

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 3 December 2007
In the Annexe to the Church of the Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs, J Bailey, Mrs L Cook, Mrs J Lucas, Mrs S Murray, S Perry,
Ms F Wakefield, Mrs B Woodhams
Apologies: Cllrs S Cole (work commitments) and J Enver (work commitments). T&MBCllr D Evans
There were 7 members of the public in attendance.
There were no declarations of interest.

Action

84. **Minutes** of the meeting 5 November 2007:
Public consultation - add punctuation ',Western Road,'
Public consultation - delete 'PC' Swanson add 'PCSO'
Add 'Cllr Cole left the meeting' between items 79 and 80.
The amended minutes were signed as a true record
85. **Matters Arising**
74.68 A card has been sent to Mr D Day.
75. 20/22 Wrotham Rd: T&MBC Planning Officer is satisfied that sufficient measures have been taken to protect the hedge line and boundary with adjacent listed building.
75. 80/82 Maidstone Rd: 2copy letters from residents to T&MBC Planning were noted. A letter will be sent to the Fire Service re. concern about close proximity to petrol station.
76. No. 70 bus service: A response from KCC was read and it was noted that there is no available budget to retain this service. A letter will be sent to County Cllr Mrs V Dagger.
81. Potters Mede: Clerk clarified the procedure required by the insurance company, with particular reference to the 'Design & Build' aspect. The 3 options for insurance settlement were again outlined (as last meeting) and it was confirmed that Option 2 was agreed – more substantial 'Design & Build' replacement building on lesser footprint.
86. **Planning Matters**
Decisions
TM/06/2317 Landscaping & screening details – resid. Develop. Adj. 2 Maidstone Rd.
Approved.
TM/07/3349 Details: layout, access, scale, landscaping – house adj 80 Western Rd.
Approved
87. **Correspondence**
Noted: Action with Communities in Rural Kent Newsletter + annual summary
KCC New parish websites (copy to Cllr Perry)
CPRE Magazine
Local Channel Local Column newsletter
T&MBC PPP minutes 1.11.07 + note of next mtg. 6.03.08 (copies to Cllrs Willsher & Perry)
BMPOS Minutes of mtg. 19.09.07
Kent Highways Newsletter available at
<http://www.kent.gov.uk/NR/rdonlyres/BDC84336-95DA-4FBA-9549-B0E137FAEB73/0/KHSNovNewsletter.pdf>
KCC Local Board mtg. 28.11.07 (copies to all Cllrs)
SEERA Update on SE Plan Sept. 2007
T&MBC Planning briefing for new councillors (copies to Cllrs Enver & Mrs Cook)
KAPC Newsletter no. 328
T&MBC Joint Transportation Board mtg 3/12/07 agenda (copy to Cllr Willsher) – particular reference to Western Rd crossing
National Probation Service Work groups available for painting projects (copy to BGVHMC)
T&MBC Affordable Housing Supplementary Planning Guidance – Supplementary Planning Document available at <http://www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2796> . Any comments will be passed to the Clerk within the next few days.
Kent Highways Survey (copies to all Cllrs). A letter will be sent to KCC as there is concern that works are often incomplete; footway maintenance is poor and priorities of KHU seem inappropriate. Agreed that completion of survey form is unlikely to be useful, with no positive results.
T&MBC Comments invited on effectiveness of 'Here & Now' distribution. Improved delivery of last issue but still not 100%.

Correspondence (Continued)

SE Coast Ambulance Service Community Responder Schemes. Information available at www.southeastcoastresponders.co.uk and www.secamb.nhs.uk .

Agreed to suggest a joint meeting with neighbouring parish councils.

Kent Fire & Rescue Service Integrated Risk Management Plan 2008/09. Questionnaire available at www.kent.fire-uk.org . Cllrs will make individual responses.

Kent Highways Parish spreadsheet Nov. 2007. Additional comments/reports: o/s work to gully + yellow lines and replacement bollards and junction re-profiling /turning restriction, Fairfield Rd; replacement bollards in High St; weight restriction notice required in High St.

T Shaw Letter re dismissal of Groundsman (copies to all Cllrs)

Residents 14no letters re dismissal of Groundsman

M Taylor Letter re dismissal (copies to all Cllrs) incl. request under FOI Act 2000 for BGPC to release number of residents' letters received to date (as previous item).

M Taylor Response re Freedom of Information request (copies to all Cllrs). The document relating to Isles Quarry, referred to in the BGPC minutes Dec. 2003 has now been located. It was confirmed that this was presented to the council in Part 2 of that meeting and no authority has been received to release it into the public domain.

Cast Trading Ltd Recreation Ground hedge & pavilion clock tower (copies to all Cllrs). Suggestions will be considered by the Facilities Cttee and Chairman will reply.

CW

Wrotham PC Details of Skate Park insurance due for renewal (copies to Cllrs Cole and Perry). Cllr Perry proposed that this be agreed and some changes to the terms be noted. Seconded by Cllr Mrs Murray. Agreed.

88. **Vacancy BGPC**

Chairman read three applications for co-option . Agreed that councillors will meet with the applicants immediately prior to the next meeting on 7 January 2008, commencing at 6.30pm.

All

89. **Public consultation period and Parish Council agenda**

Chairman proposed that, in line with current Local Govt. 'Best Practice', there will be no future inclusion of the public consultation period in BGPC minutes; the public consultation period will be kept to the designated 15 minutes with individuals each restricted to 3 mins. Max; Cllrs to make any requests for agenda items to the Clerk one week before the meeting; matters raised under 'oral reports' will generally be restricted to cttee/organisations representative reports and accompanied by advance written information made available to all Cllrs. Agreed and due amendments will be made to Standing Orders.

