

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Tuesday 3 July 2018 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs A Easthope, Mrs C Hurl, S Millener, S Perry, T Shaw, B Włodarczyk
There were no members of the public in attendance.

Action

45. **Apologies for Absence** Cllrs Mrs S Gould and H Willard
46. **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 61.Chqs for signature
47. **Minutes of the Meeting 4 June 2018**
All members had received copies of the minutes. RESOLVED that the minutes be approved & signed.
48. **Matters Arising**
None
- c
49. **Vacancy BGPC**
T&MBC has advised that no election has been called. Co-option notices will be displayed.
50. **Period for Public Consultation**
There were no matters
51. **Planning Matters**
- (i) **Decisions**
Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)
 - (ii) TM/18/01370/FL Detached dwelling - 11 Ascot Close. Objection: over-intensification of site in a narrow cul-de-sac.
 - (iii) TM/18/01393/FL Single storey extension - 8 Maidstone Road. No observations
 - (iv) TM/18/01445/TPOC Reduce height of 3no oak trees by 3m and thin crowns - 18 Dryland Road. No observations
 - (v) TM/18/01402/FL Replacement industrial building, Long Pond Works, Wrotham Road. No observations
 - (vi) TM/18/01354/FL Extension - 8 Rock Road. No observations
 - (vii) TM/18/01465/RD Dwelling enlargement: details of materials - 129 Maidstone Road. No observations
52. **Correspondence**
- Kent Can Regular newsletters and funding (copies to all Cllrs)
 - Rural Services Network News Bulletins (copies to all Cllrs)
 - NALC Bulletin on recent developments and meetings (copies to all Cllrs)
 - KALC Newsletter June 2018 (copies to all Cllrs)
 - T&M KALC Information for June 2018 PPP mtg (copies to all Cllrs)
 - KALC KCC GDPR conference 28.06.18 (copies to all Cllrs).
 - T&MBC Home composting arrangements (copies to all Cllrs)
 - KALC Minutes of the meeting 10.05.18 (copies to all Cllrs)
 - T&MBC PPP agenda 14.06.18 and email re minutes (copies to all Cllrs)
 - T&MBC Telephone contacts list (copies to all Cllrs)
 - KCC Monthly bus updates May 2018 (copy to all Cllrs)
 - Highways England Update on M20 J3-5 'Smart Motorways' project (copies to all Cllrs)
 - KCPFA AGM 20 June 2018 Maidstone (copies to all Cllrs)
 - KCC Planning operations monthly report & monthly bus updates May 2018(copy to all Cllrs)
 - T&MBC Summer holidays activities brochure (copies to all Cllrs)
 - T&MBC Area 2 planning agenda 4.7.18 (copies to all Cllrs)
 - T&MBC Contact directory & PPP meeting date deadlines (copies to all Cllrs)
 - KCPFA Newsletter July 2018
 - KALC Highways England 'Operation Stack' comments by 22.7.18 (Copies to all Cllrs)
 - KCC 'Big conversation' on rural transport & change of venue for seminar (Copies to all Cllrs)

