

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 November 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, S Millener, Ms P Moorecroft, S Perry, T Shaw and M Yianni (7.50pm)

There were no members of the public in attendance

116. **Apologies** for absence were received and accepted from C Dobson, Mrs S Gould, G Harrington, H Willard and T&MBCllr Mrs S Murray
117. **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 131 Chqs. for signature – Skate Park & expenses reimbursement
118. **Minutes of the Meeting 7 October 2013**
RESOLVED that the minutes be approved and signed.
119. **Matters arising**
107(iv)(c) Clerk is awaiting Police response re whereabouts of the second CCTV camera
120. **Period for Public Consultation**
There were no matters
121. **Planning Matters**
(i) Decisions:
TM/13/00352/FL replacement industrial building - Mayhew Motors Ltd, 106 Maidstone Rd. Appeal lodged
(ii) TM/13/03013/RD acoustic proposals, landscaping, drainage, materials, boundary treatment and contamination advice – 1 Crouch Lane. No observations
(iii) TM/13/03081/FL extension, loft conversion and roof extension – 29 Station Rd. No observations
(iv) TM/13/03218/FL replacement porch – 19 Abbott Road. No observations
Cllr Yianni arrived
(v) A-Z site, Fairfield Road: all Cllrs had received copies of the Chairman's notes on the recent Local Plan meeting where he raised the subject of the possible redevelopment of this site. There followed some discussion about the relative merits of industrial and/or housing.
122. **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)
Skate Park Minutes of the mtgs 10.07.13 and 30.10.13 + budget outturn to 30.10.13 (copies to all Cllrs)
KCC Skate Park inspection report Oct. 2013 (copies to all Cllrs)
T&MBC Letter of thanks for Playscheme donation
BGVHMC New charges w.e.f 01.01.14 (copies to all Cllrs)
Waterfront Neighbourhood Planning national conference (copies to all Cllrs)
KALC DCLG notes on Neighbourhood Planning – edition 7 (copies to all Cllrs)
Kent Police Crime Commissioner's Newsletter, October (copies to all Cllrs)
KALC Annual Report 2012/13
CPRE AGM agenda 20.11.13 + magazine autumn/winter 2013
Kent Police Rural Matters magazine
T&MBC Area 2 Planning agenda 30.10.13 (copies to all Cllrs)
Kent Police Monthly crime report (copies to all Cllrs)
KALC Brandon Lewis response re referendum principles for parish/town councils (copies to all Cllrs)
T&MBC Street naming 68A Western Road
T&MBC Review of Polling Districts & Polling Places : comments due by 24.01.14 (copies to all Cllrs)

KCC Temporary road closure – Rock Rd 10 days from 02.12.13 (copies to all Cllrs) KCC's attention will be drawn to the apparent discrepancy of the alternative route – 'High St' should read 'Quarry Hill Road'

Action

Correspondence (Continued)

KALC Agenda for AGM 23.11.13 Aylesford: 2 reps invited to attend. AGREED that Chairman will attend

MT

KALC Request for completion of survey on Highways & Transportation service delivered by KCC. All Cllrs had received copies + the Chairman's draft response which was AGREED with additional comments re the High St pedestrian crossing and signage. Chairman will circulate a draft letter to accompany the survey response.

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KALC 'Standing for Election in the UK' consultation paper available at www.electoralcommission.org.uk/comments requested by 18.12.13 (copy to all Cllrs) Chairman will consider response required.

MT

A Godburn/Hornet Engineering All Cllrs had received copies of correspondence incl responses from BGPC Chairman re HGVs using Quarry Hill Road. There was some discussion and it was strongly agreed that every opportunity must be taken to ensure that the planning authority does not allow commercial vehicles of any weight to use Quarry Hill Road.

123. **Potters Mede Grounds**

- (i) All Cllrs had received copies of a report from the Groundsman on the condition of the ground which Chairman will forward to Mr Bailey and to Pearl Drainage Ltd who are liaising. Despite heavy rain recently the pitches are draining well.
- (ii) Further to the Agronomist's report RESOLVED to accept a quotation from Landscape Services in the sum of £2170 + VAT to weed spray (incl Rec Gd), spike on four occasions and fertilise on four occasions during the next 12 months.

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124. **Potters Mede Pavilion**

- (i) RESOLVED that 2no signs re dog walking be purchased at a cost of £98.
- (ii) Chairman advised that keys have now been rationalised
- (iii) Noted that the 'no touch' toilets and taps are very heavy on batteries. Chairman will discuss this with the supplier, Kent Aluminium..
- (iv) A quotation is awaited for lighting in the containers
- (v) Broadband installation is scheduled for 3 December 2013
- (vi) RESOLVED to instruct Syngenta to provide and Energy performance Certificate at a cost of £175.
- (vii) An invoice will be sent to Platt for the 13no sheets of Heras fencing sold to them @£18/sheet. Chairman will advise Clerk whether invoice to be sent to Platt PC or Platt Memorial Hall Cttee.

