

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 January 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, Mrs S Gould, S Millener, Ms P Moorecroft, S Perry, M Yianni  
There were no members of the public in attendance

Action

150. **Apologies** for absence were received from Cllrs T Shaw, H Willard, and T&MBCllrs Mrs S Murray and T Sayer
151. **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 163 Cheques for signature – Skate Park
152. **Minutes of the Meeting 3 December 2012**  
All members had received copies of the minutes. RESOLVED that the amended minutes be approved and signed.
153. **Matters arising**  
None
154. **Period for Public Consultation**  
There were no matters raised.
155. **Planning Matters**
- (i) **Decisions:**  
TM/12/2586 Tank for storage of PFA slurry – Celcon, Ightham Sandpits. Permission granted
- (ii) TM/11/1632/R3 Siting, design, specification & appearance of new engine exhaust stacks – Gas Utilisation Plant, Stangate Landfill Site. Observations: noise levels must not exceed the 35DB limit, to comply with existing noise limitations. 3-monthly min. verification checks of noise measurements should be carried out for 2 years min. and in a way to ensure compliance is monitored in every direction.
- (iii) TM/12/03280/FL Change of use from B1 to manufacture of lighting products – Unit 2 Bourne Enterprise Centre. No observations.
- (iv) TM/12/03680/FL Demolition of garage and construction of single storey side extension – 16 Abbot Rd  
No observations
156. **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 Capping rules for 2013-2014 (copies to all Cllrs)  
KALC Copy letter to the Prime Minister on Localism (copies to all Cllrs)  
KCC Community Engagement items raised at the PPP meeting 29.11.12 (copies to all Cllrs)  
Kent Police Criminal damage report at Wrotham School/Western Rd car park (copies to all Cllrs)  
T&MBC PPP minutes 29.11.12 + Council Tax reduction presentation (copies to all Cllrs)  
CPRE Magazine Winter 2012  
JPCTCG Draft agenda for meeting 10.01.13 (copies to all Cllrs)  
Skate Park Cttee Inspection report December 2012 (copies to all Cllrs)  
KALC Newsletter no 366 (copies to all Cllrs)  
T&M CPRE Minutes of the Kent District Cttee mtg 21.06.12 (copies to all Cllrs)  
KALC Draft KALC response to DCLG consultation: technical review of planning appeal procedures (copies to all Cllrs)  
KALC Dates of meetings 2013 (copies to all Cllrs)  
T&MBC Minutes of the Crime Prevention Panel mtg 26.11.12 (copies to all Cllrs)  
KCC Cultivation Licence for 2m circular flowerbed adj to footway, Wrotham Road(copies to all Cllrs)  
The Beat Project Creative courses and workshops planned for young people in the area over next 3 years (copies to all Cllrs)  
KALC Revised date for Legal & Finance Conference (copies to all Cllrs)

**Correspondence (Continued)**

**Kent Men of the Trees** Notice that Borough Green was awarded a place in the top 20 villages in Kent and Highly Commended certificate received. 2012 report received (copies to all Cllrs) AGREED that the prize of an English Oak tree will be planted at Potters Mede.

**Office of HM Lord-Lieutenant of Kent** AGREED that Cllr Perry will attend the annual Civic Service Tues 12 March 2013 11am, Maidstone

**KCC** Chairman and Cllr Ms Morecroft will attend a meeting to discuss future library services in the area  
**KALC/T&MBC** Broadband services: Make Kent Quicker campaign was noted AGREED that individual support can be made on-line. All Cllrs had copies of information stating that Gigaclear may give an improved speed. Suggestion for a meeting with the originator was noted.

**KALC** DCLG consultation on Examining Speed Limits for HGVs over 7.5 tonnes on single carriageway roads. Comments invited by 01.02.13 (copies to all Cllrs) After discussion AGREED that Chairman will respond at the next KALC meeting.

**T&MBC** Current and future infrastructure provision in T&M specifically in relation to social and community facilities and allotments. Comments invited on existing facilities; potential future requirements and possible parish council funding. AGREED to request further details and possible meeting to discuss further.