DRAFT MINUTES

Minutes of the meeting of BGPC 3 July 2018 Page 2

Action

53. Potters Mede Grounds and Pavilion

- (i) Thanks were expressed to Cllrs Willard, Millener, Shaw, Wlodarczyk and Mrs Hurl and members of PMSG for their efforts in organising and running such a successful promotional community event last Saturday.
An Open Day for prospective hirers will be held on Friday 6 July 2018.
- (ii) All Cllrs had received copies of the survey form being distributed by PMSG. BGPC will be advised of the findings in due course.
- (iii) Application to extend the hours for hire of the premises: no report.
- (iv) All Cllrs had received copies of a quotation from Treeability Ltd for identified tree surgery required. RESOLVED to accept, excluding removal of ivy which will be done in-house, in the sum of £1,120 + VAT
- (v) The professional organisation monitoring the spread of the Oak Processionary Moth will be asked to visit the woodland walk
- (vi) Cllr Millener advised that a leaking mixer pipe needs attention; the changing room floors need repainting and the rear door stop has rusted. There was discussion about an in-house cleaning regime and adherence with COSH statements from manufacturers of chemicals which should be stored in clearly identified and appropriate dispensers. AGREED that Cllr Millener will give a training session to the maintenance staff on the control of chemicals and correct use of cleaning equipment.
Chairman and Cllr Millener will prepare a list of materials/equipment/COSH statements required.
RESOLVED that Clerk will instruct a contractor to carry out a deep-clean of the oven. Potters FC may be asked to contribute to the cost as they are prime users.
After further discussion agreed that consideration will be given to engaging a regular cleaner(s) when Potters Mede is being used more frequently.
- (vii) Some damage has occurred to the JD mower during use. RESOLVED to approve the repair cost of £ 507.99 Chairman will liaise with the grounds maintenance staff as a risk assessment must be carried out before use and cones used to avoid any obstacles. Chairman will also add this to the council's risk assessments.

SM

SM/MT

**MT
MT**

54. Recreation Ground

- (i) All Cllrs had received copies of a quotation from Treeability Ltd for identified tree surgery required. RESOLVED to accept, excluding removal of ivy which will be done in-house, in the sum of £700 + VAT
- (ii) All Cllrs had considered the new draft Bowls Club lease and comments from the Bowls Club re incorrect reference to a 'public rink' and the club's responsibility for water within the leased area. Agreement ratified. Further agreed to request inclusion of BGPC right to object/time limit to any advertising banner.
- (iii) Consideration was given to a request for use of the ground for a charity summer fayre 2019, all as on previous occasion. AGREED in principle. Await further details.
- (iv) Noted that there have been no problems re adj 'Ingleside' access during current building works.

55. Village Enhancements

- (i) RESOLVED to submit an application to KCC for permission to fix hanging baskets to KCC street lighting columns for the fee of £26.50
- (ii) Station Road: The new street light has been installed and awaits connection. T&MBC approval of signage is awaited.
- (iii) War memorial dedication: agreed that this will be a simple ceremony. Chairman will have applied for a road closure.
- (iv) There was some discussion about the costs involved if the parish council took over responsibility for the public toilets. In BGVH car park. Further information is required.
- (v) RESOLVED to reimburse Chairman £51.60 paid for a replacement 'Thong Lane Bridge' sign
- (vi) Noted that the Groundsman has cut footpaths across Crowhill.
- (vii) Noted that the new speed restriction sign on the Sevenoaks road is concealed by foliage
Chairman has asked for remedial action.
- (viii) The FP north of Celcon to Wrotham needs considerable attention. Chairman will discuss action with Robert Body, KCC PROW and the Ramblers Assn. The PROW maps are on the website and people should be encouraged to walk this beautiful area.

MT

DRAFT MINUTES

Minutes of the meeting of BGPC 3 July 2018 Page 3

Action

56. General Data Protection Regulation (GDPR)

No report..

Cllrs were again reminded to confirm to the Clerk their willingness to remain on the BGPC database

MT/LC/SM/SP/
AE/HW/BW

57. Street Lighting

- (i) RESOLVED to ratify instructed action taken by Streetlights Ltd to fit replacement lantern in Fairfield Road in the sum of £385 + VAT.
- (ii) RESOLVED to agree to replace any future failed lights with LED lanterns.

58. T&MBC Local Plan

- (i) The recent Public meeting was full to capacity. Smaller meetings will be arranged in the adjoining parishes. There will also be another Public Meeting on 2w1 September to make the public aware of the consultation period and provide all available information.
- (ii) There was consideration of engagement of a legal representative, costs involved and administration: there was overwhelming support from local residents to spend money on this. Noted that 'Keep Boroughs Green' is still operative and has the mechanism and constitution to allow both council and public financial contributions. Await further information from Wrotham PC and then this will be discussed with our internal auditor. Noted that there have and will be congoing costs.
- (iii) RESOLVED to reimburse Chairman the £300 of the reusable advertising banner for the recent meeting Public Meeting

59. Defibrillator

- (i) There has still been no response from Network Rai., Cllr Perry will discuss possible siting of equipment with the C-op Stores.
- (ii) Registration numbers of equipment have been passed to SE Coast Ambulance Service.
- (iii) Cllr Perry will take the 3rd defibrillator to the Parish Office for safe keeping.

