

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 4 January 2010 in The Annexe to the Church of the Good Shepherd.

Present: Cllr S Perry(Chairman), Cllrs. J Bailey, Mrs V Farina, Mrs J Lucas, Mrs S Murray, Cllr T Shaw, M Taylor, C Willsher, M Yianni
 Apologies: Mrs E Howden, (holiday), Mrs V McWilliam (health), T&MBCllr D Evans
 There were 2 members of the public in attendance

Action

Declarations of Interest In the course of normal business being conducted and in particular, in connection with Planning and proposed Planning items, 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.

157. **Minutes** of the meeting 7 December 2009:

152. Proposed railheads: Delete StopKig (lines 1 & 4) add StopBig. The amended minutes were signed as a true record.

158. **Matters Arising**

144. KCC Subsidised local bus services review/re-tender: revised timetables. Cllr Yianni will prepare his report for the next meeting.

148. Ball Park: Park Leisure have quoted £450 each for new backboards. Pressure washing of the court will be £400. Further information will be obtained: specification of boards + inclusion of railings/metalwork in pressure washing. Clerk will endeavour to negotiate the price and obtain an alternative quotation for pressure washing. Details will be passed to the Facilities Cttee when received.

153. Chairman advised that T&MBCllr Evans had questioned why his report had not been minuted verbatim. After discussion agreed that this is not necessary: the written report had been circulated to all members and the salient points recorded.

MY

Fac.Cttee

159. **Planning Matters**

TM/09/03104/FL Extension – 8 Crowhurst Road. No observations.

Decisions

TM/09/2028 Variation of conditions – further relaxation of conditions for restoration/planting and aftercare – Borough Green Sand Pit. Permission granted.

TM/09/02654 LDC: continued use of Police office as existing – 26 Wrotham Rd. LDC granted

TM/09/02727 Extension – 15 Fairfield Rd. Permission granted

TM/09/01260/FL Additional dwelling – 65 Annetts Hall Appeal lodged.

TM/09/01246/FL Amended layout/alternative parking arrangements - 17 Stone Court, 2-bed flat in roof void: Cllr Mrs Murray advised that this will be given further consideration at the next meeting of T&MBC Area 2 Planning Cttee.

Oaktrees Farm, Borough Green Rd, Wrotham: replacement extension for use as tyre-fitting bay. Agreed to request that BGPC is consulted as near-neighbours.

Wrotham School: Astroturf pitch. Agreed that as and when an application is received comments will be made stating that Potters Mede car park will not be available for use in connection with the proposed facility.

160. **Correspondence**

Noted:

English Rural Hsg Winter 2009 bulletin + Annual Report 2009

Kent Downs AONB Statutory Management Plan 2009-2014

Highways Agency Planned roadworks SE England Dec. 2009 – Feb. 2010

KHS New policy:management of vehicle obstructions to private access (copies to all Cllrs)

Action with Communities in Rural Kent Newsletter Dec. 2009 + Winter magazine

Kenward Trust Newsletter and magazine 2009

KCC Explore Kent magazine Issue 18

Age Concern Kent HandyVan service: fits range of safety/security products in homes

KCC Community Safety newsletter Oct.09 & Malling Community Safety Ptnrship bulletin Jan.10

MVCP Newsletter winter 2009 (copies to all Cllrs)

KALC Power of Well Being Training Swanscombe 11.01.10 (copies to all Cllrs)

160. **Correspondence (Contd.)****Noted (Contd.):**

CPRE Magazine December 2009

Skate Park Cttee Inspector's operational report received Dec.09 (copies to Cllrs Perry & Taylor)

New Allotment Co Ltd Allotments available: 300 in Vauxhall Lane, Tonbridge (copies to all Cllrs)

KHS Kent Permit Scheme (copies to all Cllrs)

KHS Winter gritting: service policy set out + details of recent action (copies to all Cllrs). Cllr Taylor had sent a personal response which had been circulated to all members. Chairman asked that all future correspondence/responses be sent by the Clerk with prior sanction by the parish council. After discussion it was agreed that during the recent heavy snow conditions the condition of the A25 was appalling and it was inexcusable that KHS had not attended to it with greater care. There was also discussion about the feasibility, and related legalities, of grounds maintenance staff being deployed to clearance/grit-spreading work on roads/paths in the village during inclement weather conditions.

Clerk advised that KHS would be unlikely to assume maintenance responsibility for any new salt bins that the Parish Council may wish to purchase. Noted that the cost of providing and installing a new, filled bin is £260. It may be possible to arrange for routine fills of a new bin by T&MBC at a charge of £40/fill or £65/fill for a call-out. Noted that it would be necessary to obtain KHS permission for the siting of a bin on highway land. Further information will be obtained.

