

**DRAFT** Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Thursday 9th May 2019 the Church of the Good Shepherd Annex  
Present: Cllrs Mike Taylor (Chairman), Tim Shaw, Mrs Sandra Gould, Scott Millener, Steve Perry, Jeff Reading Gary Green, Ian Simpson,

There were three members of the public in attendance

Chairman gave a brief update on Hazel's condition, and conveyed thanks from Cllrs Shaw, Palmer and himself to the Parish Council and the public after the magnificent turnout in the Borough Council election.

1. **Councillors Declaration of Acceptance of Office** signed
2. **Election of Chairman.** Cllr Shaw proposed Cllr Taylor. There being no other nominations, Cllr Gould seconded, carried **unanimously**. Cllr Taylor signed the Acceptance form
3. **Apologies for Absence**  
Cllr Wlodarczyk, and the Clerk, Mrs Damiral
4. **Election of Vice Chairman** Cllr Gould proposed Cllr Shaw, there being no other nominations, Cllr Millener seconded, carried **unanimously**. Cllr Shaw signed the Acceptance form
5. **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 Simpson advised that TM/19/00855 was his neighbour, so declined to speak or vote
6. **Minutes of the Meeting 1st April 2019**  
All members had received copies of the minutes.  
RESOLVED that the minutes be approved and signed as a true record.
7. **Matters Arising**  
There were no matters arising
8. **Appointments to Committees, Working Groups and Outside Bodies**  
J5 Slips - Cllrs Perry & Shaw  
Kent Rail Forum – Cllrs Perry and Shaw  
HWCAAG - Cllr Perry  
Finance & General Purposes – Cllrs Mrs Gould, Millener, Shaw, Simpson, and Taylor. Other Cllrs may attend as they wish or as subsequently agreed by the council..  
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 Perry  
Basted Mill Public Open Space – Cllrs Reading and Millener  
Skate Park – Cllrs Taylor and Green  
Potters Mede Support Group – Cllrs Millener and Shaw  
JPCTCG – Cllrs Perry and Shaw  
T&MBC Standards Cttee – Cllr Taylor

*It was unanimously agreed to discontinue the 3 groups below*  
Sports Clubs Liaison - Clubs liaise direct with the Parish  
Complaints - Any Cllr may be appointed as and when required  
3G Pitch (Wrotham School) – Parishes no longer involved in the project

***New appointments***

To appoint Chairman as liaison with the Parish Alliance -  
H+H Celcon Liaison - Cllrs Taylor, Perry , Millener & Shaw  
ALL AGREED

**Action**

**9. Period for Public Consultation**

Representative of Potters Mede Support Group offered Best Wishes to Hazel, and congratulations on the election of the Independents to TMBC

PMSG asked for a relaxation of the Potters Mede carpark closure.

Chairman moved Item 12(ii) forward to allow discussion. Discussed an experimental weekend 10am to dusk opening, with PMSG members locking up. Chairman to arrange signage **AGREED**  
A resident raised concerns about 2 construction sites and lighting on the Landway. Chairman to Investigate.

Cllr Shaw to liaise with Wrotham School

Resident reports Multicourt back boards in poor condition, and no hoop nets.

Report of dirty road signs - report to TMBC, but Cllr Green has volunteered to do some locally

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**10. Planning Matters**

(i) Decisions

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

(iii) Esso 24 hour opening - continuing - Enforcement Action commenced

(iv) TM/19/00566/FL The Dene 66 Sevenoaks Road Change of use of the building adjacent to the main dwelling to a dwellinghouse (Class C3). *No Observations*

(v) TM/19/00655/FL 63 - 65 Western Road Conversion of existing travel agents and first floor fl into 2 No 2 storey dwellings with two storey rear extension and alterations *No Observations*

(v) TM/19/00656/FL Land Part Of 63 - 65 Western Road And 50 Sevenoaks Road Erection of 3 bedroom detached dwelling. *Officer decision - refused*

(vi) TM/19/00716/FL 24 Wye Road First floor extension: 2 bdrooms on garage roof *No Observations*

(vii) TM/19/00751/FL 8 Griggs Way Alterations including pitched roof *No Observations*

(viii) TM/19/00855/FL Southways 35A Staleys Road Demolition of existing dwelling and erection of two pairs of semi-detached houses *No Observations This is less than the Local Plan (7)*

(viii) TM/19/00871/RD 22 The Landway Details of conditions 6a (desktop study), 6b (site investigation), 7a (remediation statement), 7b (remediation scheme) and 9 (Hydrogeological Risk Assessment) submitted pursuant to planning permission TM/18/03067/FL (Demolition of existing workshop buildings. Construction of two 3 bedroom and one 2 bedrooms houses with associated parking and amenity areas) *No Observations*

**11. Correspondence**

**Correspondence for noting**

West Request for local self build land

KCPFA AGM 14 May Marden (*copies to all Cllrs*)

E-ON 36month contract (*copies to all Cllrs*)

