

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 2 November 2015 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, C Dobson, Mrs S Gould, Ms P Moorecroft, S Millener (late arrival), S Perry, T Shaw (late arrival) and M Yianni (late arrival)

There were seven members of the public in attendance, a representative from Kent Police and M Head, Community Warden.

### 122 Apologies for Absence Cllr H Willard

**Action**

### 123 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.

### 124 Minutes of the Meeting 5 October 2015: All members had received copies of the minutes which were approved and signed as a true record. RESOLVED.

### 125 Matters Arising

113(iv) Chairman advised of the decision of his Standards Board hearing: a 'Letter of Censure' will be issued by T&MBC.

### 126. Period for Public Consultation

(i) Members of the council were introduced to the new Community Warden, Michael Head

(ii) It was clarified that discussions are still taking place about a possible bus service to the Doctors' surgery via the now adopted haul road, serving Borough Green and Wrotham.

Cllr Yianni arrived

### 127. Planning Matters

- (i) Decisions None
- (ii) TM/15/03024/FL Porch & mono pitch roof across front elevation ground floor - 21 Lendon Road. No observations
- (iii) TM/15/03017/FL Side extension & garage conversion, 15 Lendon Road. No observations  
Cllrs Millener and Shaw arrived
- (iv) TM/15/03011/FL Removal of bridge deck and part removal of abutments - Isles Quarry, Thong Lane. Observation: the bridge deck should be preserved at Isles Quarry East, as promised by the developer
- (v) TM/15/03054/FL Change of use of unit 2 from office to retail -6 Wrotham Rd. No observations
- (vi) TM/15/03117/FL retention of hardstanding for vehicle turning (retrospective) - Unit 1 Oaktrees, Borough Green Rd, Wrotham. No objections but a condition should be imposed that interceptors be installed if pressure washers/steam cleaners used.
- (vii) Chairman advised that the developer of the Ingleside, Maidstone Rd site is preparing new plans to show that the existing parking layout of the Recreation ground car park will not be changed.

### 128. Correspondence

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 minutes of the Crime Prevention Panel meeting 67.15 (copies to all Cllrs)  
KALC T&M area agenda: mtg 22.10.15 (copies to all Cllrs)  
High Weald Councils Aviation Action Group Updates and minutes of the mtg 6.10.15 (copies to all Cllrs)  
KALC Parish News October 2015 (copies to all Cllrs)  
KALC Electoral Review of Kent: further draft recommendations, Sevenoaks

<http://www.lgbce.org.uk/current-reviews/south-east/kent/kent-county-council> comments invited by 26.10.15 (copies to all Cllrs)

KCC Agenda for Highways Seminar 29.10.15 (copy to all Chairman)  
KALC Annual Report 2014/2015 & Stategic Plan 2015-2025  
KCPFA Invite to AGM 30.10.15 (copies to all Cllrs)  
Ditton/Leybourne/Aylesford/Hadlow/Wouldham/Wateringbury PCs Copy letters to T&MBC re proposed abolition of Area Planning Cttees (copies to all Cllrs)  
T&MBC Response to BGPC's comments & Area Planning Cttee decision re proposed abolition of Area Planning Cttees (copies to all Cllrs)

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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'.

## DRAFT MINUTES

### Action

#### **Correspondence** (continued)

Noted (continued):

Kent Police Invite to attend 'Policing & Austerity' conference, Maidstone 09.12.15 (copies to all Cllrs)

T&MBC Request for Road Closure Order, Borough Green High St - Christmas lights switch-on (copies to all Cllrs)

T&M KALC Draft minutes 22.10.15 + associated documents (copies to all Cllrs)

T&MBC Request for agenda items PPP mtg 19.11.15 (copies to all Cllrs)

Plaxtol PC Update on proposed Dog Warden initiative (copies to all Cllrs)

**KALC** AGM 21.11.15: Cllrs Taylor & Shaw will attend. Cllr Perry has requested an agenda item re the recent statement from a Sevenoaks District cllr about the J5 slips.

**NHS** Notice of application for a pharmacy, The Crown PH, High St, Seal: representations to be submitted by 20.11.15 (copies to all Cllrs).. Noted although there is some concern about parking provision

**Skate Park Cttee** Inspection report 14.10.15 + subsequent report (copies to all Cllrs) Chairman advised that a new Handyman has been appointed and a programme of repairs is in place.

MT/TS

#### 129. **Potters Mede Grounds**

(i) All Cllrs had received copies of the soil test results. Cllr Willard is arranging a meeting with Landscape Services for advice.

(ii) All Cllrs had received copies of information from the Junior Football Club regarding the direction and pitch requirements of the club next season. AGREED that Cllr Perry, with assistance from Cllr Taylor as required, will liaise with the club to progress the proposed new pitch adjacent to Potters Mede. BGPC will consider assisting with the cost of fencing the new site.

HW

SP  
MT

#### 130. **Potters Mede Pavilion**

(i) Ventilation system: no further report

(ii) Alterations to the roller shutter door have been completed

(iii) RESOLVED to ratify acceptance of the quotation from MAS Cleaning in the sum of £165 to clean Carpets in the main hall. The work is scheduled for 6 November 2015.

(iii) Clerk advised that, based on recent consumption, EDF have increased their monthly D/D to £740. AGREED to request EDF to check the accuracy of the meter and to take readings twice a week in order to monitor use of electricity.

