

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON MONDAY 24 JANUARY 05**

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

**ALSO PRESENT:** Mrs K Bell (Clerk), Borough Cllr. Mrs Holland (item 3), Community Warden & Senior Warden (item 2), 2 TMBC Officers (item 3), Courier Reporter

**APOLOGIES:** Parish Cllrs. Boyle, Crawford, Gardner & Borough Cllr. Rogers

**1. DECLARATIONS OF INTEREST**

Cllr Shead declared an interest in planning application TM/04/04348/FL and Cllr Cresswell declared an interest in the cleaning of Holy Trinity War Memorial

**2. COMMUNITY WARDEN**

The Community Warden Shirley Fiddock and Senior Warden Neil Howlett were introduced to the PC. They provided the Parish Council with an overview of the role of the community warden and the interaction, which will take place between the warden and the various agencies such as the PC, KCC, TMBC, Police, Social Services, and Housing Association etc. At present the warden was familiarising herself with the village and finding out what went on in the village, the activities taking place, the problems, who did what, where and when. She was also confined to working 9 a.m. to 5 p.m. but after March 05 she would be able to work unsocial hours. The warden and senior warden were thanked for attending the meeting and for providing an interesting overview into the role. It was hoped that the warden would produce an article for inclusion in the PCs Annual Report and that she would be able to attend the Annual Meeting as one of the guest speakers.

**3. PHASE 3, EXPANSION OF GREEN WASTE SCHEME**

Michael Lenaghan and Dennis Gardner from TMBC were introduced to the PC. They had been invited to give a presentation on the next phase of the expansion of the Green Waste Scheme, which would include the majority of East Peckham. Properties included in the next phase would be provided with an additional green-lidded wheeled bin along with their green box and black-wheeled bin. The green-lidded bin would be for the collection of garden waste and cardboard. The black-lidded bin would be used for normal residual household waste. All households would be supplied with a green box for the collection of dry recyclable items namely paper and cans. The wheeled bins would be collected on an alternate fortnightly collection service with the green lidded bin and green box collected on one week and the black lidded bin collected on the other week. Following leaflet drops and publicity to the properties included in the next phased it was anticipated that the green-lidded bin would be delivered in March and that the first collection would take place in late April this year.

**4. PARISHIONERS QUESTIONS**

There were none.

**5. PARISH COUNCIL**

**a. Minutes**

It was **RESOLVED** that the minutes of the meeting held on 13 December 04, which had been copied to members be signed as a true record of the proceedings.

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

**Minute 2, Skate Park**

It was reported that one letter and one email had been received from residents in Russett Road concerned about the noise and visual impact of the skate park. The Clerk had responded stating that should the project go ahead the contractor would be expected to address those issues and use the latest materials and technology.

**c. Parish Council Website: Update**

It was reported that progress was being made and that the website would be 'going live' shortly. Members were informed that there had been a website server problem which had since been resolved. Members who had not submitted a photograph and biographical details for inclusion on the website were reminded to do so. Cllr Poole requested that the Clerk provide electronic copies of past minutes for inclusion on the website.

**d. Annual Parish Meeting (04 April 05)**

**Guest Speakers**

It was reported that David Williams, TMBC Crime & Disorder Partnership and DCI Martin Very West Kent Police had confirmed their attendance at the Annual Meeting as guest speakers. It was noted that a representative from the Parish Special Constable campaign and the Community Warden had yet to confirm their availability.

**Annual Report contributions**

Members were reminded that contributions for the Annual Report were to be forwarded to the Clerk by 07 February 05 at the latest.

**Annual Report Front Cover Photograph**

It was **RESOLVED** that the front cover of this years Annual Report would depict the home page of the Parish Councils website. Following a discussion, it was proposed by Cllr. Mrs Cresswell, seconded by Cllr. Poole and further **RESOLVED** that the front cover of the Annual Report would be printed in colour. It was noted that the total cost of printing the Annual Report this year would be £491.17.

**e. Freedom of Information Act 2000 – Authorisation of the Qualified Person and Amendments to Schedule 12A of the LGA 1972:**

It was reported that under section 36 of the Freedom of Information Act 2000 for Parish & Town Councils the Secretary of State had authorised the Clerk as the primary authorisation and the chairman as the secondary authorisation for fulfilling the Parish Councils Freedom of Information Obligations.

