

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 2 July 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, S Millener, Ms P Moorecroft, S Perry, T Shaw, H Willard, Yianni and WPC D Allen

There were no members of the public in attendance.

42. **Apologies** for absence received from Cllrs Mrs S Gould, G Harrington, H Willard

Action

43. **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 56 Cheques for signature – Skate Park

44. **Minutes of the Meeting 11 June 2012**

All members had received copies of the minutes.

In view of the failing to give all Cllrs notice of the BGPC meeting 11.06.12 as required under Sch 12 of the 1972 LGA, Cllrs were asked to confirm their agreement to the report of the business conducted at that meeting and the decisions made. Chairman proposed that the minutes be accepted and signed, seconded by Cllr Shaw. Voting was 5 in favour and 3 abstentions (2 Cllrs were not present at the June meeting). RESOLVED that the minutes be accepted and signed.

45. **Matters Arising**

None

46. **Period for Public Consultation**

WPC D Allen reported, advising that there was no significant increase in local crimes reported last month. Chairman proposed that item 54 of the agenda be taken next. RESOLVED.

54. **Code of Conduct**

All Cllrs had received copies of the new NALC and the Kent Models together with advice from KALC and T&MBC. After discussion Chairman proposed that the NALC version be adopted by BGPC with immediate effect, seconded by Cllr Perry. RESOLVED. All Cllrs were asked to complete their Declaration of Interest forms and send them to the Monitoring Officer at T&MBC without delay.

All Cllrs had received details of the Localism Act 2011 New Standards Regime. Chairman reported on his attendance at a recent workshop at T&MBC offices. After discussion Chairman proposed that the T&MBC proposals for a Standards and Training Cttee be agreed, on the understanding that the proposed Hearing Panel is adopted by T&MBC within a reasonable time. Seconded by Cllr Shaw, RESOLVED. Further RESOLVED that Cllr Perry will be the BGPC representative on the Standards Cttee. as and when required.

Noted that some modifications of BGPC SOs may be necessary. For consideration at the next meeting. AGREED that further consideration of Cheques for Signature would be given later in the agenda.

All

SP

47. **Planning Matters**

(i) **Decisions**

TM/11/02591/FL Change of use to include eat-in with deliveries – Basement 49 High St: for consideration by Area 2 T&MBC Planning Cttee.

(ii) TM/11/01191/FL Residential development, public open space, vehicular access, footpaths, landscaping and associated infrastructure – Isles Quarry, Quarry Hill Road: additional information, amended plans, elevations and reports. All Cllrs had received copies of a report from the Chairman on a recent T&MBC-arranged site meeting. Noted that consideration of the application by T&MBC has now been deferred until September 2012. There was discussion about the lack of adequate information in Borough Green. All Cllrs had received copies of a letter from Hornet Engineering Ltd to T&MBC about inadequate noise mitigation measures: RESOLVED to support the comments made. Further RESOLVED no further observations at this stage.

(iii) TM/12/01750/FL Single storey extension – 9 & 11 Station Road. No observations.

(iv) TM/12/01879/RD Installation of mechanical plant and air conditioning/condenser units: details – Co-op Stores, Station Approach. No observations.

48. **Correspondence**

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)  
 T&MBC Street naming for split of 19 High St: grd flr will be known as 19 High St; 1<sup>st</sup> flr will be known as 19C High St  
 T&MBC Community Safety Unit publicity/information  
 T&MBC Agenda and supporting information for Joint Transportation Board meeting 11.06.12  
 Action with Communities in Rural Kent Magazine Summer 2012  
 T&MBC Gambling Act 2005 Statement of Licensing Policy (copies to all Cllrs): to consider T&MBC proposed principles  
 Wrotham School Agenda for 3G mtg 03.07.12  
 JPCTCG Request for parishes to respond to the KCC draft Freight Action Plan

**KCC** Kent Lane Rental Scheme consultation period 25 June – 17 Sept. 2012 (copies to all Cllrs): AGREED Cllrs will make individual responses.

**T&MBC** Report of the Chief Solicitor & Monitoring Officer to T&MBC Standards Cttee 26.06.12 (copies to all Cllrs): T&MBC proposed principles as discussed under item 54 of the agenda

All

49. **Potters Mede Ground Improvements**

- (i) Chairman gave a progress report. Noted that surplus soil may be used to level the ground between the building and the pitches.  
 Chairman has informed neighbours of current work
- (ii) An extra land drain is required between the pavilion and the pitches at an additional cost of £407.10 + VAT. RESOLVED that this be approved.
- (iii) The contractor, Pearl Land Drainage, will be submitting a full report of work undertaken which Chairman and Mr Bailey will check.

