

Minutes of the meeting of Borough Green Parish Council held at 7.30p.m. on Monday 4 January 2005
at Potters Mede

Present: Cllr Mrs S Murray (Chairman), Cllrs. Mrs L Barrow, B Hughes, Mrs J Lucas, J Phillips,
Mrs B Woodhams
Apologies: Cllr C Willissher. T&MB Cllrs D Evans, Mrs J Harrison.
There were three members of the public in attendance

Action

Cllr Mrs Murray declared an interest in all planning applications and advised that she would not take part in any related discussions.
Cllr Hughes declared an interest in item 138 - when considering donation to 'Age Concern Malling'.

125. Minutes of the meeting 6 December 2004 were signed as a true record.

126. Matters Arising

113 Cllr Mrs Woodhams reported on her meeting with RMC (now Semex) and gave updated information re proposed infilling due to commence in January 2005. There will be no depositing of contaminated waste and all activities will be closely monitored by Pollution & Prevention Control. Reinstatement of the quarry liaison group is welcomed.

116 The Rural Constable is delighted with her bicycle. Query future of machine if/when funding for a Rural Constable ends.

117 Chairman gave further information about interactive speed sign, Sevenoaks Road. Date of site meeting awaited.

122 Licencing Act: T&MBC has advised that final government rules & regulations are still awaited before the Act can be fully implemented. Clerk reported and will apply for a Public Entertainment Licence for Potters Mede.

124 Chairman and Cllr Hughes met with RMC to discuss possible site for a burial ground. Await written details. Noted that the Environment Agency will need to be consulted regarding suitability of the land.

SM

127. Election of Vice-Chairman

Chairman proposed Cllr Hughes. Seconded by Cllr Mrs Lucas. There being no other nominations Cllr Hughes was duly elected.

128. Planning Matters

Cllr Hughes took the chair.

TM/04/2445 Residential development - 34 Maidstone Road turning circle, parking revisions and access. Concern that there is still the assumption that the applicant s own the access across the Recreation Ground car park. Stability of A25 highway at this location must be considered.

TM/04/4328 Details of watching brief re condition 14 - Residential development land south of Orchard House, Sevenoaks Road. No observations

Pre-Meeting

TM/04/4026 Extensions and demolition of garage - 31 Annetts Hall. Query whether parking provision is adequate.

TM/04/4225 Extension and demolition of garage & porch - 12A Ascot Close. No observations.

Decisions None.

Chairman resumed the chair.

129. Oral Reports from Members and Clerk

There are still problems with blocked gullies: Councillors are asked to carry out a highways inspection of their area when delivering the Parish Plan (as note from Cllr Willissher).

Concern was raised about frequent lack of response when telephoning Kent County Police. Cllr Phillips will provide the Clerk with further information.

Copies of 'Policing Kent' publication were passed for circulation.

KAPC newsletter no 305 noted.

KCC consultation conference with Parish Councils 18 February 2005. Cllr Willissher will be asked to attend.

Copy of T&MBC Statement of Community Involvement passed to Cllr Hughes for possible PC comment.

Highways matters will be referred to Kent Highways: drainage Western Road; gully cover, Station Road; namoplate Quarry Hill Road.

All Cllrs

JP

CW

BH

Oral Reports from Members and Clerk (Continued)

T&MBC is arranging for reconstruction of retaining wall A25 Western Road car park. Chairman and Clerk met with the Headteacher of Wrotham School to discuss use of Potters Mede car park. After discussion, councillors agreed that random day-closures of the car park will be made.

The works to construct the pedestrian crossing A227 Wrotham Road will commence on 12 February 2005. A 2-week closure of the A227 Station Approach to School Approach is planned.

All councillors received a summary of the Freedom of Information Act 2000. For discussion at the next meeting.

All Cllrs

130. **Vacancy BGPC**

If no election is called, notices will be displayed for co-option.

131. **Websites Maintenance**

Clerk reported that Mr J Stephens estimates that 4hrs/month will be adequate to maintain the council's websites. His charge is £15/hr. Cllr Hughes proposed that this be agreed and reviewed after six months. Seconded by Cllr Mrs Lucas. Agreed.

132. **Borough Green Badge**

All members had received copies of the badge design and explanation. Chairman proposed that it be adopted as the official Borough Green badge. Agreed. Thanks were expressed to Cllr Willsher for designing such an attractive and appropriate badge.

