

DRAFT MINUTES

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Friday 12 May 2017 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, H Willard and B Wlodarczyk

There were no members of the public in attendance.

Action

1. Election of Chairman

Cllr Taylor invited nominations for Chairman. Cllr Wlodarczyk proposed Cllr Taylor, seconded by Cllr Shaw. There being no other nominations voting was 9 in favour, 1 abstention. Cllr Taylor was duly re-elected and signed the Declaration of Acceptance form.

2. Apologies for Absence None

3. Election of Vice-Chairman

Cllr Taylor proposed Cllr Shaw, seconded by Cllr Mrs Gould. There being no other nominations Cllr Shaw was duly elected.

4. 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 item 13: Potters Mede Grounds and Pavilion

5. Minutes of the Meeting 3 April 2017

All members had received copies of the minutes. RESOLVED that the minutes be approved & signed.

6. Matters Arising

None

7. Minutes of the Annual Parish Meeting 2017

All Cllrs had received copies of the draft minutes. RESOLVED that they are a true record of the meeting.

8. Vacancy BGPC

Two applications had been received for co-option to BGPC. Prior to the meeting both candidates had been interviewed by councillors. After discussion Chairman proposed that Mrs Jo Matthews be co-opted. RESOLVED.

9. Election of committees, representatives and working groups

Sports Clubs Liaison – Cllr Willard

Finance & General Purposes – Cllrs Mrs Gould, Millener, Shaw, Willard and Taylor. Other Cllrs may attend as they wish or as subsequently agreed by the council.

Complaints - Any Cllr may be asked as and when required.

KALC – Cllrs Shaw and Taylor

Village Hall Representative – Cllr Hickmott

Men of Trees - Cllrs Taylor and Chown

Parish Partnership Panel – Cllrs Taylor and Mrs Gould.

Basted Mill Public Open Space – Cllrs Mrs Dawson and Cllr Wlodarczyk

Skate Park – Cllrs Taylor and Millener

3G Pitch (Wrotham School) – Cllrs Taylor and Willard

JPCTCG – Cllrs Perry and Shaw

T&MBC Standards Cttee – Cllr Mrs Dawson

Kent Rail Forum – Cllrs Perry and Shaw

J5 Slips - Cllrs Perry & Shaw

HWCAAG - Cllr Perry

Chairman proposed the above nominations. RESOLVED

10. Period for Public Consultation

No matters raised.

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11. Planning Matters

Action

(i) Decisions

Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)
TM/15/03051/FL Redevelopment of St George's Court, Wrotham: Appeal lodged
TM/16/03226/FL Change of use from PH - 49 High Street: application withdrawn
TM/16/03763/FL Demolition of office and erection of 10no dwellings and associated works - 81 Quarry Hill Rd: for referral to the Area 2 Planning Cttee 24.05.17

- (ii) TM/17/00755/FL Extension 21 Tolsey Mead. No observations
(iii) TM/17/00824/FL Change of use to residential 1A Station Road. No observations
(iv) TM/17/00825/FL Change of use to residential 1B Station Road. No observations
(v) TM/17/00908/FL 1 year trial of 24hr operation Brackenhill Service Station, Maidstone Rd. Objection: extreme concern about noise at night and resultant loss of residential amenity for immediate area. No change in situation since the last similar application was refused. Ample 24hr fuel/convenience stores in the area.
(vi) TM/17/00991/TPOC Lower Lime tree by 5ft & cut back new growth 10 Monckton Rd. No observations
(vii) TM/17/00798/FL Land at Long Wood off Crouch Lane - creation of new vehicular access to orchard and woodland. Agreed to support the concerns of Platt PC and recommend refusal on Greenbelt, possible future development and highway concerns
(viii) TM/17/00960/FL Replace conservatory with orangery (revised scheme under TM/16/03223/FL) - 31 Lingfield Road. No observations
(ix) TM/17/01013/FL External security door - 41-43 High Street. No observations
(x) TM/17/01014/AT Internally illuminated ATM sign - 41-43 High Street. No observations

12. Correspondence

Noted:

