

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Tuesday 9 January 2018 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs A Easthope, Mrs S G Gould, Mrs J Matthews, S Millener S Perry, T Shaw (late arrival), H Willard, B Włodarczyk and KCCllr H Rayner.

There was 1 member of the public in attendance

Action

178. **Apologies for Absence** None

179. **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 item 185(iv) P Mede: mowing & (vi) football pitches

Cllr Mrs Gould declared an interest in item 189(iv) P Mede: Christmas lights

180. **Minutes** of the Meeting 4 December 2017: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

181. **Matters Arising** None

182. **Planning Matters**

(i) **Decisions**

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

(ii) TM/17/03333/FL First floor & roof extension (resubmission of TM/17/01569/FL) -154 Maidstone Rd
No observations

(iii) Early Partial review of Kent Minerals & Waste Local Plan. Noted

(iv) TM/17/03475/FL Demolish garage, side extension, porch and steps - 7 Harrison Rd No observations.

(v) TM/17/03453/FL Extension - 9 Tolsey Mead. No observations.

(vi) TM/17/01811/FL Change of use from PH to retail and residential - 49 High St. Noted that this is likely to be recommended for refusal.

183 **Period for Public Consultation**

KCCllr Rayner advised of change of KCC Cabinet members. The cut in bus subsidies has been delayed until possibly late 2018/early 2019. A community bus service may still be considered at a later date.

184 **Correspondence**

Noted:

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

Rural Services Network News Bulletins (copies to all Cllrs)

T&M KALC Agenda 4.1.18 (copies to all Cllrs)

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

KALC Updates to Legal Topic Notes (copies to all Cllrs)

KALC Draft minutes AGM 18.11.17 (copies to all Cllrs)

KALC Parish News December 2017 (copies to all Cllrs)

KCC Monthly bus updates Nov.2017 (copy to all Cllrs)

T&MBC Area 2 Planning mtg 24.01.18. Next mtg 28.02.18. (copies to all Cllrs).

T&MBC Area 2 Planning cttee agenda 13.12.17 (copies to all Cllrs)

KCC Community Transport Grant Scheme application form (copies to all Cllrs)

T&MBC Y2 Report 2017 (copies to all Cllrs)

KALC NALC Bulletin: Local Govt. Finance Settlement (copies to all Cllrs)

KCC Community Policing Volunteer pilot project (copies to all Cllrs)

KALC Draft minutes AGM 18.11.17 (copies to all Cllrs)

KALC Kent Police Rural Liaison Report (copies to all Cllrs)

KCC English National Concessionary Travel scheme passes renewal (copies to all Cllrs)

Lord-Lieutenant of Kent Invite to Civic Service 20.03.18 Cllr Perry will attend (copies to all)

KALC New NALC legal briefing on the Data Protection Officer (copies to all Cllrs) The Internal Auditor will give further advice as soon as it becomes available.

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Correspondence (Continued)

KALC DfT consultation - Proposals for the Creation of a Major Road Network Cllr Shaw will consider this further and report back to the council.

T&MBC Off-street parking fees proposals for Borough Green were noted. Agreed that a differential must be maintained with the railway station car park which must remain lower

TS**185 Potters Mede Grounds and Pavilion**

(i) Car Park: the barrier gate has now been chained as the padlock was vandalised. All hirers have keys. Chairman proposed that approval be given to the adjacent business Star Platforms for 1/2 cars to be parked daily in P Mede car park with an extra 6 approx once a month. RESOLVED at a charge of £200 pa. They will be given a car park key.

RESOLVED to purchase 6 no bags of tarmac for the entrance.

(ii) Competitive quotations for regular professional tree inspections are awaited.

(iii) 'Potters Mede Promotions' group. No report

(iv) Chairman advised that the grounds maintenance staff are very enthusiastic about taking on the mowing of BGPC grounds. All Cllrs had received copies of a quotation from Godfreys in the sum of £6,551.08 + VAT for a John Deere X590 54" triple blade tractor mower plus a 21" Honda Driven walking mower. Maintenance and annual servicing will be extra. There was discussion about possible hiring out of the tractor to neighbouring parishes; an on-site demonstration by the retailer; purchase of a second-hand machine instead and sale of obsolete mowing equipment. Chairman will make enquiries re these points. Alternative quotations are awaited.

