

DRAFT MINUTES

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Friday 4 May 2018 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs S Gould, Mrs C Hurl, Mrs J Matthews, S Millener, S Perry, T Shaw, H Willard, B Wlodarczyk and KCCllr Rayner

There were no members of the public in attendance.

Action

1. Election of Chairman

Cllr Taylor invited nominations for Chairman. Cllr Wlodarczyk proposed Cllr Taylor, seconded by Cllr Mrs Gould. There being no other nominations the vote was unanimous. Cllr Taylor was duly re-elected and signed the Declaration of Acceptance form.

2. Apologies for Absence Cllrs Mrs A Easthope and L Chown,

3. Election of Vice-Chairman

Cllr Taylor proposed Cllr Shaw, seconded by Cllr Millener. There being no other nominations Cllr Shaw 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 Willard declared an interest in item 12: Potters Mede Grounds and Pavilion

5. Minutes of the Meeting 9 April 2018

All members had received copies of the minutes. RESOLVED that the minutes be approved & signed.

6. Matters Arising

None

7. Election of committees, representatives and working groups

Sports Clubs Liaison incl. Potters Mede Football Group – Cllrs Willard, Taylor, Shaw and Millener
Finance & General Purposes – Cllrs Mrs Gould, Millener, Shaw, Willard and Taylor. Other Cllrs may attend as they wish or as subsequently agreed by the council.

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

KALC – Cllrs Shaw and Taylor

Parish Partnership Panel – Cllrs Taylor and Mrs Gould

Village Hall Representative – Cllr Mrs Gould

Men of Trees - Cllrs Taylor and Chown.

Basted Mill Public Open Space – Cllrs Mrs Hurl and Cllr Wlodarczyk

Skate Park – Cllrs Taylor and Millener

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

Potters Mede Support Group – Cllrs Millener and Shaw

JPCTCG – Cllrs Perry and Shaw

T&MBC Standards Cttee – Cllr Taylor subject to confirmation from the Borough Solicitor that there is no conflict of interest re T&MBC responsibilities.

J5 Slips - Cllrs Perry & Shaw

Kent Rail Forum – Cllrs Perry and Shaw

HWCAAG - Cllr Perry

Chairman proposed the above nominations. RESOLVED

Cllr Shaw proposed that Cllr Taylor be paid £70p.a. to manage the JPCTCG website, Seconded by Cllr Perry. RESOLVED.

8. Period for Public Consultation

As KCCllr Rayner had to leave to attend another meeting, Chairman proposed that items 18 & 19 be discussed next. RESOLVED..

MT

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Action

18. Speed Indicator Devices

- (i) Chairman reported on his meeting with KCC when there was particular discussion about the timing and reliability of new lights at the pedestrian crossings. There is concern that the safety of pedestrians comes second to traffic flow. After considerable discussion it was agreed that a agenda request for the JTB will be made. Tom Tugendhat MBE MP is taking this up with the Secretary of State and KCCllr Rayner will also get action from KCC. If no satisfactory results it may be necessary to engage an Independent Assessor to produce a report. KCCllr Rayner advised that details of a recent incident whilst the temporary traffic lights were in operation at the cross roads have been passed to the relevant KCC Cabinet Member.
- (ii) Some concern was expressed about lack of signage and traffic safety at the mini roundabout A25/A227. KCCllr Rayner advised that evidence of incidents would be needed before any consideration could be given to this. It was pointed out motorists should always give way to the right.
- (iii) Chairman advised that H+H Celcon has offered to purchase a portable mini SID (approx £6,400). KCCllr Rayner offered to use his KCC Member's Fund to fund the training of BGPC staff to maintain/position the device.

19. H+H Celcon Western Extension & T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options

The timetable for the publication of the Draft Local Plan was noted. KCCllr Rayner reported on Ightham Court Meadow.,

9. Planning Matters

(i) Decisions

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

- (ii) TM/18/00495/FL 3no terraced dwellings adj 34 Maidstone Road Objections:all comments as before plus it is considered that the plans cannot be achieved as a wall has recently been constructed through the proposed access.
- (iii) TM/18/00689/FL Double garage – 24 Maidstone Road. No observations
- (iv) TM/18/00690/OA Outline application: new dwelling, parking & landscaping – 24 Maidstone Road Objections: Over-intensification of site, health & fire hazard. Noted that enforcement action is ongoing.
- (v) TM18/00912/FL Raise level of part of front garden to provide additional parking incl construction of wall – 35 Station Road. No observations.
- (vi) TM/18/00988/FL Replace garage and construct dwelling. Objection: over-intensification of site

10. Period for Public Consultation (Continued)

KCCllr Rayner advised that Wrotham PC is proceeding with resurfacing of their multi-court. Consideration will also be given to installing floodlights. Cllr Mrs Gould advised that BG Primary School is awaiting a third quotation for floodlighting their courts. However, consideration must be given to the potential need for both sites being floodlight.

