

BOROUGH GREEN PARISH COUNCIL

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Lullingstone
Paddock Close
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22 May 2017

Dear Sir/Madam

The next meeting of Borough Green Parish Council will be held in the Annexe to The Church of the Good Shepherd on **Monday 12 June 2017** at 7.30pm. The period for public consultation will last for a maximum period of 15 minutes.

In accordance with the council's Standing Orders and the Local Government Audit & Accountability Act 2014, photographing, recording, broadcasting or transmitting the proceedings of the meeting is permitted by any means, excluding audible commentary which is forbidden. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting, those exercising the rights to film, record or broadcast must respect the rights of other people under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast the meeting is responsible for any claims or other liability from them so doing.

Yours faithfully

Hazel M Damiral

Hazel M Damiral
Clerk to BGPC

AGENDA

28. **Apologies** for absence
29. **Declarations of Interest:** to receive in accordance with the council's Code of Conduct
30. **Minutes of the Annual Meeting 12 May 2017:** to confirm and sign as a correct record
31. **Matters arising** from the minutes of the meeting and not covered by agenda items
32. **Period for Public consultation:** members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes unless the public participation time is extended by the Chairman.
33. **Planning matters** to hand:
 - (i) To note decision notices – as listed
 - (ii) 49 High Street - Notification of proposed change of use from Class A - restaurants, cafes, takeaways or pubs to Class A1 Shops.
 - (iii) TM/17/01044/FL 24 Western Rd - conversion into 4no flats plus parking for 4no cars at rear
34. **Correspondence** – as listed
35. **Potters Mede Grounds and Pavilion**
 - (i) to receive any updated information on improved outside lighting to pavilion entrance
 - (ii) to agree any action required
36. **Recreation Ground**
 - (i) to receive any further information regarding the Bowls Club lease
 - (ii) to agree any action required
37. **Risk Assessments**
 - (i) to receive and consider any information on risk assessments for BGPC working and public areas
 - (ii) to agree action required

38. **Audit 2016/2017**
- (i) to consider and accept the internal audit report 2016/2017
 - (ii) to receive and approve the Annual Return 2016/17: accounting statements
39. **Standing Orders**
- (i) to receive advice from the Internal Auditor and KALC
 - (ii) to give further consideration to the proposed change in Standing Orders to (a) require Public Consultation before any alterations to Standing Orders, excluding mandatory amendments (b) require a Parish Poll before disposal of any parish land assets
 - (iii) to agree any action required
40. **T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**
- (i) to receive any further information
 - (ii) to agree any action required
41. **Street Lighting**
- (i) to receive any further information on the damaged light o/s 1 The Crescent
 - (ii) to consider if received a quotation from UKPN for connection charges
 - (iii) to agree any other action required
42. **Defibrillator**
- (i) to receive any further information on the siting of equipment at the railway station
 - (ii) to consider and if agreed further action
43. **War Memorial**
- (i) to receive a progress report
 - (ii) to consider fencing
 - (iii) to agree any action required
44. **100th Anniversary of End of WW1**
- (i) to receive any information on local site and requirements
 - (ii) to agree any action required
45. **Cheques for Signature:** to approve payments as listed and circulated to all Cllrs.
46. **Written reports:** to receive reports, if submitted, from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report
47. **Future dates**
- (i) Date of the next Meeting Monday 4 July 2016 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
 - (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 2 July 2016 10 – 12 noon
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.
48. **Exclusion of Public and Press:** Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items