

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 8 April 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, Mrs S Gould G Harrington, S Millener, Ms P Moorecroft, S Perry and T Shaw

There were no members of the public in attendance

Action

205. **Apologies** for absence were received and accepted from Cllr H Willard, due to work commitments and Cllrs C Dobson, M Yianni and T&MBCllr Mrs S Murray
206. **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 219 Cheques for signature – Skate Park & item 213 (as Financial Director of PME)
207. **Minutes of the Meeting 4 March 2013**
Item 193: delete Cllr Scott at lines 3 and 7; add Cllr Millener
RESOLVED that the amended minutes be approved and signed.
208. **Matters arising**
191 KALC: Cllr Perry was unable to attend the KFAS conference on a 'Global Airport for Kent'.
209. **Period for Public Consultation**
No matters for consideration
210. **Planning Matters**
(i) **Decisions:** None
(ii) TM/12/02970/FL Dwellings r/o 19-29 Station Rd: site levels & drainage. No observations.
(iii) TM/13/00725/FL replacement garage – 15 Lingfield Rd. No observations.
211. **Isles Quarry**
(i) Chairman reported on the T&MBC Area 2 Planning Cttee meeting 6 March 2013 and Cllr Perry gave additional information. All BGPCllrs had received copies of the submission made by the BGPC Chairman. There was considerable discussion.
(ii) Subsequent e-mail correspondence between BGPC Chairman and T&MBC was noted.
(iii) Noted that there is unlikely to be a Planning Inquiry although Sir John Stanley MP is pursuing this with The Secretary of State for Communities and Local Government.
All Cllrs had received copies of a letter from the Chairman to the Planning Inspectorate in this connection. There was some discussion about ratifying this action: voting was 7 in favour, 1 abstention. The action was ratified.
(iv) RESOLVED to ask T&MBC for an Inquiry into the irregularities and failings of the way in which the LDF process was carried out, to ensure that this does not happen again.
212. **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)
KALC Planning conference 23 March 2013 (copies to all Cllrs)
T&MBC Kent Wildlife Trust Awards Scheme (copies to all Cllrs)
JPCTG Agenda 21 March 2013 + minutes of same (copies to all Cllrs)
T&MBC Joint Transportation Board meeting 18 March 2013(copies to all Cllrs) + minutes 3 Dec 2012
Kent Police Newsletter March 2013 (copies to all Cllrs)
KALC Community Speed Watch mini conference, Maidstone 20 April 2013 (copies to all Cllrs)
KALC DCLG notes on Neighbourhood Planning No 4 + subsequent updated info (copies to all Cllrs)
KRCC Conference, E Malling 19 April 2013 (copies to all Cllrs)
Kent Police Invite to 'Meet your Commissioner' event, Faversham 24 April 2013 (copies to all Cllrs)
KALC Response from DCLG re Localism (copies to all Cllrs)

Correspondence (Continued)**Noted: (Continued)**

KCPFA	Newsletter March 2013
CPRE	Magazine spring 2013 + AGM notice Hadlow 25 April 2013
Action with Communities in Rural Kent	Magazine Spring 2013
Pear Technology	Digital mapping information
T&MBC	Copy of report to JTB mtg 18.03.13 re KCC street lighting strategy (copies to all Cllrs)
KCC	Temporary prohibition of traffic High St one or after 7 April 2013 for one day (copies to all Cllrs)
Malling Scouts	Invite to St George's Day celebration, Snodland 21 April 2013 (copies to all Cllrs)
T&MBC	Response to BGPC's concerns about the proposed AQMA for Borough Green + notice of declaration of same w.e.f 01.04.13 (copies to all Cllrs)
T&MBC	Veolia Environmental Services voluntary time to improve green spaces (copies to all Cllrs)

Home Start Provision of support & friendship to young families in times of hardship. Agreed in principle to make a donation of £20.

