

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE SALVATION ARMY HALL ON WEDNESDAY 14 DECEMBER 05 AT 19.30 HOURS

PRESENT: Cllrs: Bearman, Crawford, Cresswell, Mrs. Curry, Gardner, Poole, Street & Whiteside

ALSO PRESENT: Mrs. K Bell (Clerk), Mrs. E Jones, County Cllr. Richard Longs & 2 residents

APOLOGIES: Parish Cllrs. Boyle & Mrs. Cresswell, Borough Cllrs. Mrs. Holland & Rogers

Mrs. Eileen Jones who would be acting as Clerk during the Clerks maternity leave was welcomed to the meeting.

1. Election of Chairman for the Meeting

In the absence of Cllrs. Mrs Cresswell & Boyle it was proposed by Cllr. Crawford, seconded by Cllr. Mrs Curry and **RESOLVED** that Cllr. Cresswell would chair the meeting.

2. Declarations of Interests – There were none

3. Report from County Councillor

County Councillor Long drew attention to the following:

- A KCC review of the library was being undertaken, whilst the library was not at risk of closure KCC were investigating ways in enhancing its use and were in the process of canvassing the views of village residents.
- A meeting he was attending with KHS representatives with a view to improving the communications with Parish Councils.

4. Report from Community Warden

The Community Warden was invited to speak; Ms Fiddock drew attention to the following:

- A recent incident to the roof of the Curran Hall.
- Speedwatch. It was confirmed that the PC had received an application form and that applications had been submitted in respect of Old Road/Pound Road and Hale Street.
- A Village Coffee Morning. Ms Fiddock informed members that she was to hold a village coffee morning during January/February 06 and that whilst she had obtained the free use of the Curran Hall and equipment she asked if the PC would be able to fund the purchase of tea, coffee, sugar and biscuits. It was agreed that the PC would consider the possibility of funding at the next meeting, if agreeable funds could come from the 2005/06 Community & Police Working Group budget.

5. Parishioners Question time

Residents present drew attention to the following:

- Future of the Youth Club. It was believed that with effect from January 06 the youth club would be meeting monthly as opposed to weekly. The PC had not been informed.
- Proposed skatepark. Concerns were expressed from both a financial and anti social behavioural viewpoint.
- Christmas Lighting. The resident was informed that the PC was to consider setting aside funding for 2006 and that a tree outside the Merry Boys Public House would be decorated for the 2005 festive season.
- Overgrown vegetation at Brookside Roundabout. KHS was once again to be informed.

6. **Parish Council**

a. **To confirm the minutes of the meeting held on 21 November 05**

An amendment was made to the minutes which had been copied to members following which it was **RESOLVED** that they be signed as a true record of the proceedings.

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

Minute 4, Street Light Energy Referral to Energy Watch

It was reported that a reply had not been received.

Minute 4, Kent Village of the Year Competition

It was reported that no new information had been received from TMBC regarding the streamlining of the village recycling facilities.

Minute 6b, T & M Youth Forum held on 30 November 05

The Clerk reported that TMBC would make available a copy of the minutes.

Minute 7e, Allotments: Installation of two water troughs

The Clerk confirmed that funds were available within the 2005/06 budget.

Minute 9b - Village Christmas Lighting

Cllrs. Bearman & Street reported on the difficulties they were having in installing the lights and informed members that they hoped that these would be overcome.

Minute 9c - 2005 Village Poppy Appeal

It was reported that the amount collected was £2,282.58. It was **RESOLVED** that a letter of appreciation would be sent to the organisers of the Poppy appeal, Mr & Mrs Buckland.

