

DRAFT MINUTES

Immediately prior to the start of the meeting Clerk was advised that her prepared agendas had not been circulated during her recent holiday period, as previously arranged with the Chairman. However, the agenda had been displayed on the council notice boards and on a community website. Clerk advised that the meeting had not therefore, been properly called in accordance with Sch 12 of the 1972 LGA. After discussion it was RESOLVED to proceed with the meeting and the Clerk will check legalities the following day.

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 11 June 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), C Dobson, G Harrington, Ms P Moorecroft, S Perry, T Shaw, H Willard, Yianni.
There were two members of the public in attendance.

23. **Apologies** for absence received from Cllrs L Chown, Mrs S Gould, S Millener, T&MBCllr Mrs S Murray

Action

24. **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 31(ii) P Mede Pavilion: Britannia Glass

Cllr Shaw declared an interest in item 31(ii) P Mede Pavilion: Plumbing contractors

Cllr Taylor declared an interest in item 38 Cheques for signature

25. **Minutes of the Annual Meeting 14 May 2012**

All members had received copies of the minutes. Item 4 delete Cllr Perry declared and interest in 'item 19 Pedestrian Crossing Pelicanisation' Add 'item19.1 Traffic matters'.

RESOLVED that the amended minutes be signed as a true record.

26. **Matters Arising**

11.4 Potters Mede ground improvement works: Chairman advised that the land drains will be filled with ballast, not sand.

12(iii) Potters Mede Bldg Regs conditions: Chairman advised that truss calculations and ventilation details have been submitted to the Planning Authority. Emergency lighting certificates will be submitted on completion of installation.

27. **Period for Public Consultation**

As representatives of the organisers of the recent village Jubilee street party were present, Chairman expressed thanks on behalf of the parish council for a magnificent event where everyone worked happily together for the good of the village.

Chairman then proposed that 38 of the agenda be taken next with further consideration given to the donation towards the above said event. RESOLVED.

38. **Cheques for Signature**

It was noted that because of the high level of support and attendance at the street party, extra mugs had to be purchased as gifts for the children. It was RESOLVED that an additional donation of £200 be made to cover this cost, with any surplus funds being used by the same organisers for their next planned event to mark the Olympic Torch coming to Borough Green.

AGREED that further consideration of Cheques for Signature would be given later in the agenda.

28. **Planning Matters**

- (i) TM/11/01191/FL Residential development, Isles Quarry: additional information, amended plans, elevations and reports. In Clerk's absence this application had not be put on the agenda. However, Cllrs had been advised that the documents had been received and were available for inspection in the Parish Council office. Chairman had circulated to all Cllrs copies of a Contamination Report and Air Quality Assessment document. After considerable discussion AGREED that these issues need much more detailed investigation and consideration. These two documents will be submitted as the BGPC response. AGREED that Chairman will attend the T&MBC arranged site meeting on 26 June 2012. Chairman advised of his recent discussions with a senior T&MBC Cabinet Member when he made it clear that BGPC is compromising and now aims to try and limit the likely damage that will be caused to Borough Green by this planned development.

Chairman had purchased a copy of the original planning application TM/94/155 from KCC.

RESOLVED that the £56.50 cost be reimbursed.

MT

Planning Matters (Continued)**(ii) Decisions**

TM/93/305/R17B Details to upgrade the internal haul road to remove rumble strips, install road bumps and wheel bath – Borough Green Quarry. Permission granted.

29. Correspondence**Noted:**

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)
 KCC Regular Trading Standards alerts (copies to all Cllrs)
 KALC NALC Model Code of Conduct for Parish Councils (copies to all Cllrs)
 T&MBC Copies of presentation material given to PPP meeting 17 May 2012: Localism Act and Planning Reforms (copies to all Cllrs)
 T&MBC Draft T&M response to the Local Govt. Boundary Commission for England's draft warding proposals for T&M (copies to all Cllrs)
 Rural Services Network newsletters (copies to all Cllrs)
 KALC E-Bulletin 8 June 2012 on recent Kent issues (copies to all Cllrs)
 JPCTCG Agenda for the meeting 14 June 2012 (copies to all Cllrs)
 T&MBC Bike marking event T&MBC offices 19.06.12 (copies to all Cllrs)
 KCC Monthly bus update (copies to all Cllrs)
 KCC New approaches to delivering library services. Information available at http://www.kent.gov.uk/leisure_and_culture/libraries/future_library_services.aspx (copies to all Cllrs)
 SE Water Water update: current water restrictions are likely to stay in place until Autumn 2012
 S Coggin Copy correspondence to Arriva re bus stops A227 j/o The Avenue (copies to all Cllrs)
 CPRE Magazine Spring/Summer 2012
 T&MBC Standards Cttee agenda 19 June 2012

T&MBC New Standards Regime: workshop Thursday 14 June 2012 7.30pm (copies to all Cllrs)
 Chairman will attend. **MT**

KCC Kent Minerals & Waste Local Plan consultation – invite to give views on current consultation documents (copies to all Cllrs) Chairman will attend the drop-in session at Lenham on 21 June 2012 **MT**

T&MBC Invite for Chairman to attend memorial service for the late Mark Worrall OBE 12.07.12 (copy to Chairman). AGREED that Cllr Perry will attend. **SP**

KCC Freight Action Plan – Chairman had circulated his proposed draft response to all Cllrs which was AGREED. He has now submitted it to KCC.