SP

SP

60. Written Reports

There was discussion about a low level humming sound causing disturbance to residents particularly on the north side of Sevenoaks road. Agreed that evidence of this is needed before any action can be taken. Cllr Millener will obtain a price for Environmental Noise Measurements

SM

61. Cheques for Signature

Online Payments:

£383.82 E-on – street lighting supply May 2018
£425.00 S M Installations - parts for ventilation system, P Mede (reimbursement) replacement of cancelled chq 4070
£1043.82 R Springett - Groundsman June 2018
£1429.44 H Damiral - Clerk June 2018 (incl pay award w.e.f 1.4.18 as approved)
£1200.39 B Glew - Groundsman June 2018
£55.00 T&MBC - Rates July 2018, Recreation Ground
£1625.99 KCC - Superannuation June 2018
£46.90 Kent Aluminium - Rec Gd maintenance materials
£305.60 Wrotham PC – Skate Park maintenance April 2018
£560.11 Wrotham PC – Skate Park maintenance May 2018
£218.66 Godfreys - Brushcutter service
£462.00 Streetlights - LED lantern Monkton Road
£462.00 Streetlights - LED lantern Fairfield Road
£2604.00 Streetlights - New/Replacement columns Station Road & Staleys Road
£3276.00 CJS Plants - Summer Hanging baskets 2018
£386.10 BGVHMC - hire of hall lunch club July - Sept 2018
£43.20 BGVHMC - hire of hall foot clinic July - Sept 2018
£2967.18 Inland Revenue PAYE April - June 2018

DRAFT MINUTES

Action

Cheques for Signature (Continued)

£64.80 WEX Europe Services (UK) Ltd – annual card charge
£107.90 WEX Europe Services (UK) Ltd – petrol for mowers & strimmer
£93.00 WEX Europe Services (UK) Ltd – petrol for vehicle
£295.61 Ford Lease – vehicle lease July 2018
£133.00 EDF – supply, Potters Mede, July 2018
£12.00 EDF – supply, Recreation Ground, July 2018

4073 £66.67 COGS - use of church annexe donation Jan - March 2018
4074 £100.00 PMSG - donation
4075 £160.23 Cash - Petty cash & tel rental April - June 2018
4076 £7338.83 Goodman Nash - business rates recovery - P Mede
4077 £300.00 M Taylor - Banners re Local Plan/Public Meeting (reimbursement)
4078 £360.00 KG Clarke - weedkiller treatment - Potters Mede
4079 £26.50 KCC - permit fee for hanging baskets
4080 £51.60 M Taylor - replacement Thong Lane sign (reimbursement)
4081 £500.00 H Damiral – Office allowance 2018/19

Bank reconciliation May 2018

B/F May 2018	191467.97
VAT Refund	4228.09
Legacy	10405.00
Other Receipts May 2018	<u>309.00</u>
	206410.06
Less Payments May 2018	<u>8362.09</u>
c/f 31/5/18	<u>198047.97</u>

Proposed by Chairman, seconded by Cllr Mrs Easthope that the above payments be made.
RESOLVED

43. Future dates

- (i) Date of the next meeting Monday 6 August 2018 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 4 August 2018 10 – 12 noon
- (iii) Due to a clash with a T&MBC meeting agreed that the September meeting will be held on **Thursday 30 August 2018** 7.30pm in the annexe to the COGS.

all

MT/AE

all

44. There were no confidential matters for discussion.

The meeting closed at 9.44 pm