

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 December 2016 in the Annexe to The Church of the Good Shepherd.

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

There were three members of the public in attendance

**Action**

157. **Apologies for Absence** None

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 Willard declared an interest in items 164 and 165 Potters Mede grounds and pavilion

Cllr Mrs Gould declared an interest in item 170 Christmas Lights

159. **Minutes of the Meeting 7 November 2016:** All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

160. **Matters Arising** None

161. **Period for Public Consultation**

Proposed development - right of access across Rec. Gd. Car park to adj. 'Ingleside': Mr Bailey advised that the existing draft agreement is his last offer and is concerned that the parish council is not able to give agreement. Litigation seems to be the next option. Councillors stressed that it is not the council's intention to block the request but the wording of the Deed of right of way across the council's land must be satisfactorily resolved. There was considerable discussion about the right of access; use of the car park by residents/visitors to the 'Ingleside' site and occasions of obstruction of the existing right of way. It was also noted that Mr Bailey has lodged a planning application to construct a direct access onto the A25 Maidstone Road from 'Ingleside'. AGREED that Mr Bailey will instruct his solicitor to prepare revised wording for the Deed which is hoped will be acceptable to the parish council. Further AGREED that to avoid an increasing debt, the parish council's solicitor will be instructed to suspend work in this connection until the result of the above mentioned planning application is known. If that application should be refused Mr Bailey will be required to settle the outstanding parish council's solicitor's fee before work recommences.

162 **Planning Matters**

(i) **Decisions**

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

(ii) TM/16/03013/FL Amended block plan, Demolish study and construct two storey extension - 82 Crouch Lane. Agreed that all previous objections still stand.

(iii) TM/16/03276/FL Replacement garage - 17 Harrison Road. No observations.

(iv) TM/16/03084/FL Equipment store - land adj 23 Conyerd Road. Chairman conveyed concerns of nearby residents. All Cllrs had received copies of a draft response from the Chairman which was agreed: No objections in principle but concerns that the proposal may lead to unacceptable development of Greenbelt land. As a preference it is suggested that the building is relocated slightly; woodland work is in accordance with advice from T&MBC and that development of Greenbelt/AONB needs special circumstances for approval and with a strict restriction that prohibits all Permitted Development Rights.

Cllr Shaw arrived

(v) TM/16/01245/FL Variance of condition 13 of approval TM/14/03560/FL: copy of delivery strategy & ground condition report - 4 Wrotham Road. All Cllrs had received copies of a draft response from the Chairman which was agreed: the applicant's efforts to improve public safety on the site is welcomed but refusal of the application is strongly recommend until previous conditions are implemented regarding the access and one-way system for HGV deliveries.

(vi) TM/16/03425/FL Demolition of garage and stable building and erection of replacement garage - 'Little Harps', Crouch Lane. No observations.

(vii) TM/16/02257/FL Vehicular access to serve existing dwelling and proposed development - 34 Maidstone Road. Chairman advised of this application lodged but not yet received by BGPC. After some discussion agreed that Chairman will discuss this with T&MBC Planning officers.

**MT**

**163. Correspondence****Noted:**

Kent Can Regular newsletters and funding (copies to all Cllrs)  
 Rural Services Network News Bulletins (copies to all Cllrs)  
 KCC Survey on bus services in Kent (copies to all Cllrs)  
 KCC Inside Track newsletter no 242 (copies to all Cllrs)  
 T&MBC Cancellation of JTB meeting 28.11.16 (copies to all Cllrs)  
 Kent Police Weekly Rural policing updates Nov. 2016 (copies to all Cllrs)

T&MBC PPP agenda 17.11.16 (copies to all Cllrs)

Kent Police Questionnaire re 'Restorative Justice' (copies to all Cllrs)

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

Kent Police 'Watchout' publication Winter 2016 (copies to all Cllrs)

KCC Draft budget & council tax proposals 2017/2018 consultation (copies to all Cllrs)

KCC Community Warden report Oct. 2016 (copies to all Cllrs)

KCC Update on highways works A25 Wrotham Heath (copies to all Cllrs)

KCC Temporary road closure A25 Borough Green Road (copies to all Cllrs)

**T&MBC** All Cllrs had received copies of a BT proposed removal of selected public telephone boxes incl j/o The Avenue/The Crescent. Chairman will continue to liaise with the T&MBC Officer. For further discussion under item 176 of the agenda.

