

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 9 January 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, Mrs S Gould, G Harrington, S Perry, T Shaw, M Yianni
There were no members of the public in attendance

153. **Apologies** for absence were received from Cllrs S Millener, Ms P Moorecroft, H Willard, and T&MBCllr Mrs S Murray

Action

154. **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 164(iii) Grounds maintenance – purchase of trailer

Cllr Taylor declared an interest in item 165 Cheques for signature – Skate Park

Cllr Taylor declared receipt of the gift of a leather-bound diary from Gallagher Estates

155. **Minutes of the Meeting 5 December 2011**

All members had received copies of the minutes. Item 150(iii) delete 'Joint Parishes Consultation' Group add 'J5 Slips' Group. RESOLVED that the amended minutes be approved and signed.

156. **Matters arising**

150(vii) All Cllrs had received copies of a draft letter to KCC on 'Saving our Libraries'. AGREED

150(x) All Cllrs had received copies of a request, in the form of a question, for a PPP agenda item on 'Air Quality Management'. There was some discussion about the wider issue – not just traffic-related. AGREED to await the response from the PPP meeting.

150(xi) AGREED that the CEO of Kent Fire and Rescue Services will deliver a presentation to BGPC 7pm Monday 6 February 2012, immediately prior to the next parish council meeting.

All

157. **Period for Public Consultation**

There were no matters raised.

158. **Planning Matters**

(i) **Decisions:**

TM/11/02817/FL Temporary change of use of garage to dog grooming area (retrospective).
Permission granted.

TM/11/02910/FL Rear extension- The Black Horse PH, Maidstone Road. Permission granted.

(ii) TM/11/00794/FL Change of use of buildings for storage and office purposes, and change of use of weighbridge to lorry car park – Ightham Sandpit. Observations: No objection to conversion but lorry park must only be for H+HG Celcon and its contractors.

(iii) TM/11/02135/FL Shutter blind (retrospective) – 33 High Street. No observations.

159. **Correspondence**

Noted:

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)

KCC Health Overview & Scrutiny Cttee Notes Dec. 2011 (copies to all Cllrs)

Navigus Planning Journal of Local Planning Issue 5 (copies to all Cllrs)

Action with Communities in Rural Kent Rural newsletter 110 (copies to all Cllrs)

Kent County Playing Fields Newsletter winter 2011 (copies to all Cllrs)

Rural Services Network Newsletter 03.01.12 (copies to all Cllrs)

KALC Magazine winter 2011, newsletter Dec. 2011 (copies to all Cllrs), Kent Forum Briefing No 4 (copies to all Cllrs) + mins of the mtg 17.11.11 (copies to Cllrs Taylor and Shaw)

CPRE Field Work newsletter winter 2011

English Rural Hsg Assn Newsletter winter 2011

KCC Kent Cultural Strategy Action Plan (phase 2) (copies to all Cllr)

T&MBC Minutes of the PPP mtg 01.12.11 + copies of presentations (copies to all Cllrs)

Navigus Planning Journal of Local Planning – Issue 5 (copies to all Cllrs)

KCC Health Overview & Scrutiny Cttee notes Nov. 2011 (copies to all Cllrs)

T&MBC Crime Prevention Panel minutes 28.11.11 (copies to all Cllrs)

KALC Briefing on Queen's Diamond Jubilee Beacons (copies to all Cllrs)

KCC Regular Trading Standards alerts (copies to all Cllrs)

Correspondence (Continued)

KCC Consultation on the KCC Household Waste Recycling Centre Service: consultation document on the review of the service is available at www.kent.gov.uk/hwrcconsultation (as circulated and reported to the last BGPC mtg). AGREED that no BGPC response will be made but individual views on the proposals can be made to KCC by 9 February 2012.

T&MBC Consolidation of T&M on-street traffic reg. Orders (copies to all Cllrs) No on-street changes – purely procedural measure carried out periodically to consolidated several existing documents. AGREED no BGPC response as the local parking review is still awaited. There was some discussion about parking problems in Fairfield Rd, particularly blocking of disabled access. AGREED that any written complaints from residents will be passed to T&MBC.

H+H Celcon A reply to the council's letter about speeding/uncovered vehicles was read: noted that the company has reinforced with drivers about responsible driving and will continue to monitor the situation. Feedback would be welcomed. AGREED that specific vehicle/driver details will be noted.

