

**Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 5 July 2010 in The Annexe to the Church of the Good Shepherd.**

Present: Cllr S Perry(Chairman), J Bailey, Mrs V Farina, Mrs E Howden, Cllrs Mrs J Lucas, Mrs V McWilliam, Mrs S Murray, T Shaw, M Taylor, C Willsher, M Yianni  
 There were two members of the public in attendance

**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.

Action

38. **Apologies for Absence** T&MBCllr D Evans

39. **Minutes** of the meeting 7 June 2010 were signed as a correct record  
**Minutes** of the meeting 1 March 2010: page 5 of the minutes, as previously circulated and approved by BGPC 6 April 2010, were signed as a correct record and numbered 'page 42A'

40. **Matters Arising**

36 In the absence of the designated Cllrs not attending the office duty on 3 July, Chairman and Cllr Taylor covered. It is essential that when the commitment is made, the duty is fulfilled.  
 37 Cllr Taylor commented that there had been "a very specific reason for drawing attention to the need for Cllrs to be honest and transparent".  
 40 Cllr Taylor has repaired broken paving and has other repairs at the Recreation Ground in hand: he will report to the next meeting.

All

41. **Planning Matters**

TM/10/0959 Replacement garage and removal of shed – 46 Annetts Hall. No observations  
 TM/10/1363 Porch extension & replace conservatory – Little Harps, Crouch Lane. No observations  
 TM/10/1413 6no additional parking spaces, refuse store, liquid nitrogen store + roof-lights to roof slopes – Medical centre, 27 Quarry Hill Road. No observations

TM/09/01510/FL Esso Station, Maidstone Road redevelopment: amended plans. Noted that plans have only just been received therefore this application will be fully considered at the next meeting. Plans will be available to view during the course of the month; Cllr Willsher will prepare a draft response for consideration in August.

CW

**Decisions**

TM/10/00181 Replacement of temporary teaching accommodation + rearrangement of staff car parking – Wrotham School. Permission granted  
 TM/10/00888/FL Conversion of one house back into 2no dwellings + single storey extension. Permission granted  
 TM/10/00960/FL Extensions – 24 Wye Road. Permission granted.  
 TM/10/00987/FL Dormer window and roof-light. Permission granted.

TM/0/03094/FL Replacement extension for use as a tyre-fitting bay, Oaktrees Farm, Borough Green Road It is understood that the application has been withdrawn.

42. **Correspondence**

**Noted:**

T&MBC Summer Playscheme programme 2010  
 Action with Communities in Rural Kent Newsletter May 2010  
 Kent CAN Public spending bulletin (copies to all Cllrs) details available at [www.communities.gov.uk](http://www.communities.gov.uk)  
 T&MBC Thanks to responsible dog owners for helping to keep levels of dog fouling low in B Green (copies to all Cllrs and displayed on notice boards)  
 T&MBC Activate programme 2010  
 Southern Water Water resources update Spring 2010  
 T&MBC Changes to bus services in Kent (copies to all Cllrs)

**Correspondence (Continued)****Noted: (Continued)**

**T&MBC** Removal of Cardboard Bank (copies to all Cllrs and displayed on notice boards). It is understood that, due to full capacity, the bottle bank will be emptied early and an extra facility installed.

**KCC** Kent Minerals & Waste Development Framework – Publication of the Scoping Report for the Sustainability Appraisal/Strategic Environmental Assessment. Policies and proposals for minerals and waste management development until 2031 available at [www.kent.gov.uk/environment\\_and\\_planning/planning\\_in\\_kent/minerals\\_and\\_waste.aspx](http://www.kent.gov.uk/environment_and_planning/planning_in_kent/minerals_and_waste.aspx) and Revised Scoping Report available at [www.kent.gov.uk/environment\\_and\\_planning/planning\\_in\\_kent/minerals\\_and\\_waste/evidence\\_base/sustainability\\_appraisal.aspx](http://www.kent.gov.uk/environment_and_planning/planning_in_kent/minerals_and_waste/evidence_base/sustainability_appraisal.aspx)

**KHS** Integrated Transport Programme 2010/11 (copies to all Cllrs): AGREED whilst not directly affecting Borough Green, it is considered that there should be more emphasis on sustainable transport.

