

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 November 2018
at Potters Mede

Present: Cllrs Taylor (Chairman), Mrs A Easthope, Mrs C Hurlll, S Millener, S Perry, J Reading,
T Shaw and B Wlodarczyk.

There were eight members of the public in attendance and KCCllr Rayner

Action

121. **Apologies for Absence** Cllrs L Chown, Mrs S Gould and H Willard

122 **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.

Chairman declared an interest in item 139 Cheques for signature

123 **Minutes of the Meeting 1 October 2018**

All members had received copies of the minutes: item 110(i) delete Potters Mede add Recreation Ground. The amended minutes were approved and signed as a true record.

124 **Matters Arising** None

125. **Period for Public Consultation**

- (i) The positions and wording of signs in the Recreation Ground, and publicity in The Voice re dog fouling is considered inappropriate by some. Chairman stressed that it is appreciated that there are many responsible dog owners. However, strong words are needed to deter offenders and a complete ban in BGPC controlled areas would be a last option and only after public consultation
- (ii) A resident stated that to spend a considerable amount of money on improved watering arrangements at Potters Mede is not right and the council should reconsider this.
- (iii) KCCllr Rayner reported on the Big Bus Conversation Summit and the KCC Utilities Sub-cttee: UKPN has indicated that sub-stations in the area are at capacity.

Chairman proposed that item 134 of the agenda be taken next. Agreed.

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.

134. **T&MBC Local Plan**

- (i) Chairman reported from the Parish Alliance.
- (ii) Chairman presented 4no reports on contamination; viability; landfill gas and air quality. RESOLVED that these be submitted when evidence on the Local Plan is given.
- (iii) All Cllrs had received copies of a draft letter to the Parish Alliance: after discussion one amendment was made and the letter agreed.

Cllr Shaw left to attend another meeting.

Chairman moved that the meeting be continued in the public domain and members of the public were re-admitted.

- (iv) Chairman advised of his repayment of £300 for banners (July 2018) as this has been reimbursed by Wrotham PC.

126. **Planning Matters**

- (i) **Decisions**
Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)
- (ii) Report on H+H Celcon - Replace PFA with imported silica sand TM/0414/2018. Chairman advised of this application and KCCllr Rayner reported that planning consent has been granted. It is understood that assurance has been given that transported sand will be covered..
- (iii) TM/18/02303/TPOC Tree surgery - Church of the Good Shepherd, Quarry Hill Rd. Observations: Crowns of outer trees should be reduced to preserve street scene, increase natural light to church and enable future maintenance. Chairman advised that an amended application may be submitted.
- (iv) TM/18/02192/LB LBA: extension - 91 Station Road. No observations
- (v) TM/18/02406/FL First floor extension - 19 Tolsey Mead. No observations

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Planning Matters (Continued)

- (vi) TM/18/02434/FL Garage conversion - 23 Normanhurst Road. No observations
- (vii) TM/18/02490/FL Extension - 90 Sevenoaks Road. No observations
- (viii) TM/18/02539/FL Extensions - 2 Tolley Mead. No observations
- (ix) TM/18/02550/FL Extension & external alterations - 4 Annetts Hall. No observations
- (x) TM/18/02951/FL Alterations - 'Oaktrees' Wrotham Road. Chairman gave information on this forthcoming outline application. AGREED that this application should be deferred pending a highways report. There was further discussion about related storage and vehicle wash-down facilities. Chairman will liaise with Wrotham PC to prepare a response.

127. Correspondence

Noted:

- Kent Can Regular newsletters and funding (copies to all Cllrs)
- Rural Services Network News Bulletins (copies to all Cllrs)
- NALC Bulletin on recent developments and meetings (copies to all Cllrs)
- KALC KCC budget 2019/20 consultation (copies to all Cllrs)
- BMPOS Mins of mtg 26.4.18 and agenda 11.10.18 (copies to all Cllrs)
- KCC Community Transport grant scheme (copies to all Cllrs)
- T&MBC Christmas lights - road closure information (copies to all Cllrs)
- KALC Kent Nature Ptnrship newsletter Autumn 2018 (copies to all Cllrs)
- Kent Police Counter terrorism bulletin Oct. 2018 (copies to all Cllrs)
- T&MBC Area 2 Planning cttee agendas 7.11.18 (copies to all Cllrs)
- Action with Communities in Rural Kent AGM 13.11.18 (copies to all Cllrs)
- M Heaven Photo: BGFC team 1928/29 (copies to all Cllrs)
- Skate Park Cttee Inspection report Oct 2018 (copies to all Cllrs)
- KALC Kent Police & Crime Commissioner newsletter (copies to all Cllrs)
- KCC Bus update Sept 2018 (copy to all Cllrs)
- T&MBC On-street parking change Fairfield Road (copies to all Cllrs)
- T&MBC Review of Polling Districts (copies to all Cllrs)

KALC AGM attendance 17.11.18 (copies to all Cllrs) Chairman and Cllr Shaw will attend

