

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 June 2011 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, H Willard T&MBClrs D Evans and Mrs S Murray.

Mr L Chown assigned a Declaration of Acceptance of Office.

There was one member of the public in attendance.

24. **Apologies** for absence were received from Cllr Yianni.

Action

25. **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 Perry specifically advised that he is completely open-minded about any planning application BGPC receives for consultation.

Cllr Taylor declared an interest in item 38 Cheques for signature - Skate Park maintenance.

26. **Minutes of the Annual Meeting 12 May 2011 and the extraordinary meeting 25 May 2011**

All members had received copies of both sets of minutes. Chairman proposed that they be approved. Seconded by Cllr Shaw. Voting was 9 in favour 2 abstentions (Cllr Chown not having been present at either meeting). RESOLVED that the minutes of both meetings be signed as a true record.

27. **Matters Arising**

**Annual mtg.12.06.11: item 7** Websites liaison. Chairman and Cllr Perry will meet with the website manager and the Clerk to discuss procedures to ensure that the sites are kept up-to-date.

**Annual mtg.12.06.11: item 7** Complaints Cttee. It was RESOLVED that members be appointed to this committee, to act as and when required. Further RESOLVED that membership will comprise Cllrs Yianni (Chairman), Mrs Gould, Harrington and Shaw.

**Annual mtg.12.06.11: item 14** Woodlands Residents' Assn. It has been agreed to bring forward the time of the picnic to 2-5pm.

**Annual mtg.12.06.11: item 19** BGPC support for the BG TAG petition for pelicanisation of the Crossings. Clerk advised that an acknowledgement had been received from KCC.

**Annual mtg.12.06.11: item 22 (ii)** Setting up the table in the village hall car park proved successful during this month's Saturday office opening.

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28. **Planning Matters**

(i) TM/11/01247/FL Replacement rear extension - 97 Fairfield Rd. No observations.

**Decisions**

TM/10/03470/FL Extensions – Southover, 99 Crouch Lane. Permission granted.

TM/11/00786/FL Detached garage – 163 Maidstone Road. Permission granted

29. **Correspondence**

**Noted:**

Rural Services Network Newsletter (copies to all Cllrs)

KCC Regular Trading Standards alerts (copies to all Cllrs)

West Kent Watch Regular newsletters (copies to all Cllrs)

T&MBC PPP agenda 26.05.11, minutes of the mtg 3.3.11 + Comm. Safety Ptrnship Action Plan 2011–12 (copies to all Cllrs)

CPRE Spring 2011 magazine

Astroturf Steering Group Minutes of the meeting 26.06.11 (copies to all Cllrs) + Details of proposed signs (copy to Cllr Perry)

Craigdene Ltd Skate Park: Details of signage received from the Playground Inspector (copies to Chairman and Cllrs Harrington & Millener)

T&MBC Area 2 Planning Cttee mtg 25.05.11 agenda (copies to all Cllrs)

Joint Parishes Traffic Consultative Group Minutes of the mtg 28.02.11 (copies to all Cllrs)

T&MBC Joint Transportation Board minutes 07.03.11 + agenda 13.06.11

KALC T&M Area Cttee mtg. agenda 16.06.11 + minutes 17.03.11 (copies to all Cllrs)

KCC April & May monthly bus updates (copies to all Cllrs)

SE Water Water resources update magazine Spring 2011

T&MBC Litter in/around Station Approach is being monitored by EHO and SE Rail/Co-Op/Network Rail are working together to put in place a proactive litter clearing programme (copies to all Cllrs)

**Correspondence (Continued)**

**Borough Green Young Explorers** Cllrs were shown copies of a request for a donation towards a Summer Camp in Cornwall and noted an invite to attend Thursday night's meetings at the Scout Hut. After discussion RESOLVED, on this occasion, to make a donation of £500.

