

## DRAFT MINUTES

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Wednesday 8 May 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs L Chown, Mrs S Gould, G Harrington, S Millener, S Perry, T Shaw (late arrival), M Taylor, H Willard, M Yianni (late arrival)

There were no members of the public in attendance.

### Action

#### 1. Election of Chairman

Cllr Taylor invited nominations for Chairman. Cllr Millener proposed Cllr Taylor, seconded by Cllr Chown. There being no other nominations voting was 6 in favour, 1 abstention. Cllr Taylor was duly re-elected and confirmed his acceptance by signing the minute book and will sign the Declaration of Acceptance form.

#### 2. Apologies for Absence were received from Ms P Moorecroft and T&MCllr Mrs S Murray

#### 3. Election of Vice-Chairman

Chairman advised that because of work commitments, Cllr Yianni is unable to stand for re-election and he thanked him for his past help as Vice-Chairman.

Chairman proposed Cllr Mrs Gould, seconded by Cllr Harrington. There being no other nominations Cllr Mrs Gould was duly elected.

Cllr Shaw arrived.

#### 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 Taylor declared an interest in item 20 cheques for signature - Skate Park maintenance + reimbursement chqs.

Cllr Millener declared an interest in item 15 BGPC vehicle

#### 5. Minutes of the meeting 8 April 2013. All members had received copies. RESOLVED that they be approved and signed as a true record.

#### 6. Matters Arising

**214(x) Potters Mede Pavilion.** Chairman advised that all parking related charges had been dropped

#### 7. Election of committees, representatives and working groups

Facilities Cttee. – Any Cllr may be asked as and when required.

Sports Clubs Liaison – Football: Cllr Willard; Bowls: Cllr Chown

Highways, Footways, Footpaths & Street Lighting - Cllrs Dobson, Harrington and Taylor

Finance – Cllrs Mrs Gould, Millener, Shaw and Taylor

Planning Oversight – Cllrs Perry and Taylor

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

Potters Mede Environmental – Cllrs Willard and Taylor

KALC – Cllrs Shaw and Taylor

Parish Alliance - Cllrs Shaw and Taylor

Village Hall Representatives – Cllr Ms Moorecroft

Quarries Liaison – Cllrs Millener, Ms Moorecroft and Taylor

Men of Trees - Cllrs Dobson and Harrington

Parish Partnership Panel – Cllrs Taylor and Yianni, with Cllr Shaw deputising if and when required.

Basted Mill Public Open Space – Cllrs Dobson and Ms Moorecroft

Skate Park – Cllrs Harrington and Millener

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

Potters Mede Steering Group - Cllrs Mrs Gould, Millener, Taylor and Willard, with assistance and advice from Mr Bailey as and when required.

Websites Liaison - Cllrs Perry and Taylor

CCTV Working Group – Cllrs Dobson and Perry

J5 Slips – Cllrs Shaw and Yianni

**DRAFT MINUTES**

Minutes of the Annual meeting of BGPC 8 May 2013 Page 2

Action

**Election of committees, representatives and working groups (Continued)**

Malling Area Partnership (BGTAG) – Cllrs Perry and Shaw, although AGREED that, as Cllr Shaw attends on behalf of J5 Slips, any other member can attend.  
Parish Plan – Cllrs Chown, Dobson, Mrs Gould, Taylor and Yianni  
Kent Rail Forum – Cllrs Perry, Shaw and Yianni  
T&M CPRE Cttee – AGREED that Cllr Taylor attends in a personal capacity  
Chairman proposed the above nominations. RESOLVED

**8. Period for Public Consultation**

Chairman advised of a letter he had received from a resident concerned about the loss of the disabled parking bay at the east end of Western Rd. T&MBC has advised that this was never an official bay but will re-address the matter and would welcome ideas. After discussion agreed to request reinstatement, to the same or a nearby location, plus an additional disabled bay at the west end of Western Rd. Chairman respond to the resident and liaise with Kent Aluminium and Kidmans re the best location. He will then draft a letter for circulation before sending it to T&MBC.

