

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE OLD HALL, METHODIST BUILDING, POUND ROAD ON MONDAY 20 JUNE 05 AT 19.40 HOURS

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

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor Long, Miss Fiddock (Community Warden), 2 residents & 3 youth representatives

APOLOGIES: Cllr. Gardner

1. **Declarations of Interests** - There were none

2. **Questions from Parishioners:**

Additional Youth Facilities

Following the receipt of two letters (copied to members) it was reported that youth representatives had been invited to attend.

Mr. Fryer spoke on behalf of the Youth Club and stated the case for the youth who wished to have a closed shelter installed on the playing fields and Mr. Bridgewater accompanied by three youths spoke on