**Mr S Cole** Complaint about 'breaches of his rights under the Data Protection Act 1998' re e-mail received from BGPC Chairman in connection with the Parish Plan consultation. Request for 'immediate review of BGPC use and storage of personal data'. (Copies of e-mail correspondence from Mr Cole and reply from Chairman circulated to all members in confidence). Chairman expressed his apologies and advised that the e-mail sent to Mr Cole had been sent from his personal database. It was RESOLVED to pass the Chairmanship of the meeting during consideration of this item of correspondence to Cllr Perry. There was considerable discussion, particularly about disclosure of confidential information; the tone of the Cllr Taylor's letter of response, and an alleged doubt that the letter of response circulated to all Cllrs by Cllr Taylor was not the one actually sent. Acting Chairman read the response reported to have been received by Mr Cole. During further discussion members suggested that (a) the parish council had been misled and (b) this may have been a personal attack by the author of the complaint. Acting Chairman proposed that the matter be referred to the BGPC Complaints Cttee. After further discussion, Clerk advised that the letter from Mr Cole be referred to the Complaints Cttee, as formally proposed, who would then establish all the facts in the course of their deliberations. RESOLVED.

Chairmanship of the meeting was handed back to Cllr Taylor.

**KHS** Chairman will attend a Parish & Town Council Seminar Tuesday 12 July 2011 at Sessions House 9am – 1pm. There will be a presentation on the new KHS structure. Any agenda items not relating specifically to a parish may be requested. Details had been sent to all Cllrs.

**Ms P Cracknell, Ightham** Queen's Golden Jubilee, June 2012: Plans for a Coxcombe Fair in Ightham were noted. Copies had been sent to all Cllrs. For further discussion under item 36 of the agenda.

**KALC** Councillors' Conference Lenham, 23 July 2011 – further details to follow from KALC. Invitation for Clerk or Councillor to participate in providing a paper on that day of approx 30 mins duration. (Copies to all Cllrs) RESOLVED that Cllr Shaw will attend and present a paper. He will liaise with KALC direct to agree the subject/content and will circulate a copy of the presentation to all BGPC members

**T&MBC** Following reports of litter including drink bottles at the Skate Park, A227 and Railway Embankment by the primary school, T&M Community Safety Partnership would like to hold an Environmental Visual Audit (EVA) in Borough Green, 13 or 14 June, to see how these issues might be addressed (Copies to all Cllrs). AGREED that Chairman will attend and will particularly raise awareness of litter problems outside the takeaway food shops.

**Mr Corbishley** Chairman had received and replied to a letter of concern about road safety issues. Chairman summarised and the correspondence is on file should any member wish to read it in full.

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30. **Standing Orders**

- (i) Clerk again advised that it is against Best Practice to resolve to suspend Standing Orders and the 6-month rule unless vitally necessary and even then the latter should only be done on a signed motion from six councillors. Chairman proposed that a vote be taken to suspend BGPC Standing Orders and the 6-month rule, to enable consideration of amendments to the said Standing Orders. Voting was 9 in favour, 1 against (Cllr Perry). RESOLVED.
- (ii) Chairman tabled proposed amendments, with reasons for the changes. There was some discussion. SO 1 d and f-h: Cllr Perry proposed that 'member(s) of the public be amended to 'residents of Borough Green'. Seconded by Cllr Mrs Gould. Clerk advised that it would be against normal local government procedure at council meetings to let non- residents speak, unless specifically invited by the Chairman. Chairman advised that he is proud to be seen to be standing up for what he believes is right, even if against normal procedure. Voting was 4 in favour, 6 against. The motion was not carried.  
SO 24b: Chairman proposed that, as a Complaints Cttee has now been set up, no change be made to this item. AGREED.
- (iii) Chairman proposed that the amended Standing Orders (11 amendments as per his list) be adopted. Voting was 9 in favour, 1 against (Cllr Perry). RESOLVED.  
The meeting continued in accordance with BGPC Standing Orders.

Chairman then invited comments/questions from members of the public.

A resident asked questions about the possible sale and future development of Isles Quarry West, particularly querying why it is not being sold through an agent; the value of the land and who will own any land developed for social housing. Chairman advised that these questions would be best addressed to the current owners. T&MBCllr Evans gave further general information in this connection. T&MBCllrs Mrs Murray and D Evans left the meeting.

