

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 2 September 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), C Dobson, Mrs S Gould, G Harrington, Ms P Moorecroft, S Perry and T Shaw

There were no members of the public in attendance

77. **Apologies** for absence were received and accepted from Cllrs L Chown, S Millener, H Willard and T&MCllr Mrs S Murray Action
78. **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 93 Chqs. for signature – Skate Park & expenses reimbursement
79. **Minutes of the Meeting 5 August 2013**  
Item 66(vi) Potters Mede Pavilion: at end of item add 'Chairman RESOLVED to suspend SOs to allow Cllr Willard to participate in the discussion'.  
Item 66(viii) Potters Mede Pavilion: at end of item add 'Chairman RESOLVED to resume SOs' RESOLVED that the amended minutes be approved and signed.
80. **Matters arising**  
None
81. **Period for Public Consultation**  
There were no matters
82. **Planning Matters**
- (i) Decisions:  
TM/12/02140/FL 6no dwellings & conversion of PH into 2no dwellings, parking, access and roundabout – Red Lion, Sevenoaks Rd: considered by Area 2 Planning Cttee 14.08.13  
TM/12/02141/LB Conversion of Listed PH into 2no dwellings – Red Lion, Sevenoaks Rd: considered by Area 2 Planning Cttee 14.08.13
- (ii) TM/13/01652/FL extension – 20 Conyerd Road: amended plans & additional information – rendered panel on side elevation, street scene plan and amendments to levels. No observations
- (iii) TM/13/02261/FL replace conservatory with single storey extension– 39 Rock Road. No observations
- (iv) TM/13/02265/LB LBA replace stair, external window bay and porch – 39 Sevenoaks Road. No objections as enhances and is in keeping with the setting and Listed Building
- (v) Chairman advised that the developer is submitting details re the roundabout proposal and a safety audit will be undertaken. Traffic control will be in place before construction work commences.
- (vi) TM/13/02358/RD Isles Quarry redevelopment - details of site investigation re land stability and impact on the margins of the River Bourne and details of further investigations into the existence of soil and ground water contamination on and beneath the site, along with a scheme of proposed remedial and engineering measures to render the site suitable for the permitted end use, and prevent contamination of groundwater and air and water pollution of adjoining land, pursuant to conditions 7 and 25 of planning permission TM/11/01191/FL. Chairman had circulated his notes on the application to all Cllrs and advised that he had requested additional information. There was discussion and particular concern was raised about the stability of the site. AGREED that on receipt of the additional information, Chairman will prepare a draft response and circulate it to all Cllrs for agreement.
83. **Correspondence**  
**Noted:**  
Kent Can Regular newsletters and funding alerts (copies to all Cllrs)  
KCC Regular Trading Standards alerts (copies to all Cllrs)  
Rural Services Network newsletters (copies to all Cllrs)  
KALC DCLG Consultation - Registration of new town or village greens: proposed amendments to the Commons Act 2006 (copies to all Cllrs)  
KALC DCLG Consultation - Greater Flexibilities for change of use (copies to all Cllrs)  
T&MBC Letter from The Rt Hon Don Foster MP re Post Office Community Enterprise Fund (copies to all Cllrs)  
KALC DCLG Guidance on Illegal and unauthorised traveller sites (copies to all Cllrs)  
T&MBC Area 2 Planning agenda 14.08.13 (copies to all Cllrs)  
KCC Bus updates July 2013 (copies to all Cllrs)

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'.

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

KALC Kent Fire & Rescue news update (copies to all Cllrs)  
 Kent Police News in Kent publication (copies to all Cllrs)  
 T&MBC Updated corporate performance plan 2012/15 (copies to all Cllrs) available at  
<http://www.tmbc.gov.uk/services/council-and-democracy/performance/council-performance-indicators>  
 KALC DCLG summary of responses on extending permitted development rights for mobile connectivity  
 In England (copies to all Cllrs)  
 Rural Services Network Rural Fair Share Petition (copies to all Cllrs)  
 Wrotham PC Skate Park Inspection Report July 2013 (copies to all Cllrs)  
 T&MBC Mayor's charity karting evening (copies to all Cllrs)  
 Kent CAN Newsletter (copies to all Cllrs)  
 T&MBC Street naming 64A Annetts Hall (copies to all Cllrs)  
 BMPOS Agenda 03.08.13 (copies to all Cllrs)  
 T&MBC PPP agenda 05.09.13 (copies to all Cllrs)  
 KALC Request for comments on the DCLG consultation paper 'Planning for sustainable waste  
 management' (copies to all Cllrs)

