

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 June 2013 in the Annexe to The Church of the Good Shepherd.

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

There were three members of the public in attendance and WPC Daphne Allen

24. **Apologies** for absence were received and accepted from Cllrs H Willard, L Chown, and T&MBCllr Mrs S Murray Action
25. **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 37 Cheques for signature – Skate Park P Mede reimbursement
26. **Minutes of the Annual Meeting 8 May 2013**
RESOLVED that the minutes be approved and signed.
27. **Matters arising**
None
28. **Period for Public Consultation**
matters for consideration, to be updated
Item Correspondence H+H Celcon presentation
Item 35(iii) Request for Summer Fete
29. **Planning Matters**
- (i) Decisions noted:
TM/13/01028/NMA External fire escape & open porch to front doors – Potters Mede. Permission granted (copies to all Cllrs)
TM/13/00352/FL Alterations - Mayhew Motors, Maidstone Rd. Correspondence between Chairman and T&MBC re application refusal (copies to all Cllrs) There was some discussion.
Unit 2 Bourne Industrial Estate - correspondence with adj resident re factory lighting application
- (ii) TM/93/305/R17C changes to compound layout and infrastructure – Borough Green landfill site. No observations
- (iii) TM/13/00874/FL extension – 6 Griggs Way. No observations
- (iv) TM/13/01189/RD materials, traffic direction, outbuildings, parking, landscaping, boundary treatment and woodland/surface drainage – Basted House, Harrison Rd. The proposals are welcomed but possible vehicular use of Harrison Rd access should be discouraged by the installation of signs and restriction bollards
- (v) TM/13/01326/FL extension – 39 Annetts Hall. No observations
- (vi) TM/13/01491/FL garage, fence and gates – 5 Dryland Road. No observations
- (vii) TM/13/01387/FL change of use + erection of 4no warehouse units – Hornet Business Estate. Details re materials and floor/ridge levels. No observations
- 30.. **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)
MVCP Trees to Treasure scheme (copies to all Cllrs)
SE Water Draft Water Resources Management Plan (copies to all Cllrs)
Highways Agency Minutes of mtg 19.02.13 M25 J5-7 (copies to all Cllrs)
KALC Local Audit & Accountability Bill (copies to all Cllrs)
BGVH Minutes of the AGM 22.04.13 (copies to all Cllrs)
JPCTCG Draft agenda 13.06.13 + draft letter to Rt Hon Michael Fallon MP re J5 slips (copies to all Cllrs)
KALC Draft minutes mtg 07.05.13 (copies to all Cllrs)
KALC Learning & development update (copies to all Cllrs)
T&MBC Area 2 Planning Cttee agenda 29.05.13 (copies to all Cllrs)
Skanska Balfour Beatty Proposed M25 J6 roadworks June 2013 (copies to all Cllrs)

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Correspondence (Continued)

Noted: (Continued)

KALC	DCLG guidance on Community Infrastructure Levy (copies to all Cllrs)	
Kent Police	Commissioner's newsletter May 2013 (copies to all Cllrs)	
T&MBC	JTB agenda 10.06.13 (copies to all Cllrs)	
KALC	Copy letter to DCLG re Localism (copies to all Cllrs)	
T&MBC	T&M Crime Prevention Panel agenda 03.06.13 (copies to all Cllrs)	
Action with Communities in Rural Kent	Rural News 129 (copies to all Cllrs)	
T&MBC Leader	Confirmation that the next PPP agenda will include an item: the Local Plan (copies to all Cllrs)	
JPCTCG	Copy letter to the Inspector for the A21 Dualling Tonbridge/Pembury Public Inquiry; response by BGPC Chairman and Highways Agency response (copies to all Cllrs)	
KALC	Policy briefing on the Dept for Culture, Media & Sports consultation on Mobile Connectivity in England. Consultation period ends on 16.06.13 (copies to all Cllrs)	
KCC	Copy correspondence with Hanson Aggregates re residual mineral planning liabilities, Isles Quarry (copies to all Cllrs)	
T&MBCllr Mrs Murray	Copy correspondence with a resident of Normanhurst rd re disabled parking provision in Western Rrd (copies to all Cllrs)	
KCC	Vegetation clearance on PROW: to consider any path for inclusion (copies to all Cllrs)	
JPCTCG	Copy letter to Michael Fallon MP re J5 slips (copy to all Cllrs)	
T&MBC	Correspondence between Chairman and T&MBC re New Homes Bonus scheme (copies to all Cllrs) Chairman advised of a further personal response he had received.	
KALC	New Homes Bonus scheme: feedback requested on any consultation between BGPC and T&MBC (copies to all Cllrs)	
H+H	Information from a haulier Foley & Miles Ltd introducing their 'Vulnerable Road user Initiative' which they present in schools: to consider their offer to address residents	

