

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 September 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs S G Gould, A Hickmott, Mrs J Matthews (late arrival), S Millener S Perry, T Shaw and H Willard

There were 6 members of the public in attendance and KCCllr H Rayner.

Action

100. **Apologies for Absence** Cllr B Wlodarczyk.

101. **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.

102. **Minutes** of the Meeting 7 August 2017: All members had received copies of the minutes and a suggested amendment to item 79(v) from a member of the public who had been in attendance.

Chairman proposed that the minutes remained unchanged. Voting was 7 in favour, 1 against.

RESOLVED that the unchanged minutes be approved and signed as a true record.

103. **Matters Arising** None

104. **Vacancy BGPC**

- (i) Four applications for co-option had been received but subsequently two withdrew. The remaining two candidates had been interviewed prior to the meeting.
- (ii) Chairman reported on the meeting of the interview panel, and proposed that Mrs Anne Easthope be co-opted to the Parish Council. RESOLVED.

Cllr Mrs Matthews arrived

105. **Planning Matters**

- (i) **Decisions**
Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)
- (ii) TM/17/02071/FL Replacement conservatory - 28 Station Road. No observations.
- (iii) TM/17/02072/LDE Lawful development Certificate Existing Use: ground floor extension which houses kitchen - 28 Station Road. No observations.
- (iv) TM/17/02020/FL Extensions - 135 Fairfield Road. No observations.
- (v) TM/17/02168/FL Replace conservatory with extension - 33 Normanhurst Road. No observations.
- (vi) TM/17/02157/FL Extension and convert into flats - 24 Western Road. No observations.
- (vii) TM/17/02313/RD Conditions relating to permission TM/16/01859/FL replacement of industrial buildings and flexible change of use - 73 Wrotham Road. No observations.
- (viii) KCC/TM/1042/2017 New conditions relating to the old mineral permission - Ightham Sandpits. Subsequent to submission of comments from BGPC an email from KCC had been circulated to all Cllrs and was noted.
- (ix) Chairman and Cllr Millener will prepare a letter to H+H UK Ltd raising issues of concern.

106. **Cheques for Signature**

Online Payments:

£3489.31 Staff salaries August 2017
£410.00 T&MBC - Rates Sept 2017, Potters Mede
£53.00 T&MBC - Rates Sept 2017, Recreation Ground
£1509.07 KCC - Superannuation August 2017
£365.93 Wrotham PC – Skate Park maintenance July 2017
£13.20 KCC - Maintenance materials, PM/RG
£76.92 BT - telephone rental, Potters Mede
£31.97 Travis Perkins - materials for new bridge, Rec Gd.
£211.81 Travis Perkins - materials for new bridge, Rec Gd.
£2,752.67 PWLB – No 1 loan 6m repayment
£156.00 EDF – supply, Potters Mede, Sept 2017
£12.00 EDF – supply, Recreation Ground, Sept 2017
£295.61 Ford Lease – vehicle lease September 2017
£73.27 WEX Europe Services (UK) Ltd – petrol for vehicle

4013 £35.00 Information Commissioner–Data Protection fee 17/18 (replacement:chq 008 Aug.2017)

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

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Cheques for Signature (Continued)

<u>Bank reconciliation July 2017</u>	
B/F July 2017	150879.55
Receipts July 2017	<u>384.38</u>
	151263.93
Less Payments July 2017	<u>19266.95</u>
c/f 31/07/17	<u>131996.98</u>

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

107. Period for Public Consultation

- (i) It is understood that following the closure of the Borough Green branch of NatWest, drop-in sessions are held in the library every Thursday. NatWest staff attend to give advice only. Home visits can also be arranged.
- (ii) KCCllr Rayner confirmed that the westbound markings of the new cycle lane on the A25 Maidstone Road will be removed.
- (iii) Concern was raised about the ergonomics of the ladies toilets in the village hall car park. This will be referred to T&MBC. It was confirmed that the facilities in the library are for staff use only.

