

## DRAFT MINUTES

### Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 3 November 2008 in The Annexe of The Church of The Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, Mrs J Lucas, Mrs S Murray (9.45pm), S Perry, Mrs V McWilliam

Apologies: Cllrs S Cole (work), Mrs L Cook (illness), Mrs B Woodhams (holiday)

There were four members of the public in attendance

There were no Declarations of Interest

75. **Minutes** of the meeting 6 October 2008: item 63 delete one entry of TM/08/2498 (duplicated). The amended minutes were signed as a true record.

Action

76. **Matters Arising**

64. It was confirmed that BGVHMC has been advised of Cllr Mrs McWilliam as BGPC representative. Clerk will ensure that she receives details of the next cttee. meeting.

VMcW

64. EDF street lighting maintenance: Clerk is liaising with KHS re. options for future arrangements. For discussion at the next PPP meeting.

CW/SP

64. Noted that T&MBC has advised that the borough councillors' request for the name 'Stone Court' has been put to the developers

71. Recycling point: All Cllrs had received copies of an update from T&MBC – whilst there has been some reprieve re. use of the current site, alternative future arrangements will still be required.

77. **Planning Matters**

Borough Green Quarry, Wrotham Road:

TM/93/305/R17A Details: additional wheelwash, water tank, rumble bars, HGV holding area, widening of access road & associated infrastructure

TM019/1205/MR/86/R8 & R11 Condition: restoration scheme & aftercare

TM/08/TEMP/0065 Section 73: continued restoration of land by landfilling without complying with condition (2) of IDO determination TM/93/305

TM/08/TEMP/0066 Section 73: continued restoration of land by landfilling without complying with condition (2) of ROMP determination TM/01/1205/MR86

Chairman reported from the last Quarry Liaison Cttee. After consideration of the above 4no applications agreed no observations but inappropriate site plans as they do not reflect the current more-densely populated surrounding location.

TM/08/3165 Front & ground floor extension – 15 Wyatt Close. No observations.

Decisions

TM/08/2269 Details – Bungalow adj 74 Sevenoaks Rd. Details approved

TM/08/2498 Pillar for parking bay – 94 Sevenoaks Road. Permission granted.

65 Annetts Hall Untidy site. Site now to satisfaction of Enforcement Officer. No further action  
27 Wrotham Road Unauthorised structure. No breach of planning control found.

78. **Correspondence**

**Noted:**

T&MBC Community Governance Review: number of BGPCllrs (fwd. to all Cllrs)

KALC Minutes of the mtg 18 Sept. 08; notice of AGM + Annual Report 07/08

KCC TS Alert messages:chain e-mail & cold-calling (fwd. to all Cllrs + displayed)

T&MBC Summary of accounts 07/08 available at

[www.tmbc.gov.uk/assets/finance/summary\\_of\\_accounts0708.pdf](http://www.tmbc.gov.uk/assets/finance/summary_of_accounts0708.pdf)

KCC Kent Health Watch information (fwd. to all Cllrs + displayed on boards)

Kenward Trust Newsletter

KHS Change of contact details: address + e-mail (fwd. to all Cllrs)

SLCC Website provision (fwd to Cllr Perry)

Quarry Liaison Group Minutes of the mtg 24/10/08 (fwd. to all Cllrs)

T&MBC Operation Cubit (fwd. to all Cllrs)

KCC Register of Common Land, Towns or Village Greens (fwd. to all Cllrs) Information available at [www.kent.gov.uk/villagegreens](http://www.kent.gov.uk/villagegreens)

T&MBC Consultation on T&MBC's Draft Housing Allocations Scheme (fwd. to all Cllrs)  
Chairman provided additional information

**KALC & Communities & Local Govt.** Codes of Conduct for local authority members and employees: consultation document available at [www.communities.gov.uk](http://www.communities.gov.uk) (KCC e-mail fwd to all Cllrs). Noted and agreed that as and when approved this will be adopted by BGPC and will be applicable to all employees.

DRAFT MINUTES

**Correspondence** (Continued)

**KHS** Improved High St signage (fwd to Cllrs Willsher & Perry) Cllr Perry will provide Clerk with necessary details to submit renewed request to KHS. There was some concern about yet another reorganisation of KHS. Clerk reported from a recent seminar: it is hoped that the planned more-regular contact with parish councils will give better results as and when the new set-up is up-and-running.

SP

**KHS** Replacement safety bollards, High St (fwd. to all Cllrs) Proposal for alternative

**KHS** Road closure: carriageway resurfacing A25 Sevenoaks Rd. Noted that carriageway resurfacing works will be undertaken in the new year. Inclusion of completion of the Puffin crossing will be queried.

