

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 October 2015 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, Mrs S Gould, Ms P Moorecroft, S Millener and S Perry  
There was one member of the public in attendance.

### Action

102 **Apologies for Absence** Cllrs C Dobson, T Shaw, H Willard

103 **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 118 Cheques for signature: reimbursement

104 **Minutes of the Meeting 14 September 2015:** All members had received copies of the minutes which were approved and signed as a true record. RESOLVED.

105 **Matters Arising**

None

106. **Period for Public Consultation**

The new Chairman of BGJFC thanked the council for the readiness of the pitches for the new season. However, the club is now in real need of use of an adult pitch at Potters Mede and would be happy to work with Potters FC next season in this respect. Chairman advised that at present the condition of the pitch next year is unknown and expert advice is being followed regarding use. BGPFC will progress use of land adjoining Potters Mede for an additional pitch and will furnish the council with an operational plan of the club and its requirements.

107. **Planning Matters**

- (i) **Decisions**  
TM/14/03643/FL Detached dwelling 39 Wrotham Rd - Appeal lodged
- (ii) TM/15/02854/CRD Details of contamination remedial verification report - Plot 17-19 & 155-159 Isles Quarry 'Hazelbourne' development: for information only: NOTED
- (iii) TM/15/02061/FL 3no dwellings and associated parking, 34 Maidstone Road: additional Cert B Noted. AGREED that there should be no loss of parking bays.
- (iv) TM/15/02877/TPOC Fell Oak tree causing damage to garage - 76 Crouch Lane. AGREED to rely on expertise of T&MBC
- (v) TM/15/02849/RD Materials external lighting, bin store, screening for mechanical plant & watching brief to be undertaken by archaeologist - proposed Sainsbury's Store, 4 Wrotham Road. Noted but query any acoustic screening planned for the mechanical plant.
- (vi) TM/15/02940/CRD Details of contamination remedial verification report - Plot 12-14 Isles Quarry 'Hazelbourne' development: for information only: noted
- (vii) TM/15/03066/CRD Details of contamination remedial verification report - Plot 20-25 Isles Quarry 'Hazelbourne' development: for information only: noted
- (viii) TM/15/02935/FL Extension & raised patio - 74 Annetts Hall. No observations.
- (ix) TM/15/02986/TPOC Tree surgery to Lime-6 Monckton Rd. AGREED to rely on T&MBC expertise
- (x) Red Lion PH, Sevenoaks road redevelopment: AGREED that there are issues for concern regarding the new roundabout which Chairman will raise at the forthcoming KCC Highways seminar

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108. **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)

T&MBC PPP agenda 10.09.15 & minutes (copies to all Cllrs)

Get Mapping Parish Online newsletter (copies to all Cllrs)

T&MBC Area 2 Planning Cttee agenda 30.09.15 (copies to all Cllrs)

T&MBC List of sites submitted under the Call for Sites exercise available at:

[http://www.tmbc.gov.uk/services/environment-and-planning/planning/call\\_for\\_sites](http://www.tmbc.gov.uk/services/environment-and-planning/planning/call_for_sites) (copies to all Cllrs)

T&MBC Agenda for JTB 28.09.15 & Supplementary paper: Parking Action Plan (copies to all Cllrs)

T&MBC Notification of work to steps, Western Rd car park (copies to all Cllrs)

T&MBC Decision sheet subsequent to JTB mtg 28.09.15

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**Action**

**Correspondence** (continued)

Noted (continued):

- DCLG 'Delivering an Effective Neighbourhood Planning System in the UK': invite to participate in discussion (copies to all Cllrs)
- Salix Finance Ltd SE Regional mtg 15.10.15: energy efficiency for the public sector (copies to all Cllrs)
- KCC Street lighting consultation - questionnaire to be completed by 29.11.15 (copies to all Cllrs)
- KCC Highways & Transportation service consultation - questionnaire to be completed by 27.11.15 (copies to all Cllrs)
- KALC Councillors' Information Day - Teynham 14.10.15

**E Malling & Larkfield/Hildenborough/W Malling/Plaxto/Platt PCs** Copy letters to T&MBC re proposed abolition of Area Planning Cttees: support to keep the system requested (copies to all Cllrs) There was some discussion about the proposed change and Cllr Perry gave information from the Report to T&MBC Cabinet for 7.10.15. All Cllrs had received copies of Chairman's draft reply: AGREED that this be submitted as BGPC's formal response.

**High Weald Councils Aviation Action Group** Updates and agenda 6.10.15 (copies to all Cllrs) Cllr Perry reported on a recent meeting of the Group and advised that he is circulating the Policy document to all T&MBC members. Publicity leaflets were circulated and will be displayed on the website.

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109. **Potters Mede Grounds**

- (i) Soil test results are still awaited.
- (ii) All Cllrs had received copies of an email and the Chairman's reply regarding access to the ground. Noted

HW

110. **Potters Mede Pavilion**

- (i) Ventilation system: no further report
- (ii) Three quotations had been received for cleaning the carpet in the main hall. RESOLVED that Clerk will obtain further details from the two lowest contractors and accept the most suitable who will carry out a 'wet clean'.
- (iii) E J Cocker & Son Ltd will repair the broken window this week at a cost of £227.05 + VAT. RESOLVED.
- (iv) RESOLVED that Rite Industrial Doors Ltd will carry out alterations to the roller shutter door at a total cost of 2,151.60
- (v) Noted that parish councils are not entitled to Discretionary Rate Relief as they are precepting Authorities (S47 LG Finance Act 1988).
- (vi) There was again some discussion about locals councils not being able to sell electricity.

