

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 9 January 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs T Dawson, Mrs S Gould, S Millener, S Perry, T Shaw (late arrival) and B Wlodarczyk (late arrival).

There were three members of the public in attendance

Action

181. **Apologies for Absence** A Hickmott and H Willard

182. **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.

183. **Minutes of the Meeting 5 December 2016**: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

184. **Matters Arising** None

185. **Period for Public Consultation**

There were no matters raised

186 **Planning Matters**

(i) **Decisions**

Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)

(ii) TM/16/03226/FL change of use from public house to 2no shop units and 1no additional 2bed dwelling - 49 High Street. BGPC's draft response objecting to this proposal had been circulated to all Cllrs and agreed. Objections were ratified: loss of viable business in village centre & concern about adding to the number of vacant shops in High St area.

(iii) TM/16/02257 vehicular access to serve existing dwelling and proposed development - 34 Maidstone Road. It is understood that if this permission is granted and once the houses and access have been built, the landowner will extinguish existing deed of access/vehicular right of way across the Rec/ Gd car park. After discussion Chairman proposed that if this undertaking is received in writing, the PC will support this application. Voting was 4 in favour, 1 abstention. RESOLVED.

Cllr Shaw arrived

(iv) KCC/SCO/TM/0295/2016 Request for Scoping Opinion to determine extent of environmental impact assessment: Ightham Sand Quarry extension. The response from Ightham PC had been circulated to all Cllrs and was noted. All Cllrs had received and agreed copies of a draft response which was ratified: comments re adj Listed Building; Bypass route; use of PFA; excavated material; gas main and factory improvements were all included. After discussion agreed that comments regarding noise and the FP route will be made when a full application is received.

(v) TM/16/03763/FL Demolition of office and construction of 10no houses and associated works - Quarry House, 81 Quarry Hill Road. There was considerable discussion. Noted that all transferable land for open space at Isles Quarry East and possible extension to the doctors' surgery will be passed to BGPC: the council agreed that this may be preferable as there could then be public consultation regarding its future use. Agreed that more time is required to consider this application: an informal meeting will be arranged to consider this further.

(vi) TM/16/03768/FL Extension - 63 Station Road. No observations.

(vii) Fairfield Road, A-Z site redevelopment. All Cllrs had received copies of a consultation email regarding possible street lighting of this new development. Noted that KCC does not require it to be lit. After discussion agreed that there is no requirement by BGPC and it is felt that this is a matter to be decided between KCC and its lighting consultant.

all

187. **Correspondence**

Noted:

Kent Can Regular newsletters and funding (copies to all Cllrs)

Rural Services Network News Bulletins (copies to all Cllrs)

KCC Monthly bus updates November 2016 (copies to all Cllrs)

High Weald Councils Aviation Action Group Noise Management Board draft minutes and Joint Statement with the CAA over the ending of the Judicial Review(copies to all Cllrs)

DRAFT MINUTES

Minutes of the meeting of BGPC 9 January 2017 Page 2

Action

Correspondence (Contd)

Noted (Contd)

T&MBC Parish Precept Referendum Plan update (copies to all Cllrs)
Kent Police Weekly Rural policing updates Dec. 2016 (copies to all Cllrs)
T&MBC Area 2 Planning Cttee agenda 14.12.16 (copies to all Cllrs)
Getmapping Parish Online newsletter Dec.2016 (copies to all Cllrs)
KALC Bulletins on recent national developments and meetings (copies to all Cllrs)
SE Water Notice of work to improve water quality in B Green area (copies to all Cllrs)
Rural Services Network Rural Services Vulnerability Network newsletter Dec 2017
T&M Green Party Response to the Borough Council's Local Plan proposals (copies to all Cllrs)
KALC 3 revised Legal Topic Notes available from the Clerk:
LTN 13 – Policing in your Area
LTN 44 – Trespass to Land and the Criminal Justice and Public Order Act 1994
LTN 55 – Adverse Possession Claims
KALC Parish News for 2016 available at www.kentalc.gov.uk.
JPCTCG Draft agenda 23.01.17
T&M KALC Agenda 12.01.17 & draft minutes of the 2016 AGM (copies to all Cllrs)
T&MBC Community Safety Partnership newsletter Jan/Feb 2017 (copies to all Cllrs)

KALC 100th anniversary celebrations of end of WW1 11.11.18: nationwide beacons will be lit (copies to all Cllrs) Agreed to support this initiative. Some money for this will be allocated in the 2017/18 budget and Cllr Perry will obtain further information.