KCC Community Infrastructure Provision Service Strategies for Kent 2009: consultation

Draft. Timetable and procedure details given + invitation to submit comments. Chairman will download the document and circulate to all members. Comments to be sent to the Chairman in time for his formal response by 20.01.10.

KALC Clerk's training courses (Cert. in Council Admin.) Feb 2010: 3 sessions, total cost £90 or £10 for Power of Well Being module only. Agreed that Clerk will attend the 3 sessions.

T&MBC Joint Transportation Board: Parish representations on traffic and highway matters – raising matters at JTB meetings: dates of meetings (copy to Cllr Perry). Chairman summarised provisions within the existing agreement between KCC and T&MBC for Parish Council Chairmen, or their nominated Cllr or Clerk, to address the Board on highways matters in their areas.

SP
All
SP

SP

161. **Standing Orders**

New Model Standing Orders are still awaited.

Chairman reminded Cllrs of the necessity to adhere to the Code of Conduct: copies of the 10 general principles governing conduct was given to all councillors.

Chairman proposed that Cllr Mrs Farina be co-opted to the Complaints Cttee. to fill the current vacancy. Agreed.

All
VF162. **Potters Mede Pavilion and Pitch Enhancement.**

No report on the pavilion.

It is hoped that the pitch enhancement works will commence in early Spring when the weather improves.

There was some discussion about financing proposed works at Potters Mede: budget figures, circulated to all members in connection with the 2010/11 Precept, were noted.

163. **Memorial Pavilion**

Clerk had reported to the Facilities Cttee of her site meeting with the surveyor and maintenance staff. Agreed that BGJFC can have use of the building as soon as possible, after rules and regulations regarding responsible use have been finalised: Chairman and Clerk will meet with the club's representative at handover. An order has been placed with KCC for maintenance supplies/equipment.

The Facilities Cttee recommended that an additional member of staff be employed to open/close/clean the toilet facilities at weekends + occasional extra duties of cleaning the pavilion on the few occasions when there is more than one hirer during a weekend. After considerable discussion agreed that, because of the financial implication, this should be re-visited as and when Potters Mede pavilion is up and running when, undoubtedly, a third member of the grounds maintenance team would be required. Further agreed that the Groundsman and Assistant Groundsman will maintain the whole building on a day-to-day basis, plus, an offer from Cllr Taylor to close the public toilet facility at dusk Saturdays and Sundays was gratefully accepted.

Agreed that any Cllr wishing to view the refurbished pavilion may do so at 10am Saturday 9 January 2010.