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**9. Planning Matters**

**(i) Decisions**

TM/12/02015 2no houses 39 Wrotham Rd. Appeal lodged

(ii) TM/13/00874/FL Ground floor rear extension 6 Griggs Way. No observations

(iii) TM/13/00930/FL Garden store to rear of existing garage – Orchard House, 71 Sevenoaks Road. No observations

(iv) TM/13/01092/FL Replacement extension – 55 Fairfield Road. No observations

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

(i) Recent press articles about 'Development Benefits' of Isles Quarry and subsequent e-mail correspondence with T&MBC were noted. RESOLVED, in view of the Isles Quarry development, to make a request to T&MBC for grants towards a pelican crossing on the A25 Maidstone Rd; surfacing of Potters Mede car park; NHS dental provision and mains sewage connection for the whole village. Chairman will draft a letter.

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(ii) All Cllrs had received copies of correspondence between the Chairman and T&MBC about T&MBC's execution of the 2005 Parish plan and Isles Quarry. Chairman read an extract from a draft T&MBC document on a 'modified Local Plan update process'.

Cllr Yianni arrived.

After considerable discussion agreed to wait and see if the promises it contains are fulfilled in the hopes that the past alleged actions of T&MBC can be laid to rest and all move forward positively.

(iii) Chairman will liaise with PPP to ensure that proper consultation processes are carried out when future Local Plans are prepared/reviewed.

(iv) Cllr Perry asked the Chairman for an undertaking to curb the tone of his e-mails to T&MBC members and staff, advising that this was the reason for his abstention at item 1 on the agenda. Chairman replied that he could not as in the event of T&MBC not fulfilling its promise, it may be necessary to voice his feelings strongly.

(v) Chairman advised that he is in discussion with KCC and the Environment Agency re environmental issues.

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**11. 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)

T&MBC Area 2 Planning Committee agenda 17 April 2013 (copies to all Cllrs)

BMPOS Notice of Annual Meeting 4pm Monday 13 May 2013, Plaxtol Memorial Hall (copies to all Cllrs)

KALC Kent and Medway BDUK Broadband project + Make Kent Quicker Update press release (copies to all Cllrs)

DRAFT MINUTES

**Correspondence (Continued)**

BGVHMC AGM 22 April 2013 (copies to all Cllrs)  
Kent Community Health NHS Trust Gypsies & Travellers Conference 27.06.13 (copies to all Cllrs)  
Kent Police Kent Police & Crime Commissioner newsletter (copies to all Cllrs)  
Skate Park Cttee Agenda 24.04.13 and minutes of the meeting 22.01.13 (copies to all Cllrs)  
Kent Police Meet Your Police and Crime Commissioner events (copies to all Cllrs)  
Skate Pk Cttee Inspection Report April 2013 + draft minutes of the mtg 24.04.13 (copies to all Cllrs)  
KCC Review and survey of the Kent Connects Partners Portal  
([www.kentconnects.gov.uk/partnersportal](http://www.kentconnects.gov.uk/partnersportal)) and its Information Sharing Portals. (copies to all Cllrs)  
Kenward Trust Newsletter Spring/Summer 2013  
KCC Report to Chairman on recent High St zebra crossing installation (copies to all Cllrs)  
CPRE Magazine Spring/Summer 2013  
Kent Environment and Community Network Environmental Resource Centre in Kent (copies to all Cllrs)  
KALC Agenda mtg 07.05.13 and draft minutes of mtg 15.01.13 (copies to all Cllrs)