Kent Can Regular newsletters and funding (copies to all Cllrs)
Rural Services Network News Bulletins (copies to all Cllrs)
T&MBC KALC T&M Area Cttee: draft agenda, supplementary documentation & minutes of the last meeting (copies to all Cllrs)
Kent Police Community messages, Spring newsletter & notification of Open Day, Maidstone 2 July 2017 (copies to all Cllrs)
KCC Temporary speed restriction: Seven Mile Lane, Borough Green (copies to all Cllrs)
T&MBC Updated Disclosure of Pecuniary Interest form: Cllr Perry (copies to all Cllrs)
T&MBC Area 2 Planning Cttee agenda 12 April 2017 (copies to all Cllrs)
T&M KALC Agenda 11.05.17 & draft minutes of the mtg 12.01.17 (copies to all Cllrs)
D Love Accident report and concern about traffic Western Road + Chairman's reply (copies to all Cllrs)
KCC Pothole Blitz 2017 (copies to all Cllrs)
D Dyet Highway works: Maidstone Road + Chairman's reply (copies to all Cllrs)
KALC Bulletins on recent national developments/meetings April 2017 (copies to all Cllrs)
T&MBC Updated Disclosure of Pecuniary Interest form: Cllr Mrs Dawson (copies to all Cllrs)
KALC Updates to Legal Topic Notes (copies to all Cllrs)
KCPFA AGM 22 May 2017 Gravesend (copies to all Cllrs)
KCC Email correspondence re extent of 30mph restriction along A25

High Weald Councils Aviation Action Group Updates and additional runway consultation (copies to all Cllrs) Cllr Perry will circulate a draft response to the consultation

G Downen Request for permission to erect a temporary barrier o/s 41 High St 8.6.17 as part of construction works. Agreed that this is a KCC Highways issue. Chairman will reply.

Cllr T Dawson There was considerable discussion about safety issues because of vehicles being parked on the Haul Road close to the junction of Bangay's Way. This is exacerbated because of the parking restrictions on residents of the Hazelbourne development. Cllr Perry advised of his discussions with T&MBC about this. AGREED that BGPC supports the removal of these restrictions.

There is added concern about commercial vehicles being parked on the haul road because of restricted hours of access to/from the H+H site. Discussions about this are currently taking place with H+H and T&MBC.

Chairman advised that there has no response from T&MBC re the 7.5 tonne limit on Quarry Hill Road.

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	Action
13. <u>Potters Mede Grounds and Pavilion</u>	
(i) New pitch adj Potters Mede: no report	
(ii) There will be liaison with KCC Commercial Services regarding the condition and extent of future use of the ground.	MT/HW
(iii) There was further discussion about the request from BGJFC for increased use next season. AGREED that this request cannot be agreed in view of the still delicate condition of the ground and the amount of public money spent on it. Chairman will reply.	MT
(iv) The new floodlight at the entrance to the pavilion is awaited.	MT
14. <u>Recreation Ground</u>	
(i) The Bowls Club has installed a water meter on their side of the ground to monitor usage.	
(ii) A reply is still awaited from T&MBC regarding legal services for the new lease.	
15. <u>Risk Assessments</u>	
These are being progressed.	MT/TD
16. <u>Public Open Spaces</u>	
No report	
17. <u>Financial Matters</u>	
(i) All Cllrs had received copies of the updated Statement of Internal Controls. RESOLVED that this be adopted.	
(ii) All Cllrs had received copies of the Annual Governance Statement 2016/2017. Clerk explained the entries. RESOLVED that the Statement be approved.	
(iii) Agreed to display the BGPC Complaints Procedure on the website.	MT
18. <u>Standing Orders</u>	
(i) Chairman proposed the following additions to BGPC Standing Orders:	
4(h) Apart from mandatory amendments to comply with the Law, Standing Orders cannot be altered without Public Consultation	
4(i) Parish Land Assets cannot be disposed of without the authority of a Parish Poll AGREED in principle but advice will be sought from KAPC and the Internal Auditor	
(ii) For further consideration at the next meeting.	
19. <u>Defibrillator</u>	
(i) A response is still awaited regarding possible siting of equipment at the railway station	TD
(ii) RESOLVED to purchase spare pads and signs advising of contact details/action required after use.	TD
20. <u>Street Lighting</u>	
(i) Tesco Stores have admitted liability for the demolished street lighting column o/s 1 The Crescent.	
(ii) A quotation from UKPN is awaited.	
21. <u>T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options</u>	
No report	
22. <u>War Memorial</u>	
(i) Chairman advised that the Union flag at the Baptist Church is in a poor condition and the one at the War Memorial has a broken rope. RESOLVED to purchase 2no replacement flags @ £134.95 + VAT total	
(ii) Chairman is awaiting a meeting with the Stonemason	
(iii) There was some discussion about erecting white post and chain fencing. Groundsman is producing a sketch and costings. For further consideration at the next meeting	MT
23. <u>100th Anniversary of End of WW1</u>	
No report	