KALC Community Award Scheme: gives recognition to people who have made a significant contribution to the local community (copies to all Cllrs). AGREED to participate

T&MBCllr Mrs Murray Update on parking arrangements for Western Rd residents (copies to all Cllrs) Noted that T&MBC's CCTV camera has now been removed from the car park. Kent Police will be requested to position a BGPC/Police owned camera at that location.

Mr M Smith Request for 30mph speed notices A25 through B Green + suggestion for 20mph restriction in the High St (copies to all Cllrs) Chairman had circulated a draft reply which was agreed with the additional comment that a 20mph speed limit in the High St will be added to the Borough Green 9 Point Action Plan.

Eon Renewal of street lighting energy charges (copies to all Cllrs) There was some discussion and comparison with last year's costs. AGREED in principle to accept renewal for the forthcoming 2 years.

213. Potters Mede Ground Improvements

- (i) All Cllrs had received copies of a report from the Agronomist on the newly-sown grass, drainage and initial maintenance. Noted that he was impressed by the standard of the work. He will not be making a charge: AGREED that Hadlow College may use Potters Mede for field trips. Chairman advised that Cemex require repayment of the £105 surplus money which Potters Mede Environmental will return.
- (ii) All Cllrs had received copies of two quotations for the initial ground maintenance. RESOLVED to accept a quotation from Landscape Services in the sum of £1303.20 + VAT to cut, roll and fertilise the two new pitches on one occasion later in the month when ground conditions are right. A programme of future maintenance is still awaited from Pearl Drainage.
- (iii) Chairman reported on advice received from the Agronomist to improve the perimeter drainage. RESOLVED to accept an offer from Roger Body to construct an open ditch with sleeper bridges for woodland access. Further RESOLVED to hire a digger for 2/3 days for this work. Chairman will progress this project.
- (iv) AGREED that some investigate ve digging will be undertaken along the line of the car park fence to establish presence and location of a culvert. Chairman will progress.

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MT

214. Potters Mede Pavilion

- (i) Chairman advised that completion is anticipated by the end of the month. This will be followed by site clearance works and purchase of furniture and equipment. Clerk reminded the council that insurance cover must be scheduled to coincide with handover.
- (ii) The Public Loans Works Board loan of £50,000 has been received. Confirmation that, if necessary, this may be used for retrospective expenditure will be obtained.
- (iii) Noted that the contractor will be constructing a duct to house telephone/broadband services
- (iv) Quotations have been requested for landscaping works but only one received. RESOLVED to accept the quotation from Kent County Services Ltd in the sum of £6,645.00 + VAT Chairman will liaise.
- (v) Consideration will be given to holding an opening event when the building is 'up and running'
- (vi) Two written quotations have been received for surfacing the car park, plus one verbal. AGREED to give these consideration at the next meeting when the year-end accounts have been produced.
- (vii) RESOLVED that payments be made to Maycock & Bennett in the sums of £2565.00 (carpentry); £2684.70 (tiling);; SV Electrical £1020.00 (electrical – interim); £154.56 Henry Cooch & Son Ltd (steel). Chairman advised that his calculation of expenditure to date is approx £391,989 with £42,302 estimated additional expenditure.

MT

Potters Mede Pavilion (Continued)

(viii) Chairman advised of the following estimates from the contractor, Maycock & Bennett:

Landscaping, drainage	£2620
Internal swing doors	£3588
Porch	£8790
Plumbing boxes	£689
Ladies vanity	£874
Upstairs sink	£489
Changing benches	£934
Shower Vinyl	£2031

(ix) The contractor has requested the release of some of the retention money. After some discussion RESOLVED that this cannot be agreed at present but payment will be made in accordance with the conditions of the contract. Further RESOLVED that the contractor must provide a comprehensive Handover Manual which must include operation and maintenance manuals of all fittings and plant.

(x) Chairman advised that, as a result of access problems when collecting the carpet tiles, he has incurred two parking fines which he is currently disputing. AGREED that consideration will be given to some reimbursement as and when the matter has been resolved.

