

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 1 July 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), C Dobson, G Harrington, S Millener (late arrival), Ms P Moorecroft, S Perry, T Shaw (late arrival) and H Willard,

There were no members of the public in attendance

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| 41. Apologies for absence were received and accepted from Cllrs L Chown, Mrs S Gould, M Yianni and T&MBCllr Mrs S Murray | <u>Action</u> |
| 42. 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 54 Chqs. for signature – Skate Park & expenses reimbursement
Cllr Willard declared an interest in items 48(i) and 49(v) and (vi) P Mede ground and football | |
| 43. Minutes of the Meeting 3 June 2013
After item 27 add 'Cllr Shaw arrived'
RESOLVED that the amended minutes be approved and signed.
Cllr Millener arrived | |
| 44. Matters arising | |
| 28(i) A letter of thanks will be sent to WPC Daphne Allen | SP |
| 30 H+H Cllr Perry gave further information about Speedwatch and advised that he is arranging to speak with H+H Celcon about this initiative.. Chairman reported on his discussions with Wrotham and Platt PCs. | |
| 35(i) There was further discussion about parish council boundary fencing required with 11/13 Lendon Rd. Noted that the council land at no 13 is still being used but not paid for. AGREED that Chairman will obtain a revised quotation and the land will be fenced off along the rear boundary and also, re-using existing posts by stream, along the section of the boundary with no 11.
Cllr Shaw arrived | MT |
| 45. Period for Public Consultation None | |
| 46. Planning Matters | |
| (i) Decisions noted:
TM/93/305/R17C Changes to compound layout and infrastructure – Borough Green Landfill site. Details approved
TM/11/1618/R10 Woodland management scheme – Electricity sub-station Stangate Landfill site. Details approved | |
| (ii) TM/13/01533/FL extension – 117 Maidstone Road. No observations | |
| (iii) TM/13/01678/RD site investigation report details re demolition of garage and construction of dwelling – 1 Crouch Lane. No observations | |
| (iv) TM/13/01581/FL Replacement fence and gates – 3 Rock Road. No objections but work must be in keeping with area of /special character' | |
| 47. 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) |
| Navigus Planning | Journal of Local Planning issue 11 (copies to all Cllrs) |
| T&MBC | Standards & Training Cttee agenda 12.06.13 (copies to all Cllrs) |
| T&MBC | PPP agenda 13.06.13 (copies to all Cllrs) |
| KALC | Parish News no 370 (copies to all Cllrs) |
| Kent Police | Open Day poster 07.07.13 (copies to all Cllrs) |
| KALC | S.I. 2013 no 101 – Extended permitted develop. rights for householders (copies to all Cllrs) |
| KALC | Councillors' conference Canterbury13.07.13 (copies to all Cllrs) |
| Southern Water | Draft Water Resources Management Plan consultation reminder (copies to all Cllrs) |
| KCC | Highways & Transportation tracker survey results (copies to all Cllrs) |
| KALC | Copy response from DCLG Minister re Local Council Tax Support Scheme (copies to all Cllrs) |
| T&MBC | PPP minutes 123.06.13 + presentations (copies to all Cllrs) |
| SE Water | Newsletter (copies to all Cllrs) |

Correspondence (Continued)

Noted: (Continued)

Action with Communities in Rural Kent Magazine Summer 2013
 Kent Police Reported crime in Borough Green June 2013 (copies to all Cllrs)
 Kent Police Newsletter June 2013 available at www.newsletters.annbarneskentpcc.co.uk/june_2013.html
 (copies to all Cllrs)
 KALC Kent Police mobile Police Contact points initiative (copies to all Cllrs)
 JPCTCG Minutes mtg 13.06.13. Next meeting 19.09.13 (copies to all Cllrs)

KCC & T&MBC Correspondence with BGPC Chairman re future traffic management at j/o A25 Sevenoaks Rd/Western Rd and the proposed Red Lion development (copies to all Cllrs) Agreed that CCTV is not sufficient and traffic must exit the site to the west. Chairman will meet with T&MBC and KCC later in the month.

