

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 December 2012 in the Annexe to The Church of the Good Shepherd.

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

There were no members of the public in attendance.

133. **Apologies** for absence received from Cllrs Mrs S Gould, S Millener and H Willard. KCCllr Mrs V Dagger and T&MBCllr Mrs Murray Action
134. **Declarations of Interest**  
In the course of normal business being conducted all Cllrs 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 is continuing to work on a draft for the possible future amendment of the above BGPC standard declaration.
135. **Minutes of the Meeting 5 November 2012**  
All members had received copies of the minutes. RESOLVED that the amended minutes be accepted and signed.
136. **Matters Arising**  
122 BG Chamber of Commerce: sincere thanks were expressed to the committee for the excellent display of Christmas lights this year and the most enjoyable Christmas Fayre and switching-on event.  
122 BMPOS: BG Explorers have cleared the stream at Basted Mill and their work has been extremely good and beneficial. The group have offered their services for any other appropriate community projects.
137. **Period for Public Consultation**  
There were no matters
138. **Planning Matters**
- (i) **Decisions**  
TM/11/1618 Variation of condition of permission TM/95/1698 to allow retention of sub-station in association with gas utilisation plant until 31.07.2025 – Stangate Landfill Site. Permission granted  
TM/11/1632 Retention of gas utilisation plant until 31.07.2025, installation of calorific flare, retention of site offices and landscaping – Stangate Landfill Site. Permission granted  
Both decision notices passed to the Chairman.
- (ii) TM/12/03330/FL garage and hard-standing area – 5 Dryland Road. No observations
- (iii) TM/12/03448/FL Extensions and additional parking space – 27 Harrison Road. Resubmission of TM/12/02397/FL. No observations.
139. **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)  
KALC DCLG consultations: setting-up new Town/Parish Councils available at <http://www.communities.gov.uk/publications/localgovernment/parishdiscussionpaper> (copies to all Cllrs)  
KCC Winter service provisions update (copies to all Cllrs)  
KALC T&M Area Cttee agenda and draft minutes mtg 8.11.12 + proposed dates for T&M Area Cttee mtgs (copies to all Cllrs)  
Kent Fire & Rescue Draft plans Towards 2020 Update available at [www.kent.fire-uk.org](http://www.kent.fire-uk.org) Comments invited by 14.01.13 (copies to all Cllrs)  
BMPOS Minutes of the meeting 11.09.12; Woodland Management Plan; 8m budget report and note re 2013/14 maintenance contribution (copies to all Cllrs)  
Skanska Balfour Beatty M 20 – M26 westbound planned road closure and diversions (copies to all Cllrs)  
KCC Monthly bus updates August (copies to all Cllrs)  
Action with Communities in Rural Kent Rural News no 123 and newsletter 26.11.12 (copies to all Cllrs)  
Kings Hill PC Newsletter Nov 2012 (copies to all Cllrs)  
Joint Transportation Board Agenda 03.12.12 + list of meetings (copies to all Cllrs)  
KALC Guidance on Precept Setting 2013/14 (copies to all Cllrs)

**Correspondence** (Continued)

Noted: (Continued)

**KALC** Localism of Council Tax: NALC update and Govt response available at (copies to all Cllrs)  
<https://www.gov.uk/government/consultations/localising-support-for-council-tax-council-tax-base>

**T&MBC** Council Tax Reduction Scheme: outcome of the Govt's consultation available at (copies to all Cllrs)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/15326/Annex\\_A\\_Council\\_tax\\_base\\_consultation\\_response\\_-\\_07\\_Novt\\_-\\_v3\\_4\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15326/Annex_A_Council_tax_base_consultation_response_-_07_Novt_-_v3_4_.pdf)

**JPCTCG** Draft agenda for next mtg 10.01.12 + new Charter (copies to all Cllrs). Revised Charter noted. RESOLVED that the £50 annual subscription will be paid in May 2013

**KALC** Guidance on Dispensations incl need when discussing Precept (copies to all Cllrs). AGREED that all Cllrs will apply for dispensations. Completed forms will be passed to the Clerk for submission to T&MBC.

All

**KALC** DCLG consultation on 'Improving local government transparency': Making 'The Code of Recommended Practice for Local Authorities on Data Transparency' enforceable by regulations' available at <http://www.communities.gov.uk/publications/localgovernment/makingthecode>. Applicable to Parish and Town Councils with gross annual income/expenditure (whichever is the higher) of at least £200,000. DCLG response date is 20 December + NALC Policy Briefing + draft KALC response (copies to all Cllrs). This is supported by BGPC.

