

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 March 2013 in the Annexe to The Church of the Good Shepherd.

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

There were two members of the public in attendance

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| 185. Apologies for absence were received and accepted from Cllr H Willard, due to work commitments, and T&MBCllr Mrs S Murray | <u>Action</u> |
| 186. 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 201 Cheques for signature – Skate Park & P Mede reimbursement | |
| 187. Minutes of the Meeting 4 February 2013
RESOLVED that the minutes be approved and signed. | |
| 188. Matters arising
180 Proposed Borough Green AQMA: An initial reply had been circulated to all Cllrs, agreed and submitted to T&MBC. Chairman thanked Cllr Perry for his input into preparing supplementary comments which the Chairman had also submitted to T&MBC in draft form. Thanks were also expressed to Dr Yashmin Vawda, a local air pollution consultant, who had also given her advice. AGREED to ratify the response and this action. | |
| 189. Period for Public Consultation
(i) Chairman has passed a resident's concern about the condition of paving at the entrance to the Primary School to KHS.
(ii) Requests will be made for clearance of litter in Station Approach and for future snow clearance in this road by Railtrack
(iii) Cllr Shaw advised of concern raised about the speed of traffic on the A25 Maidstone Road, particularly past the Esso Garage. Agreed that KCC's acknowledgement of their awareness of the Borough Green 9 Point Action Plan may eventually result in traffic calming measures. | |
| 190. Planning Matters
(i) Decisions:
TM/11/1632/R3 Siting and design of new exhaust stacks – Gas utilisation plant, Stangate Landfill Site, Quarry Hill Road. Details approved
TM/11/01191/FL Erection of 171 dwellings, open space, access and infrastructure – Isles Quarry East, Quarry Hill Road. For consideration by T&MBC Area 2 Planning Cttee 06.03.13. All BGP Cllrs had been given copies of the officer's report and recommendation to cttee plus copies of related e-mails. There was considerable discussion particularly about construction traffic; contaminated area and lack of infrastructure. The officer's report is considered extremely misleading. AGREED that Chairman will speak for BGPC at the Planning Cttee meeting: he outlined his proposed statement which he will circulate to all Cllrs. Dr Vawda will also speak about air quality issues.
(ii) Kent Minerals & Waste Development Framework: all Cllrs had received copies of the Minerals Topic Report No 4 – Mineral Safeguarding. AGREED no further comments.
(iii) TM/11/1618/R10 Woodland management scheme - Electricity Sub-Station, Stangate Landfill Site, Borough Green. No observations.
(iv) TM/13/00352/FL Demolition of garage/workshop and erection of 2-storey motor vehicle workshop, offices, showroom, storage and parking. – 82 – 106 Maidstone Road. No objections but strongly recommend reinstatement of a kerbed pavement with designated central vehicle access.
(v) TM/13/00456/FL Single storey rear addition – Orchard house, 71 Sevenoaks Road. No observations. | |

191 **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)
- KCC E-mail to Chairman acknowledging awareness of BG 9 Point Action Plan and comments re 2013/14 Traffic Schemes: list of schemes for the year will be sent when agreed (copies to all Cllrs)
- Fairseat Residents Assn Copy letters with Royal Mail Ltd re temporary removal of post box – Brockway./A25
- Age Concern Thanks for recent financial donation
- Victim Support Thanks for recent financial donation
- Compaid Thanks for recent financial donation
- KALC Learning & Development Update Feb. 2013 (copies to all Cllrs)
- T&MBC Awards ceremony 10.07.13 Maidstone. Nominations for this year's awards invited (copies to all Cllrs)
- T&MBC Leader Copy letter sent of The Secretary of State for Work & Pensions re Housing Benefit Changers for 'Under-Occupiers' (copies to all Cllrs)
- Kent Men of the Trees AGM 09.03.13 Egerton Village Hall and autumn tour to Northumberland October 2013
- Kent Police 'Meet Your Commissioner' event 20.02.13 Maidstone (copies to all Cllrs)
- KALC Retirement of NALC Chief Executive 31.03.14 (copies to all Cllrs)
- KCC Copy letters to residents re overgrown hedges (copies to all Cllrs)
- T&MBC Standards & Training Cttee – Meeting 11.03.13 now cancelled. New date will be advised when T&MBC has received full agreement of all parish councils regarding the joint committee arrangements.

The Beat Project All Cllrs had copies of correspondence with the Chairman re a 3yr KCC Youth Service contract in Borough Green & Wrotham: weekly in Wrotham and monthly in BGVH. Chairman gave further information advising that this is a music and art project. AGREED in principle to fund, if required, hire of BGHV Annexe for this group one evening a week – not Friday.

