

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 March 2014 in the Annexe to The Church of the Good Shepherd

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, Mrs S Gould, S Millener (late arrival), Ms P Moorecroft, S Perry and T Shaw. There were no members of the public in attendance

- | | <u>Action</u> |
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| 199. <u>Apologies</u> for absence were received and accepted from Cllrs G Harrington, H Willard, and T&MBCllr Mrs S Murray | |
| 200. <u>Declarations of Interest</u>
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 Dobson declared an interest in item 205(v) Proposed change of use of ground floor of 2 Sevenoaks Rd as a Nisa Store.
Cllr Taylor declared an interest in item 217 Chqs. for signature – expenses reimbursement | |
| 201. <u>Minutes of the Meeting 3 February 2014</u>
RESOLVED that the minutes be approved and signed. | |
| 202. <u>Election of Vice-Chairman</u>
Following the resignation of Cllr Mrs Gould as Vice-Chairman at the last meeting, Chairman proposed Cllr Perry as Vice-Chairman, seconded by Cllr Shaw. RESOLVED. | |
| 203. <u>Matters arising</u>
185 The T&MBC Dog Warden has patrolled the village and will continue to monitor problem of dog fouling. | |
| 204. <u>Period for Public Consultation</u>
There were no matters | |
| 205. <u>Planning Matters</u>
(i) Decisions: None
(ii) TM/13/03013/RD Details pursuant to conditions of TM/11/00311/FL amended roof tile details – 1 Crouch Lane. No observations.
(iii) TM/14/00116/FL Extension – 116 Maidstone Road: amendment to include replacement of front porch. No observations
(iv) TM/14/00285/FL rear conservatory, cloakroom and utility – 30 Harrison Rd. No observations
(v) Proposed change of use of ground floor of 2 Sevenoaks Rd to convenience store: all members had received copies of information received from T&MBC. After discussion agreed that there is still serious concern about vehicles reversing from the site and not using the dropped kerb. Concerns will be raised with KHS
(vi) Cricketts Farm, Sevenoaks Rd – Noted that Cricketts Farm and outbuildings has been purchased by Patrick O’Keefe from H+H Celcon. An application similar in line with their proposals last year will be submitted. There was some discussion about the possible visual impact.
Cllr Millener arrived | |
| 206. <u>Correspondence</u>
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 Agenda Joint Standards Committee on 11.02.14 (copies to all Cllrs)
KALC Final local government finance settlement 2014 to 2015 available at https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015
KALC DCLG referendum principles re Council Tax Increases 2014/15 (copies to all Cllrs) at https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015
KCC Monthly bus updates, January 2014 (copies to all Cllrs)
Kent Police Police contact points Feb/March 2014 (copies to all Cllrs)
Skate Pk Cttee Minutes mtg 30.10.13; agenda & minutes 19.02.14 + Inspection Report 23.01.14 (copies to all Cllrs) | |

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'.

Correspondence (Continued)**Noted:** (Continued)

S & SE In Bloom Invite to enter the 2014 competition (copies to all Cllrs)
 T&MBC PPP Agenda 20.02.14 + supporting information: APPG Localism (copies to all Cllrs)
 KCC Changes to 'Safe & Sensible Street Lighting' plan (copies to all Cllrs)
 T&MBC Crime Prevention Panel Agenda 17.02.14, supporting information + minutes of that meeting and copy presentation. Next meeting 09 June 2014 (copies to all Cllrs)
 T&MBC Street naming 72 Sevenoaks Road (copies to all Cllrs)
 JPCTCG Minutes of the mtg 28.01.14 + supporting documents. Next mtg 01.05.14 (copies to all Cllrs)
 KALC Forthcoming events 02 April, 09 July & 08 Oct 2014 focussing on Kent Police & the Ambulance Service (copies to all Cllrs)
 T&MBC Agenda Area 2 Planning Committee on 05.03.14 (copies to all Cllrs)
 KCC Property & planning newsletter Spring 2014 (copies to all Cllrs)
 T&MBC Changes to off-street parking charges, car parks in Tonbridge town
 Kent Police Notice of reinstatement of BGPC's CCTV camera o/s Barclay's Bank (copies to all Cllrs)
 BMPOS Minutes of the meeting 26.11.13 (copies to all Cllrs)
 Kent Police Commissioner's newsletter February 2014 (copies to all Cllrs)
 Kent Police Timetable for Mobile Police Stations (copies to all Cllrs)
 KALC Local Audit & Accountability Act: policy consultation on Openness of Local Govt Bodies draft regs (copies to all Cllrs)

KALC Sustainable Communities Act: invite to submit proposals + Sevenoaks TC proposal (copies to all Cllrs) Agreed to support the motion of SDC that a percentage of business rates is used locally.