MT/TS

128. Potters Mede Grounds and Pavilion

- (i) The condition of the grass has greatly improved
- (ii) RESOLVED to arrange for Godfreys Ltd to service the ride-on mower
RESOLVED to purchase a new battery for the Viking mower and then sell it as it is no longer required.
- (iii) RESOLVED to make a charge of £500 for BGJFC use of the lower pitch this season.
- (iv) Cllr Millener explained possible improved watering arrangements of pitches using recycled water. There would be minimum costs. He will obtain a quotation for consideration at the next meeting.
- (v) Flower arranging: RESOLVED to agree to a request from Borough Green Flowers for use of 2no changing rooms 29-31 March 2019 at a charge of £10/hr.
Caravan Club rally: RESOLVED to agree to a request for use of the premises 28 Dec 2018 - 1 Jan 2019 at a total charge of £880.
- (vi) RESOLVED to accept the new monthly EDF charge of £331
- (vii) Agreed that the adjacent company Star Platforms may cut boundary hedge and install a light and CCTV, run from their system, for extra security when they use Potters Mede car park - all as previously agreed

SM

129. Recreation Ground

- (i) Bowls Club lease: no report

130. Village Enhancements

- (i) Station Road pedestrian safety: No report
- (ii) The war memorial dedication ceremony was very well attended.
A wreath laying ceremony will take place at 10am on Remembrance Sunday 11 November

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131. **Street Lighting**

- (i) RESOLVED to accept a quotation from Streetlights to replace lanterns in Fairfield Rd and on the Staleys Rd/Rock Rd FP in the total sum of £770 + VAT.
Further RESOLVED to instruct Streetlights to repair the light on the Landway/McDermott Rd FP.
- (ii) Chairman will inspect and report on trees overhanging the light on the Landway/Harrison Rd FP

MT

132. **Public Conveniences**

T&MBC has now renewed the current contract for the maintenance of facilities in BGVH car park for a further year. However, Clerk will ascertain current costs for future possible guidance.

133 **Financial Matters**

- (i) External Auditor's report - as reported last month under item 113.
- (ii) Internal Auditor's year-end report 2017/2018- all Cllrs had received a copy which was noted
- (iii) Comments on the Internal Auditor's report regarding GDPR, encryption of data and the management of data were particularly noted.
- (iv) Grant for Christmas lights 2018: RESOLVED, if possible, to pay direct for the cost of the cherry picker plus give an additional donation up to a total amount of £1,000.
- (v) A meeting of the Finance Cttee will be held at 7.30pm Friday 30 November 2018 in the Parish Office.
- (vi) Precept requirements 2019/2020: any Cllr wishing to put forward a project for consideration should advise the Clerk by 30 November 2018

MT/SG
TS/SM/HW

all

135 **Standing Orders**

All Cllrs had received copies of the Model Standing Orders 2018 and subsequent amendments. Agreed that these be adopted in principle but further detailed consideration will be given.

136. **Defibrillator**

No report

137. **H+H Celcon Ltd**

- (i) Cllr Millener is awaiting a response from T&MBC regarding noise nuisance.
- (ii) It is understood that T&MBC has received complaints from residents of Dene Lodge about high emission noise

138. **Written Reports**

- (i) All Cllrs had received copies of the Chairman's report on the recent Highways Seminar.
- (ii) Chairman and Cllr Millener advised of their meeting with a new contact at Southern Water. A further meeting has been arranged.

MT/SM

139. **Cheques for Signature**

Online Payments:

£371.45 E-on – street lighting supply September 2018
£3619.89 Staff salaries October 2018
£1600.26 KCC - Superannuation Oct 2018
£3276.00 CJS Plants - Winter Hanging baskets 2018
£20.25 Kent Aluminium - P Mede maintenance materials
£374.30 David Buckett- final audit fee 2017-2018
£392.53 Wrotham PC – Skate Park maintenance Aug/Sept. 2018
£104.41 Wrotham PC – Skate Park maintenance October 2018

£91.00 WEX Europe Services (UK) Ltd – petrol for mowers
£105.32 WEX Europe Services (UK) Ltd – petrol for vehicle
£100.00 WEX Europe Services (UK) Ltd – petrol for mowers
£295.61 Ford Lease – vehicle lease November 2018
£331.00 EDF – supply, Potters Mede, November 2018
£15.00 EDF – supply, Recreation Ground, November 2018
£6.00 EDF – supply, Rec. Gd: increased cost, Sept.& Oct 2018

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Cheques for Signature (Continued)

4097	£25.50	Collins Debden Ltd - office diary 2018
4098	£123.95	B Glew - angle grinder and drill (reimbursement)
4099	£67.72	M Taylor - road closure signs (reimbursement)
4100	£204.00	L&G Signs Ltd - Dog fouling signs, P Mede & Rec Gd
4101	£67.72	M Taylor - road closure signs (balance reimbursement)
4102	£260.00	Door2Door - 2no tyres for van

Bank reconciliation September 2018

B/F Sept 2018	155895.10
Precept	84785.00
Other Receipts Sept 2018	<u>498.45</u>
	241178.55
Less Payments Sept 2018	<u>9546.81</u>
c/f 30/9/18	<u>231631.74</u>

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

140. Future dates

- (i) Date of the next meeting Monday 3 December 2018 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 December 2018 10 – 12 noon

all

MT/AE

141. There were no further confidential matters for discussion.

The meeting closed at 9.10 pm