

DRAFT MINUTES

Prior to the meeting PC D Allen gave her report' advising that there had been a relatively low level of local crimes during the past month and explaining changes to deployment of local Police officers. Cllrs did express some concern about the apparent lack of officers patrolling the village but PC Allen gave assurance that the area was well covered.

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 1 October 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, , G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw and M Yianni
There were no members of the public in attendance.

- | | <u>Action</u> |
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| 98. <u>Apologies</u> for absence received from Cllrs Mrs S Gould, H Willard and T&MBCllr Mrs Murray | |
| 99. <u>Declarations of Interest</u>
In the course of normal business being conducted all Cllrs 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.

There was discussion about the possible future amendment of the above BGPC standard declaration. AGREED that Cllr Perry will prepare a draft which will be circulated to all Cllrs and then sent to the Monitoring Officer and KALC for comments before adoption.

Subsequent to allegations at previous meetings about possible breaches of The Code of Conduct, Chairman advised that he had liaised with the Monitoring Officer who had given written advice which was read. AGREED that an future such concerns must be addressed direct to the Monitoring Officer and not brought to a parish council meeting. | SP |
| 100. <u>Minutes of the Meeting 3 September 2012</u>
All members had received copies of the minutes. RESOLVED that the minutes be accepted and signed. | |
| 101. <u>Matters Arising</u>
93 Noted that some updating of the website has been done but the Chairman's report is still out-of-date. Clerk will send another instruction to the webmaster.
97 Chairman advised that he had instructed the Groundsman to carry out duties at the Skate Park during August 2012 amounting to 11hrs. RESOLVED to recharge these costs to the Skate park Cttee. | |
| 102. <u>Period for Public Consultation</u>
Chairman advised that the Environment Agency will be clearing the River Bourne through Borough Green. The survey of the ditch alongside Griggs Way is still awaited.
Chairman advised that following a request from a resident, he is ascertaining the cost of having a village sign. Action AGREED. | MT |
| 103. <u>Planning Matters</u>
(i) <u>Decisions</u> None
(ii) TM/12/00446/FL external fire escape, 1 st flr window + mounted AC units – Unit 14 Bourne Enterprise Centre: amended plan for information only. Noted
(iii) TM/12/02565/FL roof enlargement and widening of dormers – 115 Maidstone Road. No objections but windows facing adj property should be obscure and non-opening.
(iv) TM/12/02579/FL removal of temporary permission: change of use of 3no 1 st flr rooms to osteopathic clinic unit 1 Bourne Enterprise Centre. No observations.
(v) TM/12/02606/FL demolish office building and construct 2no dwellings – 15 Quarry Hill Road. Observations: applicant should work with Planners re aesthetical details. Attention is drawn to cumulative effects on the AQMA. Adequate parking arrangements should be provided.
(vi) KCC/TM/0293/2012 additional Silo for recycled block material – Ightham Sandpits: consideration was given to comments from KCC plus a report from the Chairman. The Revised Supporting Statement had been received: noted that the description now reads "Installation of an additional slurry tank for the storage of PFA slurry". After considerable discussion Chairman read a proposed draft response: amendments were agreed. Chairman proposed that the amended response be submitted, seconded by Cllr Shaw. Voting was 8 in favour, 1 abstention. RESOLVED.
(vii) TM/12/02141 conversion of PH into 2no dwellings – Red Lion PH, Sevenoaks Road. All Cllrs had received copies of the Chairman's report on his recent meeting with T&MBC/KHS officers plus copies of a proposed response.
Cllr Millener left the meeting for a short while during considerable discussion.
Amendments to the proposed response were agreed and it was RESOLVED to submit. | |

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'.