90. **Clerk's Salary**

Chairman proposed that Clerk's salary be increased by 2.475% w.e.f 1 April 2007 in line with recent nationally agreed Local Govt. pay review. Agreed.

91. **Audit of Accounts 2006/07**

All members had received copies of the External Auditor's Certificate and Opinion: noted that there were no matters for attention. Statutory notice and the annual return have been displayed. Chairman expressed thanks to the Clerk.

92. **Parish Boundary**

There was some discussion as to whether T&MBC should be asked to consider altering the northern boundary to the line of the M26. Agreed no further action at present but this may be considered at some time in the future.

93. **FACT Panel**

Cllr Mrs Cook proposed that the £100 donation towards expenses of the committee, as agreed at the last meeting (item 76) be ratified. Seconded by Cllr Bailey. Agreed.

94. **Mowing 2008/09**

A quotation for the 2008 season was received from KCC – Potters Mede £61.33/cut Recreation Ground £31.42/cut less 2% + with a discount of £1.75 per cut if both sites are cut at the same time. Proposed by Chairman that this be accepted. Agreed.

DRAFT MINUTES

95. Recreation Ground

Minutes of a Facilities Cttee meeting 22 November 2007 were available. Chairman advised that minutes of future meetings will be circulated to all Cllrs 5 days prior to PC meetings.

Due to the logistics of locking the toilet in the evening at weekends, the facility will be closed on Saturdays and Sundays. Chairman is liaising with T&MBC re the possibility of using their mobile opening/closing arrangements.

Chairman proposed that an offer from Cllr Bailey to provide machinery and labour to remove old hedges on the western boundary be accepted with thanks. Agreed. Grounds maintenance staff will then plant new.

Chairman advised that the large Atco mower is unsuitable for use at either of the grounds. Cllr Perry proposed that it be sold and a new, lighter mower be purchased at a cost of £283 + VAT. Seconded by Cllr Mrs Woodhams. Agreed.

Some inspection of the chestnut tree adj to the ballpark has been carried out and the fallen branch removed for investigation. Await report from Mr Lawrenson.

Pavilion: All members had received copies of a letter from the Surveyor + specification and budget costs. Some amendments to the scheme are still required. For consideration by the Facilities Cttee in liaison with the Surveyor.

Chairman proposed that, in line with discussions under item 83 of BGPC mtg. 5/11/07, the current year's T&MBC grant claim be made in respect of tennis court expenditure only and a new application be made for 08/09 for work to the pavilion based on the latest specification/ costs received + professional charges. Seconded by Cllr Perry. Voting was 7 in favour 1 abstention: Cllr Mrs Murray. Further agreed that the pavilion be re-named 'The Memorial Pavilion'.

A letter from the tennis court contractor was read. Noted that completion works will now be undertaken in the Spring at no extra cost to the PC.

CW/SP

CW

96. Potters Mede

Minutes of a Facilities Cttee meeting 22 November 2007 were available.

All members had received copies of a letter from the Surveyor. After discussion Cllr Perry proposed that Whiteford Surveying be instructed to liaise with a 'Design & Build' company to establish ideas for a possible replacement building with budget costs, using guideline information from a T&MBC feasibility study for land adj. Wrotham School. Seconded by Cllr Willsher. Voting was 7 in favour, 1 against. Agreed.

Clerk reported that EDF have now disconnected all electricity supply to the building and the contractor has programmed demolition works. Cllr Bailey proposed that the concrete base be retained. Seconded by Cllr Mrs Woodhams. Agreed.

Await advice from T&MBC re. planning requirements for an additional storage container. Agreed that a planning application will be made if necessary.

97. Oral reports from Members and Clerk

A request will be made for random but more regular traffic warden visits.

A street light o/s The Manor House, A227 needs attention.

Chairman and Cllr Mrs Cook will be in attendance in the Parish Office 10-12noon Sat.5 Jan. '08

CW/LC

98. Cheques for Signature

Auto-Pay: £696.82 R Springett - Asst. Groundsman 1/11 - 30/11/07

£1124.44 H Damiral - Clerk November 2007

£460.68 W Austin - Caretaker/Groundsman 1/11 – 30/11/07

£575.09 M Taylor – Groundsman

£438.57 KCC – Superannuation November 2007

£262.88 EDF Energy – Street light supply, Nov 2007

£60.00 J Stephens – Websites maintenance Nov 2007

£77.05 Kent Aluminium – Maintenance materials, Rec. Gd

£50.00 M Taylor – Payment for use of plant/materials after fire at P Mede

£227.03 EDF Energy – Street lighting maintenance, Dec 2007

£148.61 Wrotham PC – Skate Park inspections/maintenance

£185.60 Neat Ideas – Office + Grounds supplies

£12.99 Cash – Reimbursement – office bell

£12.00 Platt PCC – Hire of hall, bypass meeting

£100.00 Age Concern Malling – Donation

Proposed by Cllr Perry, seconded by Cllr Mrs Woodhams that the above cheques be paid. Agd.

99. **Resolved to enter into Committee**

There was discussion about a letter of appeal from an ex-employee re his recent dismissal. Cllrs Mrs Murray and Mrs Woodhams gave further information. Procedure discussed and agreed.