11. Correspondence

Noted:

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 KALC draft agenda 10.5.18 (copies to all Cllrs)
Kent Highways M20 Junctions 3-5 Smart Motorway (copies to all Cllrs).
KALC Membership information (copies to all Cllrs)
KALC Agenda 10.5.18 (copies to all Cllrs)
Kent Police Commissioner's newsletter March/April (copies to all Cllrs)
Kent Men of the Trees AGM 21.04.18 (copies to all Cllrs)
KCC Monthly bus updates April 2018 (copy to all Cllrs)
Bluebird Care Community Grant scheme (copies to all Cllrs)
Skate Park Minutes of the mtg 19.4.18 (copies to all Cllrs)
BMPOS Chairman's Report April 2018. (copies to all Cllrs).
Samaritans T Wells & District Letter of thanks for donation
Age Concern Malling Letter of thanks for Donation
West Kent Mediation Letter of thanks for Donation
Victim Support West Kent Letter of thanks for Donation

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Correspondence (Continued)

Noted (Continued)

Kent, Surrey & Sussex Air Ambulance Trust Letter of thanks for Donation

T&MBC JPCTCG Draft agenda 21.05.18 (copies to all Cllrs)

T&MBC Community Safety Ptnrship newsletter May/June (copies to all Cllrs)

Wrotham PC Skate Park Inspection Report (copies to all Cllrs)

KALC Kent Police Rural Liaison Team report and Rural Matters magazine (copies to all Cllrs)

T&MBC 'Powers for dealing with unauthorised developments and encampments' consultation (copies to all Cllrs) Chairman will respond.

KALC New Model Standing Orders (Copies to all Cllrs) Agreed in principle to adopt Sects. 11 & 21 re new DPA regulations. For further consideration at the next meeting..

KALC 'An Introduction to Planning for Local Councils' 13.06.18 Bearsted (Copies to all Cllrs) Cllrs Millener and Mrs Gould will attend.

SM/SG

12. Potters Mede Grounds and Pavilion

(i) All Cllrs had received copies of a request from PMSG to open the car park at weekends and bank holidays. Cllr Millener reported on his discussions with the Group. There was considerable discussion, during which Cllr Millener left the meeting for a short while. BGPC is trying to accommodate the wishes of PMSG and the sometimes difficult position of Cllrs Shaw and Millener as BGPC representatives on the Group is appreciated. However, the rapid deterioration of the surface of the car park when it was open to the public, must be taken into consideration. It was agreed that during the summer changes will be made to the gate or fence to allow disabled pedestrian access. After full discussion Chairman proposed that the car park be kept closed. Seconded by Cllr Wlodarczyk. Voting was 4 in favour, 2 against and 3 abstentions. **RESOLVED.**

MT

All Cllrs had received copies of quotations submitted by PMSG for resurfacing the car park. These were noted as it was agreed that it is currently untimely to proceed with this project.

(ii) Clerk advised on advice/requirements of the council's insurers re Public Liability Insurance for the forthcoming fete inc: marquee owners and stallholders should have their own insurance cover. Full written Risk Assessments must be undertaken.

Copies of all of the above documentation must be submitted to the Clerk to BGPC prior to the event

TS/SM

(iii) Consideration was given to donating a monetary prize for the schools' band competition at the forthcoming event. As some of the schools are outside the Borough Green area, **RESOLVED** not to approve this proposal.

(iv) The application to extend the hours for hire of the premises has been validated and the consultation period is progressing.

(v) There was considerable discussion about fencing off the pitches prior/during the forthcoming event. Chairman proposed that rope and stakes be purchased at a cost of £300 max. **RESOLVED.** Cllr Willard will circulate firm costs and progress.

HW

Cllr Mrs Matthews left the meeting.

(vi) In response to a request from PMSG consideration was again given to hire charges. Chairman proposed that the rate for hire of the main hall be reduced to £16/hr and the Taylor Room £8/hr. **RESOLVED**

(vii) Revised EDF charges of £133 per month were agreed. Noted that a refund of £57.22 is due. All Cllrs had received options for renewal of EDF supply. Chairman proposed acceptance of a 3yr contract in an estimated annual sum of £1834.20. **RESOLVED**

(viii) All Cllrs had received copies of a request for regular use of the car park as a drop off/collection point for a new vocational outdoor learning group in Platt. After discussion agreed that the location and surface of the car park is unsuitable.