133. **Footpath Fairfield Road/Station Approach**

Clerk reported on advice received from the Land Registry. Agreed that the Parish Council's proposal to register the land will be advertised via the parish magazine, Chairman's annual report and at the Vital Villages exhibition.

SM
LB

134. **Parish Council Office**

The building works have now been completed and a final inspection will be made this week. All members received details of points to be raised with BGVHMC regarding the lease. Chairman, Cllr Hughes and Clerk will meet with the Chairman of BGVHMC on 5 January 2005.

Clerk advised of suitable computer equipment to service administrative functions. Alternative prices will be obtained but Chairman proposed that a replacement desktop + laptop be purchased for the budget price of £1584 + VAT. Agreed.

SM/BH

There then followed the period for public consultation. Consideration may be given to displaying the Borough Green badge at the entrances to the village. There was further discussion about the proposed infilling at Borough Green Sandpit.

135. **Vital Villages Exhibition**

Cllr Mrs Barrow outlined her plans for the exhibition and invited ideas/assistance on content and presentation. Advertisements will be displayed in shops and key places throughout the village. Councillors will deliver the summary report to all properties. Agreed that two councillors will be in attendance throughout the exhibition. Clerk will prepare a rota.

All Cllrs

All Cllrs
All Cllrs

136. **Skate Park**

Cllr Hughes advised that the lease is now being finalised. Future insurance liabilities discussed. Clerk will obtain advice from Zurich Municipal.

137. **Recreation Grounds**

Vertidrainning: A quotation for vertidrainning both grounds was received from Peter Mannington in the total sum of £820 + VAT. Cllr Hughes proposed that this be accepted, seconded by Cllr Mrs Lucas. Agreed.

Cricket square: No report.

Tennis courts: Written advice about proposed floodlights was received from T&MBC. Subsequent comments from Cllr Willsher noted. Agreed that prior to submitting a planning application, proposals will be displayed at the forthcoming Vital Villages exhibition.

Playscheme: Request from T&MBC to run 2005 playscheme at Potters Mede agreed all as in previous years.

LB

138. **Interim Audit Report 2004/05 & Precept 2005/2006**
 All members had received copies of the internal auditor's half-year report. Chairman will send letter of explanation regarding money being kept in suspense accounts and consequent under-spending against certain estimates.
 All members received details of the prepared 2005/06 budget. Cllr Hughes reported on a recent Finance Ctee meeting and national changes to calculation of Clerk's salary. After discussion Cllr Hughes proposed that the budget be accepted including 1. Salaries for grounds maintenance staff be increased by 3% w.e.f 1/4/05. 2. Clerk's salary be increased to spinal pt 28 + staff payment and OFA, w.e.f 1/4/05. 3. £2,000 and £3,500 from reserves be allocated to Recreation Ground and Potters Mede repairs and maintenance respectively. 4. Precept of £71,951 for the financial year 2005/2006. Seconded by Chairman. Agreed.

SM

139. **Cheques for Signature**

Auto-Pay:

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|----------|--|
| £868.73 | R Springett - Asst. Groundsman 1/12 - 31/12/04 |
| £866.33 | H Damiral - Clerk December 2004 |
| £684.54 | W Austin - Caretaker/Groundsman 1/12 - 31/12/04 |
| £244.00 | T&MBC - Rates, Potters Mede January 2005 |
| £204.64 | Seeboard - Street lighting maintenance, January 2005 |
| £1591.41 | KCC - Mowing, Rec Gd & Potters Mede (final) |
| £246.75 | KCC - Playground inspections July-December 2004 |
| £35.71 | Kent Aluminium - Maintenance materials, Potters Mede + planters |
| £25.00 | J Stephens - Websites maintenance December 2004 |
| £6650.50 | R F Hedley - PC Office alterations (final payment) |
| £370.13 | Sevenoaks Glazing - Window repairs, Potters Mede |
| £300.00 | Wealden Consultancy - Interim internal audit fee |
| £117.22 | Wrotham Parish Council - Skate Park contribution on payments to date |
| £1401.35 | Inland Revenue - PAYE/NI October - December 2004 |

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

140. **Resolved to enter into committee**
 Chairman advised of COGS expenditure on a printer. Agreed to re-consider the Parish Council's contribution at the next meeting.