Minute 9g - Editorial Contribution to EP Parish Magazine

It was reported that a letter of appreciation had been received from the editor who had also thanked the PC for regularly providing information on parish affairs.

c. **Parish Council Website: Update**

Cllrs. Poole & Street reported and drew attention to the following:

- Good progress continued to be made
- Minor amendments were required to the mapping exercise
- The publicity cards were in the process of being printed
- The website would be going live in the New Year
- Members would be discussing the provision of funds towards a talking text enabling facility at the Finance Committee on 19 December 05.
- At the request of the CAB, the Clerk had asked Cllr. Poole to insert a link from the PC website to the Malling CAB website. The link had been inserted without text, as the PC could not be seen to promote any local organisation or business.

d. **Annual Parish Meeting (03.04.06)**

(i) **Content of Annual Report**

Cllrs. Crawford, Poole and Street agreed to provide reports from the Community & Police Working Group and Emergency Planning Group. The Clerk confirmed that the Residents Association had submitted an article for publication.

(ii) **Guest Speakers**

It was confirmed that the following had accepted the PCs invitation:

- Mr. D Williams (TMBC Crime & Reduction Partnership) & Ms Shirley Fiddock (Community Warden) - Policing & Community update
- TMBC representatives – A presentation on what TMBC does for young people with young people themselves presenting a section on the Youth Forum.

It was confirmed that Ms H McAndrew from KCC Trading Standards would be unable to attend the meeting but that she would provide some literature, which could be distributed to those present at the meeting.

It was noted that a reply had not yet been received from Small Change

(iii) **Photographs**

Following a discussion it was **RESOLVED** that the front cover of the 2005/06 Annual Report would depict a collage of the certificates which were attained in the 2005 Village of the Year Competition.

e. **Village Sign: Progress Report**

It was reported that the Village Sign had been collected by Signs of the Times who had assessed the work required to restore the sign and had advised that the following work could be carried out at the cost of £896.25 (plus carriage, plus VAT):

- Make 100 x 80mm box section lower support bar with sockets to accept the sign.
- Profile cut 10mm plate to shape to replace the original woodwork
- Fit scrolls on each side of post/box socket to add some decoration
- All to be sandblasted, galvanized and powder coated black
- Repair and weld scrolls and remove Oast House decorative panel
- Restore and refit with new fixings
- Clean and oil woodwork and repaint letters as necessary

Members were also advised that as an alternative option, a quotation for a new sign had been obtained and that a new sign alone would cost in the region of £1,200 - £1,450 with additional costs for scrolling, mounting brackets, painting, zinc [phosphate covering and delivery.

Following a discussion, it was **RESOLVED** that Signs of the Times would be asked to proceed with the restorative work as per their quotation.

f. **Annual Review of:**

(i) **Risk Assessment**

Following a discussion it was **RESOLVED** that no alterations were required to the document, which would remain unchanged

(ii) **Asset Register**

Following a discussion it was **RESOLVED** that no alterations were required to the document, which would remain unchanged. However it was noted that the asset values would need to be adjusted at year-end.

(iii) **Standing Orders**

Members were advised that having consulted KAPC, the Clerk had been advised that NALC had not issued revised Model Standing Orders since 2003. Following a discussion it was **RESOLVED** that as the PCs document had already been revised and was based on the latest NALC recommendations no amendments were required. Cllr. Poole however offered to review the document with the view of suggesting possible amendments.

(iv) **Financial Procedures**

Members were advised that having consulted KAPC, the Clerk had been advised that NALC had not recently issued revised Model Financial Procedures. Following a discussion it was **RESOLVED** that as the PCs document had already been revised and was based on the latest NALC recommendations no amendments were required. Cllr. Poole however offered to review the document with the view of suggesting possible amendments.

g. **To consider Health & Safety at work policy recommended by NALC & KAPC**

Following a discussion it was **RESOLVED** that the document recommended by NALC & KAPC would be adopted provided it fully met the needs of the PC.

h. **Parish Plan**

Following a discussion, in view of the pending completion of the Village Design Statement it was **RESOLVED** that an application for funding would be submitted in respect of a Parish Plan.

