email corres with KHS** Flooding, Wrotham Road. Chairman is arranging a meeting with KHS, T&MBC and Robert Body Haulage and will report back to the parish council. Noted that Robert Body Haulage is currently digging an extra drainage ditch to take surface water from the field

**J Mason + BGPC email corres to Southern Water** Flooding, Hillview Close & Sevenoaks Rd (copies to all Cllrs) There is extreme concern that some residents suffered sewage in their houses or gardens. Southern Water has suggested a meeting to discuss this. Chairman will continue to liaise.

**D Cochrane-Dyett** Concern about possible redesignation of common land, Crouch Lane (copies to all Cllrs) Chairman has written to KCC asking for clarification of ownership of the 'verge' between the road and the exiting fence.

**Office of HM Lord-Lieutenant of Kent** Invite to annual Civic Service Tues 11 March 2014 11am, Canterbury. Agreed that Cllr Perry will attend

MT

MT  
MT

MT

SP

**164. Potters Mede Grounds**

- (i) Chairman reported on repairs to the entrance gate: a new motor has been fitted and prices are awaited for the controller and possible CCTV
- (ii) The car park surface at the entrance to the field will be completed when the weather improves

MT

**165. Potters Mede Pavilion**

- (i) Broadband installation is scheduled for 5 February 2014
- (ii) Cllr Ms Moorecroft was thanked for donating a vacuum cleaner for the Taylor Room
- (iii) Chairman has submitted information required for an Energy performance Certificate from Syntegra

**166. Recreation Ground**

- (i) Southern Counties Fencing have been instructed to install boundary fencing at 13 Lendon Road. Chairman will continue to liaise.
- (ii) Concerns will be advertised that dog walkers are frequently cutting the Bowls Club boundary fence to gain access which is socially unacceptable and costly to the Bowls Club.

MT

**167. Skate Park**

All members had received details of the insurance which is due for renewal in the sum of £1,311.07. RESOLVED that this be agreed.

**168. Financial Matters**

- (i) The 6m internal audit will be undertaken in the new year.

Cllr Shaw left the meeting

- (ii) RESOLVED to make a £500 donation in the 2014/15 F/Y to Borough Green Scouts towards their summer International Camp
- (iii) RESOLVED to make a £300 grant to BGVHMC towards the clearance of the car park soakaway. This will be from the current year's budget. Await receipt of necessary documentation from BGVHMC.
- (iv) All members had received copies of the minutes of a recent Finance Cttee meeting. Item 5(iv) Christmas lights was clarified: the budget will remain the same but the need for a possible increase will be reviewed later in the year if required and kept in mind for future years should other grants be reduced or withdrawn.

There was discussion about item 5(viii) re a contribution towards the J5 Slips. AGREED that payment will only be made if matched by the other participating parishes, therefore the exact amount will be determined at a later date

- (v) All members had received copies of the draft budget for 2014/15 and the Finance Cttee recommendations.

(a) Clerk advised that KCC had subsequently advised of increased superannuation costs w.e.f April 2014. RESOLVED therefore to make adjustments to all budgets for salaries.

(b) Further RESOLVED to include an amount of £7685 in the contingency fund.

(c) RESOLVED that the subscription to Navigus Planning will be continued

168. **Financial Matters (Continued)**

- (d) Following discussion RESOLVED that Skate park maintenance charges will be inclusive of all staffing costs including superannuation and overheads w.e.f April 2014
- (e) RESOLVED to agree all other Finance Cttee recommendations
- (vi) RESOLVED to approve a 2014/2015 Precept of £139,355 equating to £97.15 per Band D property which is no change on the current year

169. **Winter Plan**

Chairman will arrange for the installation of the two new small salt bins

170. **Isles Quarry and 2005 Parish Plan**

No report

171. **T&MBC Local Plan Review**

- (i) All Cllrs had received copies of the Chairman's notes of his meeting with T&MBC and Platt PC representatives. Chairman gave further information advising that more focus appears to be on consultation and transparency which is encouraging.
- Cllr Shaw returned to the meeting
- (ii) All Cllrs had received copies of the Chairman's list of 'Green Areas' in the parish. Any additions will be sent to the Chairman who will then lodge the list with T&MBC.