104. 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)
 T&MBC/KALC DCLG consultation on 'Council tax base & funding for local precepting authorities' available at www.communities.gov.uk/publications/localgovernment/localpreceptconsult + draft KALC response (copies to all Cllrs).
 KALC Chairmanship mentoring scheme re-launch 03.09.12 (copies to all Cllrs)
 KCC Monthly bus updates August (copies to all Cllrs)
 KALC Learning & Development Update Sept. 2012 (copies to all Cllrs)
 Highways Agency Publicity re M25 J5-7 Managed Motorway Improvement Works (copies to all Cllrs + displayed)
 BG Young Explorers Note of thanks for recent financial donation (copies to all Cllrs)
 T&MBC Clean Kent Watch notice (copies to all Cllrs + displayed)
 NHS West Kent Event 'Shaping the Future' 09.10.12 (copies to all Cllrs)
 T&MBC T&M Crime Prevention Panel 24.09.12 agenda + minutes of last mtg (copies to all Cllrs)
 CPRE Magazine Autumn 2012
 Kent Police Policing update subsequent to PPP meeting Sept. 2012 (Copies to all Cllrs)
 T&MBC Joint Transportation Board meeting 24.09.12 agenda
 T&MBC PPP Meeting 06.09.12 minutes & associated presentations (Copies to all Cllrs)
 T&MBC Temporary road closure: BG Lights Festival 24 November 2012 (Copies to all Cllrs)
 KALC Social Care White Paper: KALC draft response (Copies to all Cllrs)
 KCC/KALC KCC Budget consultation: available at www.kent.gov.uk/budgetviews or www.kent.gov.uk/your_council/council_spending/budget_proposals.aspx (Copies to all Cllrs)
 Kent Downs AONB Draft Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) report for the Kent Downs
 AONB Management Plan (Copies to all Cllrs)
 KALC KALC/Kent Fire & Rescue Service Workshop – Maidstone 27.10.12 (copies to all Cllrs)
 Kent Police Crime prevention guides for residents available at www.kent.police.uk/yourguide (copies to all Cllrs)

KHS Invite/agenda for parish seminar 08.10.12 Longfield (copies to all Cllrs) Chairman and Cllr Shaw will attend

MT/TS

Mrs Goggin Request for north facing bus stop A227 opp Wye Rd (copies to all Cllrs) Noted that T&MBCllr Mrs Murray has progressed this: AGREED that Clerk will liaise with her and with Chairman to send a letter of support. It was suggested that land may be available for this purpose from an adjacent landowner.

MT

KALC Council tax base & funding for local precepting authorities: KALC draft response (copies to all Cllrs) Chairman will draft a letter of response.

MT

KCC Chairman had advised all Cllrs of his correspondence with KCC re the 'Unicycle' sign in The Landway and explained its significance. AGREED to send a letter to KCC supporting its permanent retention.

105. Potters Mede Ground Improvements

- (i) Chairman gave a progress report: the contract has now been completed although an additional small French drain is required. RESOLVED that this be agreed. Sincere thanks were expressed to Mr Bailey for his long-term commitment, expertise and generosity with this project.
- (ii) Consideration will be given as to how the balance of the PME funds will be used.

106. Potters Mede Pavilion

- (i) Chairman gave a progress report on internal works. RESOLVED to approve payment of an invoice from EA Services in the sum of £5144.44 + VAT for the supply of an air pump which we be released when the delivery has been checked and certified by the architect and Chairman. RESOLVED to approve a stage payment of £922.45 + VAT to Maycock & Bennett for work to date. RESOLVED to approve an interim payment of £1723 + VAT to SV Electrical for electrical work.
- (ii) All Cllrs had received notes of a meeting of the Steering Group 15.09.12
- (iii) Quotations for plastering work had been received in the sums of £19122, £19266 and £19300 from Bartons; Kent Drywall and Seamus. Chairman proposed that the quotation from Bartons in the sum of £19122 be accepted. RESOLVED.

MT

Potters Mede Pavilion (Continued)

- (iv) All Cllrs had been advised of urgent fencing works required. RESOLVED to ratify acceptance of the quotation from Southern Counties Fencing in the sum of £1056.00 + VAT. Noted that barbed wire had not been used.
- (v) Noted that Building Control approval has been received for internal and external staircases and for use of the loft as a useable public space. Chairman gave details of the works required. There was some discussion about surfacing the car park and use by Wrotham School and users of the 3G pitch. For further discussion under item 115 of the agenda.
- (vi) Chairman estimates that expenditure to date is £229,115 + VAT
- (vii) RESOLVED to approve a stage payment of £1068.75 + VAT to Maycock & Bennett for deposit for exterior stair door and supply of staircase. Payment to be made on receipt of written certification by the architect and Chairman that the work has been satisfactorily completed and the payment recommended.
- (viii) AGREED that Potters Mede pavilion will be added to the council's current insurance schedule at handover. However, alternative insurance quotations will be obtained next spring.