**6 FINANCE COMMITTEE**

The minutes from the meeting had been tabled to members in draft form. It was **RESOLVED** that the minutes of the meeting held on 17 January 05, would be amended, copied to members and approved at the next meeting.

**7. PLANNING COMMITTEE**

**a. Minutes**

The minutes of the meeting held on 10 January 05, which had been copied to members, were approved.

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**b. Planning Applications**

**RESOLVED** to comment as follows to TMBC

**TM/04/03164/RD** Details of landscaping, boundary treatment and ground levels pursuant to conditions 4 & 7 of planning permission TM/99/02180/FL (erection of building for storage of vintage vehicles) at Forge Gate Farmhouse, Tonbridge Road, Maidstone.  
**NOTED**

**TM/04/03704/FL** Two storey side extension at 44 Golding Gardens  
**Note: revised plans received**  
**AGREED**

**TM/04/04276/FL** Proposed 3 bay oak framed garage at 29 Hale Street, East Peckham  
**AGREED**  
Concern expressed that this would be additional development within the flood plain

**TM/04/04348/FL** Extension and alterations to outbuildings at 255 Hale Street, East Peckham  
**AGREED**  
Concern expressed that this would be additional development within the flood plain

**TM/05/00026/FL & TM/05/00029/LB** Conservatory at Kent House Farm, 349 Hatches Lane, East Peckham  
**AGREED provided LB criteria met**  
Concern expressed that this would be additional development within the flood plain

**TM/05/00034/FL** Detached House at Land rear of 27 The Freehold, East Peckham  
**OBJECTION**

- Overdevelopment of land
- The bulk, size and mass of the proposal was not compatible with the location
- Close Proximity of the proposal to existing residential properties and an elderly persons home
- Further development within the flood plain.
- Note: 'Inaccurate site plan submitted

**8. TONBRIDGE & MALLING BOROUGH COUNCIL**

**a. Report of Borough Councillors**

There was none.

**b. Tonbridge & Malling Crime & Disorder Reduction Partnership Audit 2004:**

It was reported that a copy of the document had been received for the PCs consideration and that the PC had been invited to comment. The document had been passed to Cllr. Street. Following a discussion, it was **RESOLVED** that the document be noted with interest and that the clerk would complete on the accompanying questionnaire.

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**c. Parish Partnership Panel**

- (i) Minutes from meeting held on 14 October 04 – received and noted
- (ii) Notification of next meeting to be held on 10 March 05 – noted. Following a discussion it was **RESOLVED** that it would not be necessary to submit items for the agenda.

**d. Heritage Open Days 2005: To receive information**

It was reported that this years Civic Trust Scheme would be operated locally by TMBC and would take place during the weekend of 10 & 11 September 05. The PC had been invited to register its interest and to nominate properties or activities, which ought to be included. Following a discussion it was **RESOLVED** that TMBC would be asked to consider inviting St Michaels and Roydon Hall to participate.

**9. KCC: Kent & Medway Funding Fair**

It was reported that KCC would be hosting a Funding Fair on 03 February 04 and that the event would be an opportunity for voluntary and community organisations to find out about funding opportunities and the best ways to gain access to funding. Following a discussion, it was **RESOLVED** that although a PC representative would not be available the details would be put on the PCs noticeboard.

**10. GROUPS & ORGANISATIONS**

**a. Flooding:**

**(i) Multi Agency Steering committee**

Cllr. Poole reported that there had not been a recent meeting, however, there would be a meeting of the technical group on 26 January, which he would be attending.

**(ii) Emergency Planning Group (EPG)**

Cllr. Poole reported that work was continuing on the Emergency Plan and that he had received copies of emergency procedures from some of the emergency services. He was also in the process of liaising with the EA in order to establish the reasons why they did not object more vociferously on further development within the East Peckham flood plain.

(iii) **Letter received from Sir J Stanley MP**

It was reported that a letter had been received from Sir J Stanley MP confirming that DEFRA had increased the grant in respect of the Flood Relief Scheme from 45% to 80%. It was noted that the UMIDB would be contributing £25,000 towards the project.

(iv) **Open Invitation from East Peckham Flood Group**

It was reported that members had been invited to attend a meeting of the East Peckham Flood Group on 26 January 05 at 8.00 p.m. in the Curran Hall. At the meeting, Ian Walton would present the design development for the dam on the Coult Stream and Neil Gunn would present the final consultation draft of the Middle Medway strategy.

