

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 July 2014 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, C Dobson, Mrs S Gould, G Harrington, Ms P Moorecroft, S Millener, S Perry, T Shaw (8.15pm), H Willard

There were no members of the public in attendance.

### Action

41. **Apologies for Absence** were received from T&MBCllr Mrs S Murray

42. **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 - expenses reimbursement

Cllr Willard declared an interest in items 48 & 49(ii) Potters Mede ground improvements and pavilion use.

43. **Minutes of the Meeting 2 June 2014**: Cllr Perry proposed that they be approved and signed as a true record. Seconded by Cllr Willard. RESOLVED.

44. **Matters Arising**

**Item 30(ii) P Mede Broadband installation.** RESOLVED to accept £188.71 compensation from BT for the delay.

**Item 38(iv) A227 railway bridge/j/o High St:** some patching repairs have been done and road markings will be reinstated. Noted that there is no money in KCC budget for resurfacing.

45. **Period for Public Consultation**

There were no matters

46. **Planning Matters**

(i) **Decisions**

a) TM/11/1632 Letter from Infinis and noise monitoring report – Gas utilisation plant, Stangate Landfill Site (copies to all Cllrs)

b) A-Z site, Fairfield Rd – public exhibition 10.07.14 & intended presentation to BGPC (copies to all Cllrs)

(ii) TM/14/01690/RD materials, crime, lighting measures and archaeology – Isles Quarry. No Observations but note access from east is still shown which should be for emergency access only.

(iii) TM/14/02038/AT internally illuminated fascia sign – 66 Western Rd. No observations

(iv) TM/14/02072/FL extension – 5 Crow Hill. No observations

(v) TM/14/02166/FL room in roof incl rear gable and front and side dormers – 12 Wrotham Road. No observations.

(vi) TM/14/02170/FL garage conversion to habitable space – 6 Fox Lea. Concern about ongoing reduction in parking provision for houses in this road.

(vii) TM/14/02124/FL conservatory – 35 Normanhurst Road. No observations.

(viii) TM/14/02040/RD Piling information – Isles Quarry development. Objection: No evidence of water monitoring as conditional of the planning approval.

47. **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)

Kent Police Contact points June 2014 (copies to all Cllrs)

KALC Parish News no. 377 (copies to all Cllrs)

Highways Agency Project newsletter Issue 3 (copies to all Cllrs)

T&MBC Area 2 Planning Committee minutes 28.05.14 (copies to all Cllrs)

KALC Kent Fire & Rescue Service news and updates (copies to all Cllrs)

T&MBC Decision sheet for JTB meeting 09.06.14 (copies to all Cllrs)

T&MBC JTB minutes 09.06.14 (copies to all Cllrs)

T&MBC Cancellation of PPP mtg 26.06.14 + next mtg 10.09.14 (copies to all Cllrs)

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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)**

- NALC Response to the Sec. of State's comments on NALC and media relations (copies to all Cllrs)
- KALC Refreshed Kent Health & Well-Being Strategy: survey closing date 27.06.14 (copies to all Cllrs)
- T&MBC Area 2 Plng Cttee agenda 02.07.14 (copies to all Cllrs)
- BGPC Chairman Email to KCC re work required to BGVH (copies to all Cllrs)
- Kent Police Kent Police & Crime Commissioner's Newsletter - May/June 2014 (copies to all Cllrs)
- London Resort Co Holdings Ltd Notification of proposed entertainment resort on Swanscombe Peninsula & public consultation events
- KALC 2<sup>nd</sup> Police & Crime Commissioner event 9.07.14 (copies to all Cllrs)
- Kent Police Newsletter June 2014 (copies to all Cllrs)
- Rural Services Network Parish views on rural housing(copies to all Cllrs)

**KCC** Request to complete survey on Community Leisure Assets (copies to all Cllrs). Chairman has completed and submitted this.

**KALC** DECC consultation on underground drilling access. Comments invited by 15.08.14 (copies to all Cllrs). Cllr Perry gave further information. AGREED that he will submit comments to NALC.

**Kent Police** Repairs are required to 1no CCTV camera in the sum of £594. Cllr Perry proposed that Kent Police be instructed to arrange for the repairs, seconded by Cllr Millener. Voting was 9 in favour, 1 abstention. RESOLVED.

**T&MBC** CCTV cameras: request for information about BGPC cameras (copies to all Cllrs) . AGREED to advise of 2no Police/BGPC cameras and CCTV at Potters Mede

**KCC** Speed survey March 2014 (copies to all Cllrs) and concern about speeding of traffic A25 from J Richards + Chairman's reply (copies to all Cllrs) plus ...