111. **Recreation Ground**

- (i) Chairman advised of a broken handle to the new door: AGREED that he will liaise with Rite Industrial Doors Ltd for a more robust replacement.
- (ii) Further to advice from T&MBC, Chairman proposed that the Ash tree adj Black Horse Mews, as reported at the last meeting, be removed and replaced with two Hawthorns. RESOLVED. This will be done by the Groundsman.: Chairman will liaise and with the resident.

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112. **Financial Matters**

- (i) All Cllrs had received copies of the Audit Commission report 2014/2015 and this has been displayed on the notice boards as required. There were no matters for attention. RESOLVED to accept.
- (ii) Clerk will update and circulate the Financial Regulations for adoption at the next meeting.
- (iii) A Finance Cttee meeting will be held at 7.30pm Thursday 5 November 2015 in the Parish Office.

MT/TS/  
SG/SM

113. **Isles Quarry Redevelopment**

- (i) It is understood that T&MBC EHO is monitoring noise from piling work
- (ii) Proposed bus route to Drs' surgery, Quarry Hill Rd: it is understood that discussions are taking place and installation of the footpath and bus stop by the developer is still awaited.
- (iii) Noted that the contractor is replacing fencing to Isles Quarry East
- (iv) Chairman advised of his Standards Board hearing on 12.10.15

114. **Local Parking Plan - Phase 8 Borough Green**

The full Draft Plant is in circulation and the first stage of the informal consultation will be held at the library and via the websites. Chairman advised that minor modifications suggested by the parish council at the last meeting have been incorporated

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115. **War Memorial**

- (i) T&MBC has agreed to hold the CEF grant until required.
- (ii) KFAS War memorial Workshop noted.
- (iii) The contractor N Taylor has been booked for 3weeks from 06.07.16. It is understood that the cost is approx £12,500.
- (iv) A second quotation has been received for the plaque which will be confirmed in writing

116. **Community Assets List**

- (i) Clerk reported further guidance from Chairman will circulate a draft list of possible sites and buildings for inclusion: for consideration at the next meeting.

117 **Replacement tree - /o Rock Road/Quarry Hill Road**

- (i) Quotations must be sought for the rebuilding of the retaining wall as a matter of urgency as the new tree should be planted during the winter. Chairman will progress
- (ii) A consultation on suitable trees is being conducted at the library and through the website
- (iii) Planks have been sawn from the felled Oak tree at a cost of £40. RESOLVED to approve. AGREED that suitable sites for seats would be entrance to Tollgate; Recreation Ground play area; War Memorial site and 2no at Potters Mede. Small brass-effect plaques could be inserted into the wood: Cllr Ms Moorecroft will obtain details of a wood carver.
- (iv) AGREED that the salt bin will be re-sited.

118. **Cheques for Signature**

**BACS:**

£379.00	T&MBC - Rates October 2015, Potters Mede
£50.00	T&MBC - Rates October 2015, Recreation Ground
£3363.38	Staff salaries September 2015
£1501.55	KCC - Superannuation September 2015
£2570.43	Inland Revenue Jan - March 2015
£40.50	BGVHMC - hire of hall foot clinic Oct - Dec 2015
£750.00	BGVHMC - office rental Oct - Dec 2015
£409.50	BGVHMC - hire of hall lunch club Oct - Dec 2015
£226.94	SE Contracting – Street lighting maintenance September 2015
£2588.57	Inland Revenue April - June 2015
£384.19	E-on – street lighting supply September 2015
<b>D/D:</b>	
£11.00	EDF – supply, Recreation Ground, September
£469.00	EDF – supply September payment, Potters Mede
£295.61	Ford Lease – vehicle lease October 2015
£50.00	WEX Europe Services (UK) Ltd – petrol for vehicle

3881	£480.00	PKF Littlejohn LLP – external audit fee 2014/2015
3882	£100.95	Borough Green Garden Machinery – service of mower
3883	£23.24	Collins Debden Ltd - office diary 2016
3884	£40.00	M Taylor - sawing logs from the Coronation Oak, reimbursement
3885	£1075.80	Rite Industrial Doors Ltd - Alterations to roller shutter door - Potters Mede (50% deposit)
3886	£1075.80	Rite Industrial Doors Ltd - Alterations to roller shutter door - P. Mede (balance of payment)
3887	£272.46	E J Cocker & Son Ltd - Replace broken window - Potters Mede

**Bank reconciliation August 2015**

B/F August 2015	84451.26
Receipts August 2015	<u>281.37</u>
	84732.63
Less Payments August 2015	<u>12867.80</u>
c/f 31/08/15	<u>71864.83</u>

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

119. **Written Reports**

- (i) All Cllrs had received copies of a written report from the Chairman on his recent meeting with Kent Police. Particular matters discussed were vandalism at the Recreation Ground; pavement parking and speeding on the A25.
- (ii) All Cllrs had received copies of a written report from the Chairman on flooding in Lingfield Road.

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120. **Future Dates**

- (i) Date of the next Meeting Monday 2 November 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 31 October 2015 with two councillors present

121. There were no matters for discussion in committee

The meeting closed at 9.04 pm

**Action**

**all**

**MT/SG**

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