Action

BMPOS Minutes of the Annual meeting 02.05.12, Chairman's Report 2012/13 + financial statement 2012/13 (copies to all Cllrs) There was some discussion about silting of Mill Pond. Noted that Chairman of BMPOSJC is liaising with T&MBC re BGPC's request to seek compensation from Hanson

J Allan Damage to fencing in Crowhurst Rd, alongside public footpath: to consider request for urgent repair/replacement (copy to Chairman) Chairman has inspected and reported. Ownership of the path is unclear but it is likely that responsibility for the fence is that of the adjacent owner. Chairman will reply

H+H Reducing the speed and noise of lorries in Borough Green: offer to fund a speed indicator sign and equipment for a Speed Watch group (copies to all Cllrs) Agreed that Chairman will liaise with adjacent parishes and subsequently the hauliers involved. Cllr Perry will liaise with H+H. A meeting of all interested parties incl KCC will be arranged.

MT

MT
SP

31. Potters Mede Ground Improvements

- (i) Chairman reported on the condition of the ground and expressed sincere thanks to Cllr Willard for his hard work in removing grass cuttings from the pitch areas. The field has now been cut four times by Landscape Services.
- (ii) Following advice from the Agronomist, the purchase of Rye grass seed was ratified: RESOLVED to reimburse Cllr Willard £101.20
- (iii) Chairman reported on landscaping work undertaken. RESOLVED to approve a payment of £7974 to Kent County services Ltd. A £300 retention will be deducted from this and held until work fully completed: Chairman will release cheque when he authorises
- (iv) A drain has been laid along the east side of the field. RESOLVED to approve additional costs for hire of digger £456 + fuel cost £37.76. Chairman provided Clerk with a copy of the new drainage plan which he has sent to the Environment Agency.
- (v) A request from **Potters** FC to erect a 1m high advertising/sponsorship banner at the entrance to the site was discussed. AGREED that this would be allowed on ground to the right of the entrance barrier, adjacent to the boundary with the car wash premises. Further AGREED that the official Potters Mede sign will only give the name of the building and council details.

MT

32. Potters Mede Pavilion

- (i) The construction of the building is nearing completion
- (ii) All Cllrs had received copies of fencing quotations for 3no runs of fencing: frontage; between car parks and alongside children's play area.. After discussion AGREED that Chairman will liaise further with the contractor as it is considered that all fences should match and be of the steel 'roll-top design.
- (iii) RESOLVED to approve telephone/broadband services all in accordance with the quotation and contract circulated to all Cllrs. The installation charge of £174 and rental charge of £420p.a will allow CCTV to operate. Further noted that there will be a free 3-m line rental and broadband charge