**Kent Police** Correspondence with BGPC Chairman re above speed survey and request for a fixed camera (copies to all Cllrs) There was considerable discussion about the above two items of correspondence including possible locations for a fixed camera which, it was noted, would not be installed without Police/KCC discussions and evidence of need.

**T&MBC** Community Enhancement Fund: guidance notes & application form (copies to all Cllrs) AGREED for discussion under item 55 of the agenda.  
Cllr Shaw arrived

SP

48. **Potters Mede Grounds**

- (i) Landscape Services have inspected the pitches and, in view of dry conditions, will not be cutting for 2/3 weeks. Chairman will continue to liaise with them about cutting height required which at present is 35mm. Cllr Willard advised that he has sent sample weeds for analysis to establish best ways of eradication. RESOLVED to ratify top dressing works carried out for the sum of £3586.08. Cllr Perry drew attention to the lack of a proper maintenance plan which should be in place. All Cllrs will consider practical ways to keep the pitches watered: for discussion at the next meeting.
- (ii) All Cllrs had received copies of correspondence from BGJFC and Potters FC about sub-letting of football pitches. Advice from Landscape Services is that for the forthcoming season, at least, there should be no additional use of the pitches. After discussion RESOLVED that for at least another year, single use of each pitch will be continued and no sub-letting.
- (iii) to agree any further action

MT

All

49. **Potters Mede Pavilion**

- (i) All Cllrs had received copies of details of the Draft Sustainable Communities Act Proposal for The Right for Parish and Town Councils to sell Electricity, currently not allowed. AGREED to support this proposal. Further AGREED that (1) advice will be sought from KALC regarding BGPC's wish perform this function with respect to Potters Mede. (ii) the Feed-In Tariff application will be submitted but no money received from it until the legalities of doing so have been confirmed.
- (ii) AGREED to approve a request from BGJFC to hold the AGM at Potters Mede. Further RESOLVED that this must be held in the main hall and a nominal charge of £12.50 made.
- (iii) RESOLVED to accept a quotation from Rite Industrial Doors Ltd in the sum of £386 + VAT for a replacement roller shutter. A 50% deposit will be sent.as required.
- (iv) New 'long-life' batteries have now been fitted to all toilet flush mechanisms.
- (v) RESOLVED to purchase a magnetic whiteboard for the Taylor Room
- (vi) CCTV is now operating: RESOLVED to pay Brook Security £153.00 to set up the internet connection, Potters Mede