**MT**

**KALC** All Cllrs had received copies of a KCC/KALC letter re Volunteer Support Warden Scheme. Agreed no further action at present.

**Ms C Stone** All Cllrs had received copies of a letter of authorisation to erect a village sign on private land adj to A25 Borough Green Road together with a draft reply from the Chairman. Agreed.

**164. Potters Mede Grounds**

RESOLVED to accept a quotation from Landscape Services for mowing 2017 in the sum of £83.35/cut. Agreed that a mowing log will be cut and Landscape Services instructed to advise the parish council if unable to attend scheduled visits.

**165. Potters Mede Pavilion**

- (i) Chairman has written to BGJFC about recent incidents of leaving the premises in a poor state.
- (ii) An offer to purchase a second-hand vacuum cleaner was considered but agreed that if additional equipment is required it will be purchased new.

**166. Recreation Ground**

- (i) Right of Way across the car park in connection with the proposed 'Ingleside' development: all as discussed under item 161 of the agenda. RESOLVED to ratify all decisions agreed under that item.
- (ii) Quotations for the repair of the spring rocker unit in the playground were received in the sums of: £323.71 + VAT Wicksteed Leisure  
£764.58 + VAT Landscape Services  
RESOLVED to accept the quotation from Wicksteed Leisure.
- (iii) RESOLVED to accept a quotation from Landscape Services for mowing 2017 in the sum of £43.95/cut.
- (iv) RESOLVED to accept a quotation from Landscape Services for playground inspections 2017 in the sum of £39.41/visit.

**167. Risk Assessments**

Chairman and Cllr Mrs Dawson will work to prepare these for BGPC working areas.

**MT/TD****168. T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**

- (i) The parish council's submitted response had been circulated to all Cllrs and agreed. Chairman advised that he has a meeting with Roger Body and H+H Celcon this week re the Local Plan and the proposed 'Borough Green garden City'.
- (ii) All Cllrs had received copies of a letter sent to T&MBC from KALC which was noted.
- (iii) Agreed: no further action

**169. Traffic Study**

RESOLVED to commission a traffic survey into the capacity of the Whitehill and Darkhill roundabouts with particular regard to any possible future large-scale developments in the surrounding area. It is estimated that this will cost £1,000/£1,500 approx which will be borne equally by the three parishes of Borough Green, Wrotham and Platt.

**170. Christmas Lights**

- (i) RESOLVED to increase the council's donation towards the 2016 lights to £1,000.
- (ii) Thanks were expressed to the Lights Cttee and helpers for their hard work. Agreed that in future years councillors will give practical assistance to the committee where possible.
- (iii) It is recognised that at some time in the future the parish council may need to become more financially involved.

**171. Hanging Baskets**

It was noted that How Green Nursery is no longer able to supply and maintain hanging baskets. Three alternative quotations will be sought.

**172. Precept 2017/2018**

- (i) All Cllrs had received copies of the 7m budget outturn which was noted.
- (ii) All Cllrs had received copies of the minutes of a meeting of the Finance Cttee 30.11.16 which detailed committee recommendations for Parish Council consideration. It was particularly noted that:
  - a. due to the withdrawal of T&MBC Financial Arrangements and Council Tax relief next year, a deficit of approx. £21,500 must be found in order for the precept requirements to remain at the same level.
  - b. HMRC has advised that the council's account is in credit but this does not accord with BGPC records. Before claiming the refund, Clerk will be taking advice from the council's internal auditor when he visits next month.
- (iii) RESOLVED that the War Memorial be insured for £10,000.
- (iv) RESOLVED to approve staff salaries for 2017/2018: Clerk: national salary award w.e.f 01.04.17 as already approved by BGPC
  - Salary of Groundsman B Glew be increased by £0.09/hr w.e.f 01.04.17
  - Salary of Groundsman R Springett be increased by £0.10/hr w.e.f 01.04.17
- (v) RESOLVED that the hire of the tennis courts be increased to £4/hr w.e.f 01.04.17
- (vi) Noted that the budget cannot be finalised until the Band D equivalent Council Tax Base for 2017/2018 is received from T&MBC. Agreed to aim for a 2% increase in the precept for the next F/Y
- (vii) Chairman proposed that all the Finance Cttee recommendations for 2017/2018 as detailed in the committee minutes be approved. RESOLVED.
- (viii) RESOLVED to appoint Mr D Buckettt as Internal Auditor for the 2016/2017 F/Y @ £700 + expenses, and the 2017/2018 & 2018/2019 financial years @ £750/yr + expenses.
- (ix) All Cllrs had received copies of the updated Accounting: Internal Risk Control Procedures. RESOLVED that these be adopted.

