

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 1 August 2011 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, Mrs S Gould, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw, H Willard

There were two members of the public in attendance who left after item 68 of the agenda..

63. **Apologies** for absence were received from Cllr C Dobson and T&MBCllrs D Evans and Mrs S Murray.

Action

64. **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 Shaw declared an interest in item 76 – Request for financial assistance: BGPSchool

Cllr Taylor declared an interest in item 78 Cheques for signature - Skate Park maintenance.

65. **Minutes of the Meeting 4 July 2011**

All members had received copies of the minutes. Chairman proposed that they be approved and Signed. RESOLVED.

66. **Matters Arising**

45(iv).Planning Kent Minerals & Waste consultation: In the light of comments put forward by neighbouring parish councils and circulated to all members, Chairman proposed that an addendum be made to BGPC's response re (a) access to Borough Green Sandpits (move to east); (b) H&H Ltd, Ightham (access through Cemex land will not be possible for a long time); (c) Mineral import facilities (support Option 6B to reduce threat of railfreight depot/aggregate terminal on the land). RESOLVED.Cllr Perry will pass relevant notes to Chairman who will prepare the additional submission.

51. Parish Plan. Concern was raised that as Chairman offered at the last meeting to pay the £6,000 Barrister's fee from his personal account and then reclaim, he should declare a personal and prejudicial interest in this matter. Chairman advised that he did not consider it necessary.

52(i). Clerk has instructed Mr Lawrenson to carry out tree surgery r/o 9 Black Horse Mews in accordance with his quotation of £125. Noted that this includes cutting back the branches into the tree, rather than leaving the crowns to re-grow.

SP/MT

67. **Planning Matters**

- (i) TM/11/00880/FL. Replacement outbuilding/garage – Rose Cottage, Basted Mill. Permission granted. TM/11/01247/FL Replacement rear extension. 97 Fairfield Rd. Permission granted. TM/11/01508/FL LDC Extension – 138 Maidstone Rd. LDC granted.
- (ii) KCC/TM/0293/2011 Revised proposal for replacement of Horsa Huts with 2-storey building incl re-arrangement of staff car park – Wrotham School. The school's endeavours are supported by BGPC. However, on-site parking must not be compromised including that for the Astro turf.
- (iii) TM/11/01792/FL Extension and roof enlargement – 6 Mountfield. Objection: Over-intensification of site.
- (iv) TM/11/01191/FL Residential development – Isles Quarry: correspondence between Chairman and Barton Willmore, Planning Consultants, had been copied to all councillors and was noted. Chairman suggested that it would be useful to hold a meeting with T&MBC, Crest Homes and Barton Willmore in the near future.
- (v) TM/11/01806/FL Side and rear extension plus conservatory – 29 Annetts Hall. Objection: over-intensification of the site. Design is incoherent and does not blend with the existing building.

68. **Period for Public Consultation**

A complaint was received about the recent Public Meeting including apparent lack of agenda or reference to one; proceedings often inaudible because of microphone feedback; apparent discrepancies in voting figures and inaccurate reporting by the media. Attention was drawn to the fact that less than 5% of the electorate attended and voted. Chairman replied that the meeting was conducted in the best possible and proper way, explaining why the meeting was changed from a Parish Meeting to a Public Meeting on the day: however, Clerk advised that this was not necessary as Clerk does not have to be present to make a Parish Meeting legal.

In response to a complaint, agreed to send a letter to the residents of a house in the Maidstone Rd as foliage is obstructing sight lines at the cross roads.

69. **Correspondence****Noted:**

KCC Regular Trading Standards alerts (copies to all Cllrs)
 Rural Services Network Newsletters (copies to all Cllrs)
 Kent Can Regular newsletters (copies to all Cllrs)
 KHS Details of Highways Operations Team members (copies to all Cllrs)
 KALC Minutes of the Area Cttee Mtg 16.06.11
 T&MBC Pembury Hospital – variation of condition re bus service provision: copy of T&M report sent (copies to all Cllrs)
 KALC Queen’s Diamond Jubilee Beacons & Sport England’s Facilities initiative (copies to all Cllrs)
 KHS Annual report on the Kent Permit Scheme (copies to all Cllrs)
 Wrotham School Minutes of the Artificial Pitch Cttee meeting 12.07.11 (copies to all Cllrs)
 KCC Kent Bus Network Review (copies to all Cllrs)
 Kenward Trust Magazine summer 2011
 Age Concern Malling Wheelchair Accessible Transport Scheme
 Action with Communities in Rural Kent Halls Conference 2011, AGM and magazine summer 2011
 T&MBC Area 2 Planning Cttee agenda 03.08.11 (copies to all Cllrs)
 Kent Community Health NHS Trust Invitation to Voluntary & Community Sector meeting 15.09.11 (Copies to all Cllrs)
 T&MBC Community Enhancement Fund – guidelines and forms available at www.tmbc.gov.uk/CEF plus a copy of the T&MBCllrs published report (copies to all Cllrs)

KALC Open Public Services White Paper Consultation. Details available at (<http://www.cabinetoffice.gov.uk/resource-library/open-public-services-white-paper>) Comments due in by 12.08.11. Chairman and Cllr Shaw will finalise the council’s response which they will circulate to all members and pass to the Clerk for submission.