**KALC** DCLG consultation on 'Technical review of planning appeal procedures' available at <http://www.communities.gov.uk/publications/planningandbuilding/reviewappealconsultation> + NALC's Policy Consultation (copies to all Cllrs) Comments invited by 13.12.12. Chairman and Cllr Perry will prepare and circulate a draft response

MT/SP

**T&MBC** Localism Act 2011 – The New Standards Regime: Proposal for a Joint Standards Cttee. Further request for comments from parishes who have not already responded. Noted that the Chairmanship will be decided by the committee on each occasion. There was some discussion. RESOLVED that the T&M Code of Conduct be adopted.

**Skate Park Cttee** Insurance renewal documentation for acceptance (copies to all Cllrs). AGREED  
**Platt/Wrotham PCs** Complaint received from resident about mud on road at exit from Platt Industrial Estate (copies to all Cllrs). Chairman gave further information advising that Platt PC will be monitoring the situation. AGREED to support Platt PC in this connection as and when required.

**KCC** Notice of Intent to construct zebra crossing in High St o/s NatWest Bank. AGREED that this is supported and welcomed. Noted that approx. 3,000 people have already given their support.

140 **Potters Mede Ground Improvements**

(i) All Cllrs had received copies of a letter from Mr Bailey congratulating the council on the completion of the ground works project at Potters Mede.

Chairman reported on a meeting with Entrust. RESOLVED: (a) Chairman will liaise with PME requesting details of outstanding costs in connection with this project. (b) Subsequently BGPC will submit an invoice to PME for a proportion of the contractor's charge for the pitch groundworks, to a maximum of £5,200. (c) PME will remain in place for the present time

MT

(ii) Chairman will request the contractor to investigate and report on water running onto the pitch from the adjacent Westlands Farm.

MT

(iii) All Cllrs had received copies of a letter from Wrotham School regarding Potters Mede car park and future use by the school Chairman. The content was noted and there was considerable discussion. AGREED to reconsider surfacing of car park at a later date

141. **Potters Mede Pavilion**

(i) Chairman gave a progress report on internal works.

All Cllrs had received copies of notes of a meeting of the Steering Group 15.11.12: RESOLVED to agree recommended floor coverings. AGREED that touchless taps will be installed.

Sound insulation was discussed: RESOLVED 140mm thickness at a cost of £1441.15 + VAT. Five tenders had been invited for the supply and installation of the external fire escape and 3no received: Chairman reported. RESOLVED that the tender of Eastwell Ironworks Ltd in the sum of £6190 be accepted and a 30% deposit paid in the sum of £1857 + VAT.

Cllr Millener will research CCTV and Broadband installation.

BT will also be asked to quote and Chairman will request same from Maycock & Bennett.

BGFC has prepared a 'wish list' for Potters Mede. There was some discussion and it was RESOLVED that BGPC will provide goalposts and benches for the field; the football club will provide anything else they require

SM  
MT

**Potters Mede Pavilion (Continued)**

- (ii) RESOLVED that a claim will be made to T&MBC for the release of the outstanding Section 106 money which will be used for equipment.  
AGREED that it is not necessary to apply for the approved PWLB loan at present but finances will continue to be monitored on a monthly basis.
- (iii) Two offers have been received for the purchase of the storage container. After considerable discussion AGREED to keep the container for the present time. Further AGREED that it will be included in the future Planning application required to approve contract details and receive an entertainments licence. Chairman advised that Platt PC is interested in purchasing the Herras fencing.  
Consideration needs to be given to improved maintenance of the grass verge outside Potters Mede and new signage. AGREED that Chairman will ask Southern Counties Fencing to quote for replacement fencing.  
Chairman is obtaining an estimate for construction of a front path.

MT

**142. Recreation Ground**

- (i) RESOLVED to purchase a rubber safety surfacing repair kit in the sum of £82.50 + VAT approx.
- (ii) RESOLVED to accept a quotation from Landscape Services for repairs to a picnic table and the multi play unit in the sum of £330.08 + VAT.
- (iii) All Cllrs had received copies of a report from the Chairman on the possible reinstatement of the safety barrier A25 o/s the ground. It is understood that KCC do not see a potential safety hazard but may replace the barrier at some time in the future, depending on availability of funds. AGREED no further action at present. Chairman has sent a written reply to the resident who raised concern.  
Future consideration will be given to the removal of a sycamore tree on the edge of the car park.
- (iv) As previously agreed under item 141(iii) of the agenda, the storage container will remain at Potters Mede for the present time.