**12. Potters Mede Ground Improvements**

- (i) A recent site survey prior to mowing, identified the need for urgent stone-picking of the field. All Cllrs had been consulted. RESOLVED to ratify acceptance of a quotation from Commercial Services Trading Ltd in the sum of £1159.98
- (ii) Pearl Drainage have rolled and mowed the field at no extra charge. Chairman gave further information.
- (iii) Chairman reported on the extent of additional drainage work required: because of the contours of the land it was not possible to form a natural ditch therefore a trenched pipe was laid at a cost of £1098 for the digger and £3982.20 for pipework. All Cllrs had been consulted. RESOLVED to ratify this action. RESOLVED that Chairman will extend drainage to pond: a digger will be required for 2 days + shingle will be required. Chairman advised that the total of Maycock & Bennett's work in this connection is £6726.19 + VAT. RESOLVED to approve and agreed that this expenditure will be charged against the grounds budget not the pavilion. Thanks were expressed to the Chairman for all his work, also to Robert Body for taking away spoil. Chairman will provide the Environment Agency with marked-up plans of new drainage.
- (iv) A programme of future ground maintenance is still awaited from Pearl Drainage
- (v) There was some discussion about bare patches of grass and weeds. Chairman advised that the Agronomist is satisfied with the condition and mowing will assist healthy growth.

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**13. Potters Mede Pavilion**

- (i) Chairman gave a progress report  
RESOLVED to approve the following payments:  
£8584.20 Maycock & Bennett – construction work, Potters Mede  
£2315.34 Maycock & Bennett – vinyl floors, Potters Mede  
£2915.20 EA Services (SE) Ltd – Shower heads and assoc. materials  
£6840.00 EA Services (SE) Ltd – Showers and hot water services (interim)  
£3360.00 EA Services (SE) Ltd – Plumbing, P Mede (final) Agreed that this payment will be released when authorised by Chairman and Cllr Millener subsequent to satisfactory completion of the work and checking of all EA Services invoices received/paid.  
Chairman advised that a revised quotation has been received from Maycock & Bennett for the porch in the sum of £6160. RESOLVED to approve.
- (ii) Planning requirements were noted: separate applications are required for (a) change of hours and users – fee £97.50 (b) new front sign – fee £110. RESOLVED that Chairman will submit the applications and the fees paid.
- (iii) Subsequent to a previous BGPC decision RESOLVED to ratify purchase of floor coating from Watco UK Ltd in the sum of £4093.09.
- (iv) RESOLVED that retention monies will be released to Maycock & Bennett in accordance with the conditions of the contract
- (v) RESOLVED to accept a quotation from Arnold Tarmac in the sum of £12,960 for surfacing the small car park. The surfacing of the main car park will be considered at a later date.
- (vi) Chairman advised that expenditure to date is approx. £412,480.26 with an estimated future spend of £20,305
- (vii) Agreed that it is premature to make any decision regarding a request to hire the building for a wedding reception next year. Further consideration will be given in the autumn.

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**14. Recreation Ground**

- (i) Chairman will liaise with the grounds maintenance staff at the end of the summer re the extension of water supply to the north end of the ground
- (ii) Chairman will make a site visit and report on a request for additional fencing at the boundary with 11/13 Lendon Road

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**DRAFT MINUTES**

Minutes of the Annual meeting of BGPC 8 May 2013 Page 4

- (iii) AGREED to support in principle a request for use of the ground for a charity Fun Day this summer. Further details will be requested
- (iv) There was some discussion about a request to use the Memorial Pavilion as a coffee shop and concerns were raised about compliance with H&S regulations; access; deliveries etc. Whilst there were no objections to the idea in principle it was felt that this issues may be insurmountable. Further information will be requested.

Cllr Millener left the room

15. **BGPC Vehicle**

- (i) RESOLVED to pay the reduced price of £2650 + VAT for the vehicle 'as seen' in view of possible work required to the exhaust system.  
Cllr Millener returned to the meeting
- (ii) RESOLVED to insure the vehicle with Zurich Municipal at a cost of £265 balancing premium until BGPC's insurance renewal date 11.07.13. Alternative quotations will be obtained for the ensuing year.

MT/SP

16. **Parish Council-owned Street Lighting**

- (i) RESOLVED to renew the E-on street lighting supply contract for a further 2 years at an average annual cost of £3,754 + VAT . All councillors had received copies of the details
- (ii) The quotation from SE Contracting for work required to a light in Normanhurst Road is still awaited. RESOLVED that Clerk will accept the quotation when received if it is in line with previous charges.

