

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Monday 2 June 2014 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs S Gould, Ms P Moorecroft, S Millener, S Perry, T Shaw, H Willard

There were no members of the public in attendance.

Action

22. **Apologies for Absence** were received from Cllrs L Chown, C Dobson and T&MBCllr Mrs S Murray

23. **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 37 cheques for signature - expenses reimbursement

Cllr Willard declared an interest in items 29 & 30 Potters Mede ground improvements and pavilion

24. **Minutes of the Annual Meeting 6 May 2014:** Cllr Perry proposed that they be approved and signed as a true record. Seconded by Cllr Shaw. **RESOLVED.**

25. **Matters Arising**

Item 13(i) Rec Gd. Further to the decision taken at the last meeting Chairman has purchased a sit-on mower complete with a small trailer for the sum of £1,9098.33 + VAT. **RESOLVED** to approve.

Item 6.233 Websites. Chairman advised that both sites are now operative

Item 10 Correspondence. Bus shelter grants: KCC will be asked to advise on a possible suitable location in Borough Green

Item 12(v) Potters Mede Pavilion. Noted that manual flushing mechanisms for the toilets are approx. £5/cistern. **AGREED** to fit all with quality batteries to see how long they last.

Item 19(iii) Written reports. Possible closure of St George's Court, Wrotham: It is understood that, at a recent T&M Housing Advisory Board meeting, Circle Housing Russet expressed their commitment to abide by the results of consultation

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26. **Period for Public Consultation**

There were no matters

27. **Planning Matters**

(i) **Decisions**

TM/14/1442 Additional use of secure compound for parking 12no lorries and low loader – Borough Green Landfill site. Permission granted.

(ii) TM/13/03691/FL electric perforated steel roller shutter – Shakti News, 27 High St. No objections and fully supported. Some concern about the delay in T&MBC processing this application

(iii) TM/14/01518/FL extension, porch and driveway – 111 Fairfield Road. No observations

(iv) TM/14/01564/FL extensions – 13 Harrison Rd. All Cllrs had received copies of a letter of objection from the residents of 11 Harrison Rd: after discussion **AGREED** to support and endorse the comments. Particular concern about the differences in building line of these two properties and thus the impact of this proposal.

(v) TM/14/01674/FL create 1st floor offices over existing – 4 Wrotham Road. No observations

(vi) TM/14/01671/LDE LDC: existing infill of rear covered area. No observations

28. **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 Tonbridge & Malling Community Safety Partnership newsletter (copies to all Cllrs)

The Waterfront Community Infrastructure Levy update seminar 7th July (copies to all Cllrs)

T&M KALC Agenda and supporting information mtg 15.05.14 + mins 14.01.14 (copies to all Cllrs)

BMPOS Annual meeting agenda 23.05.14 + minutes of the mtg 08.04.14 and Annual Meeting 13.05.13 (copies to all Cllrs)

Skate Park Cttee Minutes mtg 19.02.14 + agenda 28.05.14 (copies to all Cllrs)

KALC Bulletin from NALC Policy Committee Meeting - 12.05.14 (copies to all Cllrs)

Kent Police Police contact points and dates May-June 2014 (copies to all Cllrs)

Owner 66 Western Rd Repairs/redcoration scheduled for May 2014 + signage update (copies to all Cllrs)

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

- T&MBC Area 2 Plng Cttee agenda 28.05.14 (copies to all Cllrs)
 BMPOS Chairman's Annual Report + end of year accounts (copies to all Cllrs)
 Kent Police Operational changes re Neighbourhood Officers & Response Teams (copies to all Cllrs)
 T&M Crime Prevention Panel Agenda 09.06.14 + minutes 17.02.14 (copies to all Cllrs)
 KALC Police Commissioner events 09.07.14 & 08.10.14 (copies to all Cllrs)
 Skate Park Cttee Draft minutes of the meeting 28.05.13 (copies to all Cllrs)
 T&MBC JTB agenda 09.06.14 (copies to all Cllrs)
 Kent Police Monthly crime update May 2014 (copies to all Cllrs)

Skate Park Cttee All Cllrs had received copies of a letter from the cttee requesting monthly inspection sheets + invite for Groundsman to attend the next cttee mtg. AGREED that Groundsman Mr Glew will attend the next committee meeting only and for subsequent meetings the committee's new 'maintenance man' will report.

