

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 10 January 2011 in The Annexe to the Church of the Good Shepherd.

Present: Cllrs S Perry(Chairman), Mrs V Farina, Mrs J Lucas, Mrs S Murray, Mrs V McWilliam, T Shaw, M Taylor, C Willsher, M Yianni
 There were no members of the public in attendance

Action

139. **Apologies for Absence** were received from Mrs E Howden and T&MBCllr D Evans.
140. **Declarations of Interest:**
 In the course of normal business being conducted and in particular, in connection with Planning and proposed Planning items, 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 150 Cheques for signature - Skate Park maintenance.
 Cllr Willsher declared an interest in item 145 and any item involving Potters Mede Environmental.
141. **Minutes** of the meeting 6 December 2010 were signed as a correct record
142. **Matters Arising**
 134 Whitegate Field artificial pitch: noted that Wrotham School is applying for Academy status.
 134 Whitegate Field: Drainage concerns are being investigated by T&MBC. Agreed that Chairman will copy any further correspondence he writes in this connection to all other Cllrs.
143. **Planning Matters**
 (i) TM/10/02787/FL Removal of condition to allow for ancillary hot food take away – 49 High Street. No observations.
 (ii) TM/10/03245/FL Installation of demountable washdown area in car park/service area – Hornet Business Estate, Quarry Hill Road. No observations.
 (iii) TM/10/03320/FL Retention of retaining wall and drive/parking area + associated landscaping incl steps and wheelchair access – 5 Brockway. No observations.
 (iv) TM/10/03414/FL Alterations to elevations – new dwelling 65 Annetts Hall. No observations.
 (iv) **Decisions**
 TM/10/02645/RD Acoustic protection – 17 Stone Court. Permission granted.
 TM/07/03298/OA Residential development and associated parking – land r/o Station Road. Application withdrawn
144. **Correspondence**
Noted:
 KALC Agenda: meeting 16.12.10
 KHS Temp. closure of Basted Lane o/s Landway Farm, Plaxtol (copies to all Cllrs)
 KCC Winter Service Reports and Snow Updates (copies to all Cllrs)
 T&MBC Refuse/recycling arrangements during bad weather (copies to all Cllrs)
 KCC Regular Trading Standards alerts (copies to all Cllrs)
 West Kent Watch Regular newsletters (copies to all Cllrs)
 T&MBC Local Children’s Trust Board – Independent Chair vacancy (copies to all Cllrs)
 Kent County Playing Fields Assn – Newsletter December 2010
 KALC Newsletter no. 351 and AGM report
 T&MBC Astro turf: Copy of signed Wrotham School Community Use Agreement (copy to Chairman) + minutes of the Steering Group meeting 05.01.11 (copies to all Cllrs)
 CPRE Magazine Winter 2010
 Victim Support Newsletter December 2010 and minutes of the meeting 16.12.10
 T&MBC Provisional date for re-scheduled PPP meeting 27.01.11 (copies to all Cllrs)
 T&MBC Programmed date - installation of village signs: w/c 10.01.11 (copies to all Cllrs)
 BGTAG Copy correspondence to KCC re traffic calming A25 Maidstone Road.
 T&MBC Standards Board agenda 17.01.11
 CPRE The Localism Bill: Briefing for Parish Councils and Amenity Groups. Summary and possible seminar early 2011 to help with interaction with local govt. Noted.
 The Royal British Legion To receive a suggestion that local groups to hold Poppy Parties 10 – 12 June 2011 to celebrate the Legion’s 90th birthday

SP

Correspondence (Continued)

KCC/Cemex Copy e-mail correspondence re recent operations at Borough Green Landfill Site, Wrotham Road: mud on road/wheel-washing facilities (copies to all Cllrs). There was considerable discussion about recent instances of mud deposits on the highway caused by the lack of adequate on-site wheel-washing. Whilst thanks will be expressed to KCC for acting so promptly when this was brought to their attention, the operators must be strongly reminded that they must comply with the planning conditions in place. Agreed that there is no reason why vehicles should be allowed to leave the site at any time if effective wheel-washing has not been undertaken. AGREED that Cllr Willsher will convey this message to the next meeting of the Quarry Liaison Cttee.

CW

Cllr Bailey A letter of resignation, due to other commitments, had been circulated to all Cllrs. Sincere thanks were expressed to him for his hard work and expertise. Chairman will send a formal letter of thanks and will ask him if he will take on the role of a consultant as and when required. . In view of the elections in May, RESOLVED that the PC will not fill the vacancy at present.

SP

145. **Potters Mede Ground Improvements**

- (i) Cllr Willsher will clarify status of Potters Mede Environmental; will liaise with the Managing Director and make enquiries regarding receipt of the grant from Cemex.
- (ii) As there has been no information regarding liaison with Cemex about additional pitch and assistance with ground works, Cllr Willsher will endeavour to make contact with the Regional representative.
- (iii) AGREED that planned works will be given further consideration at the next meeting.

CW

CW

146. **Potters Mede Pavilion**

- (i) The Steering Group will meet and report to the next meeting.
- (ii) A list of potential architects is being compiled.
- (iii) AGREED that, on receipt of (i) and (ii) above, the project will be given further consideration at the next meeting.

