

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE OLD HALL,
METHODIST BUILDING, POUND ROAD ON MONDAY 09 MAY 05 AT 1930 HOURS**

PRESENT: Cllrs: Bearman, Boyle, Mrs. Cresswell (Chairman), Cresswell, Mrs. Curry, Gardner, Poole, Shead, Street & Whiteside

ALSO PRESENT: Mrs. K Bell (Clerk)

APOLOGIES: Cllr. Crawford

1. Election of Chairman for the year

Proposed by Cllr. Whiteside, seconded by Cllr. Shead that Cllr. Mrs. Cresswell be re-elected as Chairman for the 2005/06 meeting cycle. In the absence of further nominations Cllr. Mrs. Cresswell was re-elected as Chairman and completed her declaration of acceptance of office.

Cllr. Street suggested that future chairmen be elected for a period of two years on a rotation basis. It was **RESOLVED** that the issue would be debated at the next meeting of the PC.

2. Election of Vice-Chairman for the year

Proposed by Cllr. Whiteside, seconded by Cllr. Gardner that Cllr. Boyle be re-elected as Vice-Chairman for the 2005/06 meeting cycle. In the absence of further nominations, Cllr. Boyle was re-elected as Vice Chairman.

3. Declarations of Interests: There were none

4. Questions from Parishioners: There were none

5. Code of Conduct: Register of Interests

In order to ensure the accuracy of their Register of Interests, members viewed their entries and completed a Change of Circumstances Form where required. Members were reminded that they were to advise TMBCs Monitoring Officer within 28 days of any change to their register of interests.

6. Members Contact Details

Members would advise the clerk of any amendments to their contact details. Members would also should they wish provide their email addresses

7. Parish Membership of Committees & Panels

The membership of committees & panels for the 2005/06 meeting cycle was **RESOLVED** as:

Planning Committee	-	All members except Cllr. Mrs. Curry
Allotment Panel	-	Cllrs. Gardner & Whiteside
Finance Committee	-	All members

8. Groups & Local Organisations

It was **RESOLVED** that the membership for the 2005/06 meeting cycle would be as follows:

KAPC	Cllrs. Boyle & Mrs. Cresswell
Parish Partnership Panel	Cllr. Mrs. Cresswell & the Clerk
Village Hall Management Committee	Cllrs. Mrs. Curry & Street
Committee of Sports Hall Management	Cllr. Bearman
Malling Age Concern	Cllr. Street

Village Transport Representative	Cllr. Mrs. Cresswell
Community & Police Working Group	Cllrs. Crawford & Street
Emergency Planning Group	Cllrs. Poole & Street
Action with Communities in Rural Kent	Cllr. Mrs. Cresswell
Village Design Statement Team	Cllrs. Boyle, Mrs. Cresswell, Gardner & Whiteside
Multi-Agency Steering Committee	Cllrs. Poole & Whiteside
Village Tree Warden	Cllr. Shead
School Governor	Mrs. J Boyle (Co-option)
Parish Website Design Team	Cllrs. Poole & Street

9. Meeting Dates 2005/06

It was **RESOLVED** that meeting dates for 2005/06 would be as follows:

Parish Council

2005 20.6.05, 18.7.05, 19.9.05, 17.10.05, 21.11.05, 12.12.05
2006 23.1.06, 20.2.06, 20.3.06, 24.4.06,

Planning Committee

2005 6.6.05, 20.6.05, 4.7.05, 18.7.05, 5.9.05, 19.9.05, 3.10.05, 17.10.05, 7.11.05,
21.11.05, 5.12.05, 12.12.05
2006 9.1.06, 23.1.06, 6.2.06, 20.2.06, 6.3.06, 20.3.06, 10.4.06, 24.4.06, 8.5.06,
22.5.06, 12.12.05

Annual Allotment Holders Meeting 7.10.05
Finance Committee 16.1.06
Annual Parish Meeting 3.4.06
Annual Meeting of the Parish Council 8.5.06

10. Councilors Areas of Village

Following a discussion it was **RESOLVED** that The Old Dairy would be included. No further amendments were required.

11. Parish Council

a. Minutes of meeting held on 18 April 05

The minutes were agreed and signed as a true record of the proceedings.

b. Matters arising not covered elsewhere on the agenda

Minute 6b, Green Lidded Bins

It was reported that a schedule had been received listing the properties, which had not been included in the green-lidded bin scheme, it was noted that Tonbridge Road and Caysers Croft had not been included in the scheme. An update would be presented to the Parish Partnership Panel on 09 June 05.

Minute 8d, Allotments

It was reported that the new fence had been installed.

Minute 12, Footway in The Freehold

It was reported that a new dressing had been put on the footway in The Freehold.

Minute 12, Tonbridge Road Speed Restriction request

It was reported that a further incident had occurred where a vehicle had collided with a telegraph pole outside Addlestead House. The incident was reported to Kent Highways.

Minute 14, Clerks Revised Contract of Employment

It was reported that a revised document had been prepared and forwarded to Cllrs. Mrs. Cresswell & Poole and that as soon as the final format had been agreed the document would be circulated to members for their approval prior to being issued to the Clerk.

