

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON MONDAY 20<sup>TH</sup> SEPTEMBER 2004**

**PRESENT:** Cllrs: Bearman, Boyle, Mrs Cresswell (Chairman), Cresswell, Poole, Street & Whiteside

**ALSO PRESENT:** Mrs K Bell (Clerk), 25 members of the public (approx) & Courier reporter

**APOLOGIES:** Cllrs: Crawford (Holiday), Mrs Curry (Business), Gardner (Holiday) & Shead (Business)

**1. DECLARATIONS OF INTEREST**

Cllrs. Whiteside & Cresswell declared an interest in item 5c and Cllrs. Street & Cresswell & Mrs Cresswell declared an interest in item 15c(i).

**2. PARISH COUNCIL WEBSITE:** Demonstration by Mr Summers, Summers Hosting

The demonstration of the website was positively received. The website would be a visually attractive site unique to East Peckham and had been designed specifically for the PC. It was hoped that the website would be live in the New Year. Cllr Mrs Cresswell thanked Mr Summers for the demonstration and Cllrs. Poole and Street for their involvement in the project.

**3. QUESTIONS FROM PARISHIONERS**

There were none

**4. PARISH COUNCIL**

**a. Minutes**

The minutes of the meeting held on 19<sup>th</sup> July 04, which had been copied to members, were agreed and signed as a true record of the proceedings.

**b. Matters arising not covered elsewhere on the agenda**

**Minute 3f, Report of Meeting with Flood Wardens held on 13<sup>th</sup> September**

It was reported that although the turnout was disappointing; interest had been expressed in the Emergency Parish Plan, which had been distributed to members, flood wardens and outside organisations.

**Minute 8d, Policing of East Peckham**

It was reported that Supt. Price would respond when detailed information was available.

**Minute 11c, Proposed New Lighting installation at Drage Road**

It was reported that TMHA had approved the new lighting installation on a 50:50 cost basis with the PC. The Clerk would now instruct SEEBOARD to proceed with the work and invoice TMHA when the work had been completed.

**c. Village Design Statement: Update**

It was reported that TMBC were concentrating on the development of the LDF and as a result some confusion had arisen over the status of VDS's. TMBC had advised that where substantial progress had been made towards a VDS then they would still be willing to adopt them on the basis that by 2007 they could no longer be recognised as formal SPG and would therefore require amendment under the terms of the new system then in place.

Following a discussion it was **RESOLVED** that the VDS would be completed on the basis that it would need to be revised in three years time in order that it could continue to be taken into account by the Borough Council as SPG.

**d. Dog Byelaws**

In response to the PCs resolution made on 19<sup>th</sup>, July 04, which was to apply to the SoS for the confirmation of byelaws, attention was drawn to the following:

- Correspondence from resident's and a petition from the East Peckham Dog Action Group objecting to the byelaws. The main objections were summarised.
- A letter from a resident who had recently been attacked by two dogs.
- A statement from TMBC in which they confirmed that they were disappointed that the PC had run into flack but the recent dog attack supported the PCs actions in seeking to control dogs and they were fully supportive of any PC that felt that it was appropriate to exercise restrictions and control dogs on recreation land in its ownership or management.
- An article, which had recently appeared in the Kent Messenger regarding the health implications of dog fouling.

Cllr Mrs Cresswell allowed members of the public the opportunity to ask questions which were answered by both the PC and the Borough Councils Dog Warden.

Following a discussion, it was **RESOLVED** that the PC should revisit the issue in order to ensure that members were comfortable with the decision they had made and if on reflection some members felt that the decision ought to be reconsidered they were invited to submit a written Special Resolution signed by at least three members of the council for consideration at the next meeting of the PC. In the meantime, the Clerk would delay applying to the SoS for the confirmation of the byelaws.

**5. PLANNING COMMITTEE**

**a. Minutes**

The minutes of the meeting held on 6<sup>th</sup> September 04, which had been copied to members, were approved.