Further agreed that daily sheets will be given to the BGPC Clerk for submission to the committee.

T&MBCllr Mrs Murray & C Willsher All Cllrs had received copies of information on provision of a War Memorial. There was some concern that this suggestion had been advertised as only preliminary action was agreed at the last meeting (item 19(ix)). AGREED that Chairman will now arrange a meeting with all interested parties, including Mr Willsher.

MT**29. Potters Mede Grounds**

- (i) RESOLVED to accept a quotation in the sum of £2988.40 to top dress the pitches. Noted that on the advice of Cllr Willard, endorsed by Landscape services, the ground must not be rolled at present as it would compact the soil.
- (ii) All Cllrs had received copies of a report on the recent Sevenoaks & District Football League Memorial Trophy match played at Potters Mede: it was pleasing to note their praise for the excellent facilities and praise that the surface is 'one of the best available in the League area and complimented by beautiful surroundings'.
- (iii) AGREED that Potters FC may store their new goalposts in the council's storage container
- (iv) Chairman will liaise with the Groundsmen about filling in dips on the field
- (v) Chairman will commence sorting of BGPC archives currently stored in the container.
- (vi) Chairman will liaise with the Groundsmen about the removal of a split/fallen willow tree limb
- (vii) RESOLVED to approve the following invoices from Landscape Services:
 £1500.00 vertidrain and overseed new pitches adj P Mede
 £2604.00 KCC – s-pray, spike and fertilise, P Mede
- (viii) There was some discussion about having a designated BBQ area for pavilion users

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MT****30. Potters Mede Pavilion**

- (i) Noted that the West Kent Caravan Club are unable to hire the pavilion for their social events as the presence of carpeting is "too much of a responsibility"
- (ii) Broadband has now been installed and the pole has been moved to a more suitable location. RESOLVED to ask Brook Security to set up internet connection: it is understood this will incur a fee. Chairman is liaising with BT re compensation for the extreme delay: AGREED that the amount of £68.71 already offered is unacceptable.

**MT
MT****31. Audit 2013/2014**

- (i) The year end internal audit report is still awaited.
- (ii) All Cllrs had received copies of the draft Annual Return 2013/2014: accounting and Annual Governance Statements. RESOLVED that both be approved and signed.

32. Isles Quarry Redevelopment

- (i) Chairman reported on his meeting with T&MBC Chief Officers and advised that he has requested a meeting of all interested parties to discuss the safe construction of the site. Some concern was expressed about the tone of the Chairman's email to the T&MBC Leader. The Chairman conceded that letters or emails sent from his email accounts were from him personally and did not necessarily reflect the views of BGPC. After discussion AGREED that only letters agreed by BGPC and subsequently sent from the Clerk on headed paper, would be deemed to be representative of BGPC. AGREED that Clerk will write to all interested parties requesting a meeting and conveying the concerns of residents and parish councillors. A clear position is needed on the safety of Isles Quarry and the future water supply as the public deserve definitive answers.
- (ii) As it is noted that the contractor is part of the Considerate Contractors' Scheme, they will be contacted to question a breach of their regulations.