MT

50. **Potters Mede Pavilion**

- (i) Work continues to progress well with the roof now insulated and tiles and velux windows soon to be fitted.
- (ii) Chairman advised that subsequent to advertising, only two quotations for electrical work have been received: S Vick £115400 + VAT and Palmer & Ptnrs £18,910 + VAT. Chairman gave further information. Cllr Perry proposed that the tender of S Vick be accepted subject to receiving a satisfactory breakdown of costs. Seconded by Cllr Yianni. RESOLVED.  
 Chairman advised that one tender has been received for plumbing works but another firm is now interested in submitting a price.  
 More details on renewable are awaited.  
 Chairman advised that a tender had been received in the sum of £33,488 from ACE Services for ventilation and explained reasons for an increase over the original specification. RESOLVED to accept the tender and appoint ACE Services as the preferred contractor. Further RESOLVED to approve a proforma payment of £10,046.40 incl of VAT to be released when the materials are ordered.  
 Chairman advised that insulated doors are needed at an additional cost of £12,050 + VAT. There was considerable discussion about alternative options. AGREED that Chairman and Cllr Millener will discuss this with the builder and, subject to those discussions proving satisfactory, RESOLVED that the above cost be approved.  
 RESOLVED to approve the additional cost of £2,045 + VAT to board the roof space so that it will be a useable room. Noted that roof trusses have been calculated to cope with a floor.  
 Noted that the architect is designing a staircase.  
 It is understood that fitting of velux windows will not incur additional costs.
- (iii) RESOLVED that a stage payment of £8382.80 + VAT be made to Maycock & Bennett Ltd for work to 02.07.12.  
 RESOLVED to pay the subsequent stage payment to Maycock & Bennett Ltd for work to 20.07.12 not exceeding the sum of £9,092.64 incl VAT on 20.07.12 and on receipt of written certification by the architect and Chairman that the work has been satisfactorily completed and the payment recommended.  
 Chairman advised that expenditure to date is approx £203,000 incl £33m000 VAT.  
 The contractor has invoiced £154,000 incl £39,600 extras.  
 Chairman is discussing expenditure to date against the tender figure with the contractor.

SM/MT

MT

**51. Recreation Ground**

- (i) AGREED that Chairman will liaise with the Groundsman to replace the damaged pavilion toilet door and frame..
- (ii) A request was received from the Church of the Good Shepherd for evening use of the ground and Pavilion Friday 6 July for a young persons 'Olympic Event'. RESOLVED to approve.

MT

**52. 2005 Parish Plan**

- (i) The full Barrister's Opinion has not yet been received. Chairman has advised the barrister of the deferment of the Isles Quarry planning application to September 2012.
- (ii) No further action at present.

**53. Financial Matters**

- (i) All Cllrs had received copies of the Internal Auditor's report for the year-end 2011/2012. There was considerable discussion about his reference to the Barrister's Opinion and Chairman's comments relating to this in his reply to the auditor. There was particular discussion as to whether the Barrister's liability to BGPC has been discharged and some consideration was given to publishing the draft document. It was unanimously RESOLVED to adopt the Internal Auditor's report.
- (ii) All Cllrs had received copies of updated Internal Financial Controls for the 2012/13 financial year. RESOLVED to adopt.

**55. Borough Green Scout Group**

All Cllrs had received copies of a request for a financial donation towards the 2012 summer camp in Cornwall. After discussion when it was acknowledged that agreement may set a precedent, Cllr Shaw proposed that a maximum total amount of £500 be donated to any such group for any such/similar purpose during the 2012/13 financial year. Seconded by Cllr Yianni. RESOLVED. Chairman proposed that £250 be donated as a general contribution towards the Scout camp. RESOLVED.

**56. Cheques for signature****BACS:**

£24190.80 Maycock & Bennett Ltd - Potters Mede construction works w.e. 22.06.12  
 £2806.62 Staff salaries  
 £528.22 KCC - Superannuation June 2012  
 £60.00 J Stephens – Websites maintenance June 2012  
 £226.94 SE Contracting – Street lighting maintenance June 2012  
 £5760.14 Zurich Municipal – Insurance premium 2012/13  
 £29.18 Wrotham PC – Skate Park maintenance May 2012 (credit note applied)  
 £270.00 Stryker Communications Ltd – CCTV network communication services 2012/13 (VAT)  
 £55.00 T&MBC – Rates Memorial Pavilion, July 2012  
 £1856.95 Inland Revenue – PAYE/NI April – June 2012  
 £10059.36 Maycock & Bennett Ltd - Potters Mede construction works w.e. 02.07.12

- 3582 £349.30 David Buckett – Year end Internal Auditor fee 2011/12
- 3583 £103.53 Cash: Petty Cash & tel./broadband reimbursement April – June 2012
- 3584 £10046.40 Ventilation equipment, Potters Mede
- 3585 £67.26 B Glew – maintenance materials, reimbursement – Rec. Ground
- 3586 £250 Borough Green Scout Group – Donation  
 Proposed by Cllr Perry, seconded by Cllr Shaw that the above payments be authorised. RESOLVED

**57. Written reports**

- (i) T&MBC Standards Cttee – as discussed under item 54 of the agenda.
- (ii) Clerk advised that she has received information from Fairseat Residents Assn re the BGPC recent grant and their expenditure
- (iii) Cllr Shaw reported from the Traffic Consultation Group meeting on 14 June 2012. The minutes are awaited.
- (iv) Cllr Ms Moorecroft advised of tree surgery works carried out at BMPOS in accordance with a recent KCC survey recommendations.
- (v) Chairman will discuss concerns about vegetation in guttering with the owner of a property in the High St.
- (vi) There was some discussion about the potential blockage of the FP to the rear of Basted House because of fencing.

MT

58. **Future dates**
- (i) Date of the next Meeting Monday 6 August 2012 in the Annexe to the Church of the Good Shepherd.
  - (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 August 2012 10 – 12 noon

59. **There were no matters for discussion in committee**

The meeting closed at 21.45 hrs

DRAFT