**b. Planning Applications**

**RESOLVED to comment as follows to TMBC:**

**TM/04/03084/FL** New single storey rear extension to form kitchen and link together with internal alterations to existing oak shed at 142 Hale Street, East Peckham  
**AGREED** provided the application met LB criteria and that the materials to be used matched those of the existing building.

**6 TONBRIDGE & MALLING BOROUGH COUNCIL**

**a. Report of Borough Councillors** There was none

**b. Letter from the Chief Executive regarding the Audit Commissions findings in the Comprehensive Performance Assessment**

It was reported that the Audit Commission had judged TMBC as being excellent. The result was not just a reflection of how TMBC performed but also recognised the contribution made by their partner organisations and for that reason the Chief Executive hoped that the PC would take some pride in the result.

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**c. Local Democracy Week 2004**

It was reported that Local Democracy Week would run from 18 – 24 October and that it would focus on helping young people become more involved with decision making and planning at a local level. Attention was drawn to the take your councillor to school day which would give young people the chance to put questions to local elected representatives. Borough Councillors had expressed an interest in visiting secondary schools and it was hoped that Parish Councillors would consider getting involved perhaps by visiting their local primary school.

Following a discussion, it was **RESOLVED** that members were interested in visiting the Primary School and the Clerk would make the arrangements.

**7. GROUPS & ORGANISATIONS**

**a. Flooding:**

(i) **Multi Agency Steering committee**

It was reported that there had not been a recent meeting. An update was given on the proposed dam at Hatches Lane although confirmation from DEFRA on whether funding would be made available remained outstanding.

(ii) **Emergency Planning Group**

Cllr. Poole reported that there had not been a recent meeting. A suggestion was made that in view of the existence of the Parish Emergency Plan that the group disbands. A discussion followed and it was **RESOLVED** that the group would continue with Cllr. Poole reporting to the PC on a regular basis.

b. **Committee of Sports Hall & Playing Field Management**

Cllr. Beaman requested a copy of the lease agreement.

c. **Community & Police Working Group**

Cllr. Street reported that the next meeting would be held on 28<sup>th</sup> October 04. Attention was drawn to the following:

- Motorised scooter and other miscellaneous vehicles on the playing fields.
- Vandalism to the recently installed 'chatroom'.
- Recent damage to children's play equipment.
- Cllr. Boyle informed the meeting that a PC Brown had recently been introduced to the school children as a village community police officer, as this was news to the PC, Cllr. Street agreed to obtain clarification on this issue from the police.

8. **2004 BEST VILLAGE FRONT GARDEN COMPETITION**

The competition results were announced. The overall winning garden was 22 Snoll Hatch Road. The presentation of the cup, prizes and certificates would take place after the meeting of the Planning Committee on 4<sup>th</sup> October 04. The usual refreshments would be provided together with a display board showing the winning gardens.

9. **KCC: DEPLOYMENT OF COMMUNITY WARDEN**

It was confirmed that East Peckham had been put forward for the deployment of a Community Warden. The warden would commence their training in October 04 and it had been anticipated that he or she would commence their work in the community during December 04. A list of the duties of the Community Warden was also received and noted.

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10. **NHS: SHAPING YOUR LOCAL HEALTH SERVICES**

It was reported that the NHS had developed proposals, which would improve local health services to ensure that patients were provided with the most up to date modern standards of care and was interested in the PCs views on the proposals, which included:

- Changing the location of some inpatient medical services at Pembury
- Unite patient gynaecology services from Maidstone Hospital to the Pembury site
- Move children's inpatient planned routine surgery from the Kent & Sussex Hospital in advance of the planned relocation of this service to the new hospital at Pembury
- Bring together inpatient haematology services at the Kent Oncology Centre at Maidstone to create a centre of excellence.