12. Parish Council Website

Cllrs. Poole & Street reported that:

- Good progress was being made.
- The photographs and biographies were due to be complete shortly.
- The mapping had almost been completed.
- Training sessions were to be arranged
- Publicity cards were to be ordered.

13. The Standards Board: A Code for the Future: For further consideration (brought forward from 18 April 05)

Following a discussion it was **RESOLVED** that it would not be necessary for the PC to comment and members could if they wished respond on an individual basis.

14. Annual Review of Members Allowances

Following a discussion it was **RESOLVED** that although as a collective body, members would not claim allowances, they, would claim mileage when representing the PC.

15. Lord Lieutenant of Kent Civic Service held on 29 April 05

Cllrs. Mrs. Cresswell & Poole reported that they had attended this enjoyable event and that it had been a privilege to represent the PC.

16. Review of deeds, land holdings, leases and tenancy agreements held by the PC

- (i) It was noted that Warner's Solicitors held deeds to the following PC land holdings:
Land at Church Lane, Land at Pound Road, Playing Fields and Sports Hall and the Telephone Kiosk, Little Mill
- (ii) It was noted that the following lease was in operation where the PC was landlord:
Sports Hall & Playing Fields (Committee of Sports Hall & Playing Field Management)
- (iii) It was noted that the following lease was in operation where the PC was tenant:
Allotment Site – Mr. N Stephens (landlord)

17. Planning Committee:

a. Minutes of meeting held on 18 April 05

The minutes, which were copied to members, were approved.

b. Planning Guidance

The Clerk had prepared some guidance notes on planning issues, which were noted and copied to members.

18. Tonbridge & Malling Borough Council: Playing Field Strategy (1st Draft)

It was reported that TMBC were in the process of preparing a Playing Pitch Strategy which would:

- Assess the extent to which the number and quality of the playing pitches in T & M were adequate to meet the current and predicted future needs.
- Be a tool which would be used to protect and enhance current pitch provision
- Form the basis on which to establish new pitch requirements arising from new developments
- Assist in proving the need for developers and other external funding.

Following a discussion it was **RESOLVED** that although the document had been received with interest it would not be necessary to comment.

19. Groups & Organisations

a. Committee of Sports Hall & Playing Field Management

Cllrs. Bearman & Cresswell reported that:

- The positions of caretaker/groundsman and cleaner had not yet been filled.
- Recent damage which had occurred to the front doors
- Welding was to take place to the windows and gates

b. Village Design Statement

It was reported that a meeting of the team would be held on 12 May 05 and that the draft document had almost been finalized

c. Community & Police Working Group

Cllr. Street reported drew attention to the following:

- Regular liaison was taking place between the Group and the Community Warden.
- Theft of bedding plants was prevalent
- Continuing concerns over anti social behaviour. It was noted that a case was progressing with regard to an ASBO against a disruptive youth.
- The Youth Group, which met inside the Merry Boys had police approvals and that the landlords faith in the youth had proved successful, as they were more responsible in their behaviour within the community.
- Crime figures were down.
- The impact Somerfield Store would have on local crime statistics.
- Tonbridge Crime Prevention Panel which he had attended on 25 April 05.

20. Correspondence

It was reported that the following items had been received:

- a. Product Information received from:
- Wicksteed Leisure, Supaskills, Taylor-Made & Record, Eibe, Miracle - Play equipment (passed to Cllr Cresswell)
 - Chroma Vision – CCTV & security systems
 - Glasdon – Street scene & planting
 - Blachere & The Festive Lighting Company - Festive illumination products
 - Ensign – Cast Iron Drainage product information
- b. Business continuity planning for the public sector: Responding effectively to the civil Contingencies Act: Details of seminar to be held on 17 May 05 & Government Computing (May 05)

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- c. Russett News (April 05) (Replaced TMHA Home News)
- d. KAPC
Parish News (April 05) – copied to members
Statement by Audit Commission on Audit Regime Review
Minutes of Area Committee Meeting held on 17 March 05
- e. Kent Police: Details on Parish Special Recruitment Campaign (details placed on PC notice board and passed to the Parish Magazine)
- f. The EDF Energy Trust: Details of Direct Debt Line Seminar programme 2005
- g. Action with Communities in Rural Kent
Annual Report 2003-2004
Rural Transport Partnership (South Kent): Annual Report 2003/04 (Summary)
Staff Contact List
South of England Shows, Ardingly, West Sussex: Promotional Information
- h. Farming & Wildlife Advisory Group: Farming & Wildlife Conservation (Spring/summer)
- i. Maidstone & Tunbridge Wells NHS: Trauma & Orthopedic – further consultation details
- j. Zurich Municipal: Annual Health & Safety Local Council Advisory Service Seminar 2005
- k. NALC: Local Council Review (May 05)
- l. TMBC: Minutes of Council, Cabinet & Committee Meetings 2005 (Vol. 2)
- m. David Lloyd Leisure: Details of new venue in Kings Hill
- n. Clerks & Councils Direct (May 05)