KALC KCC briefing paper re storms and floods (copies to all Cllrs). Chairman will advise them of recent instances of flooding in Borough Green. Reports to be made by 10.03.14

KALC Repeal of S150 of the LGA 1972: cheques to be signed by two councillors (copies to all Cllrs) Noted that this is still at the discussion stage but agreed that two signatories is preferable

KALC Consultation on new bus passes for 11-16 year olds (copies to all Cllrs) Cllr Perry expanded on the information received

T&MBC Questionnaire on Supporting Home-based Businesses (copies to all Cllrs) Cllr Perry gave further information.

Ms K Roberts Report on her liaison with T&MBC Dog Warden re dog fouling concerns and thanks for BGPC action so far. The Dog Warden will continue to liaise with BGPC. The 'yellow dog scheme' and associated advertising was noted

Grp Cptn Howard Chairman reported on a letter received regarding unregistered land in the vicinity of the former Westbank Estate: unfortunately there is no new information regarding current ownership

207. **Potters Mede Grounds**

- (i) Chairman will contact T&MBC regarding outstanding validation of the planning application for the new football pitch
- (ii) Subsequent to min. 186 (iv) 03.02.14 and after further discussion RESOLVED that BGPC will pay the planning application fee for the above.
- (iii) RESOLVED to accept a quotation from Landscape Services in the sum of £1,250 + VAT to vertidrain the pitch areas and oversee them at the end of the season

208. **Potters Mede Pavilion**

- (i) Broadband installation was delayed but the pole installation is now scheduled for this week
- (ii) Chairman advised that he had received a request to rent the kitchen for a café. After some discussion AGREED to refuse the request on Planning grounds. Chairman will reply
- (iii) Subsequent to the decision made at the last meeting, a reply from Sevenoaks & District Football League had been circulated to all Cllrs re the League Trophy Final 7 May 2014. After discussion RESOLVED that, on this occasion only, no charge will be made for use of the pitch and changing facilities. Further RESOLVED that Potters FC will be charged for use of the kitchen in this connection.
- (iv) Further to the decision at the last meeting, a reply from Potters FC had been circulated to all Cllrs re installation of a TV. After discussion RESOLVED that the club must supply the TV and aerial and arrange for installation of same. Subsequently BGPC will reimburse the club for the aerial costs only, plus apply/pay for the TV licence. The TV will then be available for use by anyone using the Taylor Room.

	<u>Action</u>
<p><u>Potters Mede Pavilion</u> (Continued)</p> <p>(v) All Cllrs had received copies of a request to hire the facilities 2hrs/month for a KCC Fostering Support Group. RESOLVED to approve this request. BBQs must be sited well away from the building.</p>	
<p>209. <u>Recreation Ground</u></p> <p>(i) Installation of boundary fencing at 13 Lendon Road is awaited. Chairman will continue to liaise.</p> <p>(ii) RESOLVED to accept a quotation from Landscape Services in the sum of £155.86 + VAT for playground equipment repairs</p>	MT
<p>210. <u>Skate Park</u></p> <p>(i) RESOLVED to agree increased inspection charges by Landscape Services.</p> <p>(ii) All Cllrs had received copies of the response from the Skate Park Cttee re increased maintenance charges agreed at the last council meeting. After discussion Chairman proposed that w.e.f 1 April 2014 a fixed all inclusive charge of £8/hr will be made in respect of all grounds maintenance staff services. Seconded by Cllr Chown. Voting was 7 in favour, 1 abstention. RESOLVED.</p> <p>(iii) AGREED that approx. 6no sheets of plywood for use in connection with the ongoing skate park maintenance may be stored in the container at Potters Mede</p> <p>Clerk reminded the council that it is not good practice to rescind decision made at the last/very recent meetings unless circumstances have dramatically changed.</p>	
<p>211. <u>Audit 2013/2014</u></p> <p>All Cllrs had received copies of the 6m internal audit report which was adopted. RESOLVED that the payment to D Buckett, Internal Auditor in the sum of £349.30 be paid. Clerk was thanked for her work in connection with the audit.</p>	
<p>212. <u>Websites</u></p> <p>After discussion RESOLVED that current services of Zen Internet and J Stephens will be terminated w.e.f. 31 March 2014 as a Free Server site will be set up which will be managed by the parish council. Chairman will continue to progress website design and arrangements. Current passwords will be obtained</p>	MT
<p>213. <u>Winter Plan</u></p> <p>No current action required</p>	
<p>214. <u>Isles Quarry and 2005 Parish Plan</u></p> <p>(i) It is understood that T&MBCllr Mrs Murray is liaising with the Environment Agency re recent concerns of foul odours coming from the site</p> <p>(ii) All Cllrs had received copies of emails regarding issues raised about construction works and contamination monitoring and remediation. These matters will be addressed by the T&MBC Area 2 Planning Cttee at which the BGPC Chairman will speak. Chairman was thanked for his sterling work in raising the awareness of T&MBC</p> <p>(iii) Noted that Chairman is meeting with the Leader of T&MBC and the Borough Solicitor to discuss 'right to request agenda items'</p> <p>(iv) There was some concern and discussion about possible contamination of drinking water supply to the new houses</p> <p>(v) All Cllrs had received copies of the Chairman's draft 'Borough Green 2014 Supplementary Parish Plan'. Any comments to be sent to the Chairman. Cllr Perry suggested amendments/additions which were passed to the Chairman. There was some discussion about boundaries. The item in KCC's Property & Planning Newsletter Issue 7 Spring 2014: Assets of Community Value – Recent Developments, sent to all, was noted. All for further consideration re adoption at the next meeting. Cllr Shaw left the meeting</p>	MT MT All/MT
<p>215. <u>Basted Mill Public Open Space</u></p> <p>(i) Cllrs Ms Moorecroft and Dobson reported on a recent Joint Cttee meeting advising that the level of the contingency fund held will be reduced to allow other work to be undertaken. There has been some storm damage and with this and other tree surgery over £2,000 has been spent recently on forestry work.</p>	

