

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Tuesday 2 May 2016 in the Annexe to The Church of the Good Shepherd.  
Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, Mrs S Gould, S Perry and T Shaw  
There were no members of the public in attendance.

**Action**

1. **Election of Chairman**

Cllr Taylor invited nominations for Chairman. Cllr Perry proposed Cllr Shaw, seconded by Cllr Mrs Dawson. Cllr Shaw proposed Cllr Taylor, seconded by Cllr Mrs Gould. Cllr Perry reminded the meeting of the T&MBC Standards Board decision against Cllr Taylor earlier this year. Agreed that this has not been fully considered by the parish council and will be an agenda item next month in Part 2 of the meeting.

A paper and pencil vote was taken which proved Cllr Taylor 4 Cllr Perry 2. Cllr Taylor was duly re-elected and signed the Declaration of Acceptance form.

Cllr Shaw conveyed thanks to Cllr Taylor for the excellent work he has done as Chairman so far and his dedication to the community.

2. **Apologies for Absence** were received from Cllrs C Dobson, Ms P Moorecroft, S Millener and H Willard.

3. **Election of Vice-Chairman**

Cllr Mrs Gould proposed Cllr Shaw, seconded by Cllr Chown. Cllr Mrs Dawson proposed Cllr Perry which was not seconded. 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.

5. **Minutes of the Meeting 4 April 2016**

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

6. **Matters Arising**

None

7. **Election of committees, representatives and working groups**

Sports Clubs Liaison – Cllr Willard

Finance & General Purposes – Cllrs Mrs Gould, Millener, Ms Moorecroft, 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 Ms Moorecroft

Men of Trees - Cllrs Taylor and Chown

Parish Partnership Panel – Cllrs Taylor and Mrs Gould.

Basted Mill Public Open Space – Cllrs Mrs Dawson and Ms Moorecroft

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

8. **Period for Public Consultation**

Chairman read a written report from the Community Warden, Mr Michael Head.

**9. Planning Matters****(i) Decisions**

- TM/15/03690/FL 17 Harrison Road - demolish garage and construct 2 story side/rear and single storey rear extensions with associated engineering operations: appeal lodged. No observations.
- (ii) TM/16/00676/FL - pitched garage roof and single storey rear extension - 10 Conyerd Rd. No observations.
- (iii) TM/16/00682/FL ATM with ant-ram bollards – Brackenhill Service Station, Maidstone Road No observations.
- (iv) TM/16/00683/FL Illuminated signs – Brackenhill Service Station, Maidstone Road. No observations.
- (v) TM/16/00887/FL Rear and side extensions – 9 Wyatt Close. No observations.
- (vi) TM/16/01014/FL Demolish conservatory and construct rear extension – 8 Normanhurst Road. No observations.

**10. 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 Revised date for next PPP meeting: 18 May 2016 (copies to all Cllrs)  
 High Weald Councils Aviation Action Group Updates + agenda 12.3.16 (copies to all Cllrs)  
 T&MBC Area 2 Planning Cttee agenda 13.04.16 (copies to all Cllrs)  
 Getmapping Parish Online: latest information (copies to all Cllrs)  
 KALC Parish News April 2016 (copies to all Cllrs)  
 KCC KCC Funded Bus Services consultation reminder:closes 15.05.16 (copies to all Cllrs)  
 Skate Park Cttee Minutes of the meeting 13.01.16 (copies to all Cllrs)  
 KALC Draft agenda 12.05.16 (copies to all Cllrs)  
 Kent Police & Crime Commissioner Newsletter & term of office Report (copies to all Cllrs)  
 Skate Park Report on work carried out prior to the Easter holiday (copies to all Cllrs)  
 I & G Ctrs Notification of planned gas mains replacement works, Wrotham Road 25 July - 2 September 2016 (copies to all Cllrs)  
 Platt Memorial Hall Enquiry re war funding certificates from council archives (copies to all Cllrs)  
 NALC Bulletin and update on recent national developments & meetings (copies to all Cllrs)  
 M Taylor/Addington & Trottscliffe PCs Planning enforcement concerns raised with T&MBC (copies to all Cllrs)

Skate Park Cttee Increased charge for operational inspections 2016-2017 (copies to all Cllrs).

RESOLVED to approve

Gatwick Airport Ltd Invite to nominate a representative to the Airport Noise Management Board (copies to all Cllrs) Cllr Perry advised that the HWCAAG has been named as a community group that can be nominated by individual councils: AGREED to support this proposal

S Perry Update on T&MBC review of funding arrangements w.e.f 01.04.17 and T&MBC

Options report (copies to all Cllrs) Cllr Perry advised that as from 1.4.17 T&MBC will be withdrawing some grant funding. Parish councils are likely to have to take on extra responsibilities. There will be a 6 week consultation period on the T&MBC proposals, commencing on 9 May 2016. For further consideration at the next meeting.

KALC Kent Resilience Team/KALC workshops for new template Emergency Plan (copies to all Cllrs). AGREED that Chairman will make notes on the new template and attend the workshop on 19.05.16

T&MBC New arrangements for the Playscheme, Activate and Y2 schemes were noted .

RESOLVED to make a £500 donation to the Y2Crew Scheme and continue with support for the 4th week of the Playscheme as in previous years.