13. Recreation Ground

(i) The new Bowls Club lease is being progressed. Noted that two separate solicitors in the same practice will act for the Bowls Club and BGPC respectively.

(ii) **AGREED** that the Bowls Club will be asked to provide monthly water meter readings.

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Action

14. Financial Matters

- (i) All Cllrs had received copies of the updated Statement of Internal Controls. RESOLVED that this be adopted with the addition at item 3 of 'the council ensures that its business is conducted in accordance with the council's Standing Orders'. RESOLVED
- (ii) All Cllrs had received copies of the Annual Governance Statement 2017/2018. RESOLVED that the Statement be approved and signed by the Chairman.
- (iii) The end of year internal audit has been completed. The detailed report is awaited but all Cllrs had received copies of the Internal Audit Report contained in the Annual Governance & Accountability Return which was noted.
- (iv) All Cllrs had received copies of the Annual Return 2017/2018: Accounting Statements. RESOLVED that this be approved and signed by the Chairman.

15. Village Enhancements

- (i) Cllr Wlodarczyk will liaise with the groundsman and T&MBC to obtain prices for litter/environmental signs
- (ii) Station Road: a new one-way sign is now available, installation of post is awaited.
- (iii) War memorial dedication ceremony: no report.
- (iv) RESOLVED that Mr Glew may purchase the redundant rotary mower for the sum of £25.

BW

BW

16. General Data Protection Regulation (GDPR)

Further information had been circulated to all Cllrs. AGREED to await further guidance before taking any action.

17. Street Lighting

- (i) All Cllrs had received copies of quotations for a replacement column o/s 2 Staleys Road: UKPN (disconnection/reconnection) in the sum of £774 + VAT and Streetlights (supply & install) in the sum of £1085 + VAT. RESOLVED that these be accepted.
- (ii) All Cllrs had received copies of a quotation from Streetlights in the sum of £385 + VAT for a new lantern in Monkton Road. RESOLVED that this be accepted.
- (iii) Action taken by Streetlights to fit a trial SL6 LED lantern in Station Road was ratified. A day burner was also repaired.
All Cllrs had received copies of quotations for an additional column in Station Road: UKPN (new service/connection) in the sum of £1818 + VAT and Streetlights (supply & install) in the sum of £1085 + VAT. RESOLVED that these be accepted.
- (iv) Further consideration will be given to future street lighting maintenance at the next meeting.

20. Defibrillator

- (i) If no response is received from Network Rail regarding possible siting of equipment at the railway station, Cllr Perry will discuss with the Co-Op Stores.
- (ii) Registration of equipment: no report

SP

21. Written Reports

The council is extremely grateful to a sadly deceased member of the community, Alec Homes, for leaving a sum of money in loving memory of his late wife, Dorothy Homes, to be used specifically for the future funding of the Borough Green Foot Clinic. Clerk will look into short term investment of the money.

22. Cheques for Signature

Online Payments:

£422.00 T&MBC - Rates May 2018, Potters Mede
£55.00 T&MBC - Rates May 2018, Recreation Ground
£3592.91 Staff salaries April 2018
£1587.40 KCC - Superannuation April 2018
£105.00 BGVH - Hire of hall: Netball Club fundraising evening, donation
£71.39 Zen Internet Ltd – Domain registrations 2018/2019
£386.10 BGVHMC - hire of hall lunch club April - June 2018
£43.20 BGVHMC - hire of hall foot clinic April - June 2018

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Cheques for Signature (Continued)

	£80.01	WEX Europe Services (UK) Ltd – petrol for vehicle
	£98.14	WEX Europe Services (UK) Ltd – petrol for mowers & strimmer
	£295.61	Ford Lease – vehicle lease May 2018
	£133.00	EDF – supply, Potters Mede, May 2018
	£12.00	EDF – supply, Recreation Ground, May 2018
4061	£29.99	B Glew - Improved light for van (reimbursement)
4062	£1288.61	KALC – subscription 2018/19
4063	£89.80	BG Garden Machinery – strimmer parts, Rec Gd/P Mede
4064	£50.00	Action with Communities in Rural Kent – subscription 2018/19

Bank reconciliation March 2018

B/F March 2018	138121.79
Receipts March 2018	<u>1305.95</u>
	139427.74
Less Payments March 2018	<u>17768.25</u>
c/f 31/3/18	<u>121659.49</u>

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

23. Future dates

- (i) Date of the next meeting Monday 4 June 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 2 June 2018 10 – 12 noon

all

MT/SG

24. There were no confidential matters for discussion.

The meeting closed at 10.23 pm