

## DRAFT MINUTES

Prior to the meeting Chairman presented certificates to the grounds maintenance staff Mr B Glew and Mr R Springett and congratulated them on successfully completing the playground inspection training and: safe use of chain saws & tree felling (B Glew) and in-house ride-on mower training (R Springett)

Chairman expressed thanks to all the staff for their support during the construction of Potters Mede

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 2 December 2013 at Potters Mede

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, Mrs S Gould, G Harrington, S Millener, Ms P Moorecroft, S Perry and T Shaw

The grounds maintenance staff and a Police representative were in attendance for items 136 – 140 of the agenda.

136. **Apologies** for absence were received and accepted from Cllr H Willard and T&MBCllr Mrs S Murray

Action

137. **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 152 Chqs. for signature – Skate Park & expenses reimbursement

138. **Minutes of the Meeting 4 November 2013**

RESOLVED that the minutes be approved and signed.

139. **Matters arising** None

140. **Period for Public Consultation**

The Police advised that (i) local crime figures had risen slightly in the past month (ii) they are trying to locate the missing BGPC-owned CCTV camera

141. **Planning Matters**

(i) Decisions: None

(ii) TM/13/03351/FL single storey extension to front elevation of living room. Install wood burning stove and external chimney – 38 Lingfield Road: no objections but request liaison with Building control to ensure no nuisance to neighbours from resultant effluence

(iii) TM/13/03603/TPOC tree surgery – 168 Maidstone Rd. No observations

142. **Correspondence**

**Noted:**

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

KCC Regular Trading Standards alerts (copies to all Cllrs)

Rural Services Network newsletters (copies to all Cllrs)

BMPOSJC Agenda mtg 26.11.13 (copies to all Cllrs)

T&MBC Crime Prevention Panel mtg 25.11.13 (copies to all Cllrs)

KALC Neighbourhood Community Budgets: 'Our Place' funding available until March 2015 (copies to all Cllrs)

Kent Police Crime Commissioner's Newsletter, November (copies to all Cllrs)

T&MBC PPP agenda 14.11.13 (copies to all Cllrs)

KCC Temporary road closure – Rock Rd – revised alternative route (copies to all Cllrs)

KALC London Airspace consultation: further information available at

<http://www.londonairspaceconsultation.co.uk> comments invited by 21.01.14 (copies to all Cllrs)

KALC Draft minutes of the T&M Area Cttee mtg 10.1.13 (copies to all Cllrs)

KALC Local Council Tax Support funding survey. Available at

<http://www.surveymonkey.com/s/KKFNVRK> (copies to all Cllrs)

JPCTCG Revised date of next mtg: 28.01.14 (copies to all Cllrs)

T&MBC Bulky refuse collection dates (copies to all Cllrs)

Kent Police Amended timings of mobile Police stations December 2013 (copies to all Cllrs)

CPRE Magazine Winter 2013

KCC Notification of flagstone paving thefts (copies to all Cllrs)

KCC Leader Paul Carter KCC transformation programme 'Facing the Challenge' comments invited by 15.11.13 + Chairman's personal response (copies to all Cllrs)

KCC Budget consultation (copies to all Cllrs) details available at

[www.kent.gov.uk/your\\_council/council\\_spending/budget\\_consultation.aspx](http://www.kent.gov.uk/your_council/council_spending/budget_consultation.aspx) : comments invited by 13.12.13

Kent Police Invitation to attend 'Saving Visible Community Policing' conference 06.12.13 (copies to all Cllrs)

Kent Men of the Trees Tree report 2013 + Highly Commended certificate (copies to all Cllrs)

Kent Police Annual consultation on Police & Crime Plan. Comments invited by 20.12.13 (copies to all Cllrs)

