



**Correspondence (Continued)**

Action

**Noted: (Continued)**

BMPOS Minutes of the meeting 15.07.13 (copies to all Cllrs)  
 KALC Village parking problems consultation from a Surrey PC (copies to all Cllrs)  
 JPCTCG Agenda 19.09.13 + copies of publicity (copies to all Cllrs)  
 T&MBC Joint Transportation Board on 23.09.13 (copies to all Cllrs)  
 NHS West Kent Clinical Commissioning Group – feedback requested on Equality & Diversity Objectives (copies to all Cllrs)  
 T&MBC Road closure for Christmas lights festival 30 November 2013 (copies to all Cllrs)  
 Action with Communities in Rural Kent AGM East Brabourne 17.10.13  
 T&MBC Reminder of arrangements for collection of Christmas trees Dec 2013 (copies to all Cllrs)  
 Healthwatch Kent Details of free information service (copies to all Cllrs)  
 T&MBC PPP minutes 05.09.13 (copies to all Cllrs)  
 SE Water Autumn 2013 newsletter (copies to all Cllrs)  
 KALC Draft response to the DCLG consultation on 'Greater flexibility for change of use'  
 KALC T&M Cttee agenda 10.10.13 + minutes 18.07.13 (copies to all Cllrs)  
 KALC Finance conference 2 November 2013 (copies to all Cllrs)  
 T&MBC Summary of accounts 2012-2013 (copies to all Cllrs)  
 JPCTCG Minutes of the meeting 19.09.13 (copies to all Cllrs)  
 Kent Police Meet the Commissioner Event 06.11.13, Tonbridge (copies to all Cllrs)  
 KALC Statement in relation to Remembrance Day Parades (copies to all Cllrs)

**T&MBC** Copy of presentation at Local Plan event: PC consideration of questions requested. Noted that a meeting with BGPC will be arranged to discuss further (copy to all Cllrs)

**KALC** Kent Freight Gateway information available at [www.freightgateway.co.uk/kent](http://www.freightgateway.co.uk/kent) (copies to all Cllrs) Cllr Perry gave further information. AGREED that this will be raised at the next KALC meeting.

**KALC** RESOLVED to purchase a copy of the updated Guide to Local Council Law & Procedure @ £49.99 + p&p

MT/TS

**104. Potters Mede Grounds**

- (i) It is understood that the pitch played very well for Potters FC's first home game. Mr Bailey is liaising with Pearl Drainage Ltd re overseeding required for next season.
- (ii) There has been some vandalism to the electric gate: this has now been repaired and noted that the incident was investigated by the Police.
- (iii) Chairman has replied to a dog walker who complained about closure of the vehicular entrance gate. Agreed that closure times are clearly advertised. In response to another resident's request there was discussion about restricting dog walking. AGREED that dogs must be kept on a lead at all times at Potters Mede. Chairman will seek advice from T&MBC Dog Warden re wording of appropriate signs. RESOLVED that two signs will be purchased and displayed.
- (iv) RESOLVED to hire a digger and roller for the day to further improve surface of large car park.
- (v) AGREED that Wrotham Christmas Lights Cttee may borrow the Heras fencing.
- (vi) Chairman will calculate cost of fencing sold to Platt PC. An invoice will then be sent.

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**105. Potters Mede Pavilion**

- (i) The T&MBC Certificate of Completion of Works was received and noted.
- (ii) T&MBC confirmation of removal of original condition restricting hours of use was received. Noted that hire of facilities is now 09.00 – 23.00hrs. AGREED that this is appropriate. A refund of the Planning fee in this connection has been received.
- (iii) RESOLVED to apply for renewal of the lapsed Premises Licence. Clerk will meet with the Licensing Officer in this connection.
- (iv) RESOLVED that the facilities will be let to residents of Borough Green, Platt, Wrotham and Ightham Only. A £200 refundable deposit will be held for parties age 16 and over with £100 on all other bookings. A current request from a person outside that area for a 16<sup>th</sup> party was considered and refused.  
 All Councillors had received copies of draft booking forms and Conditions of Hire. RESOLVED that these be approved. RESOLVED that maximum numbers for the main hall are 60 seated at tables or audience, 100 standing and 60 in the Taylor Room. Chairman advised that this is well within the Fire Safety Occupancy regulations.
- (v) RESOLVED to purchase a refrigerator for the kitchen. Football Clubs will be instructed to allow only two members access to the kitchen on each occasion of use.

