

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 12 June 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), A Hickmott, S Millener, Mrs J Matthews, S Millener, S Perry, T Shaw, H Willard and B Wlodarczyk.

There were no members of the public in attendance

Chairman welcomed Mrs Matthews as the newly co-opted member of BGPC. Mrs Matthews signed the Declaration of Acceptance form

**Action**

28. **Apologies for Absence** L Chown, Mrs T Dawson, Mrs S Gould,

29. **Declarations of Interest**

In the course of normal business being conducted all Councillors confirmed 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 45: Cheques for signature

30. **Minutes** of the Annual Meeting 12 May 2017: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

31. **Matters Arising** None

32. **Period for Public Consultation** No matters raised

33. **Planning Matters**

(i) **Decisions**

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

TM/16/02715/FL Demolish workshop & erect 5no houses - 22 The Landway: appeal lodged.

(ii) 49 High Street - Notification of proposed change of use from Class A to Class A1 Shops. Noted

(iii) TM/17/01044/FL 24 Western Rd - convert into 4no flats +parking for 4no cars. No observations

(iv) TM/17/01215/FL - Extension, roof lights & revised parking - 6 Wyatt Close. No observations.

(v) TM/17/01269/FL - Extend existing link space - 168 Maidstone Road. No observations

(vi) TM/17/01309/FL - Replace conservatory with extension - 14 Abbott Rd. No observations.

(vii) TM/17/01322/FL - Change Class B1 use to D1 sports injury clinic- Crickets Farm.No observations

(viii) KCC/TM/03007/2016- Extend sand extraction + restoration - Borough Green Sandpits. No objections but 'effective' wheel-washing facilities must be in place.

(ix) Cllr Perry advised that the Clinic premises in Quarry Hill Rd are for sale. There was discussion about its possible redevelopment on a site which is in close proximity to a Conservation Area.

Cllr Perry will raise concerns with T&MBC

**SP**

34. **Correspondence**

**Noted:**

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

Rural Services Network News Bulletins (copies to all Cllrs)

Kent Police Rural Policing Update 13.05.17 (copies to all Cllrs)

T&M KALC Draft minutes of AGM 11.05.17 + associated documentation (copies to all Cllrs)

KALC Bulletins on recent national developments and meetings May 2017 (copies to all Cllrs)

KALC Updates to Legal Topic Notes (copies to all Cllrs)

KALC Kent Highways Tracker Survey report (copies to all Cllrs)

KCC Monthly bus updates Feb. 2017 (copies to all Cllrs)

Kent Men of the Trees Minutes of the AGM (copies to all Cllrs)

PPP Dates of meetings 2017/2018 (copies to all Cllrs)

KCC Inside Track newsletter no 245 (copies to all Cllrs)

**High Weald Councils Aviation Action Group** Updates + consultation response (copies to all Cllrs) Cllr Perry gave further information. Agreed that he will circulate a draft response objecting strongly to an estuary airport.

**M Taylor** All Cllrs had received copies of advice of a request from BG Primary School for a grant towards the refurbishment/improvement of the swimming pool. After discussion agreed to investigate the legalities of BGPC taking out a Public Works Loan. Chairman proposed that consideration be given to giving a £10,000 grant to the school, not the PTA, on production of an invoice, provided that it can be match-funded by the school. This was AGREED in principle. Await formal request, specification and estimate. For further consideration at the next meeting.

**SP**

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**Action**

**Correspondence (Continued)**

**M Taylor** Traffic monitoring: proposed action by R Body Haulage (copies to all Cllrs). In response to concerns about the speed of traffic in Borough Green, it is understood that Robert Body Haulage Ltd will fund the purchase of two Traffic Speed Indicators for the village. Chairman will continue to liaise.

**MT**

Cllr Wlodarczyk left the meeting

**KALC** SE Rail Franchise Consultation: revised deadline 30 June 2017 (copies to all Cllrs)  
Cllr Perry reported on a recent Rail Summit meeting that he attended.

