

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 December 2015 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs T Dawson, C Dobson, Ms P Moorecroft, S Millener, S Perry, T Shaw and H Willard

There were no members of the public in attendance but a representative from Kent Police was present

141 **Apologies for Absence** Cllr Mrs S Gould,

Action

142 **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 items 148 & 149: Potters Mede grounds and pavilion

143 **Minutes of the Meeting 2 November 2015**: All members had received copies of the minutes which were approved and signed as a true record. RESOLVED.

144 **Matters Arising**

138(ii) Temporary road repairs have been carried out in Station Rd. A full resurface will be done in the Spring

138(iv) It is understood that T&MBC Enforcement have contacted the owners of the Henry Simmonds site: report awaited,

138(v) There is now improved signage for the new roundabout j/o A227/A25.

138(vi) Chairman and Cllr Ms Moorecroft met with Celcon to discuss issues of dust from the site: data/hazard sheets for all materials used and blocks show that they are all non-hazardous. Some Cllrs still have reservations and Chairman recommended that they visit the site to discuss their concerns.

138(vii) Poor lighting of the FP Fairfield/Station Approach: no report yet. Chairman will discuss with T&MBC.

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145. **Period for Public Consultation**

A verbal report from Kent Police included attempted thefts on two shops in the High St and a publicity campaign to recruit volunteer Wardens. It is hoped that the Parking Enforcement Officer will be visiting Borough Green regularly.

146. **Planning Matters**

- (i) Decisions None
- (ii) TM/15/03200/FL Canopy over outdoor stage - Borough Green Primary School, Station Approach. No observations
- (iii) TM/15/02642/FL Change of use A1 to A3 & extract flue to rear - 33 High St. No observations
- (iv) TM/15/03340/FL Convert garage to kitchen, remove garage door and replace with wall & window - 40 Lingfield Rd: no observations
- (v) TM/15/03606/FL Below cap validation report. Isles Quarry redevelopment: noted
- (vi) TM/15/03579/FL 2no side dormers - 17 Ascot Close. No observations
- (vii) TM/15/03612/LDE Confirmation of existing use as fish & chip shop: no observations
- (viii) Replace garage with 2storey side and single storey rear extensions: No observations

147. **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 Agenda for Area 2 Planning Committee 11.11.15 (copies to all Cllrs)
- T&MBC Financial Statements 2014/2015 available on the Annual Accounts page of www.tmbc.gov.uk (copies to all Cllrs)
- High Weald Councils Aviation Action Group Updates and survey (copies to all Cllrs)
- KALC Guide to 'How roadworks are managed' (copies to all Cllrs)
- Kent Police Mobile Police Station dates (copies to all Cllrs)
- KCC Monthly bus updates October 2015 (copies to all Cllrs)
- KALC Documentation regarding 'Devolution of services to local councils'. Case studies to be submitted to kalc@kentalc.gov.uk by 25.12.15 (copies to all Cllrs)
- Get Mapping Parish Online newsletter (copies to all Cllrs)

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Correspondence (continued)

Noted (continued):

- KCC Proposed changes to Grange Park School, Borough Green Rd, Wrotham: consultation period 2-30 Nov.2015. Comments to school.consultations@kent.gov.uk (copies to all Cllrs)
- T&MBC CPP agenda 16.11.15 and minutes of the mtg 06.07.15 (copies to all Cllrs)
- Kent Police Newsletter September/October 2015 (copies to all Cllrs)
- Kent Police Invite to Kent Business Crime Conference 4 19.11.15 (copies to all Cllrs)
- T&MBC Letter of Censure re Cllr Taylor Standards Board hearing (copies to all Cllrs)
- KALC Kent Fire & Rescue Service information update (copies to all Cllrs)
- T&MBC PPP agenda 19.11.15 & KCC Services Update' supplement (copies to all Cllrs)
- Action for Communities in Rural Kent Annual Summary 2014-2015
- T&MBC JTB agenda 30.11.15 (copies to all Cllrs)
- CPRE Magazines winter 2015
- KCC Monthly bus updates November 2015 (copies to all Cllrs)
- T&MBC Decision sheet for JTB 30.10.15 (copies to all Cllrs)
- Kent Police Policing & Austerity Conference 09.12.15 (copies to all Cllrs)
- KALC Updates on Legal Topic Notes: Control of dogs & Byelaws KALC
- Kent Fire & Rescue Service information update (copies to all Cllrs)
- KCC Street lighting presentation slides as presented to PPP
- Connect Buses 3 new shopper buses serving Borough Green (copies to all Cllrs)
- M Taylor Press release re his recent Standards Hearing and Right to Reply response (copies to all Cllrs)
- T&MBC Draft order for temporary road closure BG Christmas Lights Festival 2016 (copies to all Cllrs)
- T&MBC Introduction of kitchen caddies: stocks available for distribution (copies to all Cllrs)