MT/SG

**Potters Mede Pavilion (Continued)**

- (vi) RESOLVED to approve payments to:  
A Rothwell £100.00 painting, Potters Mede  
SV Electrical £10,560.00 additional works in connection with electrical fittings and wiring, P Mede  
M Taylor £130.00 reimbursement of parking fee in connection with collection of carpet tiles, P Mede,  
as previously discussed.
- (vii) RESOLVED to provide a semi-permanent lighting supply to the two storage containers. A quotation  
will be obtained from SV Electrical MT
- (viii) Chairman reported on the Broadband installation which is now being progressed.
- (ix) A letter of thanks and congratulations from T&MBC Chief Executive was read.
- (x) AGREED that Chairman, Clerk and the two grounds maintenance staff will each have a set of keys  
plus they will all hold extra keys to give to hirers.  
AGREED that the football clubs will be charged a £10 refundable deposit each for a set of keys. Clerk  
has prepared an appropriate form/receipt.  
Agreed to recommend that generally, the grounds maintenance staff will be responsible for handing  
over/receiving back keys from private hirers. Chairman and Clerk will provide back-up  
arrangements if required. MT

106. **Recreation Ground**

- (i) Chairman advised that the family of the owner of 13 Lendon Rd wish to resume use of the BGPC  
land to the rear of the property and pay all arrears. After discussion RESOLVED to agree to this  
request and invoice for the arrears of £238 plus £50 administration charges. The fencing between  
the BGPC land at 11 and 13 Lendon Rd will then be replaced.
- (ii) AGREED that no alteration to signage is necessary at the children's play area re nearest A&E
- (iii) All Councillors had received copies of a draft booking conditions form for hire by BGJFC.  
RESOLVED that this be approved.

107. **Financial Matters**

- (i) All Councillors had received copies of the report from the Audit Commission and completion of audit  
notice. Noted that there were no matters for attention. RESOLVED that this be accepted. Thanks  
were expressed to the Clerk.
- (ii) All Councillors had received copies of a report from the Finance Cttee. RESOLVED that the following  
recommendations be approved: Insurance
- cover is not required for the second storage container at Potters Mede as all the contents  
belong to the football clubs who have their own arrangements in place.
  - separate cover is not required if a ride-on exercise bike is provided in the Taylor Room but it  
must be regularly and properly maintained and a notice must be displayed stating the  
minimum age for use and operating instructions. It would be best kept locked away and only  
used by Potters FC members. All as advised by the council's insurers
  - cover is not required for the Chairman's ride-on mower currently kept and used at Potters  
Mede as, provided it is mechanically sound, H&S measures taken and the user is competent  
the council's Public Liability insurance would cover any incident. Insurance for loss or  
damage is the responsibility of the Chairman as owner. All as advised by the council's  
insurers.  
This will also be discussed with the skate park committee
  - Insurance cover for fences and gates – the restriction of 'within the parish boundary' will be  
removed and cover increased to £15,000. This will incur an additional premium of £22.14p.a.  
Further RESOLVED to reduce the level of contents of the Recreation Ground Pavilion to £5,000
- (iii) All Councillors had received copies of the updated financial risk controls. RESOLVED to approve  
Cllr Millener is starting to prepare Risk Controls for all PC areas SM
- (iv) (a) All Councillors had received copies of the 4m and 5m budget outturn. RESOLVED to combine  
Items 14 and 15: Salt bins and Gritter as 'Winter Plan' budget.
- (b) Item 33: RESOLVED to transfer of £23,000 to item 29 – P Mede furnishings to P Mede R&M.
- (c) Item 12: CCTV – the whereabouts of the Police/BGPC 2<sup>nd</sup> CCTV camera and the conditions of the  
contract re possible termination will be will be queried with the Police .
- (v) Payments required for letting of premises all as agreed at item 105 (iv) and (x)
- (vi) Preliminary thoughts for inclusion in next year's budget are
- Traffic Improvement Initiative
  - Ride-on mower