**T&MBC** Review of polling districts and polling places: consultation period 18.06 – 06.08.10. Background to the review, process being followed and T&MBC proposals are available at [www.tmbc.gov.uk/voting](http://www.tmbc.gov.uk/voting). AGREED no observations. Increase in local electorate noted.

43. **Audit of accounts 2009/2010**

The External Auditor's certificate and opinion was received: there are no matters for concern or attention. The Notice of Conclusion of Audit and Right to Inspect the annual return has been displayed, along with the Annual Return.

Thanks were expressed to the Clerk for her work in this connection.

Clerk advised that, because of levels of financial transactions, it is likely that future accounts will need to be prepared on a more detailed income/expenditure basis, rather than receipts/payments.

44. **Financial matters**

All members received copies of the 3-month budget 2010/11 and report from the Finance Cttee. It was RESOLVED to approve the Finance Cttee's recommendations including 1. revisions to the council's insurance cover: contents of Memorial pavilion £2,000; playground equipment £60,000. 2. payment of registration and examination costs for Clerk's CILCA training 3. no increase in Bowls Club rent for the 5-year period commencing 01.04.11 if the club agrees to stay with the current water payment arrangements for that time. 4. No change to Lendon Rd rents. Arrangements will be made for access to enable inspection of land r/o 13 Lendon Rd.

45. **Grounds maintenance staff**

The vacancy has been advertised and applications are being received. AGREED that Clerk will prepare a short-list in due course for interviews towards the end of July. The interview panel will comprise Cllrs not personally known to the applicants.

46. **Potters Mede Ground Improvements and Football Pitches**

- (i) Noted that currently the ground is too dry for the weed treatment to be undertaken.
- (ii) ENTRUST has advised that a local authority is not eligible to become an Environmental Body. RESOLVED that Cllrs Bailey and Willsher will be BGPC's representatives on a new independent Body 'Potters Mede Environmental Group'. This group will place the order for the ground improvement works, manage the project, pay all related accounts and keep all related records. The Cemex grant will be paid to this group. It is recommended that three community members be invited to join the group. Further guidance information will be obtained.
- (iii) AGREED that BGPC will invite competitive tenders for the ground improvement works and subsequently make a recommendation for acceptance to the above Group. Chairman and Cllrs Bailey, Mrs Howden and Mrs McWilliam will finalise the tender invitation letter.

JB/CW

SP/JB/EH/  
VMcW47. **Whitegate Field**

(i) All Cllrs had received details of the proposed T&MBC licence. RESOLVED that they all be agreed incl. £150 contribution towards T&MBC surveyor/legal costs. T&MBC will be asked to prepare the licence.

(ii) Agreed to accept KCC's recommendation that The field be used for 1no adult football pitch, running east/west. RESOLVED to purchase 1no set of football posts, nets and sockets, for storage in the container at Potters Mede at all times when not in use.

**Whitegate Field (Continued)**

(iii) RESOLVED to accept a quotation (copies to all Cllrs) from Landscape Services for the preparation of the ground for football and future maintenance costs. Additional rolling may be required. AGREED that the football clubs will install the post sockets.

48. **Potters Mede Sports Hall**

Subsequent to a forthcoming meeting of the Steering Group 7.30pm 12.07.10, a meeting will be arranged with the Football Foundation. Cllr Mrs Howden will give all members of the Steering Group copies of the latest Development Plan.

Cllr Mrs McWilliam still awaits updated information from all Steering Group members.

SP/JB/EH/SM  
VMcW/CW  
EH

SP/JB/EH/  
SM/CW

49. **Recreation Ground**

(i) **Tree surgery:** Cllr Willsher reported on his site meeting with T&MBC Trees Officer and the resident of 7 Black Horse Mews. AGREED to obtain quotations for thinning the canopy of the Oak tree adj to this property. Any work undertaken must retain the balance/shape of the tree.

Advice from T&MBC re a 'blanket TPO' on all mature trees in the Recreation Ground was noted. (ii) **TPOs** –guidance from T&MBC regarding a 'blanket' TPO was noted. Cllr Willsher will obtain full details of current TPOs at the Recreation Ground and consideration may be given to some selective TPOs.

(iii) **Woodland** – a quotation was received from MVCP to relocate vegetation from field to woodland + check woodland walk in the sum £185/day. RESOLVED to accept for 1-day with particular emphasis on work to path and condition report.