**35. Potters Mede Grounds & Pavilion**

- (i) Improved outside lighting: no report
- (ii) Recent vandalism to trees in the woodland walk has been reported to the Police.
- (iii) Dips in the field may need top dressing
- (iv) There was some discussion about the possibility of enlarging the junior pitch
- (v) Vegetation on the east fence of the field may need to be removed as it is causing the fence to lean

**36. Recreation Ground**

- (i) Bowls Club lease: a reply from T&MBC is awaited
- (ii) Fire damage to an area of the safety surfacing in the play area has been reported to the Police.

**37. Risk Assessments**

All Cllrs had received copies of draft Risk Assessments for BGPC working areas. Thanks were expressed to Cllr Mrs Dawson for preparing them. Chairman will discuss with the grounds maintenance staff and ask for their input.

**MT**

**38. Audit 2016/2017**

- (i) The Internal Audit report is awaited
- (ii) All Cllrs had received copies of the Audit Return for 2016/2017. RESOLVED that the Accounting Statements be approved.

**39. Standing Orders**

- (i) Clerk advised that she has discussed the proposed changes with the Internal Auditor and he cannot see any problems.
- (ii) Agreed to await KALC advice before this is progressed

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

Chairman reported that the mineral application from BG Sandpits for a small northern extension puts further doubt on the viability of the proposed 'Borough Green Garden City'.

**41. Street Lighting**

Replacement column o/s 1 The Crescent: a quotation from UKPN is awaited

**42. Defibrillators**

- (i) Cllr Perry advised that, hopefully, a reply from SE Railway will be soon be forthcoming regarding possible siting of equipment at the station.
- (ii) Cllr Perry advised that locks to all the equipment have now been changed and tested.

**43. War Memorial**

No report

**44. 100th Anniversary of End of WW1**

No report.

**45. Cheques for Signature**

Online Payments:

£3532.71 Staff salaries May 2017  
£410.00 T&MBC - Rates June 2017, Potters Mede  
£53.00 T&MBC - Rates June 2017, Recreation Ground  
£1509.07 KCC - Superannuation May 2017  
£57.48 Travis Perkins - Timber for repairs to bench/table, Rec Gd.

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**Cheques for Signature** (Continued)

£563.54 Wrotham PC – Skate Park maintenance April 2017  
£180.00 Wrotham PC – Skate Park maintenance May 2017  
£2,873.68 PWLB – No 2 loan 6m repayment  
£37.80 KCC - maintenance supplies, Potters Mede  
£8.40 BT - telephone rental, Potters Mede  
£226.94 SE Contracting – Street lighting maintenance May 2017  
£81.48 Kent Aluminium - Rec Gd maintenance materials  
£383.38 E-on – street lighting supply May 2017  
£156.00 EDF – supply, Potters Mede, June 2017  
£12.00 EDF – supply, Recreation Ground, June 2017  
£295.61 Ford Lease – vehicle lease June 2017  
£60.00 WEX Europe Services (UK) Ltd – fuel for vehicle

3995 £100.00 COGS - use of church annexe donation April - June 2017  
3996 £161.94 M Taylor - Replacement flags, reimbursement  
3997 £88.96 B Glew - electric cable and hose reels (reimbursement)  
3998 £50.00 Malling Action Partnership - JPCTCG membership 2017  
3999 £157.50 BG Garden Machinery – strimmer & mower repairs, Rec Gd/P Mede

**Bank reconciliation April 2017**

B/F April 2017	96766.87
T&MBC Precept	82562.50
Other Receipts April 2017	<u>810.74</u>
	180140.11
Less Payments April 2017	<u>7600.02</u>
c/f 30/04/17	<u>172540.09</u>

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

**46. Written Reports**

- (i) It was agreed to purchase two Red Ensign flags which will be flown on 3rd September, Merchant Navy Day. This is in support of a national campaign to raise public awareness of our nation's dependence on Merchant Navy seafarers.

**47. Future Dates**

- (i) Date of next meeting Monday 3 July 2017 in the Annexe to The Church of the Good Shepherd 7.30 pm.
- (ii) The Parish Office located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 1 July 2017 10 - 12 noon.

48. There were no confidential matters for discussion

The meeting closed at 21.10 hrs

**Action**

**All**

**MT/JM**