

**Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 1 November 2010 in The Annexe to the Church of the Good Shepherd.**

Present: Cllrs S Perry(Chairman), J Bailey, Mrs V Farina, Mrs V McWilliam, T Shaw, M Taylor, C Willsher, M Yianni

There were no members of the public in attendance

Action

107. **Apologies for Absence** were received from Cllrs Mrs S Murray (Mayoral duties), Mrs E Howden (personal), Mrs J Lucas (work) and T&MBCllr D Evans.

108. **Declarations of Interest:**

In the course of normal business being conducted and in particular, in connection with Planning and proposed Planning items, 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 item118 Cheques for signature - Skate Park maintenance.

Cllrs Bailey and Willsher declared an interest in item113(i) Potters Mede Environmental in connection with Cemex grant.

109. **Minutes** of the meeting 4 October 2010 were signed as a correct record

110. **Matters Arising**

94.84 Parish Plan/Isles Quarry West: A letter from T&MBC had been circulated to all members: a review of the LDF is not appropriate. Cllr Taylor advised that he has written a personal letter to the Parliamentary Ombudsman.

98. It was reported that an agreement for the Astroturf adj Wrotham School is currently being prepared, consequently it is likely that BGPC use of Whitegate Field may soon be discontinued.

104. It is understood that T&MBC is having further discussions with Network Rail about the height and siting of the proposed telecoms mast.

94.79 There was continued discussion about individual councillors meeting with other organisations and making decisions. Clerk advised that decisions can only be made on agenda items in council unless there are delegated powers, and no individual councillor can make a decision on behalf of the council. The need for transparency by all councillors was confirmed.

111. **Planning Matters**

(i) KCC Minerals & Waste Development Framework DPDs – call for site: all Cllrs had received copies of the draft response which was AGREED.

(ii) KCC Minerals & Waste Core Strategy: Reg 25 'Issues' consultation. First stage of core strategy information available at <http://consult.kent.gov.uk> and [www.kent.gov.uk/mwdf](http://www.kent.gov.uk/mwdf) Cllr Willsher reported on meetings he had attended in this connection.

AGREED that any Cllr with comments agreeing/disagreeing with any of the points raised in the 62 questions will let Cllr Willsher know by 12.11.10. Cllr Willsher will then prepare the council's Response for submission by 18.11.10.

(iii) KCC : proposed changes to planning application validation process: all Cllrs had received copies of a letter from KCC and information is available at [www.kent.gov.uk/environment\\_and\\_planning/planning\\_in\\_kent/planning\\_applications/validation\\_of\\_applications.aspx](http://www.kent.gov.uk/environment_and_planning/planning_in_kent/planning_applications/validation_of_applications.aspx) Noted.

(iv) **Decisions**

TM/10/02368/LDE LDF: Conservatory – 15 Monckton Road. LDF granted.

112. **Correspondence**

**Noted:**

KALC Newsletter no.350;mins of mtg.16.09.10;Annual Report 09/10;AGM agenda 13.11.10

T&MBC T&M Community Safety Partnership bulletin Oct. 2010 (copies to all Cllrs) + newsletter

KCC Regular Trading Standards alerts (copies to all Cllrs)

West Kent Watch Regular newsletters (copies to all Cllrs)

T&MBC August monthly bus updates (copies to all Cllrs)

Kent Can Funding News (copy to Cllr Willsher) + Kent Adult Social Services consultation (copies to all Cllrs) + Bold Steps for Kent – KCC's 4yr medium-term plan (copies to all Cllrs)