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

It was reported that a committee meeting would be held on 31 January 05. Attention was drawn to an incident, which occurred on 18 December in which a group of parents providing football training had clashed with two dog walkers.

**c. Community & Police Working Group**

It was reported that the next meeting would be held on 24 February 05.

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**e. Village Design Statement (VDS)**

It was reported that Cllrs, Boyle, Mrs Cresswell, Gardner and Whiteside would meet prior to the next meeting of the PC in order to produce a draft copy of the VDS for the approval of the PC.

**11. CORRESPONDENCE**

It was reported that the following items had been received:

- a. Kent Police: Policing Kent, 'Have Your Say on our Service' – 5 copies received (copies passed to Cllrs. Crawford & Street)
- b. Calendar received from Serco Gulf Engineering
- c. NALC: Local Council Review (January 05)
- d. Hadlow Parish Plan (1 copy received)
- e. Christmas cards received from Tonbridge & Malling Housing Association & Leader of TMBC
- f. Local Councils Update (December 04 & January 05) & sample copy
- g. TMBC
  - (i) Minutes of Council & Committee Meetings 2004 Vol 5 (Sept – Dec 04)
  - (ii) Licensing Act 2003: Licensing Policy for TMBC
- h. South West Kent NHS: Annual Public Health Report 2003-2004
- i. KAPC
  - (i) Parish News (December 04) – copied to members
  - (ii) World Leprosy Week 23 – 30 January 05 – Details of fundraising initiative
  - (iii) Kent Community Foundation: Details of funding scheme
  - (iv) Managing Freedom of Information: Seminar handouts
  - (v) Area Committee Meeting: Minutes of meeting held on 09 December
- j. Action with Communities in Rural Kent (formerly KRCC)
  - (i) Rural News (December 04) – copied to members
  - (ii) Annual Report 2003-2004
  - (iii) Oast to Coast (winter 2004)
  - (iv) RAISE Regional Network
  - (v) Kent & Medway Rural Transport Partnership – Annual Report (Summary) 2003/04
  - (vi) Details of seminar to be held on 08 February, which would look at Defras New Rural Social & Community Programme

- (vii) Kent Village of the Year: Competition details received
- k. South & South East in Bloom: Competition details received
- l. Canterbury Oast Trust: Details of fundraising initiative received
- m. Emergency Planning Society: Membership Card 2005 (passed to Cllr Poole)
- n. Sign Systems: Product Information
- o. DisExtra – NALC's Direct Information Service: Issue 597 – 10 January 05 (Extract Attached)
- p. KCC: Joint Select Committee Response to the Consultation on women's and children's services
- q. Speedy Hire: Catalogue 2005
- r. Independent Schools Exhibition: Details received
- s. Maidstone Weald NHS
  - (i) Patient Link: January 05 newsletter
  - (ii) Talking Point: December 04 newsletter
- t. Clerks & Councils Direct
  - (i) Suppliers Guide & Yearbook 2005
  - (ii) January 2005 Issue

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## 12. FINANCE

- a. **Bank Reconciliation as at 30.12.04:** noted & copied to members
- b. **Village & Churchyard Grounds Maintenance Contract 2005/06:**  
Members were advised that the recommendation of the Planning Committee held on 10 January 05 was for the contract to be awarded (subject to the receipt of satisfactory references) to Hever Landscapes at the cost of £3,033. Following a discussion it was **RESOLVED** that the recommendation would be ratified and the Clerk would take up references and draw up the necessary contract documentation.
- c. **To consider requests for financial assistance:**  
It was reported that requests for financial assistance had been received from the following:
  - (i) **East Peckham PCC in respect of cleaning and maintaining the war memorial**  
It was reported that a letter had been received from the PCC requesting that the PC considers paying for the war memorial to be cleaned and that a quotation of £140.00 had been together with details of an Annual Maintenance Service costing £120.00 every two years, which would ensure that the memorial remained in pristine condition for the Armistice commemoration each year.  
  
Following a discussion, it was proposed by Cllr. Mrs Curry, seconded by Cllr. Poole and **RESOLVED** that the War Memorial would be cleaned in time for this years Armistice Service following which an Annual Maintenance Service would taken out.
  - (ii) **East Peckham Parish Magazine**  
It was reported that in order to avoid increasing the amount of the cover price and that as the PC was one of the main contributing organisations the editor had requested that the PC considers making a financial contribution towards the running costs of the Parish Magazine.  
  