**142. Correspondence (Continued)**

- Caip Ltd** Consultation documents re proposed upgrade of Vodaphone base station, Fairfield Rd (copies to all Cllrs) Cllr Perry gave further information. The proposal will be advertised in The Voice
- T&MBCllr D Evans** Notification of his resignation as a Borough Cllr w.e.f 28.11.13 due to poor health. A letter of thanks and good wishes will be sent. Chairman advised that he is standing at the forthcoming election.
- Kent Fire & Rescue** Kent & Medway Annual Safety Plan: comments invited by 13.01.14 available at

[http://www.kent.fire-uk.org/about us/plans\\_policies\\_performance/safety\\_plan\\_2014.aspx?utm\\_source=KFRS+Stakeholders&utm\\_campaign=6bd053aae4-KFRS Stakeholders Newsletter Issue 711 15 2013&utm\\_medium=email&utm\\_term=0\\_1dd9341842-6bd053aae4-92059709](http://www.kent.fire-uk.org/about_us/plans_policies_performance/safety_plan_2014.aspx?utm_source=KFRS+Stakeholders&utm_campaign=6bd053aae4-KFRS+Stakeholders+Newsletter+Issue+711+15+2013&utm_medium=email&utm_term=0_1dd9341842-6bd053aae4-92059709) (copies to all Cllrs) Chairman gave some explanatory information

- KALC** Local audit: draft regulations consultation: comments invited by 20.12.13 (copies to all Cllrs) Chairman will read the document in detail
- T&MBC** Communication with parish councils: new database + suggestion that PCs have a generic address (copies to all Cllrs) Agreed that Clerk will liaise with T&MBC to adopt this.
- KHS** Survey for completion by 13.12.13 (copies to all Cllrs). Chairman confirmed that this has been submitted and an acknowledgement received.
- 1<sup>st</sup> Borough Green Scout Group** Request for financial assistance towards 2014 camp in Belgium (copies to all Cllrs) For consideration under item 153 of the agenda

MT

**143. Potters Mede Grounds**

- (i) Senior League officials have expressed compliments about the pitches which are playing well despite the recent wet weather.
- (ii) RESOLVED to accept a quotation from Landscape Services in the sum of £78.15 + VAT per cut to regularly mow summer 2014
- (iii) RESOLVED to purchase extra planings to lay as a hard surface at the entrance to the field

MT

**144. Potters Mede Pavilion**

- (i) The Valuation Office entry for the new building was noted. Chairman will assist Clerk in providing requested further information. RESOLVED to accept T&MBC rate demand £2059.89 for the period 07.09.13 – 31.03.14.
- (ii) AGREED that Potters Mede will be entered in T&MBC's Emergency Rest Centre Directory. Chairman will liaise
- (iii) All Cllrs had received copies of a report from the Chairman about recent damage to entrance gate. He is obtaining quotations for necessary replacement parts
- (iv) Chairman is continuing to liaise re Broadband installation

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MT

**145. Recreation Ground**

- (i) Noted that the resident of 143 Lendon Rd has now paid the £50 administration charge re use of land to the r/o the property. Chairman will now liaise to arrange for the boundary fencing to be installed, all as previously agreed.
- (ii) RESOLVED to accept a quotation from Landscape Services in the sum of £41.21 + VAT per cut to regularly mow summer 2014
- (iii) RESOLVED to accept a quotation from Landscape Services in the sum of £36.95 + VAT per inspection to regularly inspect the playground equipment 2014/2015

**146. Hanging Baskets 2014**

RESOLVED to accept a quotation from How Green Nursery in the sum of £4183.20 + VAT for the supply and maintenance of hanging baskets 2014.

**147. Winter Plan**

- (i) Chairman is liaising with H+H regarding bulk purchase/storage of salt
- (ii) All Cllrs had received copies of new Clearing Snow & Ice guidance notes which will be advertised

MT

**148. Isles Quarry and 2005 Parish Plan**

- (i) Chairman gave updated information about activity on the site. All Cllrs had received copies of e-mail Correspondence between Chairman and T&MBC..
- (ii) All Cllrs had received amended street naming and numbering information from T&MBC. Agreed that this is an improvement on the previous.
- (iii) Agreed that events have superceded the suggestion to request an agenda item for T&MBC Area 2 Planning Cttee but a careful eye will be kept on proceedings to ensure that all possible contamination issues are addressed.