17. **Home Start SW Kent**

RESOLVED to make a donation of £20

18. **Basted Mill Public Open Space**

There was discussion about the amount of money held by BMPOSJC for possible de-silting of the Mill Pond, the cost of which would far exceed any reserves held. AGREED that Chairman will attend the Annual Meeting of BMPOS and ask the committee to consider taking action using the legislation the 'polluter pays'. Cllr Perry gave further information.

19. **Websites**

Agreed that alterations to the content of the BGPC websites can only be made on authorisation of BGPC.

20. **Cheques for Signature**

**BACS:**

|               |  |
|---------------|--|
| £3248.15      | Staff salaries April 2013  |
| £1268.79      | KCC - Superannuation April 2013  |
| £226.94       | SE Contracting – Street lighting maintenance April 2013                              |
| £287.09       | Kent Aluminium – maintenance materials, Rec Gd                                       |
| £60.00        | J Stephens – Websites maintenance April 2013   |
| £357.08       | E-on – street lighting supply, April 2013  |
| £101.40       | Zen Internet Ltd - Domain registrations 2013/2014                                    |
| £448.00       | EDF – Supply, Potters Mede   |
| £8071.43      | Maycock & Bennett – ground works, Potters Mede                                       |
| £8584.20      | Maycock & Bennett – construction work, Potters Mede                                  |
| £2315.34      | Maycock & Bennett – construction work, Potters Mede                                  |
| 3664 £4093.09 | Watco – floor paint. Potters Mede  |
| 3665 £1400.00 | BMPOS – maintenance contribution 2013/14   |
| 3666 £98.76   | Cash – Rec Gds Imprest a/c reimbursement   |
| 3667 £2915.20 | EA Services (SE) Ltd – Shower heads and assoc. materials                             |
| 3668 £642.00  | M Taylor – hire of digger, Potters Mede (reimbursement)                              |
| 3669 £456.00  | Willsher Plant Hire Ltd – additional hire of digger, Potters Mede                    |
| 3670 £50.00   | Navigus Planning – local planning journal 2013/14                                    |
| 3671 £25.00   | Kent Men of the Trees - Subs 2013/14   |
| 3672 £75.00   | Maidstone Assn of Youth – donation, Try Angle Award scheme (replacement of chq 0365) |
| 3673 £37.08   | EJP Fire Protection Ltd – Annual fire appliances service, Rec Gd                     |
| 3674 £6840.00 | EA Services (SE) Ltd – Showers and hot water services, P Mede (interim)              |
| 3675 £3360.00 | EA Services (SE) Ltd – Plumbing, P Mede (final)                                      |
| 3676 £56.98   | M Taylor – fuel for digger, Potters Mede (reimbursement)                             |
| 3677 £207.50  | T&MBC – Planning fees, Potters Mede  |
| 3678 £3180.00 | SM Installations – BGPC vehicle (replacement of chq 3663)                            |

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

**Cheques for Signature (Continued)**

Proposed by Cllr Yianni, seconded by Cllr Mrs Gould that the above payments be made. RESOLVED

Bank Reconciliation March 2013

|                           |                 |
|---------------------------|-----------------|
| B/F March 2013            | 64694.50        |
| PWLB loan                 | 49975.00        |
| Other Receipts March 2013 | <u>133.63</u>   |
|                           | 114803.13       |
| Less Payments March 2013  | <u>32592.53</u> |
| c/f 31/03/13              | <u>82210.60</u> |

21 Written Reports

- (i) All Cllrs had received copies of a written report from T&MBCllr Mrs Murray.
- (ii) The community use agreement for the 3G pitch will be circulated by the 3G committee as it concerns school staff changes.
- (iii) Noted that the Borough Green Naked Charity Calendar has raised at least £7,000. Requests for nominations of local charities who may benefit would be welcomed.

22. Future dates

- (i) Date of the next Meeting Monday 3 June 2013 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 1 June 2013 10 – 12 noon

23. **Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions**

Agreed that time sheets are no longer required for grounds maintenance staff in respect of Potters Mede and the Recreation Ground and that time for these areas will be allocated 1/3:2/3 respectively. Time sheets are still required for other areas.

The meeting closed at 9.32pm

SG/MT

**DRAFT MINUTES**

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