Following a discussion, it emerged that the PC were concerned with the transport logistics enabling patients to access the NHS services. It was therefore **RESOLVED** that the PCs concerns would be conveyed to the NHS.

11. **YOUTH CLUB: PROVISION OF YOUTH FACILITY**

It was reported that a meeting had been held on 20<sup>th</sup> September with Mr Pearson, Mr Wise and Mr Styles from TMBC & Cllrs. Mrs Cresswell, Peter Street and the Clerk from the PC. The meeting discussed planning and leisure implications with regard to the siting of a purpose built youth facility on the Playing Fields. The meeting had been positive and the immediate way forward would be to engage the youth club and promote the project to the village.

**12. OFFICE OF THE DEPUTY PM: CONSULTATIONS ON (1) DRAFT CODE OF CONDUCT OF LG EMPLOYEES & (2) REVIEW OF RESTRICTIONS ON THE POLITICAL ACTIVITIES OF LA EMPLOYEES & PAY OF POLITICAL ASSISTANTS**

It was reported that copies of the consultation documents had been received and that the PC had been invited to comment thereon. A copy of the draft code of conduct had been copied to members. Following a discussion, it was **RESOLVED** that the documentation be noted.

**13. CORRESPONDENCE**

It was reported that the following items had been received:

- a. SLCC
    - (i) The Clerk Journal (August 2004)
    - (ii) Clerks & Councils Direct (September 2004)
  - b. Kent BTCV: Information on the Kent Pond Warden Scheme
  - c. Government Office for the SE: Details on the Queens Award for Voluntary Service
  - d. Glasdon: Product Information
  - e. Tonbridge & Malling Housing Association: Annual Report 2003/04
  - f. Local Council Update: August 2004
  - g. TMBC: Here & Now (3 copies)
  - h. Ernest Doe: Information on Turf Care Show
  - i. KAPC:
    - (i) Area Committee: Minutes from meeting held on 24<sup>th</sup> June 04
    - (ii) Parish News (September 2004) – copied to members
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- (iii) SE England Regional Assembly: A clear vision for the SE, Update on the SE Plan
  - (iv) SE Roadwork's & Traffic Information, Summer 04
  - (v) S & C Slatter: Details on sports & play surfaces
  - (vi) Finance Information Day: Details of course to be held on 16<sup>th</sup> October 04
- j. KRCC
  - (i) Rural News: August 2004 – copied to members
  - (ii) Kent Volunteer Awards 2004
  - (iii) Big Lottery: Details on Funding Seminar
  - (iv) Advance Notice of Kent CAN (Community Alliance of Networks) Annual Meeting & Conference to be held on 30<sup>th</sup> September 04
  - (v) RAISE Regional Network: July 2004
- k. East Peckham Scout Group: Details of 2004 Remembrance Parade & Road Closure Request
- l. CPRE: Fieldwork (September 04)
- m. The Playing Field: Kent County Playing Fields Association Newsletter (passed to Cllr Cresswell)
- n. NALC: Local Council Review (September 04)
- o. KCC:
  - (i) Annual Plan 2004/05
  - (ii) Youth & Community Service – Details on forthcoming conferences & seminars - noted

- p. Age Concern Malling: Details of befriending scheme (passed to the Library and the Parish Magazine)

14 **FINANCE**

- a. **Bank Reconciliation as at 27.8.04:** noted and copied to members

b. **2003/04 Audit**

(i) **Internal Audit**

It was reported that RBS Auditing Solutions had carried out the Independent Internal Audit. They concluded that they had gained sufficient assurance to sign off the internal audit certificate in the Annual Return and that the PC generally had effective systems in place to ensure that transactions were accurately reflected in the statement of accounts. A copy of the auditors report was available in the Parish Office for member's perusal.

