

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 8 August 2016 in the Annexe to The Church of the Good Shepherd.
Present: Cllrs Taylor (Chairman), Mrs T Dawson, C Dobson, Mrs Gould, S Perry, T Shaw and H Willard
There were three members of the public in attendance

Action

71 **Apologies for Absence** none.

72 **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 91: cheques for signature
Cllr Willard declared an interest in item 79(i) condition of Potters Mede ground

73 **Minutes of the Meeting 4 July 2016:** All members had received copies of the minutes.
RESOLVED that they be approved and signed as a true record.

74 **Matters Arising**

52.48. T&MBC Letter of Censure re Cllr Taylor Standards Board hearing (Dec 2015). Cllr Perry will liaise with the Clerk in due course.

SP

75 **Period for Public Consultation**

Mr Bartosz Wlodarczyk introduced himself as a prospective candidate for co-option to BGPC.

Thanks were expressed from Borodara for the new bus service to the doctors' surgery.

A representative from Borodara reiterated concerns about the proposed location for a defibrillator at the railway station, suggesting that a more central location of the library porch or the telephone box in the High St would be more useful.

Mr Ray Chopping thanked the parish council for the inscription on the new memorial bench at the war memorial site and said that it was a honour to him and a great tribute to his late wife. He expressed appreciation for the new War Memorial which is so fitting to the memory of those local people who sacrificed their lives.

Chairman proposed that item 88 of the agenda be considered next. RESOLVED

88. **Defibrillator**

Contrary to a recent press article, it was clarified that enquiries have been made of The British Heart Foundation but an application has not yet been made for funding, which will not be available until the next financial year.

It was noted that the telephone box in the High St could be adopted by BGPC at a cost of £1 to house the equipment with BT continuing to supply the electricity for up to 7years. However, the council is conscious of the resultant loss to users of the telephone. It was AGREED to keep all options open at this stage: to continue to pursue the railway station site and also look into the suggested sites of the Library and Black Horse PH.. After discussion it was RESOLVED that BGPC will fund the first defibrillator, in a central location, and then apply for/seek funding for a second one at the railway station. Cllr Mrs Dawson will write an article for The Voice.
Consideration will also be given to having a defibrillator at Potters Mede.

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76 **Planning Matters**

- (i) **Decisions**
TM/16/01245/FL 4 Wrotham Road Sainsburys. Application to vary conditions of the planning permission: T&M officers recommending refusal to Area 2 Cttee 17.08.16 (copies to all Cllrs)
TM/16/01533/FL garage & alterations - 39 Wrotham Road - permission granted. Listing information circulated to all Cllrs
Kent Minerals & Waste Local Plan: notification of adoption (copies to all Cllrs)
Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)
- (ii) TM/16/02137/TPOC tree surgery - 16 Monckton Road. No objections but rely on the expertise of T&MBC Trees Officer to ensure that there is no adverse visual effect on the adjacent Recreation Ground.
- (iii) TM/16/02236/FL replacement garage and extension - 6 Monckton Road. No observations

DRAFT MINUTES

Minutes of the meeting of BGPC 8 August 2016 Page 2

Action

Planning Matters (Continued)

- (iv) TM/16/02131/FL replace extension, loft conversion, dormer and garage conversion - 5 Mountfield. No observations
- (v) Parish Alliance: Chairman advised that subsequent to a meeting of the Planning & Transportation Advisory Board, T&MBC is now welcoming joint submissions from parishes on local issues
- (vi) It was noted that T&MBC is drawing up a report on contamination to address BGPC's concerns about failure to properly consider such issues.
- (vii) Chairman advised that concerns about T&MBC's failure to address failing sewage infrastructure may be brought to the next PPP meeting when a representative from Southern Water will be present.

77. Correspondence

Noted:

- Kent Can Regular newsletters and funding (copies to all Cllrs)
- Rural Services Network News Bulletin August 2016 (copies to all Cllrs)
- Kent Tree & Pond Ptnrship Tree & pond walks July-Aug (copies to all Cllrs)
- KALC Date of next meeting 04.08.16 (copies to all Cllrs)
- KCC Monthly bus updates June 2016 (copies to all Cllrs)
- KALC Parish News July 2016 (copies to all Cllrs)
- Getmapping Parish Online newsletter July 2016 (copies to all Cllrs)
- T&MBC Minutes of Crime Prevention Panel meeting 18 July 2016 (copies to all Cllrs)
- KALC Agenda 4 August and minutes of the meeting 12 May 2016 (copies to all Cllrs)
- KALC Bulletin on recent national developments and meetings
- T&MBC Agenda T&M Crime Prevention Panel, 18th July 2016 (copies to all Cllrs)
- KCC Temporary road closure Thong Lane 3 weeks from 30.08.16 (copies to all Cllrs)
- High Weald Councils Aviation Action Group Updates incl. notification of hire of a noise monitor (copies to all Cllrs)
- Skate Park Cttee Minutes of the mtg 20.04.16 + agenda 20.07.16 (copies to all Cllrs)
- Skate Park Cttee ROSPA Inspection report July 2016 (copies to all Cllrs)
- KALC Councillors' Commission: Roundtable event, Staplehurst 12.08.16 & subsequent letter (copies to all Cllrs)
- BMPOS Minutes of the Annual Committee Meeting May 2016 (copies to all Cllrs)
- KALC KCC Waste Disposal Strategy consultation (copies to all Cllrs)

KALC Summary Report of the independent economic study on east facing slip roads (copies to all Cllrs) Noted that the report concludes that the East Facing Slips at Sevenoaks are viable, although not high priority, and the cause will therefore continue to be pursued. A copy of the Full Report will be requested.

