

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 April 2016 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), C Dobson, Mrs T Dawson, S Millener (late arrival), S Perry, T Shaw, H Willard and M Yianni

There were three members of the public in attendance and M Head, Community Warden

### Action

225 **Apologies for Absence** Cllrs Chown, Mrs Gould and Ms Moorecroft

226 **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 232(ii) & 233(i): Potters Mede grounds and pavilion; item 234(i) & (ii) Recreation Ground and item 235 Cheques for signature: Potters Mede

Cllr Taylor declared an interest in item item 235 Cheques for signature: Recreation Ground

227 **Minutes of the Meeting 29 February 2016**: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

228 **Matters Arising**

208. Publicly accessible defibrillator - Cllr Mrs Dawson advised of information received from Sevenoaks Community First Responders: the recommended site in Borough Green would be outside the railway station. Free training for correct use is available and the cost of purchase, in a heated cabinet, is estimated at just over £1,000. The equipment would need to be checked 8-weekly and batteries replaced periodically. Some funding assistance may be available from the British Heart Foundation. AGREED in principle to progress this initiative and also consider having a second one outside the Black Horse PH, Maidstone Road. Cllr Mrs Dawson will obtain further information about funding and costs and report to the next meeting.

TD

229. **Period for Public Consultation**

Cllr Perry advised that the provision of a bus service to the doctors' surgery does appear to be progressing but reiterated that there are no additional funds available therefore any service as provided by the operator will be final. Strong concerns were raised about the length of time that this is taking. It was suggested that maybe consideration could be given to a future improved service funded by Borough Green and Wrotham parishes.

The Community Warden reported on recent incidents and also advised that thought is being given to an improved drugs-related advice/support service for young people.

230. **Planning Matters**

- (i) Decisions None
- (ii) TM/16/00537/FL Demolish garage and construct single storey side and rear extension – 10 Annetts Hall. No observations
- (iii) TM/16/00606/FL Part conversion of garage, front canopy & first floor side extension – 40 Harrison Road. No observations
- (iv) TM/16/00622/TPOC Tree surgery to Oak trees - 76 Crouch Lane. No observations

231. **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 Community Safety Partnership newsletter March/April 2016 (copies to all Cllrs)  
Action with Communities in Rural Kent Magazine Spring 2016 (copies to all Cllrs)  
High Weald Councils Aviation Action Group Updates, agenda 8.3.16 & minutes 9.2.16 (copies to all Cllrs)  
T&MBC Crime Prevention Panel agenda 14.03.16, minutes & TORs/Constitution (copies to all Cllrs)  
Getmapping Parish Online newsletter March 2016 (copies to all Cllrs)  
T&MBC JTB decision sheet 14.03.16 + BGPC Chairman's report (copies to all Cllrs)  
KALC Community Resilience & Emergency Planning workshop 19.05.16 (copies to all Cllrs)

**DRAFT MINUTES**

Minutes of the meeting of BGPC 4 April 2016 Page 2

**Action**

**Correspondence**

**Noted (Continued)**

KALC Completion of recruitment process for Pilot Volunteer Support Wardens: no volunteer for Borough Green & Wrotham (copies to all Cllrs)

T&MBC Advice of Enforcement notice to clear land at Bellows Lane + Chairman's responses (copies to all Cllrs)

Kent Police Newsletter Jan/Feb and mobile Police station dates (copies to all Cllrs)

KALC UKPN initiative to work with vulnerable residents during power cuts (copies to all Cllrs)

Kent Police & Crime Commissioner Letter from the retiring officer (copies to all Cllrs)

Matthew Scott Introduction as candidate for Kent Police & Crime Commissioner and his six point plan for Kent (copies to all Cllrs)

T&MBC JPCTG draft agenda 7.4.16 (copies to all Cllrs)

West Kent Neighbourhood Watch AGM 14.04.16 (copies to all Cllrs)