(ii) **External Audit**

It was reported that the borrowings amount shown in the Annual Return i.e. £176.00 should in fact be £0.00, this was because the £176.00 was a prepayment, relating to allotment rents. Given the low value of the discrepancy the Clerk had asked The Audit Commission to confirm whether they felt that this was material to the annual Return. Following a discussion, it was **RESOLVED** that if required by the Audit Commission the Clerk and Chairman would be authorised to amend the Annual Return as appropriate.

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c. **Requests for Financial Assistance: The following were considered:**

**Holy Trinity - Flower Festival & Art Exhibition**

The PC had been asked to support the event, i.e. by taking some advertising space in the event programme (£25 for a ¼ page £50 for ½ page etc). Various organisations and clubs in the village would be taking part as well as artists from the surrounding area regardless of religion. The PCs support would help ensure that the organisers would be able to purchase flowers, mount the photographic exhibition, display the artistic work, pay the choir expenses and provide refreshments. Surplus funds would be used to support Holy Trinity.

Following a discussion, it was proposed by Cllr Poole, seconded by Cllr Mrs Cresswell and **RESOLVED** that a S137 donation of £50.00 would be made in support of the event.

**S136 Grants 2004/05**

**The following were considered**

**Village Hall**

Work to raise the height of doorways leading off from the back of the stage at the total cost of £1,690.00.

**East Peckham Primary School: Completion of hedge**

It was reported that the PC had agreed to fund the work and that based on the cost of the part of the hedge, which had been completed by TMBC during 2003/04 the sum of £1,000 had been approved. However following the receipt of an estimate, the remaining work would cost £1,391.12. It was noted that from proceeds from the sale of the publication of 'Bridge Over The Stream' the amount of £277 was available and could be used for the benefit of those at the school.

Note

2004/05 S136 fund to allocate		£5,830
already allocated	Methodist Church	£709
	Primary School	£1,000
	Play Equipment	£2,500
Remainder		£1,621

Out of the remainder the PC had agreed in principal to fund part of the MVCP Medway Valley Walk Project.

Following a discussion, it was proposed by Cllr Poole, seconded by Cllr Boyle and **RESOLVED** that the following financial awards would be made:

Methodist Church (flooring to kitchen and WC's)	£708.90
Primary School (completion of hedge)	£1391.12
Committee of Sports Hall Management, Play Equipment	£2,500.00
Village Hall (work to raise height of doors)	£1,690.00
MVCP Medway Valley Walk Project	£1,500.00
<b>Total</b>	<b>£7,790.02</b>

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To be funded as follows:	
2004/05 S136 Allocation	£5,830.00
Proceeds from 'Bridge Over The Stream'	£277.62
Contingency Reserves	£1,682.40
<b>Total</b>	<b>£7,790.02</b>

**d. Annual Review of Allotment Rents**

Following a discussion, it was **RESOLVED** that allotment rents would remain the same; a small plot would be £12 whilst a large plot (two smaller plots) would be £15.

**e. Parish Council website**

It was noted that the original payment terms for the website were 50% of the costs payable with the order with the remainder payable on completion of the project. As the project was nearing completion it was proposed by Cllr. Poole, seconded by Cllr. Boyle and **RESOLVED** that an additional 40% (£882.00) would be paid immediately with the final 10% (£220.50) payable upon the satisfactory completion of the project.

**f. Completion of Direct Debit in respect of the Sports Hall**

In order to take advantage of reduced electricity costs, it was **RESOLVED** that the sports hall electricity would in future be paid by direct debit. The mandate was completed accordingly.