CW

**Correspondence (continued)****Noted (continued):**

Kent Can Notification of the consultation document on Infrastructure - available on The Office for Civil Society website (Cabinet Office page). (copies to all Cllrs)  
 Skate Pk Cttee Inspection report September 2010 (copies to all Cllrs)  
 Applause Real Touring Spring/summer 2011 events  
 KCC Diversion of FP MR251 (part) Borough Green sandpits  
 T&MBC Summary of accounts year ended 31.03.10  
 West Kent Community Health Integrated community services information (copies to all Cllrs)  
 Rural Services Network Survey 'The Big Society' (copies to all Cllrs)–for completion by 3.11.10  
 KHS Summary of results of questionnaire on 'My Kent Highways Online' (copies to all Cllrs)  
 Kent Downs AONB Views requested on the organisation's priorities (copies to all Cllrs)  
 KHS Cancellation of temp. road closure 20-23 Oct: resurfacing works The Ave., The Close, The Crescent (copies to all Cllrs)  
 KCPFA Play builder funding (copy to Cllr Willsher)  
 T&MBC Launch of T&M Seniors' Forum 01.11.10 (copies to all Cllrs)  
 SE Coast Ambulance Service NHS Trust Invite to stand as a governor on the Trust's Council of Governors, serving as a link between the ambulance service/community (copy to all Cllrs)  
 Victim Support Newsletter September 2010  
 T&MBC Joint Transportation Board agenda 20.09.10 (passed to Cllr Perry)  
 T&MBC Dog fouling campaign during Sept/Oct. 2010 (copies to all Cllrs)  
 KALC Private sewers/drains-transfer to Water Co: Ministerial statement (copies to all Cllrs)  
 BMPOS Minutes of the meeting 08.07.10 (copies to cttee reps.)  
 KCC Financial transparency commitment; ways to minimise budget cuts (copies to all Cllrs)  
 T&MBC PPP mtg. 09.09.10: minutes and copies of presentation materials (copies to all Cllrs)  
 Next meeting 7.30pm 02 Dec. 2010  
 T&MBC Operation Cubit week commencing 22 November 2010 (copies to all Cllrs)  
 Rural Services Network Offer of free membership to a Community Group of local organisations to address rural service issues (copies to all Cllrs)  
 CPRE AGM 19.11.10 Lenham

**SLCC** Annual conference/training day for Clerk's – Uckfield 11 November 2010 £55 + VAT. Clerk advised that whilst this always offers valuable information, due to work commitments she does not feel it necessary to attend this year. AGREED.

**KCC** Subsequent to the recent Kent Rail Summit, views and comments requested for a Kent Rail Action Plan – full details available on the KCC website (copies to all Cllrs). Chairman and Cllr Mrs Farina reported on a recent meeting. Await further information and meetings.

113. **Potters Mede Ground Improvements**

- (i) It was confirmed that the previously agreed Cemex Community Fund grant will now be paid to Potters Mede Environmental who will supervise the contract on the parish council's behalf. The grant has been increased to £18,000 to include non-recoverable VAT of £3,000. Cllr Bailey will progress. JB
- It was RESOLVED that BGPC will make a grant to Potters Mede Environmental which will be in the minimum sum of £15,000 plus VAT of £3,000 and will be an amount that will cover all authorised costs involved with the project of the improvement of existing football pitches at Potters Mede.
- (ii) Zurich Municipal has confirmed that all three insurance settlement options are still available.
- (iii) HM Customs and Excise has confirmed that any grant paid to Potters Mede Environmental, in respect of VAT expenditure, will not be recoverable by BGPC. It is unlikely that Potters Mede Environmental will be eligible for VAT registration.
- (iv) Guidance from the Audit Commission regarding insurance settlement: no report.
- (v) Further action AGREED: Cllr Bailey will continue to try to liaise with Cemex regarding an additional pitch and assistance with ground works. JB

114. **Potters Mede Pavilion**

- (i) AGREED that the Steering Group will meet subsequent to the Finance Committee meeting on 12 November 2010.  
Cllr Perry will research details of possible suitable architects to manage this project.
- (ii) A recent press statement about discussions held and decisions made at the last meeting was discussed at length. AGREED that making derogatory comments about a fellow councillor is out-of-order; councillors must be mindful that anything they say to the press cannot be considered 'informal'; consideration may be given to including a clause in Standing Orders to cover liaison with the press. Chairman apologised for any comments made and taken out-of-context.
- (iii) There was no additional information from the Steering Group.