**Arriva** Withdrawal of bus service 70 Borough Green to Maidstone (fwd. to all Cllrs). Letter read. KCCllr Mrs Dagger will be asked to give KCC's reaction to this proposal

**Lord Lieutenant of Kent** Invitation to Civic Service Rochester Cathedral 26/03/09. Chairman will attend in another capacity. Clerk is unable to attend. Any Cllr wishing to attend should advise the Clerk by 1 December 2008.

**Astroturf Steering Group/S Cole** Minutes of the mtg.15/10/08+ notes from Cllr Cole (both fwd. to all Cllrs). Chairman will attend next meeting 27/11/08 6pm as Cllr Cole is unavailable. Agreed that he will advise the group that "BGPC supports the Astroturf initiative at Wrotham School but not at the expense of any sports/community facility being provided for Borough Green and the wider community at Potters Mede. By representation at the Group meetings BGPC will keep them advised of plans for Potters Mede".

CW

**KCC** Special School at Wrotham School: site visit 4/11/08 (fwd. to all Cllrs). Briefing notes for the site meeting have been received: comments from BGPC were read and noted.

**Rural Dean of Shoreham Deanery** Local issues (fwd. to all Cllrs). Chairman's draft reply had been sent to all Cllrs. and agreed. The role of parish councils in the community will be queried with T&MBC.

79. **Vacancies BGPC**

An election has been called. Estimated costs noted. Cllr Mrs Lucas proposed that, if contested, Parish Cllrs will circulate election information to all houses (distribution as for recent Poll) rather than have T&MBC Poll Cards. Seconded by Cllr Mrs McWilliam. Agreed.

All

80. **T&MBC Playscheme 2009**

A letter from T&MBC was read. £593.81 estimated costs for the 4<sup>th</sup> week of the Borough Green scheme were noted. Cllr Mrs Lucas proposed that this be included in next year's budget. Seconded by Cllr Mrs McWilliam. Agreed.

81. **Clerk's Salary**

Noted that national negotiations have gone to arbitration. Cllr Mrs Lucas proposed that Clerk's salary be increased by 2.45% w.e.f 1 April 2008 in line with recent nationally agreed interim pay award. Seconded by Chairman. Agreed.

82. **NatWest Bankline**

To comply with request from NatWest for updated information, Cllr Mrs McWilliam proposed that the mandate be signed and returned authorising Clerk to manage all BGPC internet banking services and accept the NatWest Bankline Terms on behalf of the council. Seconded by Cllr Perry. Agreed.

83. **BGPC Complaints Committee**

All councillors had received information from the Chairman. Agreed that all changes/comments will be sent to him prior to the next meeting when it will be an agenda item. Clerk will provide all members with a list of Policy documents. A copy of these documents will be kept in the Parish Office for reference purposes and all new members supplied with copies.

All

84. **T&MBC Sustainable Community Strategy**

All members had received copies. No comments had been received therefore noted.

85. **Communities & Local Govt: Making & Enforcement of Byelaws consultation document**

Chairman reported on the document. Source of funding involved was questioned. After discussion agreed that currently BGPC does not wish to take on additional powers therefore, no involvement at this stage. However, agreed to reserve the right to implement any approved procedures if/when appropriate. Copies of existing BGPC byelaws will be given to all cllrs