21. Finance

a. Bank Reconciliation as at 30.4.05 – noted & copied to members

b. Financial transactions

Receipts since Parish Council on 18.4.05

31.3.05	Bank Interest	£344.31
31.3.05	04/05 Bank Credit	£25.00
TMBC	Precept 1st Half	£23,950.00
27.4.05	Book Sales	£10.00
27.4.05	BT Wayleave	£14.13
Total		£24,343.44

Automated Payments since Parish Council on 18.4.05

22.4.05	British Gas – Sports Hall Gas charges	£79.00
Total automated payments		£79.00

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

Harris Landscapes	Allotment Fence (Sch 19)	£1,525.00 Chq 2269
Mrs. K Bell	May 05 Salary less deductions incl expenses & training costs (S112)	£880.40 Chq 2270/71
KCC	Sports Hall supplies (S19)	£327.41 Chq 2272
Kent Grassland Svcs	Playing Field Maintenance (S19)	£446.50 Chq 2273
EDF Energy	Streetlight Maint May 05 (S10)	£324.18 Chq 2274
Spanner Software	Domain renewal (S112)	£82.25 Chq 2275
Allianz Cornhill	Insurance 05/06 (S112)	£547.29 Chq 2276
Travis Perkins	Sports Hall Supplies (S19)	£8.80 Chq 2277
Hills Office Services	Computer maintenance & printer Cartridges (S112)	£115.88 Chq 2278
UMIDB	05/06 Drainage Rates (S19)	£1.08 Chq 2279
Hever Landscapes	05/06 Village & Grounds Maintce. (S164)	£441.00 Chq 2280
Mr. N Stephens	05/06 Allotment Ground Rent (Sch 19)	£30.00 Chq 2281
Sweepclean	Litter Clear May 05 (S137)	£176.26 Chq 2282
Mr D Poole	Travel Expenses (S112)	£40.89 Chq 2283
Mr R Whiteside	Allotment Expenses (Sch 19)	£24.98 Chq 2284
Try Angle Awards Foundations	Sponsorship (S137)	£50.00 Chq 2285
TOTAL		£5,021.92

c. S137 Report 2004/05

(i) It was reported that the following payments had been made during 2004/05:

Village Litter Clearing (Sweepclean)	£2,100
Donations	
Holy Trinity Flower & Arts Festival	£50)
Royal British Legion	£75)
CAB	£150)
SERPA	£20)
K & S FWAG	£35)
Age Concern Malling	£50)
Hospice in the Weald	£50)
Best Village Front Garden Competition expenditure	£258
TMBC Holiday Playscheme	£820
Total 2004/05 S137 expenditure	£3,608

(ii) Amount budgeted in 2004/05	
Sweepclean Litter clear	£2,000
Free Resource allocated budget	£1,454
Virement from contingency	£58
Total	£3,512

(iii) Total permitted under S137 for 2004/05 was £13,153 based on 2,559 electors @ £5.14 per elector

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Following a discussion, it was **RESOLVED** that on a trial basis, Sweepclean who carried out litter clearing duties as a supplement to the service provided by TMBC would be asked to visit the village on a 12 week rotation basis as opposed to the current arrangement which was on a six week rotation basis. The situation would be reviewed in November 05.

d. The Bumble Bee Alliance

It was reported that a letter had been received from The Bumble Bee Alliance requesting a grant in the region of £150 to £300 which would help fund a countywide project which had the specific aim of increasing awareness of the major decline in the bumble bee population in the county and to actively work with communities, organisations and individuals to increase habitats and reverse the trend.

Following a discussion it was **RESOLVED** that whilst supportive of the intentions of the Alliance the PC was unable to fund the work.

e. Try Angle Awards

It was reported that Kent Youth & Community were searching for young people aged 10 – 18 years whose efforts and achievements in the school and community deserved recognition and be awarded the Try Angle Award. As well as receiving a nomination form the PC had been invited to become a sponsor and amounts suggested were £30, £50 or £100.

Following a discussion it was proposed by Cllr. Shead, seconded by Cllr. Cresswell and **RESOLVED** that the PC would sponsor this years awards to the sum of £50. Cllr. Boyle agreed to forward the nomination form to the Youth Club.

22. Matters for future Discussion

Cllr. Bearman

Drew attention to the hours of business in respect of the premises at the rear of 16 Pound Road. The Clerk confirmed that the property was subject to an ongoing planning enforcement enquiry, which she would pursue.

Cllr. Shead

- Reported that the Paddock Wood public meeting which concerned the provision of a skatepark facility had been well attended and that youths from East Peckham had attended
- A firework demonstration which would take place on his land on 17 May 05 at 2100 hours. Members were invited to attend.

Cllr. Mrs. Cresswell

- Reported that she had received from the UMIDB information regarding building on the flood plain. The information would be copied to members
- Asked whether anyone had been able to attend the meeting at St Michaels concerning the formation of Friends of St Michaels. Cllr. Street reported that the meeting had been very productive with much interest shown and a committee had been formed.

23. Date of Next Meeting: 20 June 05 @ 1930 hours

There being no additional business the meeting concluded at 20.47 p.m.