Basted Mill Public Open Space (Continued)

- (ii) In response to requests from the contributing parishes the Joint Cttee has agreed to a 25% reduction in maintenance contributions from the parishes in the next financial year. This will be reviewed annually. Cllr Dobson proposed that BGPC's contribution for 2014/2015 be £1,050, seconded by Cllr Ms Moorecroft. Voting was 6 in favour, 1 abstention. RESOLVED. Noted that the contribution from T&MBC will remain unchanged.
- (iii) The Joint Cttee is considering the appointment of an internal auditor and advertisements for same have been placed in local parish magazines/newsletters.

216. **Traffic/Highway Matters**

Thanks were expressed to T&MBCllr Mrs Murray for successfully pressing KCC to submit a bid for potential Local Transport Plan funding. This bid is for undertaking a 2014/2015 review of the outstanding items on the Borough Green 9 Pont Traffic Action Plan. If successful, there will be a potential future bid for 2015/2016 for implementation of the work.

217. **Cheques for Signature****BACS:**

£398.41	E-on – street lighting supply January 2014
£3260.69	Staff salaries February 2014
£1274.24	KCC - Superannuation February 2014
£60.00	J Stephens – Websites maintenance February 2014
£25.21	Kent Aluminium – Maintenance materials, P Mede
£40.50	BGVHMC – Hire of hall, foot clinic Jan – March 2014
£226.94	SE Contracting – Street lighting maintenance January 2014
£1376.58	EDF – supply, Potters Mede
£188.70	KCC – maintenance supplies, Potters Mede
£61.05	EDF – supply, Recreation Ground

3762	£66.00	M Taylor – Materials for repairing ground around goal posts, Potters Mede (reimbursement)
3763	£29.00	CPRE – Subscription 2014/15
3764	£349.30	David Buckett – Interim audit fee 2013-2014
3765	£27.54	M Taylor – Halyard for flagpoles (reimbursement)

D/D:

£2,752.67	PWLB – No 1 loan 6m repayment
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Bank reconciliation January 2014

B/F Dec 2013	52151.47
Receipts Jan 2014	312.78
	<u>52464.25</u>
Less Payments Jan 2014	8174.39
c/f 31/01/14	<u>44289.86</u>

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

218. **Written reports**

- (a) All Cllrs had received copies of a report from T&MBCllr Mrs Murray: noted that T&MBC has increased its budget for the forthcoming year by 1.99%
- (b) AGREED that Kent Centre for Addiction. may use the Parish Office on 11th March 5pm for 1 hour
- (c) Clerk reported that KCC's street lighting contractor has inadvertently fitted a sensor to BGPC's street lighting column j/o Lingfield Rd/Sandy Ridge/Crowhill to facilitate part-night lighting. AGREED to leave it intact at the moment and await further information from KCC re any other lights that may have had similar action.
- (d) Cllr Perry reported from the recent meeting of the Joint Standards Board where he raised concern about the variance between the Kent and KALC Codes of Conduct as not all parishes have adopted the same one.

Cllr Shaw returned to the meeting

Basted Mill Public Open Space (Continued)

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| 219. | Future dates | |
| (i) | Date of the next Meeting Monday 7 April 2014 commencing at 7.30 pm in the Annexe to The Church of the Good Shepherd | All |
| (ii) | The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 6 April 2014 10 – 12 noon | SM/TS |
| (iii) | The Annual Parish Council Meeting will be held at 8pm on Tuesday 6 May 2014 in the Church Annexe | All |
| (iv) | The Parish Meeting will be held at 8pm on Monday 28 April 2014 in the small room of Borough Green Village Hall. . | All |
| 220. | There were no confidential matters for discussion. | |
| | The meeting ended at 9.20 pm | |

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