Various T&M parish councils Comments on possible parish council message/bulletin board (copies to all Cllrs) Noted that some parish councils consider that KALC is best to disseminate information to all. However, it was also noted that an online facility may be set up to allow parish councils to discuss best practices and concerns.

148. **Potters Mede Grounds**

- (i) Soil test results: Cllr Willard advised of his discussions with Landscape Services: a severe lack of phosphorus may account for areas of sparse growth. Landscape Services will tailor future maintenance work to address this but noted that this may be a long ongoing process.
- (ii) RESOLVED to accept a quotation from Landscape Services for mowing 2016 in the sum of £81.71/cut
- (iii) Proposed new pitch adj Potters Mede: no report
- (iv) Subsequent to discussion at the last meeting and after further research a Mountfield chainsaw has been purchased at a cost of £119.99. RESOLVED
- (v) A formal application from BGJFC for use of the adult pitch 2016-2017 was received. AGREED but only on the condition that the pitch is fit for use by a second club next season.

149. **Potters Mede Pavilion**

- (i) Ventilation system: the electrical check is still awaited.
- (ii) EDF check of the accuracy of the meter is awaited. Chairman is liaising. All Cllrs were given details of electricity meter readings over the past month which were noted.
- (iii) RESOLVED to increase Potters Mede pavilion hire charges to £15/hr w.e.f 1/4/16. Further RESOLVED to honour any bookings already made at the existing rate.

MT

150. **Recreation Ground**

- (i) Further to discussion at the last meeting Rite Industrial Doors Ltd have supplied and fitted a robust security handle to the pavilion toilet door at a cost of £240 + VAT. RESOLVED.
- (ii) RESOLVED to accept a quotation from Landscape Services for mowing 2016 in the sum of £43.08/cut
- (iii) RESOLVED to accept a quotation from Landscape Services for playground inspections 2016 in the sum of £38.63/visit
- (iv) Repairs are required to the southern bridge over the stream. AGREED that this work can be done in-house: Chairman will liaise with grounds staff
- (v) RESOLVED to increase the Bowls Club rent to £850p.a. w.e.f 01.04.16. This will now be reviewed annually.

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Recreation Ground (continued)

- (vi) All Cllrs had received a revised plan for the layout of the car park in connection with the proposed 'Ingleside' development. This has been submitted to T&MBC.
- (vii) Approval for the use of snow chains on the leased vehicle will be sought. Chairman will liaise with the Groundsman re modifications of the council's snow chains to fit the new vehicle.
- (viii) The council's previous vehicle has now been sold and £110 received.

MT

151 **Requests for Financial Assistance**

- (i) A request from BGVH for a grant towards a replacement lift was received. AGREED to request details of proposed work and costs.
- (ii) All Cllrs had received copies of a request from the COGS for a grant towards the Foodbank scheme. RESOLVED to make a £250 donation in the current F/Y.
- (iii) A request for financial assistance was received from, The Counselling Centre, Tunbridge Wells. After discussion agreed in principle to make a £50 donation in the current F?Y but details will first be requested as to how many clients come from Borough Green.

152. **Insurance**

All Cllrs had received copies of the current BGPC insurance schedule. RESOLVED that cover is satisfactory and no action required.