**T&MC** AGREED that Chairman and Cllr Shaw will attend a Local Plan Event 26.09.13 (copies to all Cllrs)

**Malling Scout District** Chairman will attend the 'Oscars Evening' 21.09.13, East Malling (copies to all Cllrs)

**KCC** AGREED that Chairman will attend the Parish & Town Council Seminar 04.10.13, West Kingsdown  
 (copies to all Cllrs)

MT/TS

MT

MT

84. **Potters Mede Grounds**

- (i) Chairman advised that the football pitches have been marked and goalposts, dugouts and benches will be installed this week. RESOLVED that ballast and cement will be purchased and a digger hired for one day in this connection.
- (ii) Noted that to conform with legal and safety measures, safety stop systems are required for the electric gate: this will incur additional unforeseen expenditure. RESOLVED to accept the quotation from Electric Gates UK in the sum of £983.67 + VAT for the purchase and installation of an electrically controlled entrance gate. AGREED that the gate will be closed automatically between 08.30 – 09.30hrs and again for 45 mins in the afternoon. Warning signs will be displayed.

MT

MT

85. **Potters Mede Pavilion**

- (i) Carpeting has been laid and sincere thanks were expressed to all volunteers who worked so hard, particularly senior members of BGJFC. In recognition it was RESOLVED that no charge would be made for use of the facilities for the fundraising evening 5 Oct 2013.  
 Chairman advised of snagging work and final tasks to complete the building  
 Building Control Completion Inspection and amended Planning permission certificates are awaited.
- (ii) RESOLVED to insure the building w.e.f handover on 07.09.13 for £750,000 + £20,000 fixtures and fittings + £3,000 CCTV with Zurich Municipal at a pro rata premium of £1,342.54
- (iii) Final details for the Official Opening and Public Open Day were agreed. A 'heroes board' and a commemorative plaque will be unveiled by Rt Hon Sir John Stanley MP: wording agreed.  
 RESOLVED that refreshments will be provided by Catering Artist (Picnic Penny) at a cost of £400  
 Grateful thanks were expressed to Mrs Perry for her very kind offer to donate bouquets for presentation to Lady Elizabeth Stanley and the Mayoress.
- (iv) RESOLVED to approve a final payment to A Rothwell in the sum of £2,685 for decorating work  
 RESOLVED to release retentions to Maycock & Bennett and EA Services.
- (v) Clerk advised that the building valued by the Valuation Office Agency and will likely be subject to business rates w.e.f 07.12.13
- (vi) Chairman confirmed that he is compiling a complete set of operational and maintenance manuals which will be kept in the building.
- (vii) Councillors thanked the Chairman, Mike Taylor, for his commitment, dedication and extreme hard work in the rebuilding of Potters Mede and for obtaining and using resources to obtain the best possible value-for-money for the community. Chairman thanked the councillors and Clerk for their support and hard work. Clerk congratulated the council on the result and offered apologies and good wishes for the opening as she is unable to attend due to a long-standing commitment.