MT

Action

33. **Borough Green 2014 Supplementary Parish Plan**
Acknowledgement of BGPC's submission has been received.
34. **Recreation Ground**
(i) Noted that on the advice of Cllr Willard, endorsed by Landscape Services, the ground must not be rolled at present as it would compact the soil.
(ii) AGREED that Chairman will liaise with the neighbouring resident and inspect a large tree adj Harrison Road entrance to ascertain pruning requirements. For consideration at next meeting. **MT**
(iii) RESOLVED to purchase a hedge trimmer £200 max.cost. **MT**
35. **Insurance**
The policy schedule and alternative 1/3/5yr renewal quotations from Zurich Insurance had been circulated to all members. Clerk advised of policy adjustments she had made. Chairman proposed that the 3yr renewal in the sum of £5,464.40 be agreed. RESOLVED.
36. **Street Lighting**
(i) RESOLVED to pay £30/light max. for 2no spotlights at Willards Yard to improve lighting of The Landway footpath. **MT**
(ii) The residents of 31 Lingfield Rd have agreed to contribute £500 towards the cost of Relocating the column outside their property to within 2m of the existing: this will improve access to their property. Clerk is liaising with SEC and UKPN
37. **Cheques for Signature**
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|----------------------|--|
| £386.06 | E-on – street lighting supply April 2014 |
| £1363.49 | EDF – supply, Potters Mede |
| £3283.37 | Staff salaries May 2014 |
| £1470.97 | KCC - Superannuation May 2014 |
| £129.72 | KCC – maintenance supplies |
| £56.89 | EDF – supply, Memorial Pavilion |
| £372.00 | T&MBC - Rates June 2014, Potters Mede |
| £57.00 | T&MBC - Rates June 2014, Recreation Ground |
| £226.94 | SE Contracting – Street lighting maintenance May 2014 |
| £1500.00 | KCC – vertidrain and overseed new pitches adj P Mede |
| £2604.00 | KCC – s-pray, spike and fertilise, P Mede |
| D/D: £2873.68 | PWLB – No 2 loan 6m repayment |
| 3783 £500.00 | H Damiral – Office allowance 2014/15 |
| 3784 £100.00 | COGS – donation, use of church annexe April – June 2014 |
| 3785 £70.80 | Shaw & Sons – Receipts & Payments book |
| 3786 £2290.00 | M Taylor – Ride-on mower (reimbursement) |
| 3787 £416.47 | Brands Hatch Morgans Ltd – Parish Council vehicle annual service |
| 3788 £87.12 | EJP Fire Protection Ltd – annual service, Memorial Pavilion |
- Bank reconciliation April 2014**
- | | |
|---------------------------|-----------------|
| B/F April 2014 | 25687.68 |
| T&MBC Precept | 75482.55 |
| Other Receipts April 2014 | <u>116.46</u> |
| | 101286.69 |
| Less Payments April 2014 | <u>2783.78</u> |
| c/f 30/04/14 | <u>98502.91</u> |
- Proposed by Cllr Perry, seconded by Cllr Willard that the above payments be made. RESOLVED.
- 38 **Written Reports**
(i) An Annual report from T&MBCllr Mrs Murray had been circulated to all members
(ii) Chairman will prepare a note for The Voice re responsible maintenance of hedges bordering footways and footpaths **MT**
(iii) Chairman reported on his attendance at a DCLG meeting to speak on Parish Polls
(iv) KCC will be asked to resurface and re-mark A227 highway railway bridge/j/o High Street
(v) Ongoing concern about the unacceptable poor state of The Red Lion, Sevenoaks Rd and parking issues will be discussed with T&MBC.
(vii) A recent incident on the motorway which resulted in traffic having to use the A25 during a period of road works on the Sevenoaks Road, highlighted the need for slip roads.

38 **Written Reports (Continued)**

Resident Mr Graham has offered to plant annual flowering plants around the tree. Chairman proposed that a donation of £120 be made for plants, seconded by Cllr Shaw. Voting was 3 in favour, 2 against and 3 abstentions. The motion was not carried. After considerable discussion Cllr Willard proposed that a donation of £100 be made, seconded by Cllr Millener. Voting was 4 in favour, 2 against and 2 abstentions. Chairman used his casting vote in favour. The motion was carried. RESOLVED. Further AGREED that Chairman will discuss with Kent Highways the possibility of constructing a designated triangle around the tree at this highway junction.

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39. **Future dates**

- (i) Date of the next Meeting Monday 7 July 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 5 July 2014 10 – 12 noon

all

MT/CD

- 40. There were no further confidential matters for discussion
The meeting closed at 9.22pm