**173. Isles Quarry Redevelopment**

Chairman advised of a T&MBC proposal to relocate the recycling containers to the Railway Station Yard. Efforts will be made to encourage the public not to use the facility early morning and evenings to avoid nuisance to nearby residents.

**174. War Memorial**

- (i) A successful informal wreath laying ceremony was held at the War Memorial on Remembrance Sunday.
- (ii) Final research into the names to be commemorated on the plaque is being undertaken.

**175. Replacement tree - j/o Rock Road/Quarry Hill Road**

- (i) Work to construct the retaining wall and ragstone feature has commenced.
- (ii) There was further discussion about the choice of tree. Chairman proposed that the consultation decision of a Red maple be followed. Voting was 7 in favour, 3 against RESOLVED. Chairman will liaise with the supplier for a suitable tree estimated at approx. £300.

**MT**

**176. Defibrillator**

- (i) Cllr Mrs Dawson advised that permission has not been forthcoming to site defibrillators at the railway station or outside the village hall.
- (ii) It seems that a battery-powered all-in-one package is the best option.
- (iii) Agreed that a possible location might be inside the telephone box o/s the village hall. Cllr Mrs Dawson will consult with BT and will also ascertain running costs. Planning permission would not be required.
- (iv) Agreed that Chairman will speak once more with BGVHMC before any contract with BT is signed.
- (v) There was discussion about having a defibrillator at Potters Mede. It is hoped that the cost of approx. £800 would be shared by BGJFC and Potters FC.

TD

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**177. Cheques for Signature**

Online payments:

£370.76	E-on – street lighting supply October 2016
£382.00	T&MBC - Rates December 2016, Potters Mede
£3410.68	Staff salaries November 2016
£1521.79	KCC - Superannuation November 2016
£226.94	SE Contracting – Street lighting maintenance November 2016
£38.96	Kent Aluminium - P Mede maintenance materials
£3155.04	How Green Nursery Ltd – Hanging baskets 2016 (final)
£77.00	EDF – supply, Potters Mede, December
£295.61	Ford Lease – vehicle lease December 2016
£12.00	EDF – supply, Recreation Ground, December

- 3961 £140.00 MAS Cleaning - carpet clean, Potters Mede
- 3962 £1000.00 Borough Green Christmas Lights Cttee - Donation
- 3963 £100.00 COGS - use of church annexe donation Sept-Dec 2016
- 3964 £25.00 B Glew - hedging whips, Rec. Gd. (reimbursement)

Bank reconciliation October 2016

B/F Oct 2016	168692.61
Receipts Oct 2016	<u>176.36</u>
	168868.97
Less Payments Oct 2016	<u>11543.93</u>
c/f 31/10/16	<u>157325.04</u>

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

**178. Written Reports**

- (i) Noted that the Borough Green branch of NatWest will close in June 2017. Chairman will draft a suggested draft letter of response that customers may wish to send.
- (ii) Cllr Perry reported on latest developments from Gatwick Airport
- (iii) Cllr Taylor has been elected Chairman of the T&M branch of the CPRE.

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**179. Future Dates**

- (i) Date of next meeting: Monday 9 January 2017
- (ii) Date of the February meeting Monday 13 February 2017 in the Annexe to The Church of the Good Shepherd 7.30 pm.

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all

180. There were no confidential matters for discussion.

The meeting closed at 9.59 pm