For further consideration at the next meeting

	<u>Action</u>
108. <b><u>Joint Standards Committee</u></b>	
(i) The formation of the committee by T&MBC, as circulated to all members, was noted. RESOLVED to approve the Terms of Reference.	
(ii) AGREED that Cllr Perry will serve for BGPC on the pool of Parish/Town Council representatives	SP
109. <b><u>Winter Plan</u></b>	
(i) RESOLVED to purchase 2no additional bins for Eaglestone Close and Hill View	
(ii) RESOLVED to purchase 8no tonne bags of salt. Chairman will however, first liaise with H+H re cost of purchasing from them	MT
110. <b><u>Isles Quarry and 2005 Parish Plan</u></b>	
(i) The sale of land to Crest Nicholson was noted	
(ii) There was some discussion about information from T&MBC on proposed street naming + the Chairman's reply was noted. Chairman will circulate full details to all members	
(iii) Noted that the CPRE has raised concerns about the remediation proposals	MT
111. <b><u>Traffic Matters</u></b>	
(i) There was discussion about the purchase of speed restriction signs. Chairman will discuss this with the other authorities involved in the Joint Traffic Initiative. Chairman advised that KCC has asked him to provide further details about his proposals for siting of village entrance signs and 30mph repeater signs.	MT
(ii) All Councillors had received copies of the agenda of the Joint Parish Councils Traffic Consultative Group (JPCTCG) meeting 19.09.13	MT
(iii) The new Home Office CCTV Code of Practice had been circulated to all members and was noted.	
112. <b><u>Cheques for Signature</u></b>	
<b>BACS:</b>	
£398.41 E-on – street lighting supply August 2013	
£3323.20 Staff salaries	
£1300.62 KCC - Superannuation September 2013	
£2682.31 Inland Revenue – PAYE/NI July-Sept 2013	
£117.87 Kent Aluminium – Maintenance materials, Rec Gd. & P Mede	
£60.00 J Stephens – Websites maintenance September 2013	
£210.35 Wrotham PC – skate park annual inspection and maintenance materials	
£273.57 KCC – maintenance supplies, Potters Mede	
£750.00 BGVHMC – Hire of office Oct - Dec 2013	
£567.00 BGVHMC – Hire of hall Pop-In Oct - Dec 20	
£66.23 Staples – office supplies	
£385.57 E-on – street lighting supply September 2013	
3722 £57.60 EJP Fire Protection Ltd – additional Fire appliances, Potters Mede	
3723 £108.00 M Taylor – hire of digger, Potters Mede (reimbursement)	
3724 £10,560.00 SV Electrical – additional works in connection with electrical fittings & wiring, Potters Mede	
3725 £939.25 Kingswood Training Services – Groundsman's training course	
3726 £1,560.00 PKF Littlejohn LLP – external audit 2102/13	
3727 £639.57 T&MBC – Playscheme contribution 2013	
3728 £181.70 Cash - Petty Cash & tel./broadband reimbursement July - Sept 2013	
3729 £116.45 Cash – Rec Gds Imprest a/c reimbursement	
3730 £50.00 Malling Action Partnership	
3731 £100.00 COGS – donation, use of room July - September 2013	
3732 £31.84 P De-Kisshazy – carpet sundries, Potters Mede (reimbursement)	
3733 £60.00 H Willard – topsoil and turf, Potters Mede (reimbursement)	
3734 £153.12 M Taylor – memorial plaque, signage and sundries, Potters Mede (reimbursement)	
3735 £100.00 A Rothwell – Painting, Potters Mede	
3736 £50.00 B Glew – fuel for council vehicle (reimbursement)	
3737 £130.00 M Taylor – parking fine, Potters Mede (reimbursement)	

**Bank reconciliation August 2013**

B/F August 2013	36077.01
PWLB Loan	49975.00
Receipts Aug 2013	<u>246.40</u>
	86298.41
Less Payments Aug 2013	<u>54468.14</u>
c/f 31/08/13	<u>31830.27</u>

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

113. **Written reports**

- (a) A report from T&MBCllr Mrs S Murray was read and noted
- (b) All Councillors had received copies of a letter from BMPOSJC re financial contributions next year. After some discussion AGREED that Chairman will discuss this further with Chairpersons of the other contributing parishes.
- (c) Chairman reported on the recent KCC seminar advising that he had raised questions about cultivation licences, roadside signage(as at 111(i) above) and street lighting. He was very impressed with KHS's efforts to be more responsive
- (d) Clerk advised of her liaison with T&MBC re traffic movements in connection with the current redevelopment of Basted House
- (e) There was some discussion about the location of the boundary marker sign on the A227
- (f) Chairman will liaise with R Body about driving and speed of lorries through the village
- (g) RESOLVED to purchase plants to a maximum value of £100 for the Rock Road FP

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114. **Future dates**

- (i) Date of the next Meeting Monday 04 November 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 2 November 2013 10 – 12 noon
- (iii) AGREED to hold the council meeting on Monday 2 December 2013 at POTTERS MEDE. This will be a one-off occurrence.

SG/TS

All

115. There were no confidential matters for discussion.

The meeting ended at 10.10 pm