It was noted that the Parish Plan was a document distinct from the Village Design Statement and whilst the PC would lead the project it would be community led. If funding was secured then the PC would publicise the fact and seek the involvement of the community.

7. **Planning Committee**

Minutes of meetings held on 21 November 05 & 05 December 05

The minutes of the meetings, which were copied to members, were approved

8. **TMBC**

a. **Preliminary Enquiry regarding Twinning Opportunity with a small town in Italy**

It was reported that TMBC had been contacted by a couple who had a second home in Italy to investigate the possibility of a twinning arrangement with a town or village in England. Following a discussion it was **RESOLVED** that no action would be taken.

b. **Christmas Refuse and recycling arrangements: To receive details**

It was noted that Christmas tree recycling facilities would be available at Brookside Garden Centre during the period 29 December to 13 January and that all collections would be a day late in the weeks beginning Monday 26 December and Monday 02 January.

c. **Tonbridge & Malling Housing Needs Survey**

It was reported that TMBC had carried out a Housing Needs Survey with individual households chosen at random to take part.

d. Parish Partnership Panel

The minutes of the meeting held on 10 November had been received with interest; attention was drawn to the following:

- Flytipping and rubbish
- Licensing regulations
- Regional government
- Customer services management
- Grant settlement
- KCC Services update
- Community Safety Booklet for the WK Police Area – passed to Cllr. Crawford.

e. Sport Activities and Coach of the Year Award: To receive details

It was reported that one of TMBCs key priorities was meeting the needs of young people and that young people had highlighted the lack of information available to them at local level. In order to address the issue, TMBC wished to raise the awareness of sports clubs and holiday activities that were available to the community and the PC has been invited to promote Village youth activities on the TMBC website. Following a discussion, it was **RESOLVED** that details would be provided of the various village youth activities as well as the village run February half term holiday club.

It was noted that TMBC was also launching a Coach of the year award which recognised the important work done for sports people within the T & M area, copies of nomination forms were available via the TMBC website.

f. 2006 Register of Electors: To receive information

It was reported that the 2006 Register of Electors was available and that if individual Parish Councillors wished to receive a copy they were to submit an application in writing to TMBCs Electoral Registration Department. It was noted that the register would be provided on the basis that

- No copy would be supplied to any other person
- The Information contained within the register was not disclosed
- The information would not be used for any purpose other than for the purpose of establishing whether any person was entitled to attend and participate in a meeting of or take any action on behalf of the parish or community

9. Groups & Organisations

a. Committee of Sports Hall & Playing Field Management:

(i) Report of Representative

Cllr. Bearman reported that a football team had ceased to use the playing field facilities.

(ii) Presentation of accounts for the financial year ended 31 March 05 – noted & copied to members

(iii) **Skatepark**

Following the concerns expressed by some residents for a skatepark and in view of the article which appeared in a recent edition of the Kent Messenger where attention had been drawn to an increase in petty crime and nuisance in Borough Green and Wrotham following a recent opening of a skatepark. A discussion followed where members expressed their opinion that they would not wish to import similar problems to East Peckham. It was **RESOLVED** that the Committee of Sports Hall & Playing Field Management would be asked to:

- Reconsider the proposed skatepark project.
- Consult with TMBC in order to ascertain whether the skatepark funding could be reallocated to an alternative village youth project.
- Consult with residents in order to ascertain the level of village support for a skatepark.

b. **Community & Police Working Group**

Cllr. Street & Crawford reported and drew attention to the following:

- The next meeting would be held during January 06.
- Recorded crime statistics were higher than last year, mainly due to the opening of the 24 hours Somerfield Store.

c. **Local Board: Report of Meeting held on 06 December 05**

In the absence of Cllr. Mrs. Cresswell there was no report

d. **Village Design Statement: Progress Report**

Cllr. Whiteside reported that progress was being made.