SP

115. **Street lighting**

- (i) The supply connection to new columns in Dryland Rd, and The Avenue has been made today. EDF have been asked to undertake ground reinstatement works as a matter of urgency. The supply connection to the new column in Station Road is scheduled for late November.
- (ii) A quotation from EDF for possible relocation of column in Tilton Road is still awaited.
- (iii) Information was received from KCC regarding arrangements for mains connections. Further details will be obtained.
- (iv) It was AGREED to consider request an agenda item for the next PPP meeting for 1. consideration of devising a simplified system for supplying and replacing parish council-owned lights 2. KCC to consider taking back responsibility for all street lighting 3. an officer from Kent Highway Services be asked to attend the PPP meeting to give further information.

116. **Grounds maintenance**

- (i) Playground: Cllr Taylor has almost completed maintenance work to the safety surfacing and the water fountain has been removed. Maintenance of the safety surfacing in the Ball Park has been completed.  
There was some discussion about removing the bush adjacent to the playground entrance: AGREED to discuss this with the T&MBC Trees Officer when she is next on site.

MT

Cllr Mrs McWilliam left the meeting.

CW

117. **Salt Bins**

- (i) The salt bins, spreader and salt/grit have been purchased Cllr Taylor will supply Clerk with details of landowners
- (ii) AGREED that Cllr Taylor will install the bins with the assistance of two young residents. 2no bins will need to site on concrete pads and padlocks will be fitted.
- (iii) Clerk advised of possible insurance arrangements: RESOLVED no action as excess does not make insurance financially-viable. KHS will be asked for a copy of their Risk Assessment document for salt bins.
- (iv) KCC trial of 'salt bags': proposals for parish involvement/action had been circulated to all members. RESOLVED to participate in this free scheme and have a salt bag in the parish: salt for use on the local highways.
- (v) AGREED to request an agenda item for the next PPP meeting, asking KHS to devise a new set of safety guidelines for the Parish Council's own supplied salt bins where a pavement/highway site is needed.

MT

MT

118. **Cheques for signature****BACS payments:**

: £2648.10 Staff salaries  
 £575.17 KCC – Superannuation October 2010  
 £60.00 J Stephens – Websites maintenance October 2010  
 £161.66 Kent Aluminium – Maintenance materials, Red. Gd & P Mede  
 £341.64 EDF – Street lighting supply, September 2010  
 £254.08 Wrotham PC – Skate park maintenance September 2010 + inspection  
 £268.34 KCC – Maintenance Supplies Rec Gd. & P Mede  
 £222.22 S Electric Contracting – street lighting maintenance Oct. 2010

**Cheques for signature (Continued)**

511	£2257.88	How Green Nursery Ltd – Hanging baskets (final)
512	£538.39	Wicksteed Leisure – Play equipment repair
513	£48.34	Neat Ideas – Office supplies
514	£223.25	Cash – Reimbursement, skip hire, Rec. Gd.
515	£113.04	Monro South - Playbark
516	£107.91	Northern Tool & Equipment – Grit spreader
517	£8.50	KALC – representative AGM 08.11.10 (Cllr Willsher)
518	£199.75	PC Matters – Computer maintenance

Proposed by Cllr Mrs Farina, seconded by Cllr Willsher that the above payments be made.  
RESOLVED.

119. **Written reports from County and Borough councillors & BGPCllrs who sit as representatives on local organisations + Clerk's report**

All members had received copies of an update from the Clerk on KHS future maintenance of Basted Mill highway.

A resident's request for the revival of a Borough Green Summer Fete next year will be considered at the next meeting.

120. **Future dates**

- (i) Date of January meeting AGREED as 10 January 2011 with no Saturday morning surgery on 8 January 2011 unless there is a high number of planning matters for consideration.
- (ii) Date of next meeting: Monday 6 December 2010 in the Annexe to the Church of the Good Shepherd. Immediately prior to the meeting there will be a period for public consultation commencing at 7.30pm and lasting for a maximum period of fifteen minutes.
- (iii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present, on Saturday 4 December 2010 10 – 12 noon  
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

VF/VMcW

121. **Exclusion of Public and Press:** There were no matters for consideration

The meeting ended at 22.31hrs