

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Thursday 12 May 2011 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs C Dobson, Mrs S Gould, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw, M Taylor, M Yianni

There were 2 members of the public in attendance.

All councillors present signed Declarations of Acceptance of Office forms

Action

**1. Election of Chairman**

Cllr Perry took the chair and invited nominations for Chairman, advising that he would not be standing. Cllr Yianni proposed Cllr Taylor, seconded by Cllr Shaw. Voting was 7 in favour, 2 against. Cllr Taylor was duly ELECTED, signed the Declaration of Acceptance and took the chair. Chairman welcomed and congratulated all members and thanked Cllr Perry for his hard work as Chairman for the past 2 years, hoping that a new, harmonious start could be made. Cllr Perry Accepted this with thanks.

2. Apologies for Absence were received from Cllrs L Chown, H Willard, T&MBCllrs D Evans, Mrs S Murray, T Sayer.

**3. Election of Vice-Chairman**

Chairman proposed Cllr Yianni, seconded by Cllr Shaw. Voting was 8 in favour, 1 abstention. Cllr Yianni was duly ELECTED.

**4. 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 21 Cheques for signature - Skate Park maintenance.

Cllr Shaw declared an interest in any discussion about the J5 slips.

5. Minutes of the meeting 4 April 2011: item 200 BGVHMC – Mrs M Vick - delete “Chairman” add “Secretary”. The amended minutes were signed as a true record.

6. Matters Arising None

**7. Election of committees, representatives and working groups**

Facilities Cttee. – Any Cllr may be asked as and when required.

Sports Clubs Liaison – Football: Cllr Willard; Bowls: Cllr Chown

Highways, Footways, Footpaths & Street Lighting - Cllrs Dobson, Harrington and Taylor, with advice from Mr Willsher as and when required.

Finance – Cllrs Mrs Gould, Millener, Shaw and Taylor

Planning Oversight – Cllrs Perry and Taylor

Complaints - Any Cllr may be asked as and when required.

**Potters Mede Environmental – Cllrs Willard and Taylor**

KALC – Cllrs Shaw and Taylor

Parish Alliance - Cllrs Shaw and Taylor

Village Hall Representatives – Cllr Ms Moorecroft

Quarries Liaison – Cllrs Millener, Ms Moorecroft and Taylor

PACT Panel – currently not active but Cllr Taylor if and when required.

Men of Trees - Cllrs Dobson and Harrington, with advice from Mr Willsher as and when required.

Parish Partnership Panel – Cllrs Taylor and Yianni, with Cllr Shaw deputising if and when required.

Basted Mill Public Open Space – Cllrs Dobson and Ms Moorecroft

Skate Park – Cllrs Harrington and Millener

Dry Sports Facility (Wrotham School) – Cllrs Willard and Perry

Potters Mede Steering Group - Cllrs Millener, Taylor and Willard, with assistance and advice from Mr Bailey, Mr Willsher and Mrs McWilliam as and when required.

Websites Liaison - Cllrs Perry and Taylor

CCTV Working Group – Cllrs Dobson and Perry

J5 Slips – Cllrs Perry and Shaw

Malling area Partnership – Cllrs Perry and Shaw

Parish Plan – Cllrs Chown, Dobson, Mrs Gould, Taylor and Yianni

Kent Rail Forum – Cllrs Perry, Shaw and Yianni

**8. Period for Public Consultation**

The Chairman of Wrotham PC was present and asked for liaison between the two councils regarding the replacement of Potters Mede pavilion. Chairman proposed that this be agreed: voting was 8 in favour, 1 abstention. RESOLVED.

A member of the public expressed regret that Cllr Perry was not continuing as Chairman and praised his work. He called for co-operation between all members and hoped that they will work together in an unbiased way, listening to each other.

**9. Planning Matters****Decisions**

TM/10/02787/FL Removal of condition: change of use to allow for hot food take away – 49 High St. Permission granted.

TM/11/00269/LDP LDF: conservatory – 16 Tolsey Mead. LDF granted.

TM/11/00311/FL Demolition of garage & erection of house - 1 Crouch Lane. Permission refused.

TM/11/00469/FL Front & rear extensions – 67 Sevenoaks Road. Permission granted.

TM/11/00526/FL Extension, roof enlargement & parking provision – 100 Sevenoaks Road. Permission granted.

TM/11/00538/FL Retrospective application: change of use from Police house to Police operational use – 24 Wrotham Rd. Permission granted.

TM/11/00570/FL Extension – 17 Station Road. Permission granted.

Clerk explained BGPC consultation procedure.