MT

153. **Precept 2016/2017**

- (i) All Cllrs had received copies of the 7m budget outturn which was noted.
- (ii) All Cllrs had received copies of the minutes of the Finance Cttee meeting 5 November 2015. RESOLVED to approve all recommendations incl: no changes to staff salaries.
- (iii) RESOLVED to approve all special allocations as recommended by the Finance Cttee
- (iv) All Cllrs had received copies of the draft 2016/2017 budget and supporting information which, after discussion, was AGREED. Some financial information is awaited from T&MBC before the budget is finalised. AGREED to discuss further at the next meeting but AGREED in principle to aim for a 2% increase in the precept.
- (v) RESOLVED to reimburse the Clerk the £500 penalty fine paid to HMRC re RTI. Noted that charges have now been dropped and will subsequently be reimbursed to BGPC through the PAYE account.
- (vi) There was some discussion about the constitution and quorum of the Finance Cttee. Chairman reminded Cllrs that although this is a committee of four Cllrs, all members of BGPC are entitled to attend. It was AGREED that formal membership should be increased to six: for further discussion at the next meeting.

154. **Isles Quarry Redevelopment**

- (i) All Cllrs had received copies of the updated Financial Risk Assessments. RESOLVED to approve
- (ii) Cllr Millener will start to prepare risk assessments for all BGPC working areas.

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155. **Isles Quarry Redevelopment**

- (i) Cllr Perry advised of KCC delays re proposed bus service to the doctors' surgery
- (ii) Chairman will request the developer to replace barriers on the footway at the end of Dark Hill Road.

156. **War Memorial**

Noted that KCC require (a) a traffic survey: a quotation for this has been received in the sum, of £300 (b) a structural survey - quotation awaited

157 **Replacement tree - i/o Rock Road/Quarry Hill Road**

No report

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158. Cheques for Signature

BACS:

£397.00	E-on – street lighting supply October 2015
£379.00	T&MBC - Rates December 2015, Potters Mede
£3363.78	Staff salaries November 2015
£1501.55	KCC - Superannuation November 2015
£42.07	Wrotham PC – Skate Park repairs
£57.58	Kent Aluminium - R Gd & P Mede maintenance materials
£97.16	BT – telephone rental, Potters Mede
£200.63	SE Contracting – Street lighting repairs: The Avenue; Normanahurst Rd; Annetts Hall & Fairfield Rd
£1379.12	Commercial Services Trading Ltd – mowing, P Mede & Rec Gd (final)
£384.19	E-on – street lighting supply November 2015

D/D:

£11.00	EDF – supply, Recreation Ground, October
£740.00	EDF – supply November payment, Potters Mede
£295.61	Ford Lease – vehicle lease December 2015
£50.00	WEX Europe Services (UK) Ltd – petrol for vehicle
£2,873.68	PWLB – No 2 loan 6m repayment

3893	£119.99	Cash - Petty cash reimbursement: chain saw
3894	£309.83	Borough Green Garden Machinery – service of ride-on mower, Potters Mede
3895	£800.00	Borough Green Christmas Lights Committee – Donation
3896	£165.00	MAS Cleaning - cleaning carpets, Potters Mede
3897	£187.00	SLCC – 2015/2016 subscription
3898	£288.00	Rite Industrial Doors Ltd - New security handle to pavilion toilet door, Rec Gd
3899	£128.55	Borough Green Garden Machinery – service of mower
3900	£77.00	Borough Green Garden Machinery – two chains for new chain saw
3901	£250.00	COGS - Foodbank donation
3902	£500.00	H Damiral –reimbursement of tax penalty paid

Proposed by Cllr Perry, seconded by Cllr Shaw that the above payments be made. **RESOLVED**
Thanks were expressed to the Christmas Lights Cttee for another wonderful display this season.
Particular thanks were expressed to Mrs Gould for her 30years service on this committee since its inception.

159. Written Reports

- (i) A Joint meeting of parish councils will be held on 18.01.16 to discuss Traffic Air Quality.
- (ii) Chairman advised of possible T&MBC changes to its Youth Programmes next year: Activate/Y2/Playscheme which may be outsourced. After discussion **AGREED** in principle to continue with financial contributions to other providers if this happens.
- (iii) Chairman advised that he will agree gritting procedures for this winter with the grounds maintenance staff and Wrotham PC.

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160. Future Dates

Date of the next Meeting Monday 4 January 2016 in the Annexe to The Church of the Good Shepherd 7.30 pm.

All

161. 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

Members noted documents from a member of the public and allegations against a serving councillor, the matter is subject to ongoing legal proceedings, and has been forwarded to the Monitoring Officer.

The meeting closed at 9.37 pm