48. Potters Mede Ground Improvements

- (i) Chairman and Cllr Willard reported on the condition of the ground. The field has now been cut four times by Landscape Services but as the grass has been cut rather short, mowing is currently being done every two weeks.
- (ii) Landscape Services will be asked to raise the cutters to 40mm and RESOLVED to accept any reasonable additional charge for this.

49. Potters Mede Pavilion

- (i) Chairman gave a progress report and advised that his calculation of expenditure to date is approx. £452,370 with £13,804 estimated additional expenditure. Clerk will prepare a budget update and consideration will then be given to the possible drawing-down of the approved Public Works Loan.
- (ii) All members had received copies of a quotation from Southern Counties Fencing Ltd for roll-top steel fencing in the sum of £5654 + VAT. RESOLVED to accept. Chairman will liaise. MT
- (iii) All members had received updated information from the Chairman on Broadband services. A quotation from BT was received in the sum of £1487.64. After discussion AGREED that Chairman and Cllr Millener will investigate possible savings. MT/SM
- (iv) Quotations for fire appliances were received from EJP Fire Protection Ltd £639.50 + VAT and Victory Fire Ltd £850.05 + VAT. RESOLVED to accept the quotation from EJP.
- (v) AGREED to approve a request from BGJFC to use Potters Mede for the 2013/14 season. This will be in addition to use by Potters FC. The clubs have liaised and each will have their own marked pitch. Club charges have yet to be agreed. Noted that BGJFC is discussing the possibility of an additional pitch with the adjacent quarry landowners. AGREED that BGPC will make any necessary planning applications. Car parking will have to be considered.
- (vi) A quotation for aluminium football posts has been obtained but after discussion AGREED that Chairman and Cllr Willard will check all existing to ascertain requirements. For further consideration at the next meeting. Cllr Willard will investigate possible grants for football kit/equipment. MT/HW
HW
- (vii) All members had received copies of proposed work by Scotia Gas Networks. RESOLVED to approve their use of Potters Mede car park in this connection. Also RESOLVED to approve further use by JDT and noted that the two may coincide. Chairman will liaise. MT
- (viii) All members had received copies of a quotation from Strictly Tables & Chairs Ltd for folding tables and stacking chairs (blue upholstery) in the total sum of £1251.50 + VAT. RESOLVED to accept +purchase of a chair truck @ £79.95 +VAT provided that the quotation is favourable with KCC prices
- (vix) Chairman will circulate quotation for flooring accessories when received. MT
- (x) 3 quotations were requested for the Potters Mede frontage sign but only one received. RESOLVED to accept the quotation from RBLI in the sum of £160.46 + VAT. Chairman will liaise to ratify final design which will include the scroll under the official badge. MT
- (xi) There was discussion about a possible sign for BGJFC. Siting and design must be agreed by the parish council as with Potters FC. Both clubs must be responsible for obtaining any necessary planning permissions and must take responsibility for complying with any conditions and subsequent related planning enforcements.
- (xii) All members had received copies of a schedule of sundry items required for the pavilion (kitchen/cleaning etc) Clerk will compare KCC and Viking Direct prices.
- (xiii) RESOLVED to order 4no noticeboards from Noticeme in the sum of £559.80. Chairman will progress
- (xiv) RESOLVED that payments be made to Maycock & Bennett in the sums of £5481.12; £3715.26 work to 12.07.13 (for release when authorised); £1500.00 A Rothwell (decorating); £1760.70 SV Electrical and £15,552.00 Arnold Tarmac (car park surfacing) MT
MT

Potters Mede Pavilion (Continued)

- (xv) Cllr Millener will obtain prices for CCTV and digital recorders. SM
- (xvi) It is anticipated that the building will be completed by the end of July. AGREED to hold an official opening ceremony at 11am on Saturday 7 September 2013 followed by a public open day on Sunday 8th. Rt Hon Sir John Stanley MP will be invited to open the building. All

