

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 July 2015 in the Annexe to The Church of the Good Shepherd.

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

There was one members of the public in attendance.

Action

42 **Apologies for Absence** were received from Cllrs Mrs T Dawson, C Dobson and H Willard

43. **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 58 cheques for signature – skate park maintenance; expenses reimbursement and BGVHMC

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

45 **Matters Arising**

Item 35 Economic Study for the east facing slip roads on the M25: Cllr Perry advised that he has appraised himself with KALC's current position statement and is satisfied. He advised that T&MBC has pledged a further £1,000 towards the Study.

Item 39(i) Proposed bus service to the Drs Surgery, Quarry Hill Rd: It was reported that discussions are advancing but ideas still have to be costed and budgets considered. Noted that as from 2016 it will be compulsory for single-decker buses to have low level access.

46. **Period for Public Consultation**

No matters were raised .

47. **Planning Matters**

- (i) **Decisions**
TM/11/03518/FL Planning Enforcement investigation in progress re possible breach of Condition 3: promotion of premises as a restaurant and associated noise nuisance
Cllr Shaw arrived
- (ii) TM/15/01596/FL single storey extension, first floor balcony/roof terrace and conversion of roof space - 69 Wrotham Rd plus two storey rear extension, conversion of roof space & new side flank window openings - 71 Wrotham Rd. No observations
- (iii) TM/15/01600/FL Replace existing garage with new house and access - 4 Crow Hill Road. No observations
- (iv) TM/15/01760/FL first floor extension over existing + side/rear orangery extension - 8 Tolsey Mead: the need for piling is queried.
- (v) TM/15/01926/CRD Contamination remedial verification report plots 169-171, Isles Quarry development. For information: noted.
- (vi) TM/15/01538/FL Two storey rear extension - 12 Sevenoaks Road. No observations
- (vii) TM/15/01821/FL Extension and roof conversion - 13 Harrison Road. No observations
- (viii) TM/15/01963/RD Details of capping layer validation programme and update to contamination remedial works & earthwork movements - Phase 2 , Isles Quarry development. For information: noted
- (ix) TM/15/01962/FL Sect 73 application to vary use of Barn 2 to include gymnasium; Barn 5 to restaurant/café, parking amendment; resiting main office building and Shed 1; alterations to Barns 3, 4 & 5 - Crickets Farm, Borough Green Rd, Ightham. No observations re outbuildings but objection to the Listed Building farmhouse being converted into self-contained dwellings.

48. **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)
BMPOS	Minutes of the meeting 26.03.15 (copies to all Cllrs)
KCC	Monthly bus updates May 2015 (copies to all Cllrs)
T&MBC	Invite to Chairman to attend Mayor's Garden Party (copy to Chairman)

Correspondence (Continued)

Noted (Continued)

T&MBC Area 2 Planning agenda 08.07.15 (copies to all Cllrs)

Environment Agency River Medway flood storage areas: project update (copies to all Cllrs)

KCC Newsletter no 288 (copies to all Cllrs)

T&MBC Advice re food waste during hot weather (copies to all Cllrs)

Kent Police and Crime Commissioner May/June newsletter (copies to all Cllrs)

KALC Country Eye App for 'Helping Keeping the Rural Community in Kent Safe' (copies to all Cllrs)

KALC Councillors' conference, Lenham 24.07.15 (copies to all Cllrs)

KALC Drainage & Local Flood Risk Policy Statement: consultation on surface water drainage provisions associated with major development: comments invited by 24.07.15. (copies to all Cllrs)
Available at http://consultations.kent.gov.uk/consult.ti/DLFR_PolicyStatement. Chairman will obtain further details

MT

High Weald Councils Aviation Action Group Invite for one representative to attend a meeting to discuss the Airports Commission's recommendation 17.07.15 (copies to all Cllrs) Cllr Perry will attend

SP

KALC Pilot Local Warden Support Officer Scheme: meeting 10.07.15 Aylesford (copies to all Cllrs)
Chairman will attend

MT

49. **Potters Mede Grounds**

- (i) Soil test results: Cllr Willard is liaising with Landscape Services. For consideration at the next meeting
- (ii) AGREED that the BGPC ride-on mower may be used by Potters FC to tow their aerating machines. Cllr Willard will liaise
- (iii) There have been instances of Rusthall FC using the grounds for training. AGREED that this is not acceptable. Cllr Willard has advised them accordingly.

HW

HW

50. **Potters Mede Pavilion**

- (i) Cllr Millener advised that he has received some information from ACE Ventilation which will now enable him to disconnect the heating element of the ventilation system
- (ii) RESOLVED that ACE Ventilation will undertake a survey of all systems in place to ensure maximum cost-effective efficiency. Cllr Millener will liaise.
- (iii) Clerk will query possible rate relief for the Pavilion.

SM

SM

51. **Recreation Ground**

- (i) All Cllrs had received details of a range of litter bins available. At least 3 replacements are required. RESOLVED to purchase 1no complete unit plus 3no extra inner liners for which Chairman will construct outer frames.
- (ii) The steel security door to the Memorial Pavilion toilet has been ordered and is awaited.