All/MT

172. **Street Lighting**

An estimate from SE Contracting in the sum of £85.35 to supply and fit a cowl to the street light o/s 44 Annetts Hall was noted. It is understood that the recently replaced lamp is all as before.

173. **Access to Hornet Industrial Estate**

- (i) All Cllrs had received copies of correspondence between the Chairman and T&MBC. There is concern that there is no planning condition attached to the IQW approval regarding the routing of HGVs to/from the site.
- (ii) There was discussion about ways of both deterring and identifying commercial vehicles using Quarry Hill Road: Chairman will obtain cost of appropriate signs and also liaise with the PSCO re possible use of one of the council's CCTV cameras

MT

174. **Cheques for Signature****BACS:**

	£385.57	E-on – street lighting supply November 2013
	£3260.69	Staff salaries December 2013
	£1274.24	KCC - Superannuation December 2013
	£2665.77	Inland Revenue – PAYE/NI Oct – Dec 2013
	£60.00	J Stephens – Websites maintenance December 2013
	£39.66	KCC – grounds maintenance materials
	£687.00	T&MBC - Rates January 2014, Potters Mede
	£226.94	SE Contracting – Street lighting maintenance November 2013
	£768.71	Commercial Services Trading Ltd – mowing (final) P Mede and Rec Gd
	£750.00	BGVHMC – office rental Jan – March 2014
	£631.80	BGVHMC – hire of hall, lunch club Jan – March 2014
	£398.41	E-on – street lighting supply December 2013
3751	£341.96	M Taylor – snow chains & P Mede gate parts (reimbursement)
3752	£62.00	W Graham – plants for FP 407 and around oak tree, Quarry Hill Road
3753	£60.00	B Glew – petrol for vehicle (£50) + grounds maintenance materials (reimbursement)
3754	£168.60	M Taylor – 2no new Union Flags (reimbursement)

**Bank reconciliation November 2013**

B/F Nov 2013	69841.02
T&MBC financial arrangements	3301.50
Other Receipts Nov 2013	<u>2432.29</u>
	75574.81
Less Payments Nov 2013	<u>11522.42</u>
c/f 30/11/13	<u>64052.39</u>

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

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175. **Written reports**
- (a) Chairman advised that during high winds on Christmas Eve two trees fell from Isles Quarry land, blocking Thong Lane. BGPC carried out work to cut them back to allow the road to re-open. Chairman has advised Crest Nicholson: AGREED that they will be invoiced the £200 cost incurred.
  - (b) All Cllrs had received copies of the Chairman's report on the recent NALC/DCLG Local Democracy All Party Parliamentary Group meeting re: 'Parish Proposals Under the Sustainable Communities Act 2007'. His proposal to give parish councils more statutory power in planning was well received and will be included in the NALC submissions to DCLG..
  - (c) It was noted that the Liberty Church is wanting to expand on its community involvement based at BG Village Hall. There was some discussion about possible use of the Parish Office. Agreed to await a formal request.
  - (d) Chairman advised that the Union flags at the library and Baptist Church are extremely worn. RESOLVED that these be replaced.
176. **Venue of future meetings**  
After discussion agreed that future BGPC meetings will be held in the Church Annexe
177. **Future dates**
- (i) Date of the next Meeting Monday 3 February 2014 commencing at 7.30 pm 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 1 February 2014 10 – 12 noon
  - (iii) The Annual Parish Council Meeting will be held at 8pm on Tuesday 6 May 2014 in the Church Annexe
  - (iv) The Parish Meeting will be held at 8pm on Monday 28 April 2014 in the small room of Borough Green Village Hall. Chairman will arrange the booking.
  - (v) There was some discussion about the possible regular change of date of future parish council meetings if the Chairman is elected as a Borough Councillor at the forthcoming election.
178. There were no confidential matters for discussion.
- The meeting ended at 9.51 pm

All

All

TS/GH

All

All

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