T&MBC Current & future infrastructure provision in T&M – further details regarding information previously requested and reasons for request. Views requested. (copies to all Cllrs) The additional information was noted. Chairman advised of his correspondence with T&MBC in this connection..

T&MBC Standards & Training Cttee – Clarification of BGPC minute 03.12.12 requested: 'is BGPC in agreement to the creation of a Joint Cttee and the adoption of the Kent Code of Conduct rather than the NALC Code'. After discussion it was AGREED that the BGPC December 2012 approved minute 139 is incorrect, and also the reference made to it in the Internal Auditors Report Feb. 2013. It is AGREED that BGPC has adopted the NALC Code of Conduct and AGREES to the T&MBC Standards Regime.

KALC Kent Federation of Amenity Societies conference 'A Global Airport for Kent' Maidstone 22.03.13. Fee £15 (copies to all Cllrs) AGREED that Cllr Perry will attend if possible.

T&MBC Invite from the new leader of T&MBC, Nicholas Heslop, for Chairman to attend an informal reception 19.03.13 7.30pm to 'share thoughts' incl formation of a Locality Board (copies to all Cllrs). Chairman will attend

Kent Men of The Trees AGREED to enter the 2013 Trees in the Village Competition

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192. **Potters Mede Ground Improvements**

- (i) Chairman is arranging a site inspection to consider possible need for additional drainage
- (ii) There was further discussion about the initial ground maintenance and vertidrainng of the new pitches. AGREED that Chairman will seek advice from the Agronomist, for which there may be a charge, and report to the next meeting.
- (iii) Chairman advised of his discussions with adjacent resident about the flooding of the pond. It is considered that this is solely due to the excessive amount of recent rain but AGREED to monitor the situation and, if it should prove to be a result of council building works BGPC will rectify. Chairman has written to the resident. There was some discussion about the presence of algae on the pond.

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193. **Potters Mede Pavilion**

- (i) Cllrs had met on site to discuss ACE Services' Inspection Report and EA Services' response letter as circulated to all Cllrs. There has been considerable concern about identified air-conditioning installation problems. Chairman thanked Cllr Scott for highlighting issues for urgent attention and apologised for any unjustified comments made. After discussion RESOLVED that EA Services will continue with the heating installation and the re-installation of the air-conditioning in full compliance with the Inspection Report. Further RESOLVED that Mr Spencer, Gas Engineer, will be engaged to independently oversee the work. Cllr Scott will also monitor the work and authorise payments RESOLVED that payments be made to Maycock & Bennett in the sums of £4042.44 (underfloor insulation); £4628.40 (plumbing) – for payment when authorised ; £2650.50 (tiling - interim) – for payment when authorised ; A Rothwell £1500 (decorating); SV Electrical £2305.85 (electrical – interim); £5199.60 Eastwell Ironworks Ltd (external staircase); £240.00 ACE Services air conditioning report and £387.12 M Taylor (paint supplies, reimbursement) Chairman advised that his calculation of expenditure to date is approx £383,225.47 with £20,000 estimated additional expenditure

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Potters Mede Pavilion (Continued)

- (ii) Clerk advised of current finances, reminding the council of their previously committed funds for future projects, and recommended that application be made for a £50,000 PWLB loan in connection with Potters Mede construction costs. Chairman proposed that this be agreed. RESOLVED. Chairman and Clerk will liaise to action this.
- (iii) Chairman will give consideration to telephone/broadband services
- (iv) Chairman will liaise with Atilla Services and Spadeoak re landscaping works
- (v) AGREED that JDT Construction may park a secure container and digger in the car park for 2-3 weeks. They will make a £200 donation to BGPC.

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194. **Recreation Ground**

- (i) RESOLVED to accept a quotation in the sum of £292 + VAT from Landscape Services for regular cutting of hedges
- (ii) AGREED that it would be useful to have an outside water tap and electrical supply nearer to the tennis courts and play area to enable use of power-washer. Chairman will obtain a price from SV Electrical. Consideration will also be given to installing a new water fountain and prevention measures to alleviate frequent surface water flooding. Chairman will report back to the council
- (iii) Cllr Millener left the meeting.
After discussion AGREED in principle to purchase a VW transporter van for £2,700 from Cllr Millener for use by BGPC in connection with grounds/village maintenance. Further AGREED that this will be financed from the £1500 allocated money + balance from the 2013/14 budget. Associated costs and parking options will be considered.
Cllr Millener returned to the meeting.