**143. 2005 Parish Plan**

- (i) The full Barrister's Opinion has not yet been received.
- (ii) No further action at present

**144. Precept 2013/14**

- (i) All Cllrs had received copies of advice from the Internal Auditor on the Local Council Tax Discount Scheme and resultant Council Tax Base and possible capping criteria for parish councils. Noted.
- (ii) The £6,603 2013/14 allocation from T&MBC under the scheme of Financial Arrangements was noted.
- (iii) Request to T&MBC for release of Sect 106 funds: as agreed under item 141(ii) of the agenda.
- (iv) 2013/14 budget requirements will be considered by the Finance Cttee on 17 December 2012
- (v) Possible loan application for Potters Mede costs: as agreed under item 141(ii) of the agenda.

MT/TS  
SG/SM**145. Winter Arrangements**

- (i) The additional new bins have been installed
- (ii) Salt and sand supplies have been purchased; the gritter is available from Wrotham PC, all as last year

**146. Cheques for signature****BACS:**

£368.53 E-on – street lighting supply, October 2012  
 £26.63 EDF – supply, Memorial Pavilion  
 £2930.94 Staff salaries  
 £528.22 KCC - Superannuation November 2012  
 £60.00 J Stephens – Websites maintenance November 2012  
 £247.04 Wrotham Parish Council – Skate Park maintenance contribution October 2012  
 £96.18 Kent Aluminium Ltd – maintenance items Potters Mede/Rec Ground  
 £226.94 SE Contracting – Street lighting maintenance November 2012  
 £64.38 KCC – Grounds maintenance items, P Mede/Rec Gd  
 £924.00 KCC – Playground inspections 2010 and 2011  
 £1729.38 Maycock & Bennett – Insulation, Potters Mede

- 3623 £181.00 SLCC – Annual subscription 2012/13  
 3624 £2228.40 Eastwell ironworks Ltd – Staircase deposit, Potters Mede  
 3625 £275.98 Allsands – 2 bags rocksalt

**Cheques for signature (Continued)****Bank Reconciliation October 2012**

B/F October 2012	142843.49
VAT refund	39817.47
Other Receipts Oct 2012	<u>456.79</u>
	183117.75
Less Payments Oct '12	<u>93491.20</u>
c/f 31/10/12	<u>89626.55</u>

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

**147. Written reports**

- (i) Thanks were expressed to KCCllr Mrs Dagger for her work in progressing the planned zebra crossing in the High Street.
- (ii) Noted that following the resignation of David Hughes, Julie Beilby will take over the post of T&MBC Chief Executive
- (iii) AGREED that residents must be encouraged to report street lighting problems, plus consideration will be given to setting up a system of regular checks by councillors
- (iv) Noted that the Quarry Liaison Cttee will be reinstated. AGREED to support Cllr Taylor as Chairman.
- (v) All Cllrs had received copies of a report from the Chairman on his recent site meeting with KHS  
The following additional matters will be reported to KHS/T&MBC: improved signage of Harrison Rd required; road signs need to be cleaned; more frequent emptying of community recycling bins required.
- (vi) All Cllrs had received copies of a report from Cllr Shaw on the J5 Slips campaign: this now has the full backing of KALC, KCC Leader and the Rt Hon Sir John Stanley MP. This will now go forward to NALC for adopted national policy. Cllrs Shaw and Perry will consider the traffic scoping strategy/document required.

MT

TS/SP

**148. Future dates**

- (i) Date of the next Meeting Monday 7 January 2013 in the Annexe to the Church of the Good Shepherd
- (ii) Appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

**149. 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**

- (i) Chairman and Clerk have had an informal meeting with the grounds maintenance staff who have both expressed a wish to join the KCC pension scheme and increase their hours to full-time. These matters are both supported by the council with the latter being monitored during the forthcoming financial year. All for further consideration by the Finance Cttee at the budget meeting.
- (ii) The council supports Chairman's request to approach the land agent about a possible formal licence to allow dog walkers to use land adjacent/east of the Recreation Ground.

MT/TS/S  
G/SM

MT

The meeting closed at 22.06 hrs