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24. Cheques for Signature

Online Payments:

£22.50	Green Thumb - early summer treatment, War Memorial site
£383.11	E-on – street lighting supply March 2017
£410.00	T&MBC - Rates May 2017, Potters Mede
£53.00	T&MBC - Rates May 2017, Recreation Ground
£3445.51	Staff salaries - April 2017
£1509.07	KCC - Superannuation April 2017
£71.39	Zen Internet Ltd – Domain registrations 2017/2018
£98.19	Viking Direct – office supplies
£504.90	BGVHMC - hire of hall lunch club May-Aug. incl 2017
£57.60	BGVHMC - hire of hall foot clinic May-Aug. incl 2017
£250.94	Viking Direct – printer cartridges
£226.94	SE Contracting – Street lighting maintenance April 2017
£1212.25	Wrotham PC – Skate Park maintenance March 2017
£371.02	E-on – street lighting supply April 2017
£1020.00	Commercial Services Trading Ltd – seeding, P Mede pitches
£420.00	Commercial Services Trading Ltd – seeding, Rec Gd pitch
£86.40	KCC - maintenance supplies and replacement urn, Potters Mede
£156.00	EDF – supply, Potters Mede, May 2017
£12.00	EDF – supply, Recreation Ground, May 2017
£295.61	Ford Lease – vehicle lease May 2017
£15.00	Ford Lease – vehicle road fund licence

3988	£450.00	S V Electrical - Installation of defibrillators, BGVH & P Mede
3989	£76.74	Shaw & Sons – Receipts & Payments book
3990	£500.00	H Damiral – Office allowance 2017/18
3991	£115.20	Borough Green Garden Machinery - Ride-on mower repair
3992	£50.00	The Counselling Centre - Donation
3993	£17.94	B Glew - safety glasses (reimbursement)
3994	£20.00	KCPFA – subs 2017/18

Bank reconciliation March 2017

B/F March 2017	110781.14
Receipts March 2017	<u>1086.00</u>
	111867.14
Less Payments March 2017	<u>15100.27</u>
c/f 31/03/17	<u>96766.87</u>

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

25. Written Reports

- (i) Chairman advised of changes to the KALC committees.
- (ii) BGPC concerns about the Standards Board procedure and KALC Code of Conduct, raised at the last meeting, will be referred to the T&MBC PPP and KALC Executive Committee.
- (iii) Chairman advised of a commemorative plaque he is fitting to mark the site of the 'Rock Tavern'
- (iv) Chairman advised of the new need to obtain KCC Street Works Licences for minor works. He will refer this to the JTB for discussion.
- (v) Cllr Perry advised that he is arranging for the Police Crime Commissioner to attend the next KALC meeting.
- (vi) There was some discussion about the current highway improvement works on the A25 Sevenoaks Road. It was confirmed that the cycle lane will be on the footway and Phase 2 of the works will commence in August 2017.

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Action

26. Future dates

- (i) Date of the next meeting Monday 12 June 2017 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 10 June 2017 10 – 12 noon

All

MT/BW

27. **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**

Chairman advised that an unprecedented amount was raised in Borough Green last year for the Poppy Collection and will consequently be nominated for a British Legion Poppy Appeal Award. Chairman will attend the Awards ceremony.

The meeting closed at 9.13 pm

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