MT

86. **Recreation Ground**
- (i) Chairman advised that he met contractor on site to finalise boundary fencing 11/13 Lendon Road. Arrangements will be made with the resident for the work to be undertaken.
  - (ii) No further information has been received regarding possible use of the Memorial Pavilion as a coffee shop
  - (iii) All Cllrs had received copies of the draft accounts for the recent Charity Fun Day which were noted. It is understood that the event may well be repeated next year.
87. **Clerk's Salary**  
Chairman proposed that the Clerk's salary be increased by 1% w.e.f 01.04.13 in accordance with the agreed approve 2013/12014 national salary awards. RESOLVED. Noted that the last increase was 01.04.09
88. **Financial Matters**
- (i) All Cllrs had received copies of the 4m budget outturn which will be considered by the Finance Cttee
  - (ii) RESOLVED to draw-down the £50,000 balance of the previously agreed Public Works Loan Board loan for Potters Mede.
  - (iii) In view of the expenditure on Potters Mede the council's reserves are greatly reduced, therefore RESOLVED no action at present to reinvest any money.
  - (iv) A meeting of the Finance Cttee will be held on Wednesday 25 September 2013 at 7.30pm.
89. **Staff Training**
- (i) Chairman advised that Groundsman's in-house training on 'operation of ride-on mowers' is progressing well and will be continued
  - (ii) All Cllrs had received details of available training courses on the 'safe use of chain saws' and felling of small trees. RESOLVED that Groundsman will undertake the combined 3-4 day course at Kingswood Training Services, Shipbourne at a cost of £822.25
90. **Isles Quarry and 2005 Parish Plan**  
No report
91. **Traffic Matters**
- (i) All Cllrs had received copies of reports from J Clubb Ltd and H+H on the Joint Traffic Initiative meeting 25.07.13. Chairman gave further information and there followed discussion. Noted that Ightham PC which to be involved.
  - (ii) Responses from Platt and Wrotham PCs on Speedwatch and suggested traffic speed-related signs are awaited.
  - (iii) All Cllrs had received copies of the new CCTV Code of Practice
92. **Kent Police**
- (i) All Cllrs had received an update on the relocation of officers from Borough Green to Kings Hill.
  - (ii) All Cllrs had received a report from the BGPC Chairman on a recent meeting with the Kent Police & Crime Commissioner, Ann Barnes and her reply to the Chairman's report. There was some discussion
93. **Cheques for Signature**
- BACS:**
- |           |  |
|-----------|--|
| £398.41   | E-on – street lighting supply July 2013                  |
| £3248.23  | Staff salaries August 2013                               |
| £1268.96  | KCC - Superannuation August 2013                         |
| £56.00    | T&MBC – Memorial Pavilion rates September 2013           |
| £226.94   | SE Contracting – Street lighting maintenance August 2013 |
| £96.50    | Kent Aluminium – Maintenance materials, Rec Gd. & P Mede |
| £60.00    | J Stephens – Websites maintenance August 2013            |
| £70.99    | Wrotham PC – skate park maintenance July                 |
| £280.80   | Viking Direct – storage racking, Potters Mede            |
| £28.50    | Kidmans – strimmer supplies, Rec Gd                      |
| £1,342.54 | Zurich Municipal – P Mede Insurance                      |
| £17.04    | KCC – Protective clothing, grounds maintenance           |
| £1388.04  | EDF – supply, Potters Mede                               |
| £53.79    | EDF – supply, Recreation Ground                          |

**Cheques for signature (Continued)****D/D:**

£2,752.67.00 PWLB – No 1 loan 6m repayment

3710	£199.33	EJ Cocker – replace broken window, Potters Mede
3711	£2286.36	Hugh Pearl (Land Drainage) Ltd – release of retention, Potters Mede
3712	£720.36	M Taylor notice boards and signs, Potters Mede reimbursement
3713	£845.40	Henry Cooch & Son Ltd – steel for dugout/shelters and goalpost sockets, Potters Mede
3714	£11,116.80	Southern Counties Fencing & Landscape Ctrs Ltd, Fencing and gates, Potters Mede
3715	£3213.60	Brook Security Ltd – CCTV, Potters Mede
3716	£77.00	Cash – Rec Gds Imprest a/c reimbursement
3717	£98.74	Henry Cooch & Son Ltd – paint for dugout/shelters and goalpost sockets, Potters Mede
3718		cancelled
3719	£1180.40	M Taylor – electric gates equipment, Potters Mede reimbursement
3720	£2685.00	A Rothwell – decorating, Potters Mede (final)
3721	£400.00	Catering Artists Ltd – refreshments, official opening, Potters Mede

**Bank reconciliation July 2013**

B/F July 2013	80957.11
Receipts July 2013	<u>458.38</u>
	81415.49
Less Payments May 2013	<u>45338.48</u>
c/f 31/07/13	<u>36077.01</u>

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

**94. Written reports**

- (i) Cllrs Dobson and Harrington will inspect and report on defective lights on The Landway and Quarry Hill Road.
- (ii) Noted that a request has been received for a Boules Court at the Recreation Ground.

CD/GH

**95. Future dates**

- (i) Date of the next Meeting Monday 07 October 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 5 October 2013 10 – 12 noon

All

GH/TS

- 96. There were no confidential matters for discussion.

The meeting ended at 9.01 pm