SP

T&MBC Revised arrangements for children's holiday activities (copies to all Cllrs) For consideration under item 192(v) of the agenda.

Cllr Wlodarczyk arrived

KCC Notification of Preparation of the Kent Minerals & Waste Sites Plan & 'Call for Sites': comments due by 30.01.17 (copies to all Cllrs). Noted.

Kent Police CCTV camera requiring maintenance and request for advice re re-siting (copies to all Cllrs). Chairman will request Kent Police to make a financial contribution towards repairs.

MT

Office of HM Lord-Lieutenant of Kent Invite to annual Civic Service Tues 14 March 2017 11am, Rochester. Cllr Perry will attend

SP

T&MBC BT planned removal of telephone boxes: reminder of need to respond by 31.01.17 (copies to Cllrs Taylor & Mrs Dawson) Agreed that in the absence of comments from residents, no observations.

188. **Potters Mede Grounds** No reports

189. **Potters Mede Pavilion**

There was some discussion about possible alternative arrangements for taking bookings for hire of Potters Mede, to cover Clerk's out-of-hours/holidays. Agreed that a message will be left on the ansaphone to contact the Chairman in Clerk's absence.

190. **Recreation Ground**

- (i) Right of Way across the car park in connection with the proposed 'Ingleside' development: no further discussion in light of the planning application considered under item 186(iii) of the agenda.
- (ii) All Cllrs had received copies of an email from a resident expressing concern about the state of the tennis courts. During discussion agreed that the courts are regularly maintained by the grounds maintenance staff and will be given extra attention after the winter months.

191. **Risk Assessments**

Chairman and Cllr Mrs Dawson are preparing these for BGPC working areas. For consideration at the next meeting.

MT/TD

192. **Precept 2017/2018**

- (i) All Cllrs had received copies of financial information from T&MBC and the Band D equivalent council tax base was noted.
- (ii) The internal auditor's 6m report is awaited. During the recent audit visit Clerk discussed with him the HMRC account which is in credit although this does not accord with BGPC records. The auditor's advice is to reduce future payments to HMRC to allow for the credit but the council should set the sum aside for the future 5/7 years as it may be called for. **RESOLVED** to approve this action.

DRAFT MINUTES

Minutes of the meeting of BGPC 9 January 2017 Page 3

Action

Precept 2017/2018 (Continued)

- (iii) Clerk had circulated a revised draft budget to all Cllrs. It was AGREED to allocate extra money for Training extra £1,000; Potters Mede car park £7,830; Traffic Initiatives £4,000 and the WW1 event £2,000, all included in the draft budget.
- (iv) A request for a financial contribution 2017/2018 was received from Samaritans, T Wells & District: RESOLVED that a contribution of £50 be made in the current financial year and £50 in the next financial year.
A request for a financial contribution 2017/2018 was received from The Counselling Centre. Noted, although further information will be requested.
- (v) All councillors had received copies of an update from T&MBC regarding provision of 2017 Holiday Activities for Young people. Noted that most of these will be provided by outside bodies. RESOLVED to continue to give financial support as in past years.
- (vi) Noted that in the 2017/2018 F/Y T&MBC will continue to give grants towards Christmas Lighting. There was some discussion about the lack of donations from Borough Green traders and it was agreed that the switch-on ceremony is an important annual event for the village.
- (vii) RESOLVED to approve the draft budget received at 192(iii) above and agree a Precept figure of £165,125 which represents a 2% increase, all as attached.
- (viii) All Cllrs had received copies of the updated Statement on Internal Controls 2016/2017. RESOLVED that these be approved.
- (ix) Clerk advised of recent Broadband problems which necessitated calling out the IT man. A charge of £50 will be made. RESOLVED to approve. It has been advised that Word and email facilities be updated using an Office Business Package @ £9/month + VAT. Approx cost for installation is £200. RESOLVED that this be approved.