MT/TS

70. **Annual Insurance**

- (i) All Cllrs had received copies of the updated insurance schedule for 2011/2012 with options for renewal from Zurich Municipal.
- (ii) Chairman proposed that cover be renewed for a 3-year long-term agreement at an annual premium of £5,690.74 incl. RESOLVED.

71. **Audit of BGPC accounts 2010/2011 and appointment of Internal Auditor**

- (i) All Cllrs had received copies of the Internal Auditor’s report: there was some discussion about the Comments re Cllrs compliance with the Code of Conduct, Standing Orders, Financial Regulations and Declarations of Interest. Chairman advised that he would keep a diary of all his meetings and discussions with other parties and pass it to the Clerk each month. It was AGREED that no BGPCllr, including the Chairman, will take action or make decisions in the name of the council, without the prior approval of the council.
Chairman proposed that the auditor’s report be accepted. RESOLVED.
- (ii) Chairman proposed that Mr D Buckettt be appointed as Internal Auditor for the 2011/12 & 2012/13 financial years at a charge of £650 + travel p.a. RESOLVED.

MT

All

72. **Potters Mede Ground Improvements**

- (i) It is understood that Mr Bailey is liaising with Cemex re availability of sand.
- (ii) All Cllrs had received details of increased costs of £80,866.95 + VAT + 5% contingency for the improvement of 2 pitches. It was suggested that both pitches (1 adult, 1 junior) be improved at the same time and during the current summer. Clerk drew attention to the variance between this possible expenditure and the budgeted figure. Chairman stated that the money would be taken from the Potters Mede building fund, confirming that the Option 3 insurance settlement of £295,000 Cash Lump Sum in Advance, would be claimed. During discussion it was reiterated that, as condition of that claim, the rebuild project must be at least at the planning approval stage with detailed costs and contract let. . It was AGREED that the contract for the ground works will be let in two parts - one for each pitch: one to Potters Mede Environmental (PME) and one to BGPC in order to reclaim VAT on the latter. Both would run simultaneously and be managed by PME.
AGREED that Chairman will ask the architect to expedite his work so that planning permission can be sought as soon as possible. PME will also liaise with T&MBC re the need for planning permission.

MT
MT/HW

Potters Mede Ground Improvements (Continued)

Clerk advised against entering into a contract for the improvement of 2 pitches until sufficient monies are in place and reminded Cllrs of their stated possible intention to spend large amounts of money on further legal fees in connection with the Parish Plan.

After considerable discussion Chairman proposed that PME be asked to proceed with letting a contract for the improvement of 2 pitches in the sum of £80,866.95 + VAT + 5% contingency fee, with a view to work commencing in the next 2 weeks. This proposal was not seconded.

Chairman the proposed that PME be asked to proceed with letting a contract for the improvement of one pitch in the sum of £47,910.00 + VAT + 5% contingency fee. This proposal was not seconded as it was AGREED that it would be financially viable to do the work to the 2 pitches at the same time but the money should be in place before progressing.

It was noted that Potters FC have made alternative provision for playing facilities for the 2011/12 and 2012/13 seasons.

73. Potters Mede Pavilion

- (i) Chairman reported that he had contacted two referees for the appointed architect: Clerk has not received anything in writing. It was also noted that the architect does not have Professional Indemnity Insurance: Chairman considers that this is not necessary. Clerk and Cllr Perry recommended that it should be in place. After discussion AGREED that there will be no further action on indemnity, but references are still awaited.
- (ii) The Steering Group will continue to liaise with the architect to expedite project in readiness for a planning application.