(iv) **Storage facility for football equipment** – Planning advice is awaited.

(v) **Baptist Chapel** – use of ground & facilities for youth activities 9-11 July AGREED.

CW

50. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

**BACS**

£742.31	R Springett - Asst. Groundsman 1/6 – 30/6/10
£1254.28	H Damiral - Clerk June 2010
£575.17	KCC – Superannuation June 2010
£60.00	J Stephens – Websites maintenance June 2010
£59.00	T&MBC – Rates, Memorial Pavilion July 2010
£222.22	SEC – Street lighting maintenance June 2010
£341.64	EDF – street lighting supply, June 2010
£12.78	Kent Aluminium – Maintenance materials, Red. Gd & P Mede
473 £100.00	COGS – Donation, use of room April - June 2010
474 £75.00	Compaid – Donation
475 £100.00	Victim Support West Kent – Donation
476 £100.00	Age Concern Malling – Donation
477 £1828.76	Inland Revenue PAYE/NI April - June 2010
478 £275.21	Cash – Petty cash reimbursement + tel/b.band rental April - June 2010
479 £20.00	KCPFA – Subscription 2010
480 £1334.80	How Green Nurseries – Hanging baskets (interim)
481 £19.50	SLCC – Legislative updates
482 £35.00	Information Commissioner's Office – Data Protection fee 2010/11
483 £646.25	Audit Commission – External audit fee 2009/10
484 £685.00	J Lawrenson – Tree surgery, P Mede and Rec. Gd.
485 £5811.53	Zurich Municipal – Annual insurance 2010/11

Proposed by Cllr Taylor, seconded by Cllr Willsher that the above cheques be paid. RESOLVED that the payments be made.

Cllr Bailey left the meeting.

51. **Gateway signs**  
Chairman reported on details of proposed locations, based upon current safety guidelines and village boundary data. AGREED that he will liaise further to request that signs be located at village boundaries. SP
52. **Isles Quarry, Borough Green**  
It was reiterated that the recent public exhibition was that of the prospective developers and not a local authority initiative and thus, when questions were asked of T&MBCllrs by residents, appropriate replies were made. Residents are concerned about the access to this site and it is understood that this will be given particular consideration. Another exhibition is planned but a date has not yet been announced. In response to his request, RESOLVED to supply Mr Taylor with a copy of the analysis of Borough Green's Vital Village exhibition 2005 + copy to T&MBC Monitoring Officer.  
  
Cllr Shaw returned to the meeting.  
Cllrs Mrs Lucas and Mrs McWilliam left the meeting.
53. **Borough Green Character Area Appraisal**  
Cllr Willsher and one resident accompanied T&MBC's consultant on the recent walkabout in the Village. More advance notice of any future walkabout would be appreciated. A second meeting with parish councillors has been arranged by the consultant: 7.30pm 17 August 2010 in the Annexe to the Church of the Good Shepherd. Cllrs should advise the Clerk at the next parish Council meeting if they plan to attend. all  
all
54. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**  
**'Drop-In'**: all Cllrs received a copy of a report from Cllr Taylor. After discussion AGREED that, at the next meeting of the Finance Cttee, consideration will be given to the possibility of BGPC taking over rent and serve costs. Cllr Taylor will prepare a statement of accounts. Current funding arrangements were noted. MT  
**Quarry Hill Road**: KHS will be asked to cut back vegetation at j/o Conyerd Road. Incorrect and badly placed street nameplates will bne referred to T&MBC.  
**Future dates**:  
(i) Date of the next Meeting Monday 2 August 2010 in The Annexe to The Church of the Good Shepherd. Immediately prior to the meeting there will be a period for public consultation commencing at 7.30 pm and lasting for a maximum period of fifteen minutes.  
(ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 31 July 2010 10 – 12 noon JL/EH
55. **Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman RESOLVED that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information**  
**Staff matters**: AGREED that the salary for the new Grounds maintenance staff be in accordance with the Finance Cttee report 28.06.10.  
  
Chairman advised of his informal discussions with the prospective developers of Isles Quarry, particularly regarding open space land and its possible future management. Some Cllrs expressed concern about this approach but Chairman referred to the decision made at the meeting of BGPC 06.07.09 min. ref: 45. There was further exchange of comments about the lack of mutual trust and courtesy between some BGPC members.  
  
The meeting closed at 22.50 hrs