J Reid Complaint about dog fouling along FP The Landway to Basted Mill (copies to all Cllrs)
 AGREED that this will be referred to T&MBC. Noted that additional dog fouling signs have been installed in the village.

T&MBC Further information has been requested re commercial vehicles to Hornet Business Park using Quarry Hill Road. Noted that this regularly happens 02.00/03.00hrs (from Maidstone Rd) and 07.30hrs (from High St)

T&MBC Train Services for Communities in Tonbridge & Malling: Copy letter to Minister of State for Transport and a T&MBC document for improved rail services (Copies to all Cllrs). Cllr Perry reported: it is a rather shallow document with not enough detailed explanation.

30. Potters Mede Ground Improvements

- (i) Chairman advised that the upper pitch has been levelled and work is taking place on the lower one.
- (ii) All Cllrs had received details of the tenders received by Potters Mede Environmental (PME). Tenders were received from: Active Grounds Maintenance, Anglian Drainage and Pearl Land Drainage in the sums of £47,910, £51,369 and £57,615. It was confirmed that the lowest tenderer Pearl Land Drainage £47,910 was subsequently asked to revise the tender to allow for work to two pitches. It was RESOLVED to confirm that the revised tender from Pearl Land Drainage in the sum of £80,866.95 + VAT be accepted by BGPC, as recommended by PME and RESOLVED at the last BGPC meeting.
- (iii) Confirmed that PME will finance the purchase of the sand required, estimated at £20,000/£25,000, as agreed at the last BGPC meeting

31. Potters Mede Pavilion

- (i) The building is now up to roof level
 The H&S Executive required that a welfare cabin, with hot water, be hired and installed on site. RESOLVED to agree this arrangement @ £220/week.
 Herras fencing has been erected around supplies of blocks on site, also as required by H&S.

Potters Mede Pavilion (Continued)

RESOLVED that an invoice in the sum of £2,609.61 from A Woolven for architectural services and associated expenses be paid. This is in respect of preparation of plans and Planning & Building Regs applications.

Chairman gave the following financial report: £142,993 expenditure to 22.06.12 inclusive of £27,700 VAT. Noted that this includes £8,200 contractor's retention money and unforeseen additional expenditure of £7,000 drainage works and £16,920 warm roof. RESOLVED that this verbal report be accepted.

Chairman and Mr Woolven were thanked for their excellent hard work with this major project so far.

- (ii) Further to the BGPC resolution last month (item 12(vii)) it was RESOLVED to approve the quotation from Dover Roof Trussed Co in the total sum of £9,022.72 + VAT.

Chairman had circulated a list of trade quotations received in response to a public advertisement. Clerk advised of correct tendering procedures which require for specifications, formal letters of invitation, return envelopes, tender return date and opening/recording procedure. Noted that current quotations had been obtained by the project managers in a more informal manner although a public notice of intent/invitation had been posted in the local paper. After discussion AGREED to consider the following quotations:

Double glazing, french doors and windows. Quotations ranging from £1,424 to £2,740 + VAT received from Albion Glass, Borough Green Glass and Britannia Glass. RESOLVED that the lowest quotation from Borough Green Glass in the sum of £1,424 + VAT be accepted.

Roller Shutters. Quotations ranging from £3,068 to £3,300 + VAT received from Armadillo, Nationwide, Rite Doors and Roche. RESOLVED that the lowest quotation from Rite Doors in the sum of £3,068 + VAT be accepted.

Chairman recommended that due to lack of response Preferred Suppliers be approved and estimates obtained from them for:

Plumbing. Clairglow Heating, RESOLVED.

Landscaping. Attila Landscaping. RESOLVED.

Paths and Pergolas. Nick Taylor. RESOLVED.

Fencing : Southern Counties Fencing. RESOLVED.

AGREED to await quotations for electrical, ventilation, solar & renewables and painting. Maycock & Bennett will provide an additional cost for the inner porch construction (to include for extra internal double doors).

- (iii) RESOLVED that a crane be hired to take delivery of the roof trusses for one day @ £1,250. RESOLVED that a stage payment of £22,841.80 + VAT be made to Maycock & Bennett Ltd for work to 08.06.12. RESOLVED to pay the subsequent stage payment to Maycock & Bennett Ltd for work to 22.06.12 not exceeding the sum of £20,159.00 + VAT on 22 June 2012 on receipt of written certification by the architect and Chairman that the work has been satisfactorily completed and the payment recommended. Noted that the above payments include the warm roof construction, velux roof windows and a single lintol (£1,289). AGREED that P Mede Steering Group will meet to discuss the outside colour of the building and other aesthetical details.