**MT****11. Potters Mede Grounds**

- (i) New pitch adj Potters Mede: no report
- (ii) Filling in potholes on the field and tree planting: no report

<p>12. <b><u>Potters Mede Pavilion</u></b>                  (i) Agreed to monitor future electricity usage on a weekly basis                  (ii) Noted that EDF has made a further reduction in the monthly direct debit which is now £236/month and a further refund of £358.41 will be made.</p>	
<p>13. <b><u>Recreation Ground</u></b>                  (i) A request for hire of the tennis courts for Saturday coaching was received. After discussion about the logistics of managing advanced bookings, agreed that Chairman will discuss this with Cllr Dobson as he is involved with the current booking process. For further consideration at the next meeting.                  (ii) Purchase of a pressure washer: no report                  (iii) Purchase of materials: sub-base for footpath and grass seed. No report                  (iv) No further information received on the proposed use of the ground for a 'Fun Run' on 11 June 2016. Comments from BGJFC had been circulated to all members and were noted.                  (v) The amended draft agreement for use of the car park in connection with the proposed 'Ingleside' development had been circulated to all cllrs. Chairman advised that the owner of the land now wishes to change the wording. Agreed that Chairman will continue to liaise. For further consideration at the next meeting.                  (vi) Agreed to approve a request for use of the ground for a fund-raising event for The Heart of Kent Hospice on 30 July 2016 12noon-4pm.                  Both events are subject to adequate public liability insurance, licences and first aid arrangements being in place. No vehicles to be taken onto the field if ground conditions are unsuitably wet.</p>	<p>MT/CD  SM MT  MT</p>
<p>14. <b><u>Tree Surgery</u></b>                  RESOLVED to approve payment of £348 + VAT to Treeability to reduce to near ground level a diseased and leaning Ash tree on unregistered land near Lingfield Road, between Borough Green/St Mary's Platt boundary</p>	
<p>15. <b><u>Defibrillator</u></b>                  Cllr Dawson advised that she has registered the council's interest with the British Heart Foundation for possible future funding. An equipment package, including the defibrillator, heated cabinet, signage and accessories will cost £1025 + VAT. The Manager of the railway station has been contacted regarding the station being a suitable site: replay awaited. For further consideration at the next meeting.</p>	<p>TD</p>
<p>16. <b><u>Parish Vehicle</u></b>                  RESOLVED to approve payment of £245.67 + VAT to Foreman Bros Ltd for repairs to the vehicle following vandalism.. Clerk advised that this cost is not covered by the terms of the lease.</p>	
<p>17. <b><u>Risk Assessments</u></b>                  No report</p>	<p>MT/SM</p>
<p>18. <b><u>Isles Quarry Redevelopment</u></b>                  (i) Provision of a bus route to the doctors' surgery, close to the new development: no report                  (ii) Chairman advised that he is still pursuing an explanation of recent tree surgery and ground works at Isles Quarry East.</p>	<p>MT</p>
<p>19. <b><u>War Memorial</u></b>                  (i) The KCC licence application is being finalised                  (ii) Groundworks are due to commence on 6 June 2016                  (iii) Names continue to be collated for inscription on the plaque and a further quotation for the plaque is awaited.</p>	
<p>20. <b><u>Replacement tree - j/o Rock Road/Quarry Hill Road</u></b>                  No report</p>	

21. Cheques for Signature

## BACS:

£397.00	E-on – street lighting supply March 2016
£382.00	T&MBC - Rates May 2016, Potters Mede
£50.00	T&MBC - Rates May 2016, Recreation Ground
£3350.98	Staff salaries April 2016
£1501.55	KCC - Superannuation April 2016
£377.41	Wrotham PC – Skate Park maintenance
£71.39	Zen Internet Ltd – Domain registrations 2016/2017
£226.94	SE Contracting – Street lighting maintenance April 2016
£21.10	Travis Perkins - wood for Recreation Ground

## D/D:

£70.90	WEX Europe Services (UK) Ltd – petrol for vehicle March: PM; RG, Skate Park and highways
£236.00	EDF – supply, Potters Mede, May
£14.00	EDF – supply, Recreation Ground, May
£295.61	Ford Lease – vehicle lease May 2016

3923	£2970.00	D W Salt - electric & water supply extension work, Rec Gd (replaces chq no. 03916)
3924	£30.58	KALC - Publications: Good Cllrs Guide
3925	£460.80	TreeAbility - tree surgery Lingfield Rd/St George's Field FP
3926	£20.00	KCPFA – subs 2016/17
3927	£500.00	T&MBC – Y2 Crew Summer Scheme donation
3928	£500.00	H Damiral – Office allowance 2015/16
3929	£110.90	Borough Green Garden Machinery – strimmer maintenance
3930	£294.80	Foreman Bros Ltd – van door and window repairs following vandalism

Bank reconciliation March 2016

B/F March 2016	79006.45
Receipts March 2016	<u>3636.86</u>
	82643.31
Less Payments March 2016	<u>18253.63</u>
c/f 31/03/16	<u>64389.68</u>

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

22. Written Reports

Cllr Perry advised of possible transfer of areas of T&MBC land at Crow Hill & Staleys Acre to BGPC. AGREED in principle that Cllr Perry will continue to discuss this with T&MBC. Further agreed that it would be sensible to consult with neighbouring residents before any decision is made. It was suggested that this could be extended to include the public conveniences adj to the village hall.

**SP**23. Future dates

- (i) Date of the next Meeting Monday 6 June 2016 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 4 June 2016 10 – 12 noon

**All****SG/TS**

## 24. There were no confidential matters for discussion

The meeting closed at 9.14 pm