DRAFT MINUTES

		Action										
86.	<p><b><u>Skate Park Costs</u></b> All members had received copies of a recent meeting of the Skate Park Cttee. Cllr Bailey reported and expressed his concern about the amount of annual running costs. Cllr Perry gave explanatory information. A comparison will be made with a similar facility. All Cllrs had received copies of insurance renewal details and safety reports. Borough Green representatives will raise details of the reports at the next committee meeting. Cllr Perry proposed that the insurance proposal be accepted. Seconded by Cllr Mrs McWilliam. Agreed.</p>	SP/SC										
87.	<p>Cllr Mrs Murray arrived.</p> <p><b><u>Potters Mede Sports &amp; Community Hall</u></b> All members had received copies of the notes and action points from the 18.10.08 meeting of the Steering Group. It was clarified that the appointment of the surveyor was for the initial stage of supplying information to the insurers in order that a settlement figure could be established. The 3 options of settlement from the insurers was again explained. After discussion agreed that there are now 3 key stages: 1. Design and estimated reinstatement costs to be determined 2. Appointment of a contract administrator as the link with the insurers for the release of monies as the scheme progresses 3. Project management to be put in place for the design and construction stages. The Steering Group will continue to move this project forward in accordance with the action points.</p>	VMcW/SM/SP/ JB/JL										
88.	<p><b><u>Recreation Ground</u></b> <b>Pavilion:</b> No report. The cttee. Will meet and report to the next meeting. <b>Trees:</b> Chairman has met with Mr Lawrenson and advised that large saplings and support of ivy-clad dying hedge (to remain as privacy for residents) on west boundary is recommended. Action agreed. A quotation for removal of trees will be obtained.</p>	CW/JB/SP/BW										
89.	<p><b><u>Oral reports from Members, Borough and County Cllrs and Clerk</u></b> (i) Cllr. Mrs Murray reported from T&amp;MBC: a very positive report was received from the Health Trust; the Enforcement Officer is investigating removal of trees and works to access of Hornet site, Quarry Hill Road. (ii) Overgrown vegetation and defective street lighting in Hill View need attention. (iii) Chairman, Cllr Mrs Murray and Cllr Mrs McWilliam attended a meeting of the Compass Group. It was explained that this is an informal group to maintain pressure, on KCC in particular, for the Borough Green Bypass. All cllrs. had received copies of a draft Press Statement advising of BGPC's position: there was agreement that whilst BGPC does support the east-facing slip roads on the M26, priority is in securing planning permission for the bypass. After discussion Cllr Mrs McWilliam proposed that the Press Statement be adopted, seconded by Cllr Mrs Lucas. Agreed. Further agreed that Chairman will circulate a draft letter to Paul Carter maintaining pressure and asking for an update. Copies of the agreed letter will be sent to relevant T&amp;MBC members and officers. (iv) Cllr Perry reported on a recent PACT Panel meeting. All members had received copies of a report from Cllr Mrs Cook and a newsletter, the first page of which will be displayed on the notice boards. After considerable discussion it was agreed to write to T&amp;MBC querying the changing role of this initiative. (v) Cllr Cole is continuing to try and establish contact with BGJFC. (vi) T&amp;MBC is arranging imminent installation of a handrail and guttering repair at location of Fairfield Rd/Station Approach footpath. (vii) Cllrs Mrs Woodhams and Mrs Lucas will be in attendance in the Parish Office 10am – 12noon Saturday 29 December 2008.</p>	CW      SC  JL/BW										
90.	<p><b><u>Cheques for Signature</u></b> Cllr Perry proposed that £400 be paid to COGS as a donation in appreciation of use of the church annexe for council meetings July 2008 – June 2009 incl. Seconded by Chairman. Agd.</p> <p><b>Auto-Pay</b></p> <table><tbody><tr><td>£738.95</td><td>R Springett - Asst. Groundsman 1/10 - 31/10/08</td></tr><tr><td>£1208.63</td><td>H Damiral - Clerk October 2008</td></tr><tr><td>£522.54</td><td>W Austin - Caretaker/Groundsman 1/10 – 31/10/08</td></tr><tr><td>£499.30</td><td>KCC – Superannuation October 2008</td></tr><tr><td>£60.00</td><td>J Stephens – Websites maintenance October 2008</td></tr></tbody></table>	£738.95	R Springett - Asst. Groundsman 1/10 - 31/10/08	£1208.63	H Damiral - Clerk October 2008	£522.54	W Austin - Caretaker/Groundsman 1/10 – 31/10/08	£499.30	KCC – Superannuation October 2008	£60.00	J Stephens – Websites maintenance October 2008	
£738.95	R Springett - Asst. Groundsman 1/10 - 31/10/08											
£1208.63	H Damiral - Clerk October 2008											
£522.54	W Austin - Caretaker/Groundsman 1/10 – 31/10/08											
£499.30	KCC – Superannuation October 2008											
£60.00	J Stephens – Websites maintenance October 2008											

**Cheques for Signature (Continued)**

£646.25	Audit Commission – Audit fee 2007/08
£40.97	Kidmans – Strimmer maintenance
£52.88	SLCC – Conference fee
£205.63	Craigdene Ltd – Playground inspection training
£2021.00	How Green Nursery Ltd – Hanging baskets (final)
£400.00	COGS – Donation, use of room July '08 – June '09 incl.

Proposed by Cllr Mrs Murray, seconded by Cllr Mrs Lucas that the above cheques be paid.  
Agreed.

91. **Resolved to enter into committee**

Cllr Perry reported on recent staff training.

All Cllrs had received copies of an Appraisal Document. 'Line Manager' will be added before use.

There was further discussion about the Potters Mede action points.

Clerk reported on a current VAT enquiry.