

DRAFT MINUTES

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Tuesday 6 May 2014 in the Annexe to The Church of the Good Shepherd.

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

There were no members of the public in attendance.

Action

1. **Election of Chairman**

Cllr Taylor invited nominations for Chairman. Cllr Chown proposed Cllr Taylor, seconded by Cllr Millener. There being no other nominations Cllr Taylor was duly re-elected and signed the Declaration of Acceptance form.

Cllr Shaw arrived.

2. **Apologies for Absence** were received from Cllrs Mrs S Gould, G Harrington, H Willard and T&MBCllr Mrs S Murray

3. **Election of Vice-Chairman**

Chairman proposed Cllr Perry, seconded by Cllr Ms Moorecroft. There being no other nominations Cllr Perry was duly elected.

4. **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 18 cheques for signature - expenses reimbursement

Cllr Perry declared an interest in item 9(ii) TM/14/01091/LB LBA Whiffens Farm

5. **Minutes of the meeting 3 March 2014:** As an insufficient number of members had been eligible to approve the minutes at the last meeting, Cllr Perry proposed that they now be approved and signed as a true record. Seconded by Cllr Chown. RESOLVED.

Minutes of the meeting 8 April 2014: Cllr Perry proposed that they be approved and signed as a true record. Seconded by Cllr Shaw. RESOLVED.

6. **Matters Arising**

Item 223 Minutes. The lack of a quorum to commence the last meeting on time and approve the minutes is of concern. It was strongly AGREED that each BGPCllr must give some priority to the monthly council meetings whenever possible and maintain a high level of attendance. In the case of the Chairman it is understood that there may be times when the BGPC meeting conflicts with a T&MBC meeting but, where there is a conflict with other parish council meetings in the ward, BGPC must take priority.

Item 233 Websites. Chairman confirmed that both sites will continue to be held by Zen Internet Ltd: Community site boroughgreen.org is now operative but there is currently some difficulty with boroughgreen.gov.uk which the Chairman will continue to investigate, but there is a temporary site at boroughgreenpc.org. (*since resolved*)

Chairman will amend and circulate alterations required to the Democracy statement displayed on the website,.

Item 237 (iii) Future Meetings. An extremely successful Parish Meeting was held on 28 April 2014 with representatives from various local organisations giving interesting talks. AGREED that next year an invitation will be sent to a representative of the local traders.

All

MT

MT

MT

7. **Election of committees, representatives and working groups**

Facilities Cttee. – Any Cllr may be asked as and when required.

Sports Clubs Liaison – Football: Cllr Willard; Bowls: Cllr Chown

Highways, Footways, Footpaths & Street Lighting - Cllrs Dobson, Harrington and Taylor

Finance – Cllrs Mrs Gould, Millener, Shaw and Taylor

Planning Oversight – Cllrs Perry and Taylor

Complaints - Any Cllr may be asked as and when required.

KALC – Cllrs Shaw and Taylor

Parish Alliance - Cllrs Shaw and Taylor

Village Hall Representatives – Cllr Ms Moorecroft

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'.

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Quarries Liaison – Cllrs Millener, Ms Moorecroft and Taylor

Action

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Election of committees, representatives and working groups (Continued)

Men of Trees - Cllrs Taylor and Dobson

Parish Partnership Panel – Cllrs Taylor and Yianni, with Cllr Shaw deputising if and when required.

Basted Mill Public Open Space – Cllrs Dobson and Ms Moorecroft

Skate Park – Cllrs Harrington and Millener

3G Pitch (Wrotham School) – Cllrs Taylor and Willard

Websites Liaison - Cllrs Perry and Taylor

CCTV Working Group – Cllrs Dobson and Perry

J5 Slips – Cllrs Shaw and Yianni

JPCTCG – Cllrs Perry and Shaw

T&MBC Standards Cttee – Cllr Perry

Parish Plan – Cllrs Chown, Dobson, Mrs Gould, Taylor and Yianni

Kent Rail Forum – Cllrs Perry, Shaw and Yianni

T&M CPRE Cttee – AGREED that Cllr Taylor attends in a personal capacity

Chairman proposed the above nominations. RESOLVED

8. Period for Public Consultation

There were no matters

9. Planning Matters

(i) Decisions

None

- (ii) TM/14/01091/LB LBA: extension to rear orangery – Whiffens Farm 12 Maidstone Road. No observations
- (iii) TM/14/01156/FL Rear and side extensions – 103 Wrotham Road. No observations
- (iv) TM/14/01442/WAS additional use of existing secure compound for parking 12no HGV lorries and low loader – Borough Green Landfill. No observations
- (v) TM/14/01280/RD Details of materials & landscaping – new dwelling 57A Station Rd. No observations.
- (vi) TM/14/01212/RD Details of materials, site investigation and demolition contract – 15 Quarry Hill Rd. No observations
- (vii) TM/14/01253/FL Demolition of garage and workshop; replacement workshop and associated parking – Mayhew Motors 82-106 Maidstone Road. No objections but attention drawn to incorrect address.