E Malling & Larkfield PC Copy letter to Mr Tugendhat MP re Housing & Planning Bill (copies to all Cllrs)

Ightham PC Emergency Plan 2016 (copies to all Cllrs)

KCC Monthly bus updates February & March 2016 (copies to all Cllrs)

NALC Legal Topic Note: Copyright (copies to all Cllrs)

NALC Bulletin on recent developments and meetings (copies to all Cllrs)

KALC Planning workshop 12.05.16 (copies to all Cllrs)

KALC Spring & summer conferences (copies to all Cllrs)

KCC Consultation on Review of KCC Funded Bus Services (copies to all Cllrs)

**Skate Park Cttee** Quotation for operational inspections (copies to all Cllrs): no consideration given as it is understood that KCC will be sending revised quotations.

**T&MBC** Report re review of funding options: for Cabinet meeting on 20.04.16. (copies to all Cllrs) Cllr Perry advised that although T&MBC additional annual funding to parishes will be received in the current financial year, because of financial shortfalls, parishes must be prepared to budget without this support next year. Additionally, it may be necessary for parishes to take on extra responsibilities in the future which may lead to further additional financial burden on the parishes.

**232. Potters Mede Grounds**

(i) Proposed new pitch adj Potters Mede: No report

(ii) RESOLVED to accept a quotation from Landscape Services for maintenance works to the two pitches for the forthcoming year incl verti-draining, top dressing and overseeding in the sum of £6,612.50

Further RESOLVED to approve expenditure of £30.58 for chemical warning signs to display on the pitches in connection with the above work.

(iii) Filling of potholes and planting of trees: agreed to put this work on hold whilst Chairman liaises with the adjoining owner, Robert Body, regarding additional planings and possible use of a digger.

**MT**

**233. Potters Mede Pavilion**

(i) Chairman and Cllr Millener will carry out an electrical 'clamp meter' test. Noted that this does not constitute a safety check.

(ii) All Cllrs had received copies of advice from KALC on the right to sell electricity generated. AGREED to await legislation to allow for this.

(iii) A refund of £2495.96 has been received from EDF as overpayment for electricity supply. RESOLVED to approve the new monthly direct debit of £615.00 w.e.f March 2016.

**MT/SM**

**234. Recreation Ground**

(i) Consideration was given to a request from BGJC for a reduction in the hire charge for the current year due to the unusable condition of the ground: taking into account the dates of the last occasion of use by the club and the damaged condition AGREED that no refund can be made.

(ii) Landscape Services have advised that the 'no play' ban be continued for this season. RESOLVED to accept a quotation from Landscape Services for pitch maintenance works for the forthcoming year incl weed control, top dressing and overseeding in the sum of £3,693.00

(iii) All Cllrs had received copies of the draft Deed of Easement for use of the car park in connection With the proposed 'Ingleside' development: Chairman proposed that this be signed. Voting was 7 in favour, 1 abstention. RESOLVED. AGREED that Chairman and Cllr Yianni will sign the document and Chairman will pass it to the solicitor.