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MT

125. **Recreation Ground**

- (i) All Cllrs had received copies of e-mail correspondence with the family of the owner of 13 Lendon Rd re use of the BGPC land to the rear of the property. After discussion RESOLVED to ratify the previous decision to make a £50 administration charge. On receipt of this payment the fencing between the BGPC land at 11 and 13 Lendon Rd will then be replaced.
- (ii) RESOLVED to accept the quotation from Landscape Services to weed spray the ground – as at item 123(ii) above.

126. **Borough Green Chamber of Commerce Christmas Lights Committee**

A written request for a financial contribution towards this year's lights was received. The details of the letter were noted. After some discussion agreed that consideration may have to be given in future years to increased BGPC funding if T&MBC should cut their financial assistance towards this project. RESOLVED to make a donation this year of £800, as budgeted.

127. **Winter Plan**

- (i) RESOLVED to accept H+H's quotation to supply bulk salt @ £75/tonne which is a considerable saving of £50 on the current supplier's cost. Chairman will action.
- (ii) The 2no new bins have been ordered.
- (iii) Noted that siting a bin on land at the Fire Station would be possible. For possible future consideration.

MT

128. **Isles Quarry and 2005 Parish Plan**

- (i) Chairman reported from the recent Local Plan meeting where he strongly urged for full communication/liaison with BGPC
- (ii) Every opportunity will be taken to reinforce that IQW related traffic must use the haul road and not Quarry Hill Road

129. **Sustainable Communities Act 2007**

All Cllrs had received copies of an invitation from NALC to attend and speak at a meeting of the Local Democracy All Party Parliamentary Group on 11 December 2013. Cllrs Perry and Shaw were thanked for offering to attend but AGREED that Chairman will attend. His brief on the session entitled 'Parish Proposals Under the Sustainable Communities Act 2007' was agreed.

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130. **Basted Mill Public Open Space**

- (i) Chairman has liaised with the Chairpersons of the other participating parish councils regarding financial contributions for 2014/2015. He proposed that the BGPC representatives be given the mandate to set contributions as required on an annual basis taking into account projected expenditure and level of reserves held. The amount will be ratified by BGPC each year in time for the council's budget meeting. RESOLVED.
- (ii) All councillors had received copies of a letter from the Chairman to BMPOSJC urging the committee to press for a planning condition requiring the developer of Isles Quarry West to install silt traps.

131. **Cheques for Signature****BACS:**

£3260.69	Staff salaries October 2013
£1274.24	KCC - Superannuation October 2013
£253.77	Kent Aluminium – Maintenance materials, P Mede
£60.00	J Stephens – Websites maintenance October 2013
£215.99	KCC – vacuum cleaner, Potters Mede
£614.25	BGVHMC – Hire of hall lunch club July – Sept 2013
£226.94	SE Contracting – Street lighting maintenance September 2013
£3026.40	How Green Nursery – hanging baskets 2013 (final)
£226.94	SE Contracting – Street lighting maintenance October 2013
3738	£800.00 BG Chamber of Commerce Christmas Lights Cttee – donation
3739	£123.75 Cash – road tax Nov 2013 –April 2014 BGPC vehicle (reimbursement)
3740	£46.00 Brands Hatch Morgans Ltd – BGPC vehicle MOT
3741	£66.67 COGS – donation, use of room October & November 2013
3742	£130.00 M Taylor – refrigerator, Potters Mede (reimbursement)
3743	£101.11 B Glew – Rec Gds + vehicle materials/fuel reimbursement
3744	£111.11 M Taylor – building sundries, Potters Mede (reimbursement)
3745	£450.00 Craigdene Ltd – Playground inspection training and examinations
3746	£70.06 Cash – Rec Gds Imprest a/c reimbursement

Bank reconciliation September 2013

tba

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

132. **Precept 2014/2015**

AGREED that consideration will be given to budgeting for:

- Traffic improvement Initiative
- Ride-on mower
- Possible future funding of Christmas lights
- Possible continuation of CCTV arrangements

133. **Written reports**

- (a) A short report from T&MBCllr Mrs S Murray was read and noted
- (b) Cllr Perry reported from the recent Local Plan meeting: T&MBC will be arranging joint meetings with 2/3 neighbouring parishes to discuss further.
- (c) Chairman reported that the 3G pitch committee is being reorganised to provide better management. This proposal is endorsed by BGPC.

134. **Future dates**

- (i) Date of the next Meeting Monday 2 December 2013 commencing at 7.30 pm. **at POTTERS MEDE.** This will be a one-off occurrence.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 30 November 2013 10 – 12 noon

All

MT/PM

135. There were no confidential matters for discussion.

The meeting ended at 9.05 pm