10. **Finance**

a. **Bank Reconciliation as at 30.11.05**

The information, which had been prepared by the Clerk & copied to members, was noted.

b. **2005 Playscheme: To consider additional payment (Recommendation of Planning Committee held on 05 December 05)**

Following a discussion, members reiterated their stance that they were fully supportive of the Summer Playscheme and would not wish to impinge upon its successful continuation. It was proposed by Cllr. Cresswell, seconded by Cllrs. Gardner & Street and **RESOLVED** that the PC would pay the additional £267.34

Members were informed that the Parish Councils Standing Order 36 stated that 'A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.'

It was further **RESOLVED** that prior to the release of the payment members would submit a signed special resolution to the Clerk..

c. 2005/06 Donations:

It was reported that the 2005/06 S137 Free Resource fund had been set at £1500 and as at 30 November 05, the expenditure which had been charged to the fund was as follows:

Donation	Try Angle Awards	£50.00
Donation	Kent Men of Trees	£25.00
Prizes	Best Village Front Garden Comp	£165.00
TMBC	4 th Week Summer Playscheme	£848.70
Donation	Royal British Legion	£75.00
Expenses	Best Village Front Garden Comp	£73.10
Total		£1,236.80

It was noted that the sum available from the 2005/06 Free Resource budget to allocate as donations was £263.20 and that requests had been received from the following organisations:

Playwork South East (Formerly SERPA)
Vitalise (formerly Winged Fellowship Trust)
Hospice in the Weald
Queen Elizabeth Foundation Resource Centre (provides activity day centre for adults with physical and/or sensory disabilities)
Mid Kent Victim Support
CAB (Tunbridge Wells & District)

Following a discussion, it was proposed by Cllr. Cresswell, seconded by Cllr. Street and **RESOLVED** that the following donations would be made:

Citizens Advice Bureau (Tunbridge Wells & District)	£150.00
SERPA	£20.00
Age Concern Malling	£50.00
Hospice in the Weald	£50.00
TOTAL	£270.00

d. 2005/06 Garden of Remembrance Grant

Members were informed that the 2005/06 Garden of Remembrance Grant was £200 and that the Parochial Church Council had spent £258. Members were also informed that although a payment of £200 had been made the Parochial Church Council had been advised that the PC would consider the approval of an additional £58 towards the end of the financial year when the PC had a realistic idea of its 2005/06 financial commitments. Following a discussion it was **RESOLVED** that an additional payment of £58 would be made in respect of the Garden of Remembrance.

e. Financial Transactions

Receipts since 21.11.05

01.11.05	Customs & Excise - Refund of VAT	£673.67
18.11.05	TMBC S 136 2005/06 2 nd Half	£4,892.00
09.12.05	EP Stores - Book Sales	£22.50
09.12.05	EP Stores – Map Sales	£3.60
Total		£5,591.77

- h. TMBC: Here & Now (Dec 05/Jan 06)
- i. KCC: WK Area Rights of Way: Contact Details received for information
- j. KAPC: Parish News (December 05) - copied to members
- k. Christmas cards: Received from
 - KAPC
 - RBS Auditing Solutions
 - Hills Office Services
- l. Local Councils Update: December 05
- m. KCC: Superannuation Fund (Report & Accounts 2005)
- n. KPA: 'Closing the Gap' Stage 2 Submission – copied to members

12 Matters for future Discussion

Cllr. Poole

Drew attention to signage, which was directing traffic from the bypass to the Somerfield Filling station through the village. It was agreed that KHS would be asked to remove or disguise the sign.

Cllr. Street

Drew attention to a letter he had received from a resident who was concerned at traffic movements along Hale Street. The letter would be forwarded to the Clerk who would reply to the resident.

13. Date & time of Next Meeting: 23 January 06

14. In Committee - Staffing Issues

Members were advised of the following:

- The Clerk would start her maternity leave on 01 January 06.
- A very favourable reference had been received from Ditton PC for Mrs. E Jones.

There being no additional business, the meeting closed at 21.15 hours.