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

- (i) No further information received
- (ii) All members had received copies of e-mail re possible site/street naming. Noted
- (iii) All members had received copies of correspondence from BGPC Chairman to T&MBC. Noted
- (iv) to consider any further action required

51. **Recreation Ground**

- (i) All members had received copies of the annual safety inspection report and risk assessment on playground equipment from Wicksteed Leisure. No high risk matters were identified. Chairman will liaise with the grounds maintenance staff re ongoing maintenance. MT
Cllr Harrington left the meeting.
- (ii) All members had received copies of additional information from the applicant re use of the Memorial Pavilion as a coffee shop with particular regard to deliveries, disabled access and hygiene issues. After discussion AGREED that as this is a community facility proposal rather than a business venture, the parish council supports the applicant's request to apply for grants.
- (iii) RESOLVED to ratify temporary use of car park by Scotia Gas networks
- (iv) RESOLVED to approve signs and beacon for the parish council vehicle in the total sum of £174.10

52. **Basted Mill Public Open Space**

All members had received copies of the Chairman's management proposals which he had sent to members of BMPOSJC. After discussion AGREED to await comments from the management committee.

53. **Annual insurance**

RESOLVED to approve renewal of the council's insurance with Zurich Municipal in the total sum of £6833.52

54. **Cheques for Signature****BACS:**

£398.41	E-on – street lighting supply May 2013
£3248.23	Staff salaries
£1268.96	KCC - Superannuation June 2013
£56.00	T&MBC – Memorial Pavilion rates July 2013
£43.07	Kent Aluminium – Maintenance materials, Rec Gd.
£26.30	KCC – Maintenance materials, Rec Gd
£1764.00	How Green Nursery Ltd – Hanging baskets 2013 (interim)
£6833.52	Zurich Municipal – Annual insurance 2013/14
£614.25	BGVHMC – Hire of hall, Pop-In April – June 2013
£72.00	Wicksteed Leisure Ltd – Annual playground inspection + risk assessment
£60.00	J Stephens – Websites maintenance June 2013
£70.99	Wrotham PC – skate park maintenance
£2649.24	Inland Revenue – PAYE/NI April-June 2013
£5481.12	Maycock & Bennett – Building work Potters Mede to 01.07.13
£3715.26	Maycock & Bennett – Building work Potters Mede to 12.07.13

3692	£1760.70	SV Electrical – electrical fittings, Potters Mede
3693	£15552.00	Arnold Tarmac – car park surfacing, Potters Mede
3694	£219.75	M Taylor – Parish vehicle expenses
3695	£1500.00	A Rothwell – decorating, Potters Mede

Cheques for Signature (Continued)

<u>Bank reconciliation May 2013</u>	
B/F May 2013	143935.52
C&E VAT refund	8113.90
T&MBC financial arrangements	3301.50
Other Receipts May 2013	<u>204.94</u>
	155555.86
Less Payments May 2013	<u>44720.90</u>
c/f 31/05/13	<u>110834.96</u>

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

55 Written reports

- (i) All Cllrs had received copies of an update on 'patient transport services' from T&MBCllr Mrs Murray.
- (ii) All Cllrs had received copies of a report from the Chairman on his meeting with the Environment Agency re Isles Quarry and Basted Mill
- (iii) All Cllrs had received copies of the Chairman's observations on the PPP meeting 13.06.13
- (iv) All Cllrs had received copies of a report from the Chairman re KCC proposals to relocate the parish council's saltbin nearer to the road in the High St to allow installation of a broadband junction box adj to the letterbox. Noted with no objections
- (v) Noted that Chairman has requested a meeting of the Quarry Liaison Group
- (vi) Cllr Perry reported from the JPCTCG with particular reference to the sharing of BT services

56. Future dates

- (i) Date of the next Meeting Monday 05 August 2013 in the Annexe to The Church of the Good Shepherd 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 03 August 2013 10 – 12 noon

MT + another

57. There were no confidential matters for discussion

The meeting ended at 11.03pm