

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 August 2015 in the Annexe to The Church of the Good Shepherd.

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

There were no members of the public in attendance.

Action

62 **Apologies for Absence** None

63. **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.

64 **Minutes of the Meeting 6 July 2015**: All members had received copies of the minutes which were approved and signed as a true record. RESOLVED.

65 **Matters Arising**

Item 48 KALC Pilot Local Warden Support Officer Scheme: meeting: Chairman was unable to attend

Item 52(i) Parish Vehicle: Chairman awaits payment for the old vehicle before it is transferred

Item 52(iii) Parish Vehicle: Noted that the lessor has agreed for signwriting the new van but the vehicle must be restored to its original condition when the contract is terminated.

MT

66. **Period for Public Consultation**

Cllr Shaw advised that residents of Fairfield Road have expressed concern about the increase in dust from vehicles using Celcon: AGREED that Chairman will write to the company and meet with them to discuss. He will also discuss concerns about parking of lorries in the layby outside the Celcon site and lorries being through the village.

MT

67. **Planning Matters**

- (i) **Decisions**
None
- (ii) TM/15/02192/CRD Details of compliance with approved details for Area 3: condition 16(d) of TM/11/1191/FL - Isles Quarry development: Noted
- (iii) TM/15/02149/FL Extension, bay window and garage conversion - 49 Crouch Lane. No observations
- (iv) 34 Maidstone Road 3no additional houses: Chairman advised that an Article 13 application for planning permission has been incorrectly served on Wrotham PC. Chairman has liaised with T&MBC: await a similar notice to BGPC.
- (v) Crickets Farm: Chairman advised that O'Keefe Construction are holding discussions about the Rerouting of MR244.

68. **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)
KALC Parish News July 2015 (copies to all Cllrs)
BMPOS Agenda meeting 09.07.15 (copies to all Cllrs)
KCC Monthly bus updates June 2015 (copies to all Cllrs)
DCLG Notes on Neighbourhood Planning (copies to all Cllrs)
Kent Police Mobile Police station dates (copies to all Cllrs)
KALC T&M Area agenda 13.08.15 (copies to all Cllrs)

High Weald Councils Aviation Action Group Updates & minutes of the meeting 14.07.15 (copies to all Cllrs) Cllr Perry reported: a KCC and Boroughs' Aviation Policy is being produced. AGREED in principle that BGPC should become a full member of the Action Group. For further consideration at the next meeting.

T&M Green Party Community Assets List: call to consider properties for inclusion (copies to all Cllrs) T&MBC will be asked to clarify scope of the buildings and sites that could be included. For further consideration at the next meeting

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Correspondence (Continued)

T&MBC Playground safety: entrance gates (copies to all Cllrs) Chairman advised that the Rec Gd gate does not present any problems and no comments from Landscape Services have been received in this respect.

Barton Willmore Housing proposals near Borough Green (copies to all Cllrs) AGREED to await the Issues & Action Report. Further AGREED to refrain from including the name of 'Borough Green' when referring to this proposal and encouraging other interested parties to do the same.

69. **Potters Mede Grounds**

Soil test results: Cllr Willard has liaised with Landscape Services who will send him the results. For consideration at the next meeting

HW

70. **Potters Mede Pavilion**

- (i) Cllr Millener will be asked for an update on information from ACE Ventilation regarding alterations required to the ventilation system
- (ii) Some adjustments may have to be made to the double doors in the main hall to enable them to be opened
- (iii) Consideration will be given to having the floor tiles in the main hall industrially cleaned

MT/SM

MT

MT

71. **Recreation Ground**

- (i) All Cllrs had received copies of the annual play equipment inspection report and risk assessment from Wicksteed Leisure: there are no 'high priority' matters for attention.
- (ii) The steel security door to the Memorial Pavilion toilet has been fitted. Anti-vandal paint has been applied to the fences to the rear of the pavilion and signs displayed.
- (iii) 1no litter bin and spare liners have been received. Chairman will construct outer frames for additional bins.
- (iv) RESOLVED that the parish council vehicle may be used to transport donated carpet tiles to the Doctors' Surgery. Cllr Millener will arrange for this to be done.

MT

SM

72. **Street Lighting**

The results of the periodic electrical testing report are awaited.

73. **Financial Matters**

The year-end internal audit report is awaited.

74. **Isles Quarry Redevelopment**

- (i) The haul road has been adopted: it is now a public road and signs have been displayed.
- (ii) It is understood that T&MBC Planning officers are pressing for a 7.5tonne limit to be imposed on Quarry Hill Road.

75. **War Memorial**

- (i) Chairman advised that the four utility companies have confirmed that there are no services under the Western Road grass triangle
- (ii) The proposed War Memorial Plan will be modified to include foundations: a Section 50 application will then be lodged with KCC.
- (iii) Only 2no stonemasons have indicated willingness to quote for commemorative inscriptions
- (iv) Subsequent to receipt of the above quotations, another working party meeting will be held.

MT

76. **Oak Tree - Quarry Hill Road/Rock Road**

- (i) The tree has been removed. The stump will be removed and the planter dismantled later this month
- (ii) Some logs have been saved for benches and plaques in the village. Chairman has the AA badge for safe-keeping.
- (iii) T&MBC has given some advice re a suitable replacement tree. Further advice is awaited from KCC and The Men of the Trees. A public consultation will then take place.

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77. Cheques for Signature

BACS:

£379.00	T&MBC - Rates August 2015, Potters Mede
£50.00	T&MBC - Rates August 2015, Recreation Ground
£3363.58	Staff salaries July 2015
£1501.55	KCC - Superannuation July 2015
£48.19	Kent Aluminium – RGd & P Mede maintenance materials
£226.94	SE Contracting – Street lighting maintenance July 2015
£343.38	Wrotham PC – Skate Park maintenance
£1620.00	SE Contracting – Street lighting Periodic Testing
£2452.31	Commercial Services Trading Ltd – mowing, Rec Gd/P Mede (interim)
£72.00	Wicksteed Leisure Ltd – Annual playground inspection and risk analysis
£79.80	EJP Fire Protection Ltd – Annual service inspection, Potters Mede

D/D:

£11.00	EDF – supply, Recreation Ground
£469.00	EDF – supply August payment, Potters Mede
£50.06	WEX Europe Services (UK) Ltd – petrol for vehicle
£295.61	Ford Lease – vehicle lease August 2015

3869	£35.00	Information Commissioner's Office – Data Protection fee 2015/16
3870	£106.54	Brook Security - CCTV maintenance, Potters Mede 2015/2016
3871	£1008.10	Rite Industrial Doors Ltd – Balance for steel door, Rec Gd
3872	£320.40	AJ Products (UK) Ltd - Litter bin and liners, Recreation Ground

Bank reconciliation June 2015

B/F June 2015	115077.33
VAT Refund	2182.26
Other Receipts June 2015	<u>734.57</u>
	117994.16
Less Payments June 2015	<u>6803.38</u>
c/f 30/06/15	<u>111190.78</u>

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

78. Written Reports

None

79. Future Dates

- (i) Date of the next Meeting Monday 14 September 2015 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 10 – 12 noon Saturday 12 September 2015 with two councillors present

80. There were no matters for discussion in committee

The meeting closed at 8.38 pm

**all
MT/CD**