SP

All

164. **Report from the Facilities Cttee & Grounds Maintenance**
 Chairman is preparing notes of a recent meeting of the Facilities Cttee. Cllr Taylor has prepared the first draft of work schedules for the grounds maintenance staff for consideration by the committee.
 Cllr Taylor is investigating the possibility of refurbishment/replacement of the water fountain.
 Cllr Taylor is looking at the logistics of having gates or locking posts at the entrance to Potters Mede car park.
 Thanks were expressed to Cllr Bailey for recent work to Potters Mede car park: the area has been much improved by the filling of potholes.
 Chairman reported on his discussions with Spadeworks re the proposed RAFA floral display to mark the 70th Anniversary of The Battle of Britain. He will continue to liaise with all concerned.
165. **Street Lighting**
 Cllr Willsher advised that KALC is taking legal advice about the possibility of the Parish Council undertaking in-house repairs to street lighting columns in its ownership. He will continue to liaise and also speak to the council's insurers in this connection.
 EDF is working on the quotation for supply connection to a proposed new light in Station Road: Chairman will provide a plan to show the exact location, as requested by EDF. Noted that the starting point for the estimate will be £710.
166. **Report from Finance Cttee and Precept 2010/2011**
 All members had received copies of the budget figures, supporting information/recommendations, the 7-month budget outturn and notes of the Finance Cttee meetings 03.12.09 and 02.01.10.
 The recommendations from the Finance Cttee were discussed. Attention was drawn to the fact that the precept was not increased for the 2009/10 F/Y and the now proposed increase took into account planned works incl Potters Mede Sports Centre and grounds, enhancement of street lighting and financial assistance towards an Astro turf facility at Wrotham School. Cllr Taylor proposed that a donation of £200 be included as a donation to the Quintain Explorers, seconded by Cllr Shaw. Voting was 3 in favour, 4 against and 2 abstentions. The motion was not carried. Subsequent to the decision made at item 163 of the agenda re additional maintenance staff, agreed to reduce proposed the budget figure by £2,000. Chairman proposed that all other Finance Cttee recommendations be accepted and a Precept of £122,010 for the financial year 2010/11, seconded by Cllr Taylor. Voting was 8 in favour, 1 abstention. Agreed. Chairman proposed that Mr W Rickard be appointed as External Auditor 2009/10 – 2013/14 as recommended by the Audit Commission, seconded by Cllr Willsher. Agreed.
167. **Cheques for Signature**
Auto-Pay
- | | |
|----------|---|
| £755.76 | R Springett - Asst. Groundsman 1/12 - 31/12/09 |
| £1241.99 | H Damiral - Clerk December 2009 |
| £559.93 | W Austin – Caretaker/Groundsman 1/12 – 31/12/09 |
| £541.26 | KCC – Superannuation December 2009 |
| £60.00 | J Stephens – Websites maintenance December 2009 |
| £214.07 | SEC – Street lighting maintenance November 2009 |
| £96.55 | EDF – Supply, Memorial Pavilion |
| £49.95 | BGVHMC – Hire of hall, Pop-In Jan-March 2010 (extra 1/2hr per session) |
| £750.00 | BGVHMC – Hire of office Jan-March 2010 |
| £25.00 | The Kent Men of the Trees – Membership 09/10 (replacement of Dec.09 advice) |
| £90.00 | KALC – Clerk's training course |
- Proposed by Chairman, seconded by Cllr Taylor that the above payments be made.
 Agreed.
168. **KALC questionnaire**
 As reported at the last meeting, all Cllrs had received copies of the training survey questionnaire: learning & development survey. Agreed comment: local courses for parish councillors are too infrequent – training location should be central Kent e.g. Lenham to allow equidistant travel for all. Additional comments to be sent to the Chairman by the end of January to enable final completion of form.

169. **Proposed Railheads**
 Chairman advised that meetings had been held of: (1) the local action committee (2) T&MBC representatives and representatives of local parish councils.
 Cllr Mrs Murray gave updated information on the proposed operation of the Infrastructure Planning Commission.
170. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**
 Cllr Mrs Murray reported on a forthcoming T&MBC Finance & Property meeting: noted that (1) KCC has awarded T&MBC £20,000 towards bulky refuse collections.
 (2) the possibility of loans to parish councils for capital projects will be discussed.
 Noted that the bulky refuse collection service will now call only at Dene Lodge car park.
 Cllr Willsher attended a recent Area Meeting of KALC where low attendance was attributed to the comprehensive content of T&MBC PPP meetings.
 There was some concern about late arrival of documents/reports for consideration at BGPC meetings. Agreed that whenever possible early reports will be produced and circulated. It was particularly noted that, because of recent snow and other commitments of councillors, the Finance Cttee was unable to meet until 2 days before this meeting.
 Cllr Shaw advised of correspondence he had received re the by-pass. Cllr Willsher and Chairman will liaise re letter to be sent to the Leader of KCC asking for assurance that the pre-planning process for the by-pass is taken through to completion. The next meeting of the J5 slips cttee will be held in February: noted that it is for appointed representatives only. There was some discussion about the possible options for motorway slip roads.
171. **Resolved to enter into committee**
 Concern was raised about (1) parish council comments made at the last meeting during the public question time (2) the content and tone of a recent e-mail sent by a Cllr. There was some discussion and it was agreed that care must be given by all members to be polite, respectful and courteous at all times to fellow members, employees, public and other organisations. Further reference was made to the Code of Conduct which applies to all members at all times. It was reiterated that all formal BGPC communications must be sent from the Clerk.
 The Facilities Cttee has satisfactorily addressed staff matters raised by Cllr Taylor (Dec.09 e-mails). As and when necessary all Cllrs will report any matters of grounds maintenance requiring attention to the Clerk.
 Staff salaries 2010/11 will be considered at the next meeting. Chairman advised that the Finance Cttee had given them some consideration when preparing the budget figures.
- Chairman proposed that the meeting be resumed in public. Agreed.
 Chairman proposed that Cllr Bailey be appointed as a BGPC Skate Park representative.
 Seconded by Cllr Shaw. Agreed.
- Date of next meeting: 7.45pm Monday 1 February 2010. Public session 7.30pm
 Duty Cllrs: Saturday 30 January 2010 Cllrs Bailey and Shaw.
- The meeting ended at 22.42hrs

All

CW/SP

TS/SP

All

All

JB

JB/TS