MT

107. **Recreation Ground**

- (i) AGREED that Chairman will consider relocation of cherry tree to the south end of the ground near the ball park.

MT

Cllr Harrington left the meeting.

108. **2005 Parish Plan**

- (i) The full Barrister's Opinion has not yet been received.
- (ii) No further action at present

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

A letter of request for a financial contribution towards this year's Christmas lights was read. RESOLVED to make a contribution of £800.

Cllr Millener left the meeting.

110. **Parish Partnership Panel Meeting 6 September 2012**

- (i) All Cllrs had received copies of a letter from T&MBC about the Council Tax Reduction Scheme which was discussed at the PPP meeting: Chairman reported. AGREED to await consultation.
- (ii) Noted that the Standards Cttee will decide on the appointment of the Chairperson of Hearing Panels.
- (iii) All Cllrs had received notes from Chairman and Cllr Shaw on the PPP meeting together with T&MBC's written response to a series of questions raised by KALC.

111. **Code of Conduct**

After some discussion AGREED to await T&MBC ratification of item 110(ii) above before adopting the T&MBC Joint Standards Cttee system.

112. **Cheques for signature****BACS:**

£368.53 E-on – street lighting supply, August 2012
 £13382.46 Maycock & Bennett Ltd - Potters Mede construction works w.e. 14.09.12
 £ 2721.62 Staff salaries September 2012
 £55.00 T&MBC – Rates Memorial Pavilion, September 2012
 £528.22 KCC - Superannuation September 2012
 £60.00 J Stephens – Websites maintenance September 2012
 £226.94 SE Contracting – Street lighting maintenance August 2012
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 £13.01 KCC – Grounds maintenance supplies
 £194.62 Wrotham Parish Council – Skate Park maintenance contribution August 2012
 £1500.00 BGVHMC - Hire of Parish Office July - Dec 2012
 £251.32 Staples – Office supplies
 £1106.94 Maycock & Bennett Ltd - Potters Mede construction works w.e. 28.09.12

- 3600 £660.00 Audit Commission – Audit fee 2011/12
- 3601 £55.45 Hugh Pearl (Land Drainage) Ltd – P Mede ground improvements interim payment /1
- 3602 £117.25 Cash – Rec Gds Imprest a/c reimbursement
- 3603 £2067.60 SV Electrical - electrical works, Potters Mede (interim payment)

Cheques for signature (Continued)

3604	£1267.20	Southern Counties Fencing & landscaping Ctrs Ltd - Fencing – Potters Mede
3605	£623.97	T&MBC – 2012 Playscheme donation
3606	£800.00	Borough Green Chamber of Commerce Christmas Lights Cttee – Lights donation
3607	£6173.33	EA Services (SE) Ltd – Air to air heatpump supply, Potters Mede
3608	£103.53	Cash: Petty Cash & tel./broadband reimbursement July - Sept 2012

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

Following advice from the Internal Auditor, AGREED that it is in order to accept invoices for payment displaying a different address other than the council's official address, provided that the invoice is made out to BGPC.

Further AGREED that large amounts of income received will be detailed on the monthly cheques list.

113. Written reports

- (i) Comments from T&MBCllr Mrs Murray re the possible development of Isles Quarry application and associated e-mails from the Chairman had been circulated to all Cllrs: noted that a revised planning application has not yet been received. If and when it is, normal consultation procedures will take place and it is likely that a briefing meeting will be held to which the Chairman will be invited. Area 2 Planning Cttee meeting as a partial redesign is being submitted by Crest.
- (ii) It was noted that Kent Highways Services is seriously considering installing an official pedestrian crossing in the High Street, outside NatWest Bank.
- (iii) Cllr Shaw reported on the recent Joint Parishes Traffic Consultation Group meeting.
- (iv) Chairman advised that T&MBC is investigating recent additions to the NHS Clinic in Quarry Hill Road and planning requirements.

114. Future dates

- (i) Date of the next Meeting Monday 5 November 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 3 November 2012 10 – 12 noon

115. 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

Chairman advised of contractors and amounts of two quotations received for surfacing Potters Mede car park. A third is awaited. Some consideration was given to the [possible financing of the project.

The meeting closed at 22.09 hrs

MT/PM