KCC Member Community Grant scheme (copies to all Cllrs): RESOLVED to apply for a £1250 grant in respect of reimbursement to a resident of Basted Mill for highway maintenance undertaken; supply of BGPC saltbins and contribution to Wrotham PC for gritting machine

T&MBC Community Enhancement Fund (copies to all Cllrs): RESOLVED to apply for a grant of £500 for a Jubilee beacon and £1500 towards the Jubilee/Olympics celebrations, particularly additional hanging baskets and a new flagpole.

160. Potters Mede Ground Improvements

- (i) Noted that Mr Bailey, Chairman of Potters Mede Environmental, has been liaising with the contractor: it is hoped that ground improvement works will commence in early April if ground conditions are suitable. There are still ongoing discussions about the possible availability of sand from the adjoining landowners.
- (ii) RESOLVED that it will be confirmed to PME that BGPC funds are now in place to enable completion of the whole project.

161. Potters Mede Pavilion

- (i) Noted that planning approval has been received. There was discussion about the restrictions that Clause 4 of the approval places on the use of the building and its potential income. This will be queried with T&MBC.
- (ii) Noted that borrowing approval has been received from the Dept. Of Communities & Local Govt.
- (iii) RESOLVED that the architect will prepare a draft tender specification and plans for the building and associated drainage. These will be considered at the next BGPC meeting. Subsequently tenders will be invited: to be returned to the Clerk by 12 noon 5 March 2012. RESOLVED that the March BGPC meeting will be held on 12 March 2012. The tenders will be considered by the Potters Mede Steering Group on Friday 9 March 2012 and by BGPC at the BGPC meeting on 12 March 2012. After discussion AGREED that: (a) it would be preferable to let individual trade contracts rather than have sub-contractors (b) the project will be managed in-house with the architect undertaking some project supervision. Clerk advised that stage payments and the final account will have to be properly agreed and payments authorised, preferably by an independent professional consultant.
- (iv) Noted that Heras fencing has now been received from Wrotham PC as previously agreed.
- (v) Noted that two favourable references have been received in respect of the appointed architect.

MT/SM/HW

162. Financial Matters

- (i) All Cllrs had received copies of new Financial Regulations. These had been considered by the Finance Cttee who recommended that they be adopted. RESOLVED.
- (ii) Terms of Reference for the Finance Committee. These had been considered by the Finance Cttee who recommended that they be adopted. RESOLVED.
- (iii) All Cllrs had received copies of the 6m internal audit report 2011/2012 which had been considered by the Finance Cttee. There was some discussion about one outstanding Declaration of Member's Interest form: T&MBC Monitoring Officer will liaise; Counsel's Opinion: 1st draft now received; references for architect: as reported under item 161(v) and outstanding Section 106 money: Clerk will clarify. RESOLVED that the report be accepted. Thanks were expressed to the Clerk
- (iv) All Cllrs had received copies of the 8m budget outturn statement which had been considered by the Finance Committee. RESOLVED that this be accepted
- (v) All Cllrs had received copies of the minutes of a meeting of the Finance Committee 5 January 2012 which were noted. There was further discussion about the awaited Counsel's Opinion.

Financial Matters (Continued)

- (vi) All Cllrs had received copies of the proposed 2012/13 budget and Finance Cttee. recommendations RESOLVED that all be approved including an increase of salary for both Groundsmen and hanging baskets + additional (all as detailed in the supporting documentation). Further RESOLVED that possible extension of the council's participation in the KCC superannuation scheme will be reconsidered at the next Precept budget meeting.
Chairman proposed a Precept of £127,215 for the financial year 2012/13: voting was 7 in favour, 1 abstention. RESOLVED. Clerk was thanked for her extreme hard work in preparing the budget.

163. 2005 Parish Plan

- (i) All Cllrs had received copies of Counsel's Opinion to date on the validity of the LDF as regards Isles Quarry West: noted that this is not yet complete. AGREED that the full Opinion will be circulated wider as and when received.
(ii) For further consideration at the next meeting.