**M Fallon MP** J5 Slips: Copy letter to Cllr Taylor who will respond by asking to see the MP's letter to the Minister of Transport

SP

MT/PM

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157. **Potters Mede Ground Improvements**

- (i) Chairman advised that the contractor has looked at the very wet area in the top corner of the field and an extra land drain may be required to cope with the volume of run-off water. AGREED that this will be considered when the ground becomes drier: it may be better to construct a ditch to collect the water before it reaches the pitch area. Chairman will have preliminary discussions with the adjoining farm landowner.
- (ii) There was discussion about future maintenance of the field and it was AGREED that a maintenance programme should be in place. Chairman will ask the contractor to provide (a) schedule of future works required (b) quotation for the first rolling and fertilising.
- (iii) A cheque for £4,200 has been received from Potters Mede Environmental as a grant towards the ground improvement works.

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158. **Potters Mede Pavilion**

- (i) Chairman gave a progress report advising that his calculations of expenditure to date (incl payments at this meeting) is approx. £338,676 and estimate of projected additional expenditure is £38,000.
- (ii) Finances of the project and need for possible loan or Section 106 grant will continue to be monitored monthly
- (iii) It is expected that epoxy flooring will not exceed £17,019. RESOLVED to accept an offer for FOC carpet tiles for the hall and upper floor areas. In this connection RESOLVED to hire a van for delivery @ £80/ + £10 congestion charge.
- (iv) Chairman and Cllrs Mrs Gould and Ms Morecroft will look at kitchen units and report to the next meeting. AGREED that units will be fitted by the Maycock & Bennett or Mr Rothwell.
- (v) RESOLVED that payments be made to Maycock & Bennett in the sums of £1618.80 for dehumidifiers and heaters; £5111.76 for screed flooring (balance) and shower gulley channels; £4589.64 for fire doors, skirting and architrave and £12,494.40 for tiling.
- (vi) RESOLVED to accept a quotation from Nick Taylor for the construction of a pathway in the sum of £7,500
- (vii) RESOLVED that a payment be made to A Rothwell in the sum of £500 for painting
- (viii) Clerk advised of telephone/broadband service from BT. AGREED that Chairman will discuss this with the builder.
- (ix) All Cllrs had received a copy of a request for hire of the pavilion for a Zumba class. AGREED that this will be kept on file until the building is ready.

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159. **Recreation Ground**

- (i) RESOLVED to accept a quotation from Landscape Services for monthly playground inspections @ £36.05per inspection.
- (ii) RESOLVED to purchase a Wetpour safety surfacing repair kit and edge primer @ £99.95 + VAT

160. **Mowing 2013**

- (i) RESOLVED to accept a quotation from Landscape Services for mowing the Recreation Ground @ £40.21/cut and Potters Mede @ £76.25/cut. Potters Mede to be cut at BGPC request only.

161. **Financial Matters**

- (i) Clerk advised that the 6m internal audit has been carried out and the report is awaited. All Cllrs had received copies of advice from the internal auditor and KALC on the Local Council Tax Discount scheme and Precept/Budget setting criteria for 2013/14.
- (ii) All Cllrs had received copies of the 9m budget outturn statement which had been considered by the Finance Committee. RESOLVED that this be accepted
- (iii) All Cllrs had received copies of the minutes of a meeting of the Finance Committee 17.12.12. Noted that the main changes are the completion of the Potters Mede building project and extended staffing arrangements for its future maintenance; changes to staff pension provision and the reduced financial grant from Tonbridge & Malling Borough Council and housing benefit changes which has an impact on the calculation of the parish council's precept because of the reduced number of Band D properties: further noted that a 2013.14 support grant from T&MBC to lessen the effects of this will not be paid in future years.
- (iv) All Cllrs had received copies of the proposed budget for 2013/2014 and Finance Cttee recommendations. Clerk recommended that, at 2012/13 year-end, there be some further allocation from reserves for specific possible expenditure in the forthcoming year e.g. Chairman's allowance and office equipment. AGREED, AGREED that Potters Mede should be insured for £750,000. Insurance will need to be in place at handover. Chairman will provide clerk with a copy of the specification to send to the insurers for a quotation: this will include solar panels, external air source pumps and steel security shutters. There was discussion about salaries and pensions for the grounds maintenance staff. The 25% BGPC oncost of staff salaries for pension contributions was noted. Chairman proposed that both Groundsmen be employed on a full-time basis (37hrs/wk) w.e.f 01.04.13 on their current rates of pay. Seconded by Cllr Yianni. Voting was 7 in favour, 1 abstention. RESOLVED Chairman proposed that the council's participation in the KCC superannuation scheme be extended to include both Groundsmen, Mr B Glew and Mr R Springett, w..e.f 01.04.13. Seconded by Cllr Yianni. Voting was 7 in favour, 1 abstention. RESOLVED RESOLVED that all the Finance Cttee recommendations be approved all as detailed in the supporting Documentation previously circulated to all Cllrs. Chairman proposed a Precept of £136,452 for the 2013/14 financial year. This equates to £97.15 p.a. per Band D property, an increase of £15.44 (18.9%) on the current year. Seconded by Cllr Chown. Voting was 7 in favour, 1 abstention. RESOLVED.
- (v) AGREED that Chairman will circulate to all Cllrs his breakdown of costs for Potters Mede (as presented to the Finance Cttee) plus a detailed schedule of works still to be done.
- (vi) AGREED that Chairman and Clerk will start to prepare new job descriptions for the grounds maintenance staff. Input from other Cllrs is welcomed and there will be liaison with the staff. The documents will be presented to the council for approval.