10. 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 Area 2 Planning agenda 16.04.14 (copies to all Cllrs)
KCC Monthly bus updates March 2014 (copies to all Cllrs)
BGHVMC Invite to AGM 14.04.14 (copies to all Cllrs)
KALC Parish News no 376 (copies to all Cllrs)
Kent Police Police contact points and dates (copies to all Cllrs)
KALC Parish Matters newsletter Spring 2014 (copies to all Cllrs)
Kent Police Personnel changes: replacement District Commander for T&M – Inspector Mark Hutcheon (temporary) Chief inspector Gill Ellis w.e.f June 2014 (copies to all Cllrs)
JPCTCG Agenda 01 May 2014 (copies to all Cllrs)
KCPFA Newsletter (copies to all Cllrs)
Skate Park Cttee Operational inspection and subsequent follow up works (copies to all Cllrs)
T&MBC Kent Litter June Campaign (copies to all Cllrs)
Kent Police Monthly crime figures for Borough Green (copies to all Cllrs)
CPRE Magazines Spring 2014
KCC Bus Shelter grants (copies to all Cllrs)

JPCTCG Cllr Perry advised that he has completed the Questionnaire: volume and speed of traffic (blank copies to all Cllrs)

KALC Chairman will complete and submit the Membership survey available at https://www.surveymonkey.com/s/KALC_Membership_Survey_2014 (copies to all Cllrs).

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11. **Potters Mede Grounds**
(i) Arrangements for regular users : see item 12(iii) below
(ii) Vertidrainning and fertilising treatments have been completed. Chairman will liaise with BGJFC to pick up flints prior to rolling which it was RESOLVED will be done as soon as possible
MT
12. **Potters Mede Pavilion**
(i) The Broadband pole has been installed although Chairman will continue to liaise re a better location. The line is now live and a router awaited.
(ii) All Cllrs had received details of membership of Potters FC which was discussed. AGREED that this Borough Green-based club is only one user of the facilities and requests from other local sports clubs would be welcomed.
(iii) AGREED that keys will only be supplied to regular users i.e. minimum monthly use
(iv) Maycock & Bennett have carried out repointing of porch roof
(v) Chairman and Cllr Millener will arrange for improved flushing mechanisms for toilets
MT
MT/SM
13. **Recreation Ground**
(i) RESOLVED to purchase a sit-on mower for the best possible value-for-money max. £2,500. Types/prices will be compared before purchase. Chairman and grounds maintenance staff will visit Godfreys and Chairman and Cllr Millener will negotiate with Kidmans.
(ii) Boundary fencing at 13 Lendon Rd has been completed. RESOLVED that the invoice of £252 be paid
(iii) The grounds maintenance staff have completed minor maintenance work required in the play area, as identified by a recent KCC inspection report.
(iv) RESOLVED to instruct Landscape Services to roll the ground as soon as possible
MT
MT/SM
14. **Isles Quarry and 2005 Parish Plan**
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 considerable discussion about the current development: Chairman advised that he is meeting with T&MBC Chief Officers to discuss later this week. AGREED that the Chairman be given a mandate to "carry out negotiations with T&MBC Planning Officers".
Chairman RESOLVED that the meeting be resumed in Part 1
AGREED that this regular agenda item will become 'Isles Quarry redevelopment'
MT
15. **Borough Green 2014 Supplementary Parish Plan**
(i) All members had received copies of the amended Draft Plan which was discussed. AGREED that any further comments/amendments will be sent to the Chairman by 8 May and Chairman will submit the document to T&MBC on 9 May 2014.
(ii) Chairman advised of the new OS Mapping Survey software for which, it was RESOLVED, to register and subscribe.
all
MT
16. **Street Lighting**
(i) Cllr Millener will inspect all BGPC-owned lights to ascertain which ones switch off at midnight.
(ii) Estimates to replace the worn column o/s 31 Lingfield Rd were received from SEC (supply and fit new column) £661.22 + VAT and EDF (supply disconnection/reconnection) £661 + VAT approx. AGREED that if the residents of this property wish the column to be relocated, as previously indicated, a contribution of £500 would be required: the new position would have to be within 2m of the existing to avoid further additional costs.
(iii) Consideration will be given to supplying the owners of Willard's Yard LED spotlights to improve lighting of The Landway footpath
SM
17. **Traffic Matters**
BG 9point traffic action plan - letter from KCCllr Mrs Dagger was noted: the Member's Fund is fully committed for the current F/Y. Chairman proposed that £500 be pledged towards design costs if required. RESOLVED