#### 131. **Recreation Ground**

(i) RESOLVED to ask Rite Industrial Doors Ltd to supply and fit a robust security handle to the pavilion toilet door. Chairman will progress.

(ii) RESOLVED that a chain saw be purchased as the Chairman's own has been used for council work. Further RESOLVED to purchase a new bar and chain for the Chairman's chain saw as a gesture of appreciation. Borough Green Garden Machinery has a suitable chain saw for £325. After discussion RESOLVED to research further and purchase a suitable machine at a more economical cost. Chairman will progress.

(iii) It was clarified that Borough Green Junior Football Club are entitled to use the football pitch Saturdays and Sundays during the season, subject to ground conditions.

MT

MT

#### 132. **Financial Matters**

All Cllrs had received copies of existing BGPC Financial Regulations and new draft Financial Regulations customised for BGPC and based on the latest National Association of Local Councils Model Financial Regulations. During discussion an amendment at item 6.21 was AGREED. RESOLVED to adopt the Regulations.

#### 133. **Isles Quarry Redevelopment**

(i) Progress report: none

(ii) Bus service report: as minuted at item 126(ii)

#### 134. **War Memorial**

(i) Written confirmation of a second quotation for the plaque is still awaited

(ii) A meeting of the War Memorial Committee will be held in the new year to consider appropriate wording on the memorial. Any suggestions should be sent to the Chairman.

(iii) AGREED the record of names to be commemorated needs to be kept updated, possibly on a website.

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**135. Community Assets List**

All Cllrs had received copies of a proposed list of buildings, land and plantings for submission to T&MBC for inclusion in the List. RESOLVED that this be submitted in its entirety.

**136 Replacement tree - j/o Rock Road/Quarry Hill Road**

- (i) All Cllrs had received copies of the tree consultation which includes a list of possible trees for the new planting
- (ii) Noted that Circle Trust Russet has granted permission for a memorial bench to be sited on Housing Assn land at the entrance to Tollgate Mews on the understanding that BGPC is responsible for its future maintenance.

**137. Cheques for Signature**

**BACS:**

£475.00	S Hollman - alterations to roller shutter, Potters Mede
£379.00	T&MBC - Rates November 2015, Potters Mede
£3363.58	Staff salaries October 2015
£1501.55	KCC - Superannuation October 2015
£2588.97	Inland Revenue July - Sept 2015
£156.95	KCC - maintenance supplies PM/RG/Office
£3155.04	How Green Nursery Ltd – Hanging baskets 2015 (final)
£226.94	SE Contracting – Street lighting maintenance October 2015
£1815.00	Commercial Services Trading Ltd – ground maintenance, P Mede (interim 25%)
£1107.90	Commercial Services Trading Ltd – ground maintenance, Rec. Gd. (interim 25%)

**D/D:**

£11.00	EDF – supply, Recreation Ground, October
£740.00	EDF – supply November payment, Potters Mede
£295.61	Ford Lease – vehicle lease November 2015
£135.10	WEX Europe Services (UK) Ltd – petrol for vehicle & mowers PM/RGd

3888	£155.00	Ms K Ritson - reimbursement for vehicle damage
3889	£100.00	Church of The Good Shepherd – Donation: use of room July - Sept 2015
3890	£241.82	ESE Direct 2no grit bins
3891	£110.53	Cash - Petty cash reimbursement
3892	£66.00	B Glew - Rec Gd gate, Harrison Rd, reimbursement

**Bank reconciliation September 2015**

B/F September 2015	71864.83
T&MBC Precept (balance)	78697.00
Other Receipts September 2015	<u>1223.19</u>
	151785.02
Less Payments September 2015	<u>12255.07</u>
c/f 30/09/15	<u>139529.95</u>

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

**138. Written Reports**

- (i) It was noted that the lighting of the railway station forecourt has been upgraded and the Station Master's House garden has been cleared ready for cultivation. The station canopy has been removed for repair.
- (ii) Chairman will discuss potholes in Station Rd and Wrotham Rd with KHS.
- (iii) Chairman will raise concern about current road closures at the next PPP meeting.
- (iv) Chairman will ask T&MBC Enforcement Officer to address deteriorating state of the Henry Simmonds site.
- (v) Chairman will raise concerns about poor signage approaching the new roundabout j/o A227/A25 with KCC.
- (vi) After considerable discussion agreed that Chairman will liaise with Celcon H+H re extreme nuisance from dust coming from their site; air quality and noise from plant.
- (vii) Concern about the poor lighting of the FP Fairfield/Station Approach will be raised with T&MBC
- (viii) Cllr Perry reported on his visit to Gatwick Airport in connect with the High Weald Councils Aviation Action Group: the effects of noise in the wider community was raised. Noted that requests for monitors should be made through the Gatwick Consultative Committee (GATCOM). Gatwick's Community Noise Monitoring website was also noted.
- (ix) There was some discussion about Councillors sending letters in the name of BGPC without authorisation: AGREED that an official BGPC letter must be agreed and minuted and sent by the Clerk.

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**Action**

139. **Future Dates**

- (i) Date of the next Meeting Monday 7 December 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 5 December 2015 with two councillors present

**All**

**MT/CD**

140. There were no matters for discussion in committee

The meeting closed at 9.51 pm

DRAFT