**MT/MY  
MT**

**DRAFT MINUTES**

Minutes of the meeting of BGPC 4 April 2016 Page 3

**Action**

**Recreation Ground (Continued)**

- (iv) The groundworks for the extension of water and electricity supplies have been completed. RESOLVED to confirm approval of extra work for the land drain to be taken to stream with the 1m sub-based path; shingle and land drain works in the total sum of £970  
RESOLVED to approve expenditure of £401.50 by K Burrluck for related plumbing work.  
RESOLVED to appoint Stuart Vick to supply cable and carry out associated electrical work.  
RESOLVED to reimburse M Taylor £117 for purchase of water pipe materials  
Grass seed will be required to repair excavated ground. Chairman will obtain a price from Kent Aluminium  
Chairman has constructed a lockable connections box
- (v) All Cllrs had received copies of an email from an adjoining resident regarding suspected subsidence on west boundary together with the Chairman's reply. Noted. No action but access from the Recreation Ground for resident's remedial work will be made available if required.
- (vi) The Traid bin previously situated at the car park entrance has now been removed
- (vii) RESOLVED to approve a request for use of the ground for a charity Fun Run on 11 June 2016
- (viii) RESOLVED to hire a chipper for one day from Rawstones @ £110 + VAT plus £500 refundable deposit.
- (ix) 2no 1 tonne bags type 1 sub-base material are required to top-up the surface of the footpath. Chairman will speak to R Body and Kent Aluminium re availability and cost
- (x) Cllr Millener will obtain a price for a suitable replacement pressure washer

**MT**

**MT  
SM**

**235. Street Lighting**

All Cllrs had received details of the options to renew the council's street lighting contract with E.ON. RESOLVED to renew for a further 3-year period.

**236. All-weather pitch, Wrotham School**

All Cllrs had received information about alleged misappropriation of the use of funds within the the facility's sinking fund by Wrotham School. Chairman gave further information and proposed that, if appropriate, BGPC (1) withdraws from the venture and requests return of the money invested and (2) joins with Wrotham and Platt parish councils to build a 6G Astro Turf pitch at or adjacent to Potters Mede. Cllr Perry gave additional information. Agreed that the steady reduction in the sinking-fund, by the school, is of great concern. After considerable discussion RESOLVED to approve the proposals and action if and when necessary.

**237. Parish Vehicle**

There has been recent vandalism to the vehicle and window and lock repairs are required. The Strobe light beacon was stolen. Clerk has liaised with the insurance and lease companies: the go-ahead has been received for repairs. RESOLVED that this will not be an insurance claim. A replacement beacon will be purchased at a cost of £23. AGREED that additional security measures will be fitted and no/minimal equipment will be kept in the vehicle.

**238. T&MBC Local Plan: Call for Sites 2016**

All Cllrs had received copies of a draft BGPC submission and further comments from Cllr Shaw. Chairman proposed that the amended document, to include Cllr Shaw's comments, be submitted to T&MBC.

**239. Highway Matters**

- (i) All Cllrs had received the Chairman's report on the recent meeting with KCC to discuss the Borough Green Schemes: this was a very positive meeting and it is particularly welcomed that the Zebra Crossings are to be altered to Pelican Crossings. As the proposals are largely contained in the 9-Point Plan, it was AGREED that there should be no requirement for further public consultation.
- (ii) It was noted that KCC although the 'carrying-over' of funds from the last to the current financial year cannot be guaranteed, "this will not affect future work on the scheme and if additional funding is required in the future KCC will endeavour to obtain such".
- (iii) The next meeting of the Kent and Medway Safety Camera Partnership will be on 19 April 2016.

**240. Risk Assessments**

No report. Chairman and Cllr Millener will meet with the Groundsman to discuss.

**MT/SM**

**DRAFT MINUTES**

**241. Isles Quarry Redevelopment**

- (i) Proposed bus service to the doctors' surgery: as previously reported under item 229 of the agenda.
- (ii) In response to requests from residents of Hazelbourne, the developer has agreed to leave the emergency barrier open until the footways in Quarry Hill Road have been completed. This action is supported by the parish council.

**242. War Memorial**

- (i) The Highways Safety Statement has been received and circulated to all Cllrs. RESOLVED to approve the payment of £300.00 to Les Henry Associates Ltd
- (ii) A Structural Survey is currently awaited
- (iii) A further quotation for the plaque is awaited.

**243. HM The Queen's 90th Birthday Celebrations**

- (i) As there have been no suggestions of ways to locally celebrate the official birthday date on Saturday 11 June 2016, regrettably AGREED no action as there is now insufficient time to make proper arrangements. Members of the Baptist Chapel and Cllr Perry were thanked for their recent efforts in the 'Clean for the Queen' campaign

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

Cllr Perry is continuing to obtain full funding from the developer of Isles Quarry.