**DRAFT MINUTES**

		<b>Action</b>
50.	<p><b><u>Recreation Ground</u></b></p> <p>(i) AGREED that Chairman will liaise with the Grounds maintenance staff to trim back foliage in the south-west corner of the field as requested by the adjoining resident. This will then be reviewed to decide whether professional tree surgery is also required.</p>	MT
51.	<p><b><u>Financial Matters</u></b></p> <p>(i) All Cllrs had received copies of the year-end internal audit report 2013/2014: Chairman advised that (a) he has removed links between the council's and his personal website and (b) he will submit an updated DPI to the T&amp;MBC Monitoring Officer (c) all current DPIs for BGPCllrs are displayed on the website.</p> <p>(ii) All Cllrs had received copies of the updated Statement of Internal controls. RESOLVED that these be approved.</p>	MT
52.	<p><b><u>Insurance</u></b></p> <p>Subsequent to the last meeting Clerk had further checked the council's insurance Requirements: RESOLVED that the contents of the Memorial Pavilion be reduced to £5,000. RESOLVED to accept the adjusted premium of £5,348.52.</p>	
53.	<p><b><u>Isles Quarry Redevelopment</u></b></p> <p>(i) All Cllrs had received notes of Chairman's meeting with T&amp;MBC Chief Officers on 27.06.14 to address T&amp;MBC's concern about Chairman's lack of respect and attitude to officers</p> <p>(ii) Subsequent to the decision taken at the last meeting (item 32(i)), in view of a proposal received from Crest Nicholson to arrange a meeting of all interested parties, Clerk, having liaised with all Cllrs, did not write to those involved.</p> <p>(iii) All Cllrs had received copies of e-mails between the Chairman and T&amp;MBC regarding current issues incl. FOI request, monitoring of the site and access. All Cllrs had received copies of T&amp;MBC's instruction to Counsel for advice and subsequent Counsel's Opinion.</p>	
54.	<p><b><u>Borough Green 2014 Supplementary Parish Plan</u></b></p> <p>Formal acknowledgement of BGPC's submission has been received.</p>	
55.	<p><b><u>War Memorial</u></b></p> <p>(i) All Cllrs had received notes of a very positive meeting with interested parties. There will be continued and considerable consultation. Local opinion as to the possible type and location will be welcomed. Chairman will continue to progress.</p> <p>(ii) RESOLVED that BGPC acts as the applicant for potential funding and provides banking facilities.</p> <p>(iii) All Cllrs had received details of the T&amp;MBC Community Enhancement Fund which may be a source of funding. Chairman will discuss further with T&amp;MBCllr Mrs Murray.</p>	MT
56.	<p><b><u>Highway Matters</u></b></p> <p>(i) Oak tree, Rock Road: (a) Chairman confirmed that he will seek advice from Kent Highways re possible designated triangle around the tree at this highway junction. (b) RESOLVED to reimburse Mr Graham the sum of £86 for plants for this area. Cllr Harrington left the meeting</p> <p>(ii) Red Lion PH site, Sevenoaks Road: T&amp;MBC has confirmed that they will carefully monitor this site and encourage early expedition of the planning application</p> <p>(iii) Salt Bins: Chairman will liaise with residents to ratify the position for a bin in Eaglestone Close which BGPC has already been purchased. Chairman confirmed that the bin in Fairfield Rd has already been installed. At the next meeting consideration will be given to installing a bin outside the fire station.</p> <p>(iv) AGREED to accept the offer from T&amp;MBC to meet for a walkabout to identify and discuss street cleaning issues. Chairman will liaise.</p> <p>(v) A reply is awaited from KCC re a possible site for an additional bus shelter. Cllr Perry suggested possible locations.</p>	MT MT MT
57.	<p><b><u>Street Lighting</u></b></p> <p>In view of the distance between the existing and requested location for the replacement light o/s 31 Lingfield Road, the residents of this property have agreed an increased maximum contribution of £787. A firm quotation from UKPN for supply services is still awaited but it is estimated that this will be approx. £1260. Additionally, SEC's installation cost is £661.</p>	

**58. Cheques for Signature**

**BACS:**

£398.93	E-on – street lighting supply May 2014
£3283.37	Staff salaries
£1470.97	KCC - Superannuation June 2014
£2570.03	Inland Revenue April – June 2014
£21.58	Kent Aluminium – Maintenance materials, Rec Gd & P Mede
£1789.20	How Green Nursery Ltd – Hanging baskets 2014 (interim)
£1508.37	BT – Line installation, Potters Mede
£226.94	SE Contracting – Street lighting maintenance June 2014
£372.00	T&MBC - Rates July 2014, Potters Mede
£57.00	T&MBC - Rates July 2014, Recreation Ground
£3586.08	KCC – top dressing, P Mede
£386.06	E-on – street lighting supply June 2014
3789 £258.00	M Taylor – Stihl hedgecutter (reimbursement)
3790 £153.00	Brook Security – set up internet connection, Potters Mede
3791 £5348.42	Zurich Municipal – annual insurance 2014/2015
3792 £199.18	Cash – Petty cash and tel/BB and reimbursement April - June 2014
3793 £220.27	Cash – Rec Gds Imprest a/c reimbursement
3794 £160.70	Borough Green Garden Machinery – equipment service and repairs Rec Gd/P Mede
3795 £349.30	David Buckett – year-end audit 2013/2014
3796 £86.00	W Graham – plants Oak Tree, Rock Rd & FP 4-7 reimbursement
3797 £193.00	Rite Industrial Doors Ltd - replacement roller shutter (deposit), Potters Mede

**Bank reconciliation May 2014**

B/F May 2014	98502.91
T&MBC Financial Arrangements	3288.00
Other Receipts May 2014	<u>328.92</u>
	102119.83
Less Payments May 2014	<u>14765.05</u>
c/f 31/05/14	<u>87354.78</u>

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

**59. Written Reports**

- (i) A written report from T&MBC Cllr Mrs Murray had been circulated to all members
- (ii) Clerk advised that the printer is not functioning too well and may require replacing soon.

**60. Future dates**

- (i) Date of the next Meeting Monday 4 August 2014 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 2 August 2014 10 – 12 noon

all  
SG/SM

**61. 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**

There was some discussion about land managed by Fairseat Residents' Assn. Chairman will liaise and report back to the council in due course.

MT

There was some discussion about possible areas of amenity land at Isles Quarry East & West which BGPC supports

The meeting closed at 10.01pm