Cllr Willard met Landscape Services on site who agreed with some shock that there had been some damage to the ground. They will re-seed and re-fertilise the damaged areas F.O.C.

Clerk will obtain information about possible training for staff in grass maintenance.

(v) Chairman advised that the provision of an additional pitch adjacent to Potters Mede must be delayed until the direction of the Local Plan is known.

(vi) Agreed that the pitches will be used by Potters FC and BGJFC 2018/2019 season. Any additional use of the senior pitch will be decided in the Spring when pitch conditions are apparent.

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MT****MT****186. Recreation Ground**

(i) Mowing: as item 185(iv)

(ii) Agreed that BGJFC will use the pitch 2018/2019 season.

(iii) Tree inspections: as item 185(ii)

(iv) Bowls Club lease: No report

(v) Driveway post: as it has been impossible to drill through the concrete, RESOLVED to install a lockable hinged, drop-down post at approx. £40.

The log is being monitored by the grounds maintenance staff

Chairman will carry out repairs to the play area gate closer.

(vi) RESOLVED to purchase 1 no bag type one aggregate

(vii) Chairman proposed that the quotation from Landscape Services for monthly play area inspections @ £40.59 per occasion be accepted. RESOLVED

MT**MT****MT****MT****187. Village Enhancements**

(i) RESOLVED to purchase 2 no bags of salt from Travis Perkins.

(ii) Additional signs and hedge cutting has greatly improved pedestrian safety.

A wider handrail at the end of the footpath will be fitted.

Noted that maintenance of the cul-de-sac highway is the responsibility of the residents as it is a private road.

Station Road: a price is awaited for upgrading the existing street lighting.

MT**MT****188. Street Lighting**

(i) The council's contractor has advised that the light o/s 2 Staleys Road requires a replacement column. A quotation has been requested. Agreed that an LED lamp is required.

(ii) The council's contractor has advised that a light in Monkton Road requires a replacement lantern. A quotation has been requested. Agreed that an LED lamp is required.

(iii) A quotation is still awaited for changing the lights in Station Road to LED heads plus a new light opposite Spencers Cottages

(iv) All Cllrs had received copies of a quotation for street lighting maintenance from PSR Lighting & Signs. Agreed that this will be considered at the next meeting.

189. Precept 2018/2019

- (i) Financial information from T&MBC and the Band D equivalent council tax base was noted.
- (ii) The internal auditor's 6m report is awaited.
- (iii) Clerk had circulated a 7m budget outturn 2017/2018 and a draft budget 2018/2019.
- (iv) All Cllrs had received copies of the minutes of a recent meeting of the Finance Cttee, All recommendations made by the Finance Cttee, as detailed in the minutes of the committee meeting, were fully considered. It was RESOLVED to approve w.e.f. 1.4.18: all donations as listed including increased donation to the Christmas lights of £1,500; Increased hire of football pitches - Rec Gd £400/season, P Mede £600/season for all clubs; increased hire charge for P Mede £17.50/hr (existing bookings to be honoured at current rate). RESOLVED to approve adjustments to the expenditure and income budgets, and the capital items, all as listed in the minutes of the Finance Cttee. Meeting.
It was RESOLVED to approve use of Chairman's allowance for reimbursement of the rent paid to host the websites @ £50 per site.
It was RESOLVED to approve purchase of new office computer with portable device, SurfacePro, Windows, One-Drive and Office 365
RESOLVED to approve staff salaries for 2018/2019:
Redacted see Part 2
- (v) RESOLVED to approve the draft budget received at 189(iii) above and all the Finance Cttee recommendations for 2018/2019 as detailed in the Finance Cttee minutes. RESOLVED to agree a Precept figure of £169,570 which represents a 2.69% increase.