31. **Audit of BGPC accounts 2010/2011 and appointment of Internal Auditor**

- (i) Clerk advised that, in accordance with a resolution made at the last meeting, an internal auditor, Mr Buckett, had been recommended by KALC and engaged. The 2010/11 end of year audit has been completed but the report is still awaited.
- (ii) All members had received copies of the 2010/11 Annual Return. RESOLVED that this be signed and the Annual Governance Statement be AGREED. Thanks were expressed to the Clerk for her work in preparing the year-end accounts and audit requirements.
- (iii) Details of future charges are awaited from the Internal Auditor. For consideration at the next meeting.

32. **Potters Mede Ground Improvements**

- (i) Need and provision of an additional football pitch: as it is now understood that the Cemex land which may have been made available for this purpose is for sale, there was no discussion.
- (ii) Cemex assistance with ground improvement works: no report from Potters Mede Environmental.
- (iii) Agronomist's report: not yet received by Potters Mede Environmental. Cllr Willard will liaise with Mr Willsher and report to the next meeting.
- (iv) Mr Bailey is obtaining quotations for the ground improvement works which will, be considered by Potters Mede Environmental at the end of June.

HW

Chairman confirmed that an informal discussion meeting of the Steering Group, Potters Mede Environmental and representatives of Wrotham PC had taken place on 03.06.11 under 'Chatham House Rules' to discuss the new building and pitch refurbishment. Attention was drawn to the fact that not all members of Potters Mede Environmental had been invited.

33. **Potters Mede Pavilion**

- (i) 62 tenders received for architectural services have been received, formally opened, details listed and circulated to all members and considered by the Chairman and Cllrs Mrs Gould, Millener and Ms Moorecroft.
- (ii) Having taken into account fee/cost, value-for-money and accessibility of tenderers, the aforementioned councillors recommended that the tender of T Woolven in the sum of £2,500 excl. be accepted and this was formally proposed by Cllr Ms Moorecroft. Seconded by Cllr Mrs Gould. Voting was 9 in favour 1 abstention (Cllr Perry, as he has not had sight of the tenders and has reservations about the type of building specified – a leisure facility rather than the changing rooms required. RESOLVED. Further AGREED that the type of building required still needs considerable discussion but priorities will be: spacious changing rooms and a meeting room, all in accordance with Football Foundation guidelines. Space above the showers could be utilised and ideally, Potters FC would like a bar area, to provide a 'club house'. These details will be passed to the architect and he will be asked to meet with Potters Mede Steering Group later in the month.
- (iii) H+H Celcon have invited members to visit their factory 2pm Wed. 15 June 2011 2om. Chairman and Cllrs Chown, Harrington and Ms Moorecroft will attend.

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34. **Parish Plan**

- (i) Approved minutes of the extraordinary meeting of BGPC held on 25 May 2011 were noted. The Final Draft Plan had been approved and Chairman advised that he had circulated it and deposited a copy with T&MBC.
- (ii) All members had received copies of the 7 responses received from members of the public during the consultation period. Chairman reported that he had advertised the consultation period in the local press and on websites but had omitted to place notices on the two parish council notice boards. Chairman will pass copies of all advertising to the Clerk for record purposes.
- (iii) Further to discussion at the Extraordinary Meeting, Chairman recommended that the references to the proposed bypass remain as he considers them still relevant.

MT

34. **Parish Plan (Continued)**

- (iv) Chairman proposed that the Final Draft, with the addition of an Appendix containing copies of the advertising, consultation responses and receipt from T&MBC for the Draft Plan, be adopted as the Final Borough Green Parish Plan 2011. Seconded by Cllr Shaw. Cllr Perry expressed concern that the Plan does not address the council's policies on climate change and social housing. Voting was 9 in favour, 1 abstention (Cllr Perry). RESOLVED. Chairman will circulate to all members, the borough councillors and T&MBC.