TM/10/03470/FL 3-storey rear extension + roof enlargement – Southover, 99 Crouch Lane. All observations as before: 1. Attention will be drawn to variance between T&MBC/ applicant's description of the proposal 2. Visual impact needs to be handled sympathetically. 3. Concern that proposed development falls within the Staddleswood area of special character. 4. Concern about uncertainties re.loss of privacy for neighbours: sight lines, overlooking balconies and windows etc. 5. The expertise of T&MBC is relied on for determining what is allowable in this geographic location.

TM/11/00786/FL Detached double garage – 163 Maidstone Road. No observations

TM/11/00880/FL Replacement outbuilding/garage – Rose Cottage, Basted Mill. No observations

**10. Correspondence****Noted:**

KCC	Regular Trading Standards alerts (copies to all Cllrs)
West Kent Watch	Regular newsletters (copies to all Cllrs)
KALC	Minutes of the T&M Area Cttee 17.03.11
Age Concern Malling	Details of Independent Living Scheme
KHS	Current details of 'Find and Fix 3' programme of repairing potholes
T&M Community Safety Ptnrship	Monthly bulletin (copies to all Cllrs)
T&MBC	Area 2 Planning Cttee mtg 14.04.11
Action with Communities in Rural Kent	Rural News no. 101 (copies to all Cllrs)
T&MBC	Coach of the Year Award 2011
KALC	Parish News issue 353
KCC	Third Kent Rail Summit, Maidstone 27.04.11 (copies to all Cllrs)
CPRE	Newsletter Spring 2011

**Wrotham School** Astroturf Photo Shoot – lunchtime Thursday 26 May 2011. Invitation for a BGPC rep. to attend. AGREED that Cllr Perry will endeavour to attend but if unable, Chairman will attend.

**KALC** Clerk's conference Lenham 15.06.11 £60 + VAT. RESOLVED that Clerk will attend

**KCC** Chairman and Cllr Ms Moorecroft will attend the Kent Minerals & Waste Development Framework Stakeholder Meeting for Parish and Town Councils at Lenham Community Centre on Wed. 8 June 09.30 – 12noon. The meetings will focus on the forthcoming M&WDF consultation documents as the consultation is due to commence on Tuesday 31<sup>st</sup> May and will run for 8 weeks. This consultation will include the following development plan documents and the evidence base that has been prepared to inform the plan making process.

- Minerals & Waste Core Strategy at Strategy and Policy Directions Consultation
- Minerals Sites Development Plan Document at 'Options' Stage, and
- Waste Sites Development Plan Document at 'Options' Stage.