149. **Access to Hornet Industrial Estate**

All Cllrs had received copies of e-mail correspondence between Chairman and T&MBC regarding ongoing problems of commercial and goods vehicles accessing the estate via Quarry Hill Road. There was considerable discussion and agreed that every attempt must be made to identify vehicles involved.

150. **T&MBC Local Plan Review**

- (i) AGREED that Chairman will attend a meeting with T&MBC and Platt PC representatives 10am on 16 December 2013. Any other BGPCllr will attend if available
- (ii) All Cllrs had previously received copies of the presentation given by T&MBC at the recent Local Plan Event
- (iii) It was agreed that it would be useful to compile a list of open/empty areas of land within the parish and consider their preferable future. There is extreme concern about building on every available piece of local land; population density and lack of infrastructure. Any comments to be passed to the Chairman

MT/all

all

151. **Parish Vehicle**

Cllr Millener advised of suitable snow chains. RESOLVED to purchase from Snowchains Europroducts for the sum of £150. Chairman will action.

MT

152. **Cheques for Signature**

**BACS:**

£398.41	E-on – street lighting supply October 2013
£3260.69	Staff salaries November 2013
£56.02	Kent Aluminium – Maintenance materials, P Mede & Rec Gd
£60.00	J Stephens – Websites maintenance November 2013
£98.53	Wrotham PC – skate park maintenance & inspections
£480.00	Commercial Services Trading Ltd – grounds maintenance Potters Mede
£26.99	KCC – grounds maintenance materials
£1915.31	EDF – supply, Potters Mede
£56.10	EDF – supply, Memorial Pavilion
£685.89	T&MBC - Rates December 2013, Potters Mede
£350.40	Commercial Services Trading Ltd – cutting of hedges, Rec Gd

**D/D:**

£2,664.83	PWLB – No 2 loan 6m repayment
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3747	£184.00	SLCC – Annual subscription
3748	£98.05	M Taylor – dog signs, Potters Mede (reimbursement)
3749	£254.88	ESE Direct – 2no grit bins
3750	£42.88	Local Councils handbook

**Bank reconciliation October 2013**

B/F Oct 2013	97229.82
Receipts Oct 2013	<u>549.78</u>
	97779.50
Less Payments Oct 2013	<u>27933.58</u>
c/f 31/10/13	<u>69841.02</u>

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

153. **Precept 2014/2015**

- (i) AGREED that the Finance Cttee will budget for : a donation of £500 to Borough Green Scouts the purchase of an additional CCTV camera £300 donation to the Y2 Crew £657 approx playscheme donation
- (ii) AGREED that the Finance Cttee will meet at 7.30pm Weds 18th Dec 2014 in the Parish Office

MT/TS/SG/SM

154. **Written reports**

- (a) All Cllrs had received copies of a short report from T&MBCllr Mrs S Murray which was noted
- (b) Thanks were expressed to Mrs Gould and the Chamber of Commerce Cttee for their work in connection with the Christmas lights this year
- (c) Chairman reported on the recent PPP meeting, giving information about the Parish Caretaking Scheme
- (d) Chairman also gave further information about changes to the 3G pitch committee
- (e) Cllr Shaw advised that the focus of the J5 Slips Group is now on the economic case which is encouraging
- (f) Cllrs Dobson & Ms Moorecroft reported from a recent BMPOS meeting. Responses from Platt and Plaxtol PCs re 2014/2015 contributions were noted. AGREED that any reduction should be by the same percentage for each parish.
- (g) In response to a resident's request a price will be obtained to fit a cowl to the street light o/s 40 Annetts Hall

155. **Future dates**

- (i) Date of the next Meeting Monday 6 January 2014 commencing at 7.30 pm in the Annexe to The Church of the Good Shepherd
- (ii) The location for subsequent meetings will be decided at the next meeting

All

156. There were no confidential matters for discussion.

The meeting ended at 9.46 pm