MT/HW
/SM**74. 2005 Parish Plan**

- (i) Counsel's Opinion on the soundness of the T&MBC LDF regarding the invalid 2005 Parish Plan is still awaited.
- (ii) All Cllrs had received copies of extensive correspondence between the Chairman and T&MBC Chief Solicitor/Monitoring Officer which was noted. Cllr Perry expressed concern about the tone of the correspondence.
- (iii) All Cllrs had received copies of a report from Kent Police to the Chairman regarding allegations of past BGPC irregularities. There was some concern that BGPC had not authorised the Chairman to take this action. Clerk reminded Cllrs that any correspondence sent to her at BGPC becomes public information and will be circulated as necessary. Chairman advised that he had presented evidence to the Police as a private individual, and that no accusations or complaints had been made to the Police.
- (iv) At the recent Public Meeting a vote was taken on whether to continue legal action against T&MBC. The results were: 26 in favour, whatever the cost; 24 against and 82 "maybe" i.e. pursue legal action whilst attempting to reach a compromise. Noted that one "maybe" vote was disqualified because the ballot count exceeded the number of electors voters booked-in. Chairman proposed that the 'maybe' vote be adopted as BGPC policy. There followed some discussion when the discrepancies in the voting figures were again noted. The proposal was seconded by Cllr Shaw. Voting was 8 in favour, 1 against. RESOLVED.
- (v) Agreed to await Counsel's Opinion and then arrange a meeting with T&MBC representatives.

75. Recreation Ground

All Cllrs had received copies of a request from BGJFC for use of the ground by their two U13s teams 2011/2012 season. Cllr Perry proposed that this be agreed and a total charge of £300 be made. Seconded by Cllr Mrs Gould. RESOLVED.

76. Borough Green Primary School

Request for financial assistance towards the school's centenary celebrations, specifically the dedication of a new clock: Cllr Shaw gave further information but did not participate in the discussion or subsequent vote. Chairman proposed that a donation of £250 be made. RESOLVED.

77. Vision for Kent 2011-2021

Chairman will prepare BGPC response, circulate to all Cllrs and pass to the Clerk for submission.

MT

78. Cheques for Signature

Payments as listed and circulated to all Cllrs.

BACS:

£2684.03 Staff salaries July 2011
 £528.22 KCC - Superannuation July 2011
 £226.94 SE Contracting - Street lighting maintenance July 2011
 £246.16 Wrotham PC - Skate Park maintenance June 2011
 £750.00 BGVHMC - Hire of Parish Office July - September 2011
 £1855.44 KCC – Mowing, P Mede & Rec Gd (pt payment)
 £60.00 J Stephens – Websites maintenance July 2011
 £53.00 T&MBC - Rates, Memorial Pavilion August 2011
 £1400.00 BMPOS – Annual maintenance contribution 2011/12
 £5690.74 Zurich Municipal –Annual insurance 2011/2012

£100.00 COGS – Donation for use of room April – June 2011
 £35.00 Information Commissioner's Office – Data Protection fee 2011/12
 £75.00 Compaid – Donation
 £381.60 David Buckett – ½ yr audit, end of year 2010/11

Proposed by Cllr Perry, seconded by Cllr Mrs Gould that the above payments be made. RESOLVED
 Clerk advised that the cheques approved at the last meeting have not been despatched as the bank mandate forms have only just been fully complete by all BGPC signatories.

79. Saltbins/Winter Plan

- (i) Chairman reported from the recent KHS seminar. Cllr Perry gave further information from the Malling Area Partnership (MAP): further information is awaited.
- (ii) Chairman proposed that, on receipt of further information from MAP 6no additional bins be purchased as soon as possible at a cost of £852 + VAT. RESOLVED.

80. Written reports

Cllr Millener gave a verbal report on a recent Skate Park meeting incl: the Playground Inspector has resigned; it was agreed that BGPC will retain management of the Committee for a further 12 months, but Cllr Davison of Wrotham PC will Chair the next two meetings allowing Cllr Millener time to gain experience; BGPC Clerk has been instructed to remain as Clerk for a further 12 months.

Chairman gave further verbal information from the recent KHS seminar incl: reorganisation of KHS; traffic problems and pedestrian crossings in Borough Green and the bypass. AGREED that Chairman will discuss the bypass situation with Platt PC and then write to the Leader of KCC. Cllr Shaw reported on a meeting with KCC and County Cllr Mrs Dagger re ways of improving the pedestrian crossings. Chairman proposed that up to £1000 be paid to KHS for a survey of a proposed zebra crossing in the High Street o/s NatWest bank. RESOLVED.

All Cllrs had received copies of a written report from T&MBCllr Mrs Murray: this was welcomed and thanks were expressed. T&MBC will be advised of BGPC's support to the concerns raised by T&MBCllr Mrs Murray about the increased parking charges in the Western Rd car park
 T&MBC will be alerted to use of A25 access to/from 80 Maidstone Road.
 T&MBC will be advised of concerns about signage and litter o/s the takeaway in Western Road.

MT

81. Future dates

- (i) Date of the next Meeting Monday 5 September 2011 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 3 September 2011 10 – 12 noon.

SG/GH

82. 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

There was discussion about grounds maintenance staff and it was agreed that they may each work 3hrs max/per week during this current financial year, for specific tasks as required and instructed by the Clerk.

The meeting closed at 22.30 hrs