VM/EH/
SP147. **Financial Matters**

- (i) All Cllrs had received copies of the 6 - month internal audit report 2010-2011. RESOLVED that this be accepted. Thanks were expressed to the Clerk for her work in this connection.
- (ii) All Cllrs had received copies of the minutes of the Finance Cttee meeting 22 December 2010; Proposed 2011/12 budget and committee recommendations. RESOLVED that all be approved including an increase of salary for Mr R Springett, Groundsman (as detailed) and a £2,000 donation to the Youth Club.
- (iii) RESOLVED to approve a Precept of £127,154 for the financial year 2011/12,.
- (iv) A NALC Legal Briefing on 'Parish Councils to be Freed from Archaic Payment Rules', had been circulated to all members and was noted.

148. **Grounds maintenance/use**

A letter of resignation was received from Mr E Goggin, Groundsman. All Cllrs had received copies of a report from the Clerk regarding suggested future staffing arrangements. After discussion RESOLVED that the vacancy would not be filled at the present time and that the hours of Mr B Glew, Groundsman will be increased to 20hrs/week w.e.f 17 January 2011.

149. **Salt Bins**

- (i) The newly-installed salt bins proved to be a great asset and were well-used during the recent inclement weather. Generally, residents made good and proper use of the supplies but there were a few who used the salt/grit purely for their own benefit: it is for use on the public highways and footways only. Extreme thanks were expressed to Cllr Taylor and the grounds maintenance staff for their hard work in undertaking salting procedures.
- (ii) RESOLVED that further supplies of salt/grit will be purchased from Allsands as and when required. RESOLVED that Cllr Taylor will (a) liaise with the Clerk for purchase of padlocks for the bins (b) fit padlocks (c) distribute keys to grounds maintenance staff, Clerk and nearby responsible householders.

MT

There was some discussion about possible future arrangements for transportation of supplies: consideration may have to be given to the purchase of a multi-purpose vehicle.

Salt Bins (Continued)

- (iii) All Cllrs had received copies of a NALC Legal Briefing on 'Responsibilities for Clearing Snow and Ice on Highways' which was noted. Clerk advised that it is likely that expenditure for salt bin-related costs will have to be s137 expenditure.

150. **Cheques for signature**
BACS

£2623.13	Staff salaries 1-31 December 2010:
£341.64	EDF – street lighting supply, November 2010
£186.60	Kent Aluminium Ltd – maintenance materials incl rock salt
£336.06	S E Contracting – removal of old columns/testing new: Dryland Rd & The Ave
£575.17	KCC – Superannuation December 2010
£60.00	J Stephens – Websites maintenance December 2010
£222.22	S Electric Contracting – street lighting maintenance December 2010
£704.86	KCC – Mowing P Mede and Rec. Gd. 2010 (final)
£41.16	Kent Aluminium Ltd – grounds maintenance materials plus rock salt
£341.64	EDF – Street lighting supply, December 2010
£148.61	Wrotham PC – Skate park maintenance December 2010
£2021.00	BG & District Chamber of Commerce Lights Cttee – Donation: storage container
£10.05	Cash – Rec. Gds. Imprest a/c
£100.00	COGS – Donation for use of room October- December 2010
£60.38	PC Matters Ltd – Computer maintenance: 2yr anti-virus protection
£176.18	Cash – Petty cash & tel./broadband October – December 2010
£1846.01	Inland Revenue – PAYE/NI October – December 2010
£217.05	Kidmans – Maintenance/servicing of 2 no mowers: P Mede/Rec Gd
£340.00	W Mzimba – interim audit 2010/11
£428.82	Allsands – rock salt and sand

Proposed by Cllr Mrs Murray, seconded by Cllr Mrs McWilliam that the above payments be made. RESOLVED.

151. **Written reports from County and Borough councillors & BGPCllrs who sit as representatives on local organisations + Clerk's report**

Cllr Mrs Murray reported that T&MBC will not be increasing its proportion of the council tax for the 2011/12 F/Y.

All Cllrs had received copies of a written report from the Clerk: (i) outstanding repairs to street lights were noted. AGREED that the monthly maintenance accounts will not be processed until the matters have been resolved. (ii) maintenance work at the Recreation Ground and to the notice boards, completed by the staff or scheduled was noted. Other suggested items will be given consideration by the Facilities Cttee.

Consideration may be given to (a) litter picking/tidying of footpaths on a regular basis (b) a 'Bash-the-Trash' litter pick.

SP/CW/MT

152. **Future dates**

- (i) Date of Annual Meeting 2011: to be confirmed at the next meeting
- (ii) Date of Annual Parish Meeting 2011: to be confirmed at the next meeting
- (iii) Date of next meeting: Monday 7 February 2011 in the Annexe to the Church of the Good Shepherd. Immediately prior to the meeting there will be a period for public consultation commencing at 7.30pm and lasting for a maximum period of fifteen minutes.
- (iv) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Cllrs present, on Saturday 5 February 2011 10 – 12 noon.

EH/TS

153. **Exclusion of Public and Press:** There were no matters for consideration

The meeting ended at 21.38hrs