MT

52. **Parish Vehicle**

- (i) No further offers to purchase the unroadworthy council-owned vehicle have been received therefore consideration was given to the 3no bids received last month. RESOLVED to accept the highest offer in the sum of £450. Chairman will liaise with the purchaser
- (ii) Further to the resolution at the last meeting, it was noted that the inclusive cost to lease the new vehicle is £246.34 + VAT/month. RESOLVED to approve.
- (iii) Written consent will be obtained from the lessor for signwriting the new van in accordance with the contract conditions.
- (iv) Fuel cards are now in use for all BGPC fuel purchased.

MT

53. **Financial Matters**

- (i) The year end internal audit report is awaited.
- (ii) All Cllrs had received copies of the updated Statement of Internal Controls. RESOLVED that this be approved.

54. **Insurance**

- (i) All Cllrs had received copies of the insurance schedule from Zurich Municipal. RESOLVED that this be approved and the insurance renewed for the forthcoming year.
- (ii) Noted that the joint-owned BGPC/Kent Police CCTV cameras have been removed from the policy: Kent Police have been asked to confirm that they have insurance to cover.

55. **Isles Quarry Redevelopment**

- (i) Chairman advised that the adoption of the haul road is imminent but to date there is no sign of this happening.
- (ii) It is understood that a new footbridge is cost prohibitive. Chairman has discussed with the developer the idea of placing the old bridge on Isles Quarry East land, on concrete pads supplied by the developer. The Chairman also discussed the possibility of steps with the developer.

56. **War Memorial**

- (i) KCC have suggested that a Section 50 application be applied for which will allow work on highway land. AGREED that, prior to making this application, BGPC will contact the utility companies who may have services on/adjacent to the proposed site: Chairman and Clerk will liaise
- (ii) A list of names of people to be commemorated has been drawn up and costings for the work will be obtained.

MT

57. **Oak Tree - Quarry Hill Road/Rock Road**

It was explained that the tree was planted 104 years ago to commemorate the Coronation of King George V. Sadly it has been confirmed that the tree has died and KCC will remove it within the next few weeks. AGREED that a replacement tree will be planted later in the year and there will be no planting around its base: KCC will advise of suitable trees and a public consultation will take place. Wood from the tree will be salvaged to make benches etc for the village. However, prior to planting, the retaining wall must be replaced which is thought may cost £2,500 approx.

58. **Cheques for Signature**

BACS:

£397.00	E-on – street lighting supply May 2015
£379.00	T&MBC - Rates July 2015, Potters Mede
£50.00	T&MBC - Rates July 2015, Recreation Ground
£3363.78	Staff salaries: £1009.31 June 2015
£384.19	E-on – street lighting supply June 2015
£1501.55	KCC - Superannuation June 2015
£12.15	Kent Aluminium – Van & P Mede maintenance materials
£226.94	SE Contracting – Street lighting maintenance June 2015
£123.41	Wrotham PC – Skate Park maintenance
£311.85	BGVHMC - hire of hall lunch club April - June 2015
£750.00	BGVHMC - office rental July - Sept 2015
£1839.60	How Green Nursery Ltd – Hanging baskets 2015 (interim)
£3630.00	Commercial Services Trading Ltd - maintenance work to pitches, Potters Mede (50% interim payment)
£2215.80	Commercial Services Trading Ltd - maintenance work to pitch, Recreation Ground (50% interim payment)
£40.50	BGVHMC - hire of room, foot clinic July-Sept 2015
D/D:	
£11.00	EDF – supply, Recreation Ground
£295.61	Ford Lease – vehicle lease June 2015
£50.00	WEX Europe Services (UK) Ltd – petrol for vehicle
£295.61	Ford Lease – vehicle lease July 2015

3861	£327.20	Borough Green Garden Machinery – strimmer repair: new gearbox £259.70 – supply & fit new cable to mower £67.50
3862	£25.00	The Kent Men of the Trees – subs 2015-2016
3863	£100.00	Victim Support - Donation
3864	£156.20	B Glew - roof strobe light and rear number plate for van + warning at work signs + petrol for mowers PM/RG (£80.63) (reimbursement)
3865	£2,500.00	KALC - contribution towards KCC study of East Facing Slips
3866	£88.50	M Taylor - roof tiles, Memorial Pavilion (£20) + lettering for vehicle (reimbursement)
3867	£5051.34	Zurich Municipal – annual insurance 2015/2016
3868	£66.67	Church of The Good Shepherd – Donation: use of room May - June 2015

Cheques for Signature (Continued)

<u>Bank reconciliation May 2015</u>	
B/F May 2015	128818.78
Financial arrangements instalment	3330.50
Other Receipts May 2015	<u>892.07</u>
	133041.35
Less Payments May2015	<u>17964.02</u>
c/f 31/05/15	<u><u>115077.33</u></u>

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

59. **Written Reports**

- (i) There was some discussion about the proposal of T&MBC to make past Councillor Mrs Murray a Freeman of the Borough. Await further information.
- (ii) A written report from Cllr Mrs Dawson on her recent attendance at a Joint Standards Board meeting was read: noted that no action is required regarding the differences between councils following the NALC and Kent Codes of Conduct.

60. **Future Dates**

- (i) Date of the next Meeting Monday 3 August 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 1 August 2015 with two councillors present
- (iii) In response to a request from the Chairman, to avoid a clash of meetings, RESOLVED that the September meeting will be held on Monday 14 September 2015

61. There were no matters for discussion in committee

The meeting closed at 8.39 pm

all

MT/TD

all