SG/SM
MT/HW

- (iv) RESOLVED that £25,000 of the insurance settlement money will be invested with Investec Bank. Signatories will liaise with the Clerk to complete documentation required.

CD/SM/
PM32. **Recreation Ground**

Noted that KCC Youth Workers are now using the ground on Thursday evenings. Chairman has given them a key to access the entrance drive.

A new swing seat has been ordered for the cradle swings to replace damaged.

Noted that 2no bench seats are starting to rot and one has loose ground bolt fittings. The Groundsman is checking to establish work required.

33. **2005 Parish Plan**

- (i) Chairman has updated the Barrister on changes to the Isles Quarry application and associated reports.
(ii) No further action at present.

34. Audit of BGPC accounts

- (i) All Cllrs had received copies of the draft 2011/2012 year-end Internal Auditor's report. Clerk is liaising with him as required. In the covering e-mail particular attention was drawn to Section 101 of the LGA which states that "the Council cannot delegate decision making to an individual councillor, including a Chairman. It can delegate to the RFO".
- (ii) RESOLVED to appoint the external auditor Littlejohn LLP for five years from 2012/13 as recommended by the Audit Commission.

35. Parish Council-owned Street Lighting

All Cllrs had received copies of quotations for the replacement light required in Dene Lodge Close. RESOLVED that the quotation from UK Power Networks in the sum of £498.00 + VAT and SE Contracting in the sum of £729.25 + VAT be accepted.

36. Office Equipment

AGREED that a replacement office computer will be purchased. Clerk will obtain a price for suitable equipment.

37. J5 Slips

After discussion, during which Cllr Perry declined to be the 3rd BGPC representative on this committee, AGREED that BGPC representation will remain at two.

38. Cheques for signature

RESOLVED that a payment of £276 be made to Mr A West for maintenance work carried out to the crash barrier, Basted Mill (west end): noted that this money has been received as a KCC Member's grant.

BACS:

£20520.00	Maycock & Bennett Ltd - Potters Mede construction works w.e. 25.05.12
£2849.22	Staff salaries May 2012
£528.22	KCC - Superannuation May 2012
£120.00	KCC – Flail perimeter of field, Potters Mede
£11043.26	Dover Trussed Roof Co Ltd – Roof trusses, Potters Mede
£1350.00	Stryker Communications Ltd – CCTV network communication services 2012/13
£14.92	EDF – Supply, Memorial pavilion
£60.00	J Stephens – Websites maintenance May 2012
£226.94	SE Contracting – Street lighting maintenance May2012
£51.12	Kent Aluminium – maintenance supplies P Mede, Rec. Gd. and flag pole installation
£27410.16	Maycock & Bennett Ltd - Potters Mede construction works w.e. 08.06.12
£2239.20	How Green Nursery Ltd – Hanging baskets interim payment
693 £395.00	J Lawrenson – tree surgery, Recreation Ground
694 £900.00	Donation: Children's gifts for Jubilee street party
695 £2609.61	Anthony Woolven – architectural services for PM rebuild, to Plng/Bldg Regs stage
696 £66.66	COGS – donation, use of room May & June 2012
697 £106.00	B Glew – Plants, Western Road, reimbursement
698 £276.00	A West – Maintenance work to crash barrier, Basted Mill
699 £56.50	M Taylor – Photocopying Isles Quarry West planning application - reimbursement
700 £597.60	UK Power Networks – Replacement light, Dene Lodge Close
3581 £25,000.00	Investec Bank - Investment

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

39. Written reports

- (i) Congratulations were extended to T&MBCllr Mrs Sue Murray who has been appointed Cabinet Member for Planning and Transportation.
- (ii) Chairman reported on action being taken by the authorities regarding frequent flooding in Annetts Hall.
- (iii) Cllr Ms Morecroft advised that there are no libraries in the T&M area selected for closure.
- (iv) Chairman advised that he had authorised KCC workers, clearing A227 path edges, to put debris in the BGPC skip at Potters Mede.
- (v) There was some discussion about blocked drains Western Rd and A25 plus a fragile manhole cover in Western Rd. These matters will be referred to Southern Water and T&MBC.
- (vi) A request for wildfowl alert signs at Basted Mill will be referred to the Joint Cttee.

40. **Future dates**
- (i) Date of the next Meeting Monday 2 July 2012 in the Annexe to the Church of the Good Shepherd.
 - (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 30 June 2012 10 – 12 noon

CD/SM

41. **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**
RESOLVED that a staff request for a 3-week holiday period in August be granted.

The meeting closed at 22.08 hrs

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