215. **Recreation Ground**

(i) RESOLVED to accept a quotation from S V Electrical in the sum of £487 + VAT for extending power and lighting from the pavilion to the tennis courts and playground areas. AGREED that the work will be undertaken towards the end of the summer and Chairman will liaise. Further AGREED that the trench required to seat the supply cable will be extended to the stream to improve drainage between the playground area and the field. MT

(ii) RESOLVED to approve a request for monthly Baptist Church open-air services and associated use of the pavilion May – July 2013

(iii) RESOLVED to agree annual inspection of playground equipment by the manufacturer + Risk Assessment and DDA Audit in the total sum of £88. Cllr Millener declared an interest and left the room.

(iv) RESOLVED to formally approve the purchase of a BGPC vehicle: VW transporter van, in the sum of £2700 + VAT for use in connection with grounds/village maintenance. Chairman and Clerk will obtain alternative quotations for the necessary insurance. Cllr Millener returned to the meeting. MT

216. **2005 Parish Plan**

No action

217. **Members' Code of Conduct and Standards Regime**

AGREED to formally clarify minute 139 BGPC mtg 03.12.12: BGPC has adopted the NALC Code of Conduct and AGREES to the T&MBC Standards Regime.

218. **Staff Job Descriptions**

All members had received copies of new draft job descriptions for the grounds maintenance staff. Copies had also been sent to the staff and agreement received, RESOLVED to adopt with one minor amendment w.e.f 01.04.13.

219. **Cheques for Signature****2012/2013:****BACS**

£332.88	E-on – street lighting supply, February 2013
£2751.24	Staff salaries
£528.22	KCC - Superannuation March 2013
£1945.29	Inland Revenue – PAYE/NI January – March 2013
£60.00	J Stephens – Websites maintenance March 2013
£39.17	Wrotham Parish Council – Skate Park maintenance Feb 2013
£226.94	SE Contracting – Street lighting maintenance March 2013
£368.53	E-on – street lighting supply, March 2013

3654 Cancelled

3655 £128.37 Cash – Petty cash and tel/BBand reimbursement Jan – March 2013

3662 £154.56 Henry Cooch & Son Ltd – steel, Potters Mede

Cheques for Signature (Continued)

2013/2014

BACS:

	£151.88	BGVHMC – Hire of hall, foot clinic April – December 2013
	£22.50	BGVHMC – Hire of hall, Parish Meeting 2 May 2013
	£57.26	T&MBC – Rates April, Memorial Pavilion
	£750.00	BGVHMC – Hire of office April – June 2013
	£2684.70	Maycock & Bennett Tiling, Potters Mede (adjustment of final payment)
	£2565.00	Maycock & Bennett – Carpentry, Potters Mede
	£43.18	Kent Aluminium – maintenance materials, Rec Gd
3656	£1020.00	SV Electrical – electrical works, Potters Mede March 2013
3657	£35.00	Action with Communities in Rural Kent – subs 2013/14
3658	£300.00	T&MBC – Y2 Crew Summer Scheme donation
3659	£75.00	T&MBC – Try Angle Award Scheme donation
3660	£97.50	T&MBC – Planning variation fee, Potters Mede
3661	£1130.28	KALC – Subscription 2013/14
3663	£3240.00	SM Installations – parish council vehicle

Bank Reconciliation February 2013

B/F February 2013	53129.48
VAT refund	14251.82
Other Receipts Feb 2013	<u>451.56</u>
	67832.86
Less Payments Feb 2013	<u>28921.80</u>
c/f 28/02/13	<u>38911.06</u>

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

220. **Written reports**

Chairman will meet the street lighting contractor on site at Normanhurst Rd to check ongoing problems with a light.

MT

221. **Future dates**

- (i) Date of the next Meeting (Annual) Tuesday 07 May 2013 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 04 May 2013 10 – 12 noon
- (iii) The Annual Parish Meeting will be held at 8pm on Thursday 2 May in Borough Green Village Hall

All

GH/TS

All

222. There were no matters for discussion in committee

The meeting ended at 10.04pm