SP/MT

MT/PM

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| <p>11. <b><u>Potters Mede Ground Improvements</u></b><br/>                 (i) There was considerable discussion about the need and provision of an additional football pitch. Cemex's offer to provide this, and to assist with the improvement of the existing pitches was outlined. The Cemex Foundation grant already received by Potters Mede Environmental for the improvement of the pitches was explained. AGREED for further consideration at the next meeting when Cllrs Perry and Shaw will put forward the pros and cons.<br/>                 (ii) No further information had been received from Potters Mede Environmental re Cemex assistance with ground improvement works.<br/>                 (ii) No further information had been received from Potters Mede Environmental regarding an Agronomist's report<br/>                 (iv) All for further consideration at the next meeting.</p> | <p><b>SP/TS</b></p>  |
| <p>12. <b><u>Potters Mede Pavilion</u></b><br/>                 (i) A large number of tenders have been received from prospective architects. AGREED that Clerk will open them at 10a.m 13 May 2011 in the Parish Office. Chairman and Cllrs Mrs Gould, Millener and Moorecroft will be in attendance.<br/>                 (ii) AGREED that a recommendation re (i) above will be made to the next meeting.<br/>                 (iii) AGREED that Chairman will talk informally with the Production Manager of H+H Celcon regarding possible support for the new building.<br/>                 (iv) AGREED that Chairman will obtain further details about a possible H+H Celcon factory visit to discuss ongoing mitigation of impact (MT)</p>   | <p><b>MT/SG/<br/>SM/PM</b></p> <p><b>MT</b></p> <p><b>MT</b></p> |
| <p>13. <b><u>Parish Council-owned Street Lighting</u></b><br/>                 In accordance with the resolution at the last meeting, Mr Willsher had advised Clerk on a best value-for-money contract for unmetered supply. The EDF contract has now been terminated and a new contract set up with E-on.</p>   |  |
| <p>14. <b><u>Recreation Ground</u></b><br/>                 A request was received from Woodlands Estate Residents' Assn. to hold a picnic 3-6pm Sunday 26 June 2011 in the ground incl. use of pavilion. RESOLVED that this be agreed on the understanding that the time is altered to 2-5pm and there is effective liaison with the Baptist Chapel who are using the ground later in the day. RERSOLVED that the grounds maintenance staff will be asked to work an additional hour to clean the pavilion between the two bookings.</p>  |  |
| <p>15. <b><u>Standing Orders</u></b><br/>                 Against advice from the Clerk, Chairman proposed that Standing Orders be suspended to enable discussion about suggested amendments, with a view to adoption at the next meeting. Seconded by Cllr Yianni. Voting was 6 in favour, 1 against and 2 abstentions. RESOLVED. Chairman gave all Cllrs copies of his proposed amendments. AGREED that this will be on the agenda for the next meeting, including to resolve to suspend SOs and the 6-month rule. Clerk drew members' attention to SO11, particularly the procedure required by SO11a.<br/><br/>                 Chairman proposed that the meeting be continued under BGPC Standing Orders. RESOLVED.</p>  |  |
| <p>16. <b><u>Parish Plan</u></b><br/>                 Chairman gave all members copies of his updated 2005 Parish Plan. AGREED for discussion and possible adoption at the next meeting.</p>   |  |
| <p>17. <b><u>Parish Alliance</u></b><br/>                 Chairman proposed that he liaises with the Chairmen of neighbouring parishes with a view to the councils forming closer ties for mutual benefit. Seconded by Cllr Shaw. Voting was 8 in favour, 1 abstention. RESOLVED.</p>  | <p><b>MT</b></p>   |
| <p>18. <b><u>Salt Bins</u></b><br/>                 AGREED that Chairman will liaise with KCC/KHS to ratify new sites for next tranche of salt bins.</p>   | <p><b>MT</b></p>   |
| <p>19. <b><u>Pedestrian Crossing Pelicanisation</u></b><br/>                 Chairman proposed that a BGPC letter of support for the BG TAG petition for the pelicanisation of the A25 and A227 pedestrian crossings be sent and that the Chairman and Cllr Shaw present the letter when the petition is delivered to KCC. Seconded by Cllr Yianni. After considerable discussion voting was 8 in favour, 1 abstention. RESOLVED.</p>  | <p><b>MT/TS</b></p>  |

20. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**

There were no written reports but T&MBCllrs Mrs Murray, D Evans and T Sayer had all expressed good wishes to the new council.

Clerk advised of the recent sudden death of the council's internal auditor. In view of the urgency, to meet Audit Commission timescale, RESOLVED that Clerk will take advise from KALC and engage an auditor to complete the 2010/2011 audit.

Cllr Perry reported on the Rail Action Plan for Kent. He will circulate the recent press Statement to all members

SP

21. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

**BACS**

£2689.28	Staff salaries:
£348.91	EDF – street lighting supply, March 2011
£349.35	EDF – street lighting supply, April 2011
£528.22	KCC – Superannuation April 2011
£60.00	J Stephens – Websites maintenance April 2011
£226.94	S Electric Contracting – street lighting maintenance April 2011
£254.41	Wrotham PC – Skate Park maintenance March 2011 + quarterly inspection
£25.37	EDF – Supply, Recreation Ground
£750.00	BGVHMC – Hire of Parish Office April – June 2011
£294.40	Kidmans – Replacement strimmer, Potters Mede
£103.02	Kidmans – Mower maintenance, Potters Mede
£59.63	Solon Security Ltd – Property marking kit (used by Kent Police, as agreed)
£208.34	Staples – Office supplies
£101.40	Zen Internet Ltd - Domain registrations 2011/2012
£36.65	Kent Aluminium Ltd – Grounds maintenance materials PM/RG
£1620.00	Stryker Communications Ltd – CCTV network communication 2011/12

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

RESOLVED that BGPC signatories will be:Cllrs Dobson, Mrs Gould, Millener, Ms Moorecroft,

CD/SG/S  
M/PM

22. **Future dates**

- (i) Date of the next Meeting Monday 6 June 2011 in The Annexe to The Church of the Good Shepherd. Consideration will be given to a possible change of venue in the future.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 June 2011 10 – 12 noon  
Chairman reminded all members that this is an opportunity to view current planning consultations. Cllr Shaw proposed that, during this time, and for a trial period, a table be set up outside the village hall, to encourage more public interest. Seconded by Chairman. Voting was 7 in favour, 1 against and 1 abstention. RESOLVED.

MT/another  
All

All

23. **There were no matters for discussion in committee**

The meeting closed at 21.53 hrs