T&MBC Street naming suggestions: A-Z site, Fairfield Road (copies to all Cllrs) Agreed to support the suggested name of Novello Close for the proposed development after the famous music publishers whose factory stood on the site for decades. Chairman will however, check Legalities.

KCC Rules & legislation re PROWs and Parishes (copies to all Cllrs) It was noted that when contracts come up for renewal, parishes may bid to take over maintenance responsibilities: 12p/metre will be paid by KCC.

78. Vacancies BGPC

- (i) T&MBC has advised that no election has been called for the vacancy caused by the resignation of Cllr Yianni.
- (ii) It was with regret that the council received the resignation of Councillor Ms Pat Moorecroft who wishes to further her involvement in other local activities. T&MBC has been informed and the vacancy advertised.
- (iii) Two applications for co-option have been received from Mr Wlodarczyk and Ms McAdam. AGREED to wait to see if an election is called for the second vacancy and, if not, await the duration of that co-option period. If no further applications are received, the current two applicants will be invited to meet the council formally at 7 -7.30pm prior to the next council meeting. If, however, other applications are received, interviews will be arranged for all, later in September.
- (iv) AGREED that new representatives for BGVHMC and BMPOSJC, to replace Ms Moorecroft, will be agreed subsequent to co-option of new councillors.

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DRAFT MINUTES

Minutes of the meeting of BGPC 8 August 2016 Page 3

Action

79. Potters Mede Grounds

- (i) All Councillors had received a copy of a report from Green Thumb Lawn Treatment Service. It is known that the grass lacks potassium and is very compacted: advice is that mowing needs to be at the higher level of 1.5". Chairman has instructed Landscape Services accordingly and this action is ratified by the parish council. Agreed that Chairman will also ask Landscape Services to advise when they are planning to carry out grounds maintenance work, including mowing.
- (ii) Resident Mrs Lucas has kindly donated 7 small trees. 15 tonnes of topsoil has also been donated. Agreed that the trees will be planted on the NW corner of the field, to extend the woodland walk. RESOLVED to hire a digger from Mr Salt during the summer for the tree planting and general levelling of the ground. Chairman will action.
- (iii) Noted that BGJFC wish to commence play 3/4 September 2016. It was confirmed that the parish council does not have responsibility for marking out the pitches.

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80. Potters Mede Pavilion

- (i) A request for use of the pavilion, with office space and storage, for a pre-school nursery was discussed at length. AGREED that this would tie up the building too much and to the detriment of other potential users and the modifications that would be required to existing internal arrangements were unacceptable .
- (ii) A request for a regular dance class was discussed. AGREED to approve.
- (ii) Noted that EDF will be installing a 'smart meter': electricity readings will then be automatic.

81. Recreation Ground

- (i) Suggested amendments to the draft agreement on the right of way across the car park in connection with the proposed 'Ingleside' access are awaited. .
- (ii) Noted that the monthly payment to EDF for electricity supply to the pavilion has been reduced to £12/month w.e.f. August 2016.

82. Street Lighting

RESOLVED to instruct the contractor to black out part of the lantern in Tilton Road, adj to the footpath which is shining into nearby properties and causing a disturbance

83. Audit 2015/2016

All Councillors had received copies of the internal auditor's year-end report. Clerk highlighted action points. AGREED that all Policy/Procedural documents will be included on the Standards Page of the website.
Cllr Perry advised that T&MBC has now confirmed that all grants to parish councils will cease at the end of this financial year.

MT

84. Risk Assessments

No report

MT/SM

85. Isles Quarry Redevelopment

It was noted that the Thong Lane bridge will be removed and work to clear the culvert will commence on 31 August 2016. There will be a 3 week road closure.

86. War Memorial

- (i) The bench and flagpole have been installed along with the plaque displaying the local quarry and sandpit names. Commemorative coins have been buried in the foundations of the flagpole and the memorial. Other coins have been given to three key people involved.
- (ii) RESOLVED to approve a payment to Green Thumb for early summer treatment of the grass in the sum of £22.50. Further RESOLVED to enter into a regular maintenance contract with them: 4 visits/yr @ £22.50 a visit. Re-seeding of disturbed areas is scheduled for this week. Regular watering arrangements are in place.
- (iii) KCC has advised that smaller replacement highway signs can be installed by the parish council. A quotation has been requested from Royal British Legion Industries. RESOLVED that if this is under the £336 quoted by KCC, Chairman can authorise acceptance
- (iv) RESOLVED to approve payments to: Don Sheppard - Plaque £500 and Sonnex Surveying Ltd - surveying services £570.00.
- (v) The list of names to be commemorated on the War Memorial has now been finalised and details were given to all councillors.