MT

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	<u>Action</u>
<p>(iv) Unfortunately a stone from the digger broke a pane of glass. RESOLVED to approve its replacement by Borough Green Glass at a cost of £166.11 + VAT. Chairman will action.</p>	
<p>(v) Arrangements will be made for EJP Fire protection to visit the site and advise on fire appliances required.</p>	MT
<p>(vi) RESOLVED that payments be made to Maycock & Bennett in the sums of £7514.88 (porch); £1942.56 (boxing in plumbing); £1370.00 A Rothwell (decorating); Chairman advised that his calculation of expenditure to date is approx £428376 with £19,090 estimated additional expenditure which includes £12,000 for car park surfacing.</p>	
<p>(vii) A meeting of the P Mede Working Group will be held on site at 2pm Saturday 22 June 2013.</p>	
<p>(viii) AGREED that Chairman will liaise with adj owners Roger Body to discuss BGPC mowing of their roadside verge and possible reimbursement</p>	MT/SG/SM/HW MT
<p>33. <u>Audit 2012/2013</u></p>	
<p>(i) All Cllrs had received copies of the 2012/2013 year-end Internal Auditor's report. Under 'other matters' confirmed that the drainage work at Potters Mede has been undertaken and that arrangements are in place with T&MBC and KCC to carry out some maintenance of their land: T&MBC is making some Reimbursement as and when snow is cleared from the Western Rd car park. Discussions will be held with KCC regarding possible future funding for maintenance of some highway verges. The auditor's report was accepted.</p>	
<p>(ii) All Cllrs had received copies of the Annual Return 2012/13: accounting and annual governance Statements. Chairman proposed that both parts be adopted and signed. RESOLVED to approve.</p>	MT
<p>(iii) RESOLVED to appoint the Mr D Buckett as internal auditor for two years from 2013/14 all as previously and at no increased cost.</p>	
<p>34. <u>Isles Quarry and 2005 Parish Plan</u></p>	
<p>(i) Chairman advised that he will attend a meeting with the Environment Agency on 7 June to discuss the River Bourne, Isles Quarry east and the River Bourne at Basted Mill.</p>	
<p>(ii) No further action required at present</p>	MT
<p>35. <u>Recreation Ground</u></p>	
<p>(i) Chairman reported on additional fencing required at boundary with 11/13 Lendon Road. RESOLVED to accept a quotation from Southern Counties fencing in the total sum of £522.00 for the removal of existing fencing and supply and erection of chain link fencing across the width of the land. Chairman will liaise.</p>	
<p>(ii) RESOLVED to approve vinyl signwriting for the council's vehicle at a cost of £61.25 + purchase of a roof beacon (£60 approx) and fluorescent warning signs. Chairman will action.</p>	MT
<p>(iii) Following discussion RESOLVED to approve the request for a Charity Fair at the Recreation Ground on Saturday 27 July 2013. Further details will be presented to the next meeting by the organisers. Cllr Mrs Gould will liaise with them about the level of profit likely to be made from the sale of refreshments.</p>	MT
<p>(iv) Further to the request for use of the Memorial Pavilion as a coffee shop, noted that the applicant met on site with a T&MBC Health Inspector today.</p>	SG
<p>36. <u>Street Lighting</u></p>	
<p>All Cllrs had received copies of KCC's revised proposals for part-night lighting and switch-off times in certain identified areas. Cllr Perry summarised. AGREED no observations but wish to be kept updated.</p>	
<p>37. <u>Cheques for Signature</u></p>	
<p>BACS:</p>	
£265.00	Zurich Municipal – Vehicle insurance 09.05.13 – 11.07.13
£112.00	T&MBC – Memorial Pavilion rates May & June 2013
£3248.31	Staff salaries May 2013
£1269.14	KCC - Superannuation May 2013
£1159.98	Commercial Services Trading Ltd – Stone picking, Potters Mede
£480.00	Commercial Services Trading Ltd – Fertilising pitches, Potters Mede
£93.02	Wrotham PC – skate park maintenance
£41.80	EDF – supply, Memorial Pavilion
£24.95	Kidmans – strimmer safety helmet

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Cheques for Signature (Continued)

£226.94	SE Contracting – Street lighting maintenance May 2013
£60.00	J Stephens – Websites maintenance May 2013
£7514.88	Maycock & Bennett – porch, Potters Mede
£1942.56	Maycock & Bennett – boxing in plumbing, Potters Mede

3679	£2880.00	EA Services (SE) Ltd – Supply and fit Solar Thermal, P Mede
3680	£96.58	M Taylor – fuel reimbursement: £37.76 for digger, Potters Mede; £58.82 for parish vehicle
3681	cancelled	
3682	£20.00	HomeStart SW Kent - donation
3683	£101.20	H Willard – Grass seed, Potters Mede (reimbursement)
3684	£7674.00	Kent County Services Ltd – Groundworks, Potters Mede (interim)
3685	£300.00	Kent County Services Ltd – Groundworks, Potters Mede final)
3686	£349.30	David Buckett – internal audit fee 2012/13
3687	£45.97	Cash – Rec Gds Imprest a/c
3688	£1370.00	A Rothwell – decorating, Potters Mede (interim)
3689	£500.00	H Damiral – office allowance 2013/14
3690	£498.00	Willsher Plant Hire Ltd – additional hire of digger, Potters Mede

Bank reconciliation April 2013

B/F April 2013	82210.60
T&MBC precept	68226.00
T&MBC financial arrangements	6097.89
Other Receipts April 2013	<u>370.62</u>
	156905.11
Less Payments April 2013	<u>12969.59</u>
c/f 30/04/13	<u>143935.52</u>

Proposed by Cllr Perry, seconded by Cllr Shaw that the above payments be authorised. RESOLVED
Chairman advised of a Gas refund of £200 from JDT

38. Written reports

- (i) All Cllrs had received copies of a report from T&MBCllr Mrs Murray. The item regarding Growth & Infrastructure Act 2013 was particularly noted.
- (ii) Cllr Perry reported on his attendance at the 5th Kent Rail Summit
- (iii) Chairman advised of Southern Gas Networks' planned work on the A227 and A25 Maidstone Road during end July and August. Siting of temporary depots on council land is requested: agreed that Chairman will liaise with them to suggest sites alternative to the Recreation ground but Potters Mede could be made available if required whilst they are doing the A227 work.

39. Future dates

- (i) Date of the next Meeting Monday 01 July 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 29 July 2013 10 – 12 noon

40. Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions

Cllr Perry gave further information regarding the proposals by H+H

The meeting ended at 10.15pm

GH/CD