108 Correspondence

Noted:

- Kent Can Regular newsletters and funding (copies to all Cllrs)
- Rural Services Network News Bulletins (copies to all Cllrs)
- KALC Parish News August 2017 (copies to all Cllrs)
- T&M KALC Agenda 10.08.17 and minutes of the AGM (copies to all Cllrs)
- KALC Data Protection legislation update (copies to all Cllrs)
- KALC Updates to Legal Topic Notes (copies to all Cllrs)
- T&M KALC Minutes of the mtg 10.08.17+ learning & development programme (copies to all Cllrs)
- KCC Monthly bus updates September 2017 (copies to all Cllrs)
- Highways England M20 works 2018 for Smart Motorway incl exhibition info. (copies to all Cllrs)
- KALC Weblink to DCLG guide to community rights (copy to all Cllrs)
- T&MBC Update on relocation of BG recycling centre to Network Rail site (copies to all Cllrs).
- T&MBC PPP Agenda 07.09.17 (copies to all Cllrs)
- R Oakley Copy email to Tom Tugendhat MP re cycle lane on A25 Maidstone Road & reply from KCCllr H Rayner(copies to all Cllrs)
- T&MBC Household Waste Recycling Centre, T Wells improvements (copies to all Cllrs)
- HealthWatch Kent NHS newsletter (copies to all Cllrs)
- Plaxtol PC Timetable for Parish Charter (copies to all Cllrs)
- National Trust Invite to attend annual Garden party, Ightham Mote 5.9.17 (copies to all Cllrs)
- Mrs Shaw Letters re issue raised at the last meeting: plaque affixed to wall near Tavern Close (copies to all Cllrs)
- T&MBC Decision notice: Standards Board complaint re the above item. Complaint dismissed. (copies to all Cllrs)

KALC Consultation: Rights of Way Improvement Plan (copies to all Cllrs). Chairman will respond

KALC Consultation: draft Local Flood Risk Management Strategy 2017-2023 (copies to all Cllrs) Chairman will respond.

KCC Highways Seminar 23.210.17 (copies to all Cllrs) Chairman will attend

MT
MT
MT

109. Potters Mede Grounds & Pavilion

- (i) Improved outside lighting to pavilion entrance. Awaiting a report from Mr Vick.
- (ii) AGREED that the pavilion may be used for an after-school tuition club subject to all KCC, OFSTED, DBS, H&S etc requirements being met. A 10% discount may be applied for block booking.
- (iii) Chairman will chase ordered replacement glass for a broken window..

MT

110. Recreation Ground

- (i) Bowls Club lease: a response is awaited from the Bowls Club re legal services.
- (ii) RESOLVED to agree to a request from a resident for a bench with a commemorative plaque in the SW corner of the ground. All costs will be paid by the applicant but BGPC Groundsmen will

MT

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carry out the work. Chairman will liaise.

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Action

Recreation Ground (Continued)

- (iii) BGJFC have purchased the new goalposts and Clerk has assisted the club by completing the grant application form on behalf of BGPC as landowners.
- (iv) Chairman will liaise with the grounds maintenance staff re matters identified in the recent annual playground inspection report.

MT

111. Risk Assessments

No report. Chairman will discuss draft risk assessments with the grounds maintenance staff.

MT

112. Standing Orders

- (i) All Cllrs had received copies of a clause from Shipbourne PC Standing Orders. Cllr Perry gave further information.
- (ii) Cllr Perry proposed that the clause be included in BGPC Standing Orders at 28h. Agreed that Clerk will amend SOs accordingly and circulate to all Cllrs. For further consideration at the next meeting.

113. T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options

- (i) All Cllrs had received copies of a T&MBC Powerpoint presentation.
- (ii) Borough Cllrs will attend future meetings in this connection.

**MT/SP/
TS**

114. Street Lighting

- (i) Clerk will circulate a quotation from UKPN for the replacement column o/s 1 The Crescent.
- (ii) As this is an insurance claim RESOLVED that this will be accepted.

115. Defibrillator

- (i) A reply from SE Railway re siting of equipment at the station is awaited.
- (ii) Cllr Perry will furnish Clerk with final details for the registration of the equipment.

SP

116. War Memorial

- (i) The final plaque will soon be installed.
- (ii) Chairman is liaising with the supplier re replacement flags as the recently purchased ones are fraying.

MT

117. Written Reports

Chairman and Cllr Millener will draft a letter to H+H Celcon re noise nuisance and the western extension.

MT/SM

118. Future Dates

- (i) Date of next meeting Monday 2 October 2017 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 30 September 2017 10 - 12 noon.

**All
T/SG**

119. There were no confidential matters for discussion

The meeting closed at 20.19 hrs