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DRAFT MINUTES

Minutes of the meeting of BGPC 8 August Page 4

Action

87. Replacement tree - j/o Rock Road/Quarry Hill Road

- (i) Following further discussions with KCC there was continued discussion about the type of surround for the tree. RESOLVED that a ragstone-clad wall surround will be built with pipes incorporated to allow water ingress. One large local 'rock' will also be embedded in the wall to reflect the local quarries connection and the old 'Rock Tavern' PH which used to be at the north end of Rock Road.
- (ii) It was agreed that the salt bin at this location is not aesthetically pleasing: it may be better to exchange its position with that of the bench outside the Parish Hall, Quarry Hill Road.

88. **Defibrillator** as discussed earlier in the meeting

89. Footpaths and Salt Bin

- (i) There was further discussion about the Rules & Legislation re PROWs and Parishes, as reported in 'correspondence' It was considered that it may be useful to assume maintenance of the Tilton Road/A25 FP in due course.
- (ii) AGREED that the damaged salt bin in Tilton Road is now surplus to requirements. Chairman will discuss this with KCC as it is their property.

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90. 3G Pitch, Wrotham School

- (i) Chairman reported on a recent management committee meeting when it was unable to obtain assurance from The Football Foundation/Football Association and T&MBC of transparent accounting and a new Community Use Agreement. All Cllrs had received Chairman's notes of that meeting. During considerable discussion, extreme concern was expressed about possible misappropriation of public money and the continued participation of BGPC and its funds, in this initiative. It was however, agreed to give this matter more serious thought and defer until the next BGPC meeting.

91. Cheques for Signature

BACS:

£5277.51	Zurich Municipal – annual insurance 2016/2017
£382.00	T&MBC - Rates August 2016, Potters Mede
£50.00	T&MBC - Rates August 2016, Recreation Ground
£3410.68	Staff salaries July 2016
£1521.79	KCC - Superannuation July 2016
£662.27	Wrotham PC – Skate Park maintenance
£28.71	Kent Aluminium - R Gd maintenance materials
£226.94	SE Contracting – Street lighting maintenance July 2016
£141.91	Travis Perkins - Playbark, Rec Gd.
£2501.18	Commercial Services Trading Ltd – mowing, Rec Gd/P Mede (interim)
£101.40	EJP Fire Protection Ltd - annual service of fire equipment, Potters Mede
£22.50	Green Thumb - early summer treatment, War Memorial site
£383.11	E-on – street lighting supply July 2016
D/D:	
£236.00	EDF – supply, Potters Mede, August
£12.00	EDF – supply, Recreation Ground, August
£295.61	Ford Lease – vehicle lease August 2016
£50.01	WEX Europe Services (UK) Ltd – fuel for vehicle
£72.01	WEX Europe Services (UK) Ltd – fuel for mowers

3937	£3500.00	Nick Taylor - second instalment for construction work: war memorial
3938	£200.00	Church of The Good Shepherd – Donation: use of room Jan-June 2016
3939	£140.00	M Taylor – Chairman's allowance 2016/17: purchase of commemorative coins
3840	£35.00	Information Commissioner – Data Protection fee 2016/17
3941	£374.30	David Bucket – year-end audit fee 2015-2016
3942	£500.00	Don Sheppard - Plaque for War Memorial
3943	£570.00	Sonnex Surveying Ltd - Surveying services for War Memorial

Cheques for Signature (Continued)

<u>Bank reconciliation June 2016</u>	
B/F June 2016	142713.36
Receipts June 2016	<u>699.07</u>
	143412.43
Less Payments June 2016	<u>22192.73</u>
c/f 30/06/16	<u>121219.70</u>

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

92. Written Reports

- (i) Cllr Perry reported from the HWCAAG: noted that the Borough Green area is unlikely to be affected by recent proposals for Gatwick airport. The council endorsed decisions made at the last HWCAAG meeting re noise monitoring and hire of associated equipment.
- (ii) It is understood that Network Rail are planning ballast cleaning operations during September which may cause some temporary night-time noise inconvenience.
- (iii) All Cllrs had received copies of a proposal for a replacement concrete skate park as presented to the Skate Park Committee recently. Noted that the committee would provide banking arrangements for the project; continue with the regime of regular inspections and maintenance and co-opt two members of the user group onto the committee. The Parish Council AGREED to support these proposals. Further AGREED to make Potters Mede available for discussion/project and fund raising meetings/events.

93. Future Dates

- (i) Date of the next Meeting Monday 12 September 2016 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 with two Parish Councillors present on Saturday 10 September 2016 10 – 12 noon

94. There were no confidential matters for discussion.

The meeting closed at 10.09 pm

all

MT/CD

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