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162. **2005 Parish Plan**

No report

163. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

**BACS:**

£356.65 E-on – street lighting supply, November 2012  
 £2851.33 Staff salaries:  
 £528.22 KCC - Superannuation December 2012  
 £60.00 J Stephens – Websites maintenance December 2012  
 £717.11 Wrotham Parish Council – Skate Park maintenance & insurance contribution November '12  
 £2072.92 Inland Revenue – PAYE/NI Oct - Dec 2012  
 £368.53 E-on – street lighting supply, December 2012  
 £226.94 SE Contracting – Street lighting maintenance December 2012  
 £1618.80 Maycock & Bennett – Dehumidifiers and heaters, Potters Mede  
 £5111.76 Maycock & Bennett – Screed flooring (balance) and shower gully channels, Potters Mede  
 £4589.64 Maycock & Bennett – Fire doors, skirting and architrave, Potters Mede

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Action

**Cheques for Signature (Continued)**

**BACS: (Continued)**

£9843.90 Maycock & Bennett – Tiling materials, Potters Mede  
£2650.50 Maycock & Bennett – Tiling, Potters Mede

3626 £4200.00 SV Electrical – Electrical work, Potters Mede (Interim)  
3627 £50.00 JPCTCG – membership 2012/13  
3628 £142.82 Cash: Petty Cash & tel./broadband reimbursement Oct - Dec 2012  
3629 £41.50 Cash – Rec Gds Imprest a/c reimbursement  
3630 £3336.00 SV Electrical – Electrical work, Potters Mede (Interim)  
3631 £4000.00 Nick Taylor – Path construction, Potters Mede (Interim)  
3632 £3500.00 Nick Taylor – Path construction, Potters Mede (Final)  
3632 £500.00 A Rothwell – Painting, Potters Mede

**Bank Reconciliation November 2012 (provisional)**

B/F November 2012	89626.55
VAT refund	27481.85
Other receipts Nov 2012	<u>3968.04</u>
	121076.44
Less Payments Nov '12	<u>9939.79</u>
c/f 30/11/12	<u>111136.65</u>

Proposed by Cllr Yianni, seconded by Cllr Millener that the above payments be authorised. RESOLVED

164 **Street Lighting**

- (i) Arrangements for regular in-house inspection arrangements will be considered at a later date.
- (ii) RESOLVED to accept a quotation from SE Contracting for a replacement lantern to a column in Annetts Hall in the sum of £408.05 + VAT.

165. **Written reports**

- (i) T&MBCllr Mrs Murray had submitted a written report (copies to all Cllrs).
- (ii) It was noted that the date of signature of the first Declarations of Acceptance of Office by BGPCllrs was 16 April 1934. Consideration may be given to having a 'Borough Green Day' and possibly a Borough Green flag.

166. **Future dates**

- (i) Date of the next meeting Monday 4 February 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 2 February 2013 10 – 12 noon
- (iii) Date of April Meeting Monday 8 April 2013
- (iv) The Annual Parish Meeting will be held at 8pm on Thursday 2 May in Borough Green Village **Hall**
- (v) Date of May meeting (annual) Monday 7 May 2013

167. There were no matters for discussion in committee

The meeting ended at 9.26pm

MT/SM