**245. Cheques for Signature**

**2015/2016**

**BACS:**

£371.39	E-on – street lighting supply February 2016
£3363.78	Staff salaries March 2016
£1501.55	KCC - Superannuation March 2016
£440.23	Wrotham PC – Skate Park maintenance
£226.94	SE Contracting – Street lighting maintenance February 2016
£27.57	Kent Aluminium - R Gd & P Mede maintenance materials
£1815.00	KCC - maintenance work to pitches, P Mede (interim)
£1107.90	KCC - maintenance work to pitches, Rec Gd (interim)
£313.65	BGVHMC – Hire of hall, lunch club Jan - March 2016
£81.66	Staples – Office supplies
£226.94	SE Contracting – Street lighting maintenance March 2016
£2588.77	Inland Revenue Jan - March 2016
<b>D/D:</b>	
£615.00	EDF – supply, Potters Mede, April
£14.00	EDF – supply, Recreation Ground, April
£50.00	WEX Europe Services (UK) Ltd – petrol for vehicle March

3909	£49.89	Chiddingstone PC - HWCAAG Clerk costs 30.09.15-12.01.16
3910	£30.58	H Willard - reimbursement for chemical warning signs
3911	£151.20	H Damiral - reimbursement for ventilation filters, P Mede
3912	£124.91	Cash – Petty cash and tel/BBand reimbursement Jan – March 2016

**2016/2017**

**BACS:**

£295.61	Ford Lease – vehicle lease April 2016
£750.00	BGHVMC – Office rental April – June 2016
£40.50	BGVHMC – Hire of hall, foot clinic April - June 2016
£385.60	T&MBC - Rates April 2016, Potters Mede
£53.32	T&MBC - Rates April 2016, Recreation Ground

**D/D:**

£14.00	EDF – supply, Recreation Ground, April
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DRAFT MINUTES

Minutes of the meeting of BGPC 4 April 2016 Page 5

**Cheques for Signature (Continued)**

3913	£67.20	Getmapping plc - Parish Online annual fee
3914	£1169.69	KALC – subscription 2016/17
3915	£50.00	Action with Communities in Rural Kent – subscription 2016/17
3916	£2970.00	M&S Paving - electric and water supply extension works, Rec Ground
3917	£117.00	M Taylor - water pipe for extension works, Rec Ground
3918	£300.00	Les Henry Associates Ltd - site visit and Highway Safety Statement - War Memorial
3919	£401.50	K Burrluck - water pipe extension works, Rec Ground
3920	£1050.00	BMPOS - Annual maintenance contribution 2016/17
3921	£132.00	Rawstones - chipper hire
3922	£500.00	Rawstones - chipper hire, refundable deposit

Bank reconciliation February 2016

B/F February 2016	86523.31
Receipts February 2016	<u>561.70</u>
	87085.01
Less Payments February 2016	<u>8128.56</u>
c/f 29/02/16	<u>78956.45</u>

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

**246. Written Reports**

- (i) Cllr Perry will circulate an electronic version of an Emergency Plan. Noted that all communities will be required to have one. Training is available for any councillor wishing to become involved.
- (ii) Noted that T&MBC will be launching an online Lottery
- (iii) Chairman advised of tree surgery required on unregistered land adjacent to the footpath Lingfield Rd/St Georges Field, on the Borough Green/Platt boundary and proposed that the costs be shared between the two parishes. RESOLVED

SP

**247. Future Dates**

- (i) Date of the next Meeting (Annual) Tuesday 3 May 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 30 April 2016 10 – 12 noon
- (iii) The Annual Parish Meeting will be held at 8pm in Borough Green Village Hall on Friday, 29 April 2016.

all

MT/CD

all

248. There were no confidential matters for discussion

The meeting closed at 9.41 pm

Action