Following a discussion, it was proposed by Cllr. Cresswell, seconded by Cllr. Mrs Curry and **RESOLVED** that, as the Parish Magazine was a valuable asset to the village, the sum of £25.00 would be contributed each year.
- d. **MVCP: Medway Valley Walk Project – £1,500 grant approved on 20 September 04 (Minute 14c refers)**  
Following a discussion it was **RESOLVED** that the grant of £1,500 which had been approved on 20 September 04 (Minute 14c refers) would be vired from contingency to S137 Free Resource and would be paid upon confirmation that the grant would be used wholly in the interests of the village and its residents and that the direct benefit was commensurate with the expenditure.

e. **Grants to Parish Councils 2004/05: Provision of Children's Play Area at East Peckham Playing Fields:**

It was reported that as the work would not be carried out this financial year TMBC had confirmed that the financial provision would be slipped into 2005/06. It was noted that one of the conditions of the grant was the submission of a satisfactory post installation inspection report together with copies of the invoices. Following a discussion, it was **RESOLVED** that the £2,500 PC would also be slipped into 2005/06.

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f. **Financial Transactions**

**Receipts since Parish Council on 13.12.04**

22.12.04	EDF Energy – way leave payment	£10.07
<b>Total receipts</b>		<b>£10.07</b>

**Automated Payments since Parish Council on 13.12.04**

22.12.04	*British Gas – Sports Hall Energy	£79.00
<b>Total automated payments</b>		<b>£79.00</b>

**The following payments are for approval (incl. VAT where applicable)**

Mrs K Bell	January Salary & expenses (S112)	£639.30	Chq 2214/15
Sweeplean (Kent)	December 04 Litter Clear (S137)	£176.26	Chq 2216
EDF Energy	Streetlight Maint Dec 04 (S10)	£306.72	Chq 2217
KCC	*Sports Hall (S19)	£22.62	Chq 2218
SLCC	Subscription (S143/111)	£91.00	Chq 2219
E P Methodist Church	Hire of Hall	£72.94 (S111)	
	Hire of Office	£275.72 ((S111)	£348.66 Chq 2220
Plus Publishing Services	Subscription (S143)	£100.00	Chq 2221
Kent Grassland Services	*Playing Field Maintenance (S19)	£293.75	Chq 2222
Seaboard Energy	Streetlight Energy (S10)	£357.99	Chq 2223
Coblans Landscapes	Hedge planting at school (S136/7)	£1,634.57	Chq 2224
Medway Valley CP	Grant towards Medway Valley		
	Walk Project (S136/7)	£1,500.00	Chq 2225
Clive R Cooper	Work to Village Hall (S136)	£1,985.75	Chq 2226
Mr D Croker	Village Christmas Tree (S35)	£47.00	Chq 2227
<b>TOTAL</b>		<b>£7,503.62</b>	

\*Payments charged to the Committee of Management grant

13 **Matters for future Discussion**

**Cllr. Poole**

- Asked Cllr Cresswell when the repairs to the chat room would be carried out. Cllr. Mrs Cresswell responded by stating that she understood that someone else was arranging the repair. She had gathered this from a press report of some fundraising by the youth club. Cllr Cresswell stated that they the (SH & PFMC) were waiting to see what further vandalism would occur before taking any action.
- Asked Cllr Cresswell if the aerial runway had been repaired. Cllr. Cresswell confirmed that it had.
- Drew attention to motorbikes being ridden on private land at Pinkham Island. The matter would be referred via the Community & Police Working Group to the police.
- Drew attention to fallen trees 200m down from Millstream Cottages. The matter would be referred to the UMIDB.
- Drew attention to the neglected Hadlow boundary marker posts. The matter would be referred to Hadlow PC.

**Cllr Shead**

- Drew attention to the sight lines on exiting the Somerfield site on Branbridges Road together with railings, which had been cut into but not stopped off. The matter would be referred to TMBC
- Non-illuminated bollards and keep left signs at the junction of Hale Street and the Old Seven Mile Lane. The issue would be referred to TMBC.

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**The Clerk**

Members were informed that the Youth Club would be hosting an open evening on 01 February 05 between 6.45 p.m. and 9.30 p.m. and any interested members were welcome to attend and find out more about the Youth Club activities.

14. **Date & time of Next Meeting:** 21 February 05 at 1930 hours