Natwest Bankline Pin and Bankline reader to Cllr Millener

TMBC Tonbridge in Bloom Competition extended to the whole Borough (*copies to all Cllrs*)

KMOTT Spring Magazine

Warners Bowls Club lease progressing

**Correspondence for discussion**

Wrotham PC Southbeats Festival request for Licensing, Planning and Financial support. (*copies to all Cllrs*) "BGPC considers that there would be significant disruption to BG residents and a potential increase in crime. Chairman proposed a contribution of £500 to WPC towards solicitor's expenses to advise the Licensing Authority of those concerns. **AGREED** : to be an agenda next month

SSAFA VE Day celebrations May 2020

Crest Nicholson - legal transfer of Isles Quarry East (*copies to all Cllrs*) Propose Chairman meets Crest **AGREED**

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**12. Potters Mede Grounds and Pavilion**

(i) Top dressing, fertilising and re-seeding complete. Sand slitting contractor was able to achieve 1 metre centres instead of 2 metres, at no extra cost.

(ii) Tree fouling power cable north boundary with Westlands. UKPN are acting

(iii) no other reports

**13. Recreation Ground**

(i) Bowls Club lease: no report

(ii) Security of equipment shed - obtain new door quotes & confirm roof construction

(iii) Treeability quote of £820.80 to fell and remove insecure Horse Chestnut - **AGREED**

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**14. Financial Matters**

- (i) Report on progress  
Wrotham Clerk is working at an hourly rate to resolve salary, PAYE , pension payments and year end accounts AGREED
- (ii) We now have access to the Clerk's computer
- (iii) Despite access to Natwest Bankline, we are still unable to make payments except by cheque
- (vi) To continue using 2018 Statement of Internal Controls, Annual Governance Statement AGREED
- (v) Internal Audit Report - not available
- (vi) To defer the Annual Return 2018/2019 AGREED
- (vii) To agree Direct Debits with 2 Castle Water and the E-ON accounts : AGREED

**15. Village Enhancements**

- (i) No report

**16. T&MBC Local Plan**

- (i) To note Reg 19 submissions now loaded on TMBC Website
- (ii) To note funding for the Parish Alliance legal team is solely from the Parishes, and not any individual.

**17. Defibrillator**

Cllr Perry suggests that the COGS AED might be inside, and that we should also consider the Memorial Pavilion or the Black Horse. Cllr Perry to investigate

SP

**18. H+H Celcon Ltd**

- (i) Cllr Millener to implement "dust Survey" of affected properties.
- (ii) Working Group set up, Cllrs Millener, Perry, Shaw and Taylor

SM

**19. Written Reports**

Mayhew Motors - vehicles blocking footway, Chairman to investigate  
Cllr Rayner and Chairman will investigate planned closure of W Malling Age Concern

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HR**20. Cheques for Signature**

Online Payments: No Access to Bankline

**Direct Debits**

£98.00	WEX Europe Services (UK) Ltd – fuel for equipment and vehicle
£295.61	Ford Lease – vehicle lease March 2019
£338.00	EDF – supply, Potters Mede, March 2019 <i>inc from £331 20/5/19</i>
£11.00	EDF – supply, Recreation Ground, March 2019
£383.82	E-ON Streetlighting <i>new DD</i>
£1065.34	Castle Water PM <i>new DD</i>
£205.72	Castle Water Rec <i>new DD</i>

**Cheques**

Ratify last month (cheques raised when Bankline failed)

4137	£1044.02	R Springett - Groundsman Apr 2019
4138	£1375.68	H Damiral - Clerk Apr 2019
4139	£1200.39	B Glew - Groundsman Apr 2019

**Current for payment**

4140	£56.00	TMBC NNDR Recreation Ground rates
4141	£38.85	<i>John Lewis Computer cheque cancelled account clear</i>
4142	£1587.40	KCC - Superannuation April 2019
4143	£543.99	Wrotham PC Skatepark Maintenance
4144	£110.99	Lexis Nexis
4145	£22.50	Green Thumb
4146	£2980.00	Kevin Clarke PM Pitches
4147	£1344.00	Treeability Potters Mede
4148	£756.00	Treeability Rec
4149	£20.00	Kent County Playing Fields Assn

4150      £75.00      Rural Kent  
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4151      £71.39      Zen Internet  
4152      £72.00      Parish Online Mapping annual  
4153      £1560.00      GJ Packman PM Drainage  
4154      £57.88      Kent Aluminium DIY

To Ratify Staff wages due 28th May, not yet including agreed increase

4133      £2,873.68      PWLB – No 2 loan 6m repayment Overpaid, held on account  
4134      £429.30      BGVH Lunch Club, Foot Clinic Jan-Mar Already paid, cheque cancelled  
Proposed by Chairman, Seconded Cllr Perry, Unanimous - RESOLVED

232. Future dates

- (i) Date of the next meeting **Monday 3rd June 2019** 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 1st June 2019** 10-12 noon.

**SG/GG**

233. There were no confidential matters for discussion.

The meeting closed at 2120 pm