**g. Special Works Grants 2004/05**

It was noted that the deadline for applications was 29<sup>th</sup> October. Following a discussion, it was **RESOLVED** that the Committee of Sports Hall & Playing Field Management, the Village Hall Management Committee and the PCC would be invited to submit applications for the PCs consideration on 18<sup>th</sup> October 04

**h. Financial Transactions**

**It was reported that the following receipts had been received since 19.7.04:**

27.07.04	Centenary Book Sales	£45.00
19.08.04	Footpath map sales	£3.60
15.09.04	Centenary Book sales	£20.00
	<b>Total receipts</b>	<b>£68.60</b>

**It was reported that the following automated payments had been made since 19.7.04:**

22.7.04	*British Gas – Sports Hall Energy	£71.00
22.8.04	*British Gas – Sports Hall Energy	£71.00

**Total automated payments £142.00**

**The following payments were approved (incl. VAT where applicable)**

Safeplay Playground Maint	*PF Maintenance	£376.00	Chq 2147
Kent Messenger	Dog Byelaw Public Notice	£145.70	Chq 2148
RBS Auditing Solutions	Internal Audit Fee	£188.00	Chq 2149
KCC (KCS)	*Sports Hall Supplies	£13.98	Chq 2150
Kent Grassland Services	*PF Maintenance	£399.50	Chq 2152
UMIDB	*2004/05 Drainage Rates	£1.04	Chq 2153
Mrs K Bell	Admin Expenses	£65.21	Chq 2154
Safeplay Playground Mance	*PF Maintenance	£1,875.89	Chq 2155
KCC (KCS)	*Sports Hall Supplies	£111.80	Chq 2157
Ordnance Survey	Paper map copy licence	£55.81	Chq 2158

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Mrs K Bell	Sept Salary	£659.40	Chq2159
Travis Perkins	*Sports Hall	£8.37	Chq 2160
KCC (KCS)	*Sports Hall Supplies	£314.78	Chq 2161
AworthLand Surveys	Map of East Peckham	£50.86	Chq 2162
Mrs K Bell	S137 BVFG Comp	£192.60	Chq 2163
Flooring Mart Ltd	S136 Grant	£832.95	Chq 2164
SweepClean (Kent)	S137 Aug 04 Litter Clear	£176.26	Chq 2165
SEEBOARD	Streetlight Maint Sept 04	£306.72	Chq2166
Kent Grassland Services	*PF Maintenance	£399.50	Chq2167
KCC (KCS)	*Sports Hall	£39.07	
	Stationery	£32.61	£71.68 Chq2168
TMBC	Emergency Plan	£54.98	
	Stationery	£25.38	
	S137 Playscheme	£820.00	£900.36 Chq 2169
Mr R Edwards	2004/05 Grounds Maintenance	£894.00	Chq 2170
MK Water	*Sports Hall	£160.30	
	Allotments	£52.06	£212.36 Chq 2171
Allianz Cornhill	Insurance	£36.75	Chq 2172
BT	Administration	£62.92	Chq 2173
The Plan & Colour Copy Bureau	Website expenses	£18.51	Chq 2175
Holy Trinity	S137 Art Exhibition & Flower	£50.00	Chq 2176
	Festival donation		
Mr M Summers	PC website	£882.00	Chq 2177
	<b>TOTAL</b>	<b>£9,302.95</b>	

\*Payments charged to the Committee of Sports Hall & Playing Field Management

**15. MATTERS FOR FUTURE DISCUSSION**

**Cllr Boyle**

Drew attention to a letter, which had been received, from Paddock Wood CAB in which it had provided details on the forthcoming merger with Tunbridge Wells CAB.

**Cllr Mrs Cresswell**

Drew attention to a letter, which had been received, from Sir J Stanley, MP in which he had provided details of BT call boxes in East Peckham, which were regarded by BT as loss making boxes, and were at risk of being removed.

**The Clerk**

Drew attention to a letter, which had been received, from KCC in which details had been provided on various meetings, which would be held during September and October. Topics to be discussed at the meetings included the NHS Trust Financial Recovery Plan, Women's and Children's services, Trauma and Orthopaedics and a meeting of the NHS Overview and Scrutiny Committee. The details were noted.

**16. DATE & TIME OF NEXT MEETING: 18<sup>th</sup> October 04 at 19.30 hours**

17. There being no additional business, the meeting concluded at 22.05 hours