MT

Chairman drew the council's attention to the BGPC minutes March/April 2005 and it was noted that there had been no formal resolution to adopt the 2005 Parish Plan Action Plan, although printing and delivery arrangements were clearly agreed. In answer to recent questions from the Chairman, Clerk had advised that, as far as she could recall, she had not been present at the informal meeting to prepare the Action Plan and there were no notes of that meeting, although pencilled comments had been found on a document in the Parish Office file. After considerable discussion Chairman proposed that, in principle, he be given discretionary power to arrange for Counsel's legal opinion on this situation/information. Such expenditure will not exceed £5,000 and consideration of formal approval will be an agenda item at the next BGPC meeting. Cllr Perry suggested that there should be more time given to producing lead-up information about the preparation of the Action Plan to give to the lawyer. Clerk advised the meeting of the sudden disappearance and eventual resignation of the BGPC Chairman just prior to the time in question. He had been the main instigator and led the production of the Parish Plan. Voting was 9 in favour, 1 against (Cllr Perry). RESOLVED.

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35. **Recreation Ground**

- (i) A letter requesting tree surgery rear of 9 Black Horse Mews had been circulated to all Cllrs. Agreed to seek advice from the T&MBC Trees Officer. Chairman will meet her on site.
- (ii) AGREED that Chairman will carry out repairs to security pole at entrance to the ground. Cllrs Shaw and Harrington left the meeting.

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36. **Jubilee celebrations 2012**

AGREED that BGPC will welcome ideas from any group wanting to organise a celebration in the village. This will be advertised in 'The Voice'.

37. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**

- (i) Cllr Shaw had raised awareness about the current state of the disused 'Red Lion', Sevenoaks Road. Agreed to refer this to T&MBC EHO.
- (ii) Russet Homes Ltd will carry out necessary work to lighting, fencing and vegetation FP A25/Dene Lodge Close.
- (iii) KHS/T&MBC will be asked to clean signs throughout the village.
- (iv) Cllr Perry reported from the Joint Parishes Transport Group: winter planning is being addressed. He has been asked to give a presentation at the next meeting.
- (v) In response to a request Cllr Perry has received from Kingshill PC, AGREED that he will liaise to establish costs and logistics of sharing Speedwatch equipment and manpower.
- (vi) AGREED to write to Hornet Engineering Ltd to remind them of the section 106 agreement attached to their planning approval re use of the haul road in connection with Quarry Hill Rd site. It is noted that goods vehicles are using Quarry Hill Road, which is non-compliant.
- (vii) Chairman reported on a presentation at the last PPP meeting on Pembury Hospital transport service

SP

38. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

**BACS**

£2746.98	Staff salaries:
£14.11	EDF – Supply, Rec. Ground
£528.22	KCC – Superannuation May 2011
£60.00	J Stephens – Websites maintenance May 2011
£226.94	S Electric Contracting – street lighting maintenance May 2011
£186.05	Wrotham PC – Skate Park maintenance April 2011
£53.00	T&MBC – Rates, Memorial Pavilion May 2011
£53.00	T&MBC – Rates, Memorial Pavilion June 2011
£8.00	KALC – Councillors Guide handbooks

38. **Cheques for Signature (Continued)****BACS (Continued)**

£72.00 KALC – Clerk's conference 15.06.11

£360.26 E-on -- Street lighting supply, May 2011

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

RESOLVED. Further RESOLVED that in future, the list of payments, as circulated to all Cllrs will be signed by two signatories each month.

39. **Future dates**

(i) Date of the next Meeting Monday 4 July 2011. After discussion Cllr Millener proposed that this be held in The Committee Room of Borough Green Village Hall commencing at 7.30 pm but that the regular booking of the COGS Annexe be retained until after the July meeting, when a decision regarding the venue for future meetings will be agreed. Seconded by Cllr Mrs Gould. Voting was 7 in favour, 1 abstention. RESOLVED.

(ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 2 July 2011 10 – 12 noon

SG/TS

40. **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**

There was further discussion about the letter received from Mr Cole (item 29 of the agenda, correspondence for consideration) with particular consideration of a potential breach of the Data Protection Act 1998. It was confirmed that BGPC does not hold a database. AGREED that 'blanket' e-mails will not be sent out by councillors, with addresses exposed for all recipients to see. A letter of apology will be sent and Chairman will remove Mr Cole's details from his address book.

The meeting closed at 21.50 hrs