164. Grounds and Highways Maintenance

- (i) Noted that tree surgery and clearance work is required to the oak tree j/o Quarry Hill Rd/Rock Rd: Chairman will discuss this with KHS.
(ii) Enhancement of area j/o Sevenoaks Rd/Western Rd: application has been made for a Cultivation Licence
Enhancement of area j/o Sevenoaks Rd/Rock Rd: no report
(iii) There was discussion about the purchase of a trailer to aid maintenance work. Noted that Cllr Taylor has one available for use or purchase @ £240. Cllr Yianni proposed that the trailer be purchased, seconded by Cllr Harrington. Voting was 6 in favour, 2 abstentions. RESOLVED. BGPC secure keeping agreed and insurance cover will be arranged. Mr Glew, Groundsman, will contact his insurers re extension of his car insurance policy for towing/business use.
(iv) Consideration was given to reimbursement of expenses to a resident of Basted Mill who has carried out repairs to the highways barrier there. RESOLVED to apply for a £250 KCC Member's Community Grant to cover this: await result and written request from the resident.
There was some discussion about possible clearance of a section of the River Bourne: this may be given further consideration at some time in the future.

MT

165. Cheques for Signature

Payments as listed and circulated to all Cllrs.

£2725.66 Staff salaries:

£360.26 E-on - Street lighting supply November 2011

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£528.22 KCC - Superannuation December 2011

£856.11 Wrotham PC - Skate Park maintenance and annual insurance

£38.52 Kent Aluminium Ltd – Grounds maintenance materials P Mede/Rec Gd.

£1855.44 KCC – Mowing P Mede/Rec.Gd (final)

£13.68 EDF – Supply, Rec. Gd.

£1884.24 Inland Revenue - PAYE/NI Oct - Dec. 2011

652 £67.78 Shaw & Sons – receipts & payments book

653 £44.44 Cash – reimbursement, P Mede gate padlocks

654 £349.30 David Buckett – ½yr internal audit 2011/12

655 £91.99 Henry Cooch & Son Ltd – steel for gate construction, P Mede

666 £157.67 Cash - P Cash reimbursement + te/b.band Oct – Dec. 2011

677 £29.06 Cash – Rec Gds Imprest a/c reimbursement

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

166. Saltbins/Winter Plan

Noted that Chairman has been appointed by Wrotham PC to carry out gritting in inclement weather. AGREED that on these occasions he will then bring the gritting machine to Borough Green for similar action.

MT

167. Websites and Transparency

- (i) AGREED that only Cllrs names, addresses and telephone numbers will be displayed on the council's website
- (ii) All Cllrs had received copies of a report from the Chairman with suggestions for compliance with transparency requirements.
- (iii) AGREED that the Chairman will meet with Mr Stephens and the Clerk to discuss further. Any further questions/comments should be addressed to the Chairman as soon as possible.

MT
All**168. Flagpole, Borough Green**

Cllr Shaw circulated copies of information on suitable flagpoles. After discussion AGREED that an 8m fibreglass pole with an internal halyard and hinged base plate would be suitable for installation on land which has been offered by the Baptist Chapel j/o High Street/Maidstone Road: Cllr Shaw will obtain prices for Union/English/Ireland/Welsh/Scottish flags + possibly Olympic and Borough Green flags. Planning permission may be required. There was further discussion about a possible commemorative plaque to mark the Queen's Diamond Jubilee and the Olympic Games. Cllr Shaw will arrange a meeting with Baptist Church representatives: Chairman will also attend

TS

TS/MT

169. Written reports

- (i) T&MBCllr Mrs Murray had submitted a written report (copies to all Cllrs).
- (ii) Cllr Mrs Gould advised that there are plans to hold a Diamond Jubilee and Olympics Fete on Sunday 17 June 2012. AGREED that, in principle, the Recreation Ground can be used and that the council would look favourable on a written request for a financial donation.

SG

170. Future dates

- (i) Date of the next Meeting Monday 6 February 2012 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
March & April Meetings: Monday 12 March 2012
Monday 2 April 2012
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 February 2012 10 – 12 noon
- (iii) Monday 14 May 2012 (Annual Meeting)
- (iv) Monday 11 June 2012
- (v) The Annual Parish Meeting will be held at 8pm on Friday 27 April 2012 in Borough Green Village Hall

GH/CD

171. There were no matters for discussion in committee as 'staff salaries and superannuation' had been discussed under item 162(vi) of the agenda .

The meeting ended at 9.50pm