18. **Cheques for Signature**

RESOLVED to approve the increased donation of £500 to the T&MBC Y" Crew Summer Scheme

BACS:

£398.41	E-on – street lighting supply March 2014
£3283.57	Staff
£1470.97	KCC - Superannuation April 2014
£121.50	BGVHMC – Hire of hall, foot clinic April - Dec 2014
£583.20	BGVHMC – Hire of hall, lunch club April - June 2014
£17.62	BGVHMC – Hire of hall, Parish Meeting 2014
£300.00	BGVHMC – Grant towards soakaway costs
£54.90	Kent Aluminium – Maintenance materials, Rec Gd & P Mede
£226.94	SE Contracting – Street lighting maintenance March 2014
£372.00	T&MBC - Rates May 2014, Potters Mede
£57.00	T&MBC - Rates May 2014, Recreation Ground
£71.39	Zen Internet Ltd – Domain registrations 2014/2015
£187.03	Commercial Services Trading Ltd – Playground repairs
£226.94	SE Contracting – Street lighting maintenance April 2014

3773	£500.00	1 st Borough Green Scout Group - donation
3774	£65.00	M Taylor – S Water windscreen insurance excess (reimbursement)
3775	£91.20	M Taylor – OS mapping system registration & annual fee (reimbursement)
3776	£1050.00	BMPOS Annual contribution
3777	£126.50	H Damiral – 6m tax for BGPC vehicle (reimbursement)
3778	£50.00	Navigus Planning – annual subs to Journal of Local Planning
3779	£252.00	Southern Counties Fencing & Landscaping Ctrs Ltd – fencing 13 Lendon Rd/RGd
3780	£500.00	T&MBC – Y2 Crew Summer Scheme donation
3781	£25.00	The Kent Men of the Trees – subs 2014-2015
3782	£67.05	B Glew – Petrol for vehicle + maintenance equipment (reimbursement)

Bank reconciliation March 2014

B/F March 2014	31956.27
Receipts March 2014	<u>8838.14</u>
	40794.41
Less Payments March 2014	<u>15106.73</u>
c/f 31/03/14	<u>25687.68</u>

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

19 **Written Reports**

- (i) Chairman attended the recent T&MBC Peer Review meeting
- (ii) RESOLVED that Chairman and grounds maintenance staff will renovate the notice board at the entrance to the village hall car park as it is very dilapidated and the ownership of same is unknown. They will also undertake repairs to hinges of the parish council notice board in Western Road
- (iii) All members had received copies of emails re possible closure of St George's Court, Wrotham: accommodation for elderly residents. AGREED to support Wrotham PC's concerns by passing the draft comments of BGPC Chairman to Circle Housing Russet.
- (iv) Cllr Perry reported on the last JPCTCH meeting.
- (v) Cllr Perry reported on the 6th Rail Summit which he attended.
- (vi) Concern about the unacceptable poor state of The Red Lion, Sevenoaks Rd will be passed to T&MBC.
- (vii) T&MBC will be asked to improve street cleaning so that highway debris is not thrown onto the footways. Some areas appear to have little attention.
- (viii) Concern about refuse bins permanently left on the footways in Fairfield Road, by the flats, will be passed to T&MBC as this is unsightly and considered to be a health hazard.
- (ix) In response to a suggestion from Pastor Tim Reynolds, AGREED that Chairman will obtain information from the War Memorials Commission about a possible War Memorial for the village. The council will then discuss this with the village churches and the British Legion.
- (x) In response to a request from the Air Ambulance BGJFC is obtaining information about the

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purchase of a defibrillator for the village.

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20. **Future dates**

- (i) Date of the next Meeting Monday 2 June 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 31 May 2014 10 – 12 noon
- (iii) AGREED that the date of the September meeting will be Monday 8 September 2014.

- 21. There were no further confidential matters for discussion
The meeting closed at 9.31pm

Action

all

TS/SG

all

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