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195. **Internal Audit 2012/13**

All Cllrs had received copies of the 6m internal audit report 2012/2013. AGREED to adopt the report and thanks were expressed to the Clerk for her work in this connection.

196. **Council-maintained flowerbeds A227**

- (i) A quotation was received from How Green Nursery to regularly water the two flowerbeds A227 in the sum of £7.50/visit. Noted.
- (ii) Chairman advised that is liaising with KCC re sponsorship signs on the flowerbeds as a local garden centre has offered to supply and plant the flowerbeds at no charge

197. **Foot Clinic**

After discussion AGREED to approve in principle funding a chiropodist for the clinic in conjunction with Age Concern management of the foot clinic as and when necessary

198. **2005 Parish Plan**

No action

199. **Winter Plan**

No further supplies required at present but Chairman will monitor

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200. **Parking and Traffic Matters**

T&MBCllr Mrs Murray is discussing problems regarding speed of traffic and parking in Western Road with T&MBC parking officer. AGREED that Chairman will liaise with Kent Police to request siting the BGPC part-funded CCTV camera to the Western Road car park.

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201. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

BACS

£373.46	EDF – supply Potters Mede	07.01.13 – 04.02.13
£2821.51	Staff salaries	
£368.53	E-on – street lighting supply,	January 2013
£528.22	KCC - Superannuation	February 2013
£60.00	J Stephens – Websites maintenance	January 2013
£195.84	Wrotham Parish Council – Skate Park	quarterly inspection

Cheques for Signature (Continued)

£226.94	SE Contracting – Street lighting maintenance February 2013
£146.15	SE Contracting – Street lighting repairs, Harrison Road, Staleys Road & Abbott Road
£489.66	SE Contracting – Street lighting repair: replacement lantern, Annetts Hall
£87.59	Staples – Office supplies
£396.10	KCC – Playground repairs
£46.12	KCC – Recreation grounds maintenance supplies
£44.59	EDF – supply, Memorial Pavilion
£171.62	Kidmans – mowers maintenance
£599.95	Allsands – 4 bags rocksalt
£4042.44	Maycock & Bennett – Tiling (interim) and floor insulation, Potters Mede
£4628.40	Maycock & Bennett – Plumbing, Potters Mede (interim)
£2650.50	Maycock & Bennett – Tiling, Potters Mede (final)

3645	£100.00	COGS – donation, use of room Jan – March 2013
3646	£29.00	CPRE – subscription 2013/14
3647	£1140.71	PC Matters – purchase of new computer, installation, software and virus protection
3648	£349.30	David Buckett – ½ year internal audit 2012/13
3649	£387.12	M Taylor – Potters Mede paint supplies (reimbursement)
3650	£2305.85	S V Electrical – Potters Mede electrical works (interim)
3651	£1500.00	A Rothwell – Potters Mede decorating works (interim)
3652	£5199.60	Eastwell Ironworks Ltd – Potters Mede external staircase (final)
3653	£240.00	ACE Services – Potters Mede air conditioning report

Bank Reconciliation January 2013

B/F January 2013	64694.50
Potters Mede Environmental Grant	4500.00
Sect 106 payment – Stone Court	20410.38
Other Receipts Jan 2013	<u>272.33</u>
	89877.21
Less Payments Jan 2013	<u>36747.73</u>
c/f 31/01/13	<u>53129.48</u>

Proposed by Cllr Perry, seconded by Cllr Shaw that the above payments be authorised. RESOLVED

202. Written reports

- (i) Chairman and Cllr Ms Moorecroft attended the recent MVCP seminar which was primarily about volunteers for riverside maintenance.
- (ii) Chairman is liaising with KCC about mud on the road from Cemex vehicles. It is intended to resurrect the Quarry Liaison Cttee
- (iii) Chairman will liaise with Celcon as commercial vehicles are (a) leaving the site and going through the village at 3am and (b) using Western Road.
- (iv) Chairman reported from the recent very positive PPP meeting: consideration is being given to ways to limit effects to disadvantaged residents when the 'bedroom tax' comes into force.
- (v) Copy letters from KCC to Maidstone Road residents requesting cutting back of boundary vegetation were noted.

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203. Future dates

- (i) Date of the next Meeting Monday 08 April 2013 in the Committee Room of Borough Green Village Hall commencing at 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 06 April 2013 10 – 12 noon

SG/LC

204. There were no matters for discussion in committee

The meeting ended at 9.54pm