190. Vacancy BGPC

T&MBC has advised that no election has been called. Co-option notices will be displayed.

191. H+H Celcon Western Extension T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options

- (i) Noted that the T&MBC Draft Plan has been deferred again
- (ii) The rebuttal document for 'Borough Green Garden City' has been adopted by the Parish Alliance: all parishes will lodge this at the same time, towards the end of the consultation period. Agreed that T&MBC must be pressed for a relief road with a legally-binding contract with affected landowners; proper 'A' road status; contamination investigation; traffic survey etc beforehand.
- (iii) Cllr Shaw has circulated a template letter to the Dept of Transport asking for consideration of inclusion into the Highways England Road Investment Strategy 2020-25 Route Strategies, the re-instatement of the missing slip roads in the vicinity of M25 Junction 5 Sevenoaks, Kent. Councillors and residents are urged to send.

192. Defibrillator

Cllr Perry will progress installation of the second BGPC defibrillator.
Noted that a defibrillation has been installed outside the fire station in Western Road.

193. Written Reports

- (i) All Cllrs had received copies of 3no draft risk assessments for BGPC working areas. Another for village enhancement areas is being prepared. For consideration at the next meeting.
- (ii) Noted that lighting outside the village hall is being improved.
- (iii) Noted that because of an underground leak the toilets in the village hall car park are temporarily closed.
- (iv) A plan of the proposed BG Garden City was viewed and noted.
- (v) The fast-food shops in Western Road will again be asked to clear up litter outside their shops each day.
- (vi) Agreed to monitor tidiness of the bottle bank site in the station yard.
- (vii) It was agreed that Network rail and the Co-op Stores are responsible for the maintenance of the highway, Station Approach.

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- 194 **Cheques for Signature**
- (i) Online Payments:
- | | |
|----------|--|
| £371.02 | E-on – street lighting supply November 2017 |
| £3488.91 | Staff salaries December 2017 |
| £410.00 | T&MBC - Rates Jan 2018, Potters Mede |
| £1509.07 | KCC - Superannuation December 2017 |
| £2543.06 | Inland Revenue PAYE Oct-Dec 2017 |
| £786.34 | Wrotham PC – Skate Park maintenance November 2017 |
| £383.38 | E-on – street lighting supply December 2017 |
| £2704.27 | Commercial Services Trading Ltd – fertilising & moss treatment, P Mede/Rec Gd. |
| £401.50 | Commercial Services Trading Ltd – cutting hedges A227/A25 |
| £132.23 | Travis Perkins - materials for P Mede car park |
| £22.50 | Green Thumb - autumn/winter treatment, War Memorial site |
| £437.90 | Viking Direct – printer consumables |
| £95.00 | EDF – supply, Potters Mede, Jan 2018 |
| £12.00 | EDF – supply, Recreation Ground, Jan 2018 |
| £295.61 | Ford Lease – vehicle lease January 2018 |
| £80.00 | WEX Europe Services (UK) Ltd – petrol for vehicle |
- 4032 £300.00 T&MBC - Y2 2017 contribution
- 4033 £18.00 B Glew - puncture repair (reimbursement)
- 4034 £140.00 MAS Cleaning - carpet clean, Potters Mede
- 4035 £185.00 SLCC – 2017/2018 subscription
- 4036 £44.97 B Glew - vehicle & P Mede expenses (reimbursement)

Bank reconciliation November 2017

B/F Nov 2017	179973.26
Receipts Nov 2017	<u>375.45</u>
	180348.71
Less Payments Nov 2017	<u>13298.87</u>
c/f 30/11/17	<u>167049.84</u>

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

195. **Future Dates**

- (i) Date of next meeting Monday 5 February 2018 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 3 February 2018 10 - 12 noon.

All

JM/SG

196. **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**

Further information was given about the recommendations, contained in the Precept supporting documentation, from the Finance Cttee for salary increases for all staff w.e.f 1 April 2018

The meeting closed at 21.17 hrs