193. T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options

- (i) Chairman gave an update
- (ii) Agreed no further action subsequent to BGPC's response in November 2016.

194. Isles Quarry Redevelopment

- (i) Additional 10no houses and associated works - Quarry House, 81 Quarry Hill Road: all as discussed under item 186(v) of the agenda. Chairman advised of the expected planning programme for this application
- (ii) All Cllrs had received copies of an email from a resident of 'Hazelbourne' regarding various issues including the closure of the emergency access. The Chairman's reply was noted. This will be referred to the Community Safety Partnership. Noted that a salt bin has been installed at the entrance to Bangay's Way. KCC is installing 'Frost Warning' signs and moving a salt bin to the top of the hill.

MT

195. War Memorial

- (i) Chairman will circulate the edited list of names to be commemorated and then the new plaque will be ordered.
- (ii) Insurance cover has been put in place at a cost of £48.60 p.a. RESOLVED to approve.

MT

196. Replacement tree - j/o Rock Road/Quarry Hill Road

- (i) RESOLVED that Chairman will purchase the tree, topsoil, compost and stakes.
- (ii) RESOLVED to approve an invoice for construction work from Nick Taylor in the sum of £3,500. Noted that additional work was required during the course of construction.

MT

197. Defibrillator

- (i) Cllr Mrs Dawson advised that running costs are £5/year max. which is to generate heat only: the equipment operates by battery. If several packages are ordered the cost would be reduced by £76 to £1,300 each.
- (ii) BGVHMC has agreed to a defibrillator being sited outside the hall.
- (iii) RESOLVED to purchase 3no defibrillator packages for Potters Mede, BGVH and the third site to be decided at a later date. Cllr Mrs Dawson will pass details to the Clerk for an official order.

TD

198. Cheques for Signature

- (i) Online payments:
 - £370.76 E-on – street lighting supply November 2016
 - £382.00 T&MBC - Rates January 2017, Potters Mede
 - £3410.48 Staff salaries December 2016
 - £1521.79 KCC - Superannuation December 2016

DRAFT MINUTES

Cheques for Signature (Continued)

Online payments: (Continued)

£1205.15 Commercial Services Trading Ltd – mowing, Rec Gd/P Mede (final)

£757.66 Wrotham PC – Skate Park maintenance

£226.94 SE Contracting – Street lighting maintenance December 2016

£48.96 Kent Aluminium - P Mede maintenance materials

£383.11 E-on – street lighting supply December 2016

£77.00 EDF – supply, Potters Mede, January 2017

£295.61 Ford Lease – vehicle lease January 2017

£12.00 EDF – supply, Recreation Ground, January 2017

£60.00 WEX Europe Services (UK) Ltd – fuel for vehicle

£93.60 AJ Products (UK) Ltd - metal bin liners, Rec Gd.

3965 £90.90 Borough Green Garden Machinery – mower repair, Rec Gd

3966 £675.00 T&MBC - Playscheme contribution 2016

3967 £3500.00 Nick Taylor - construction of tree planter- Quarry Hill Rd

Bank reconciliation November 2016

B/F Nov 2016 157325.04

T&MBC Financial arrangements 3347.00

Other Receipts Nov 2016 450.96

161123.00

Less Payments Nov 2016 6568.80

c/f 30/11/16 154554.20

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

RESOLVED

- (ii) RESOLVED that Cllrs Taylor and Mrs Dawson will be added to the parish council's list of bank signatories

MT/TD

199 . Written Reports

- (i) A petition against the forthcoming closure of the Borough Green branch of NatWest is being signed by residents and supported by neighbouring parishes, T&MBC and KALC.
(ii) Cllr Perry reported on latest developments from Gatwick Airport
(iii) Work has started to clear the site for the relocation of the recycling containers to the Railway Station Yard.

200 . Future Dates

- (i) Date of May meeting (Annual) Friday 12 May 2017: RESOLVED
Date of June meeting Monday 12 June 2017: RESOLVED
(ii) Date of next meeting Monday 13 February 2017 in the Annexe to The Church of the Good Shepherd 7.30 pm. RESOLVED
(iii) The Parish Office located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 11 February 2017 10 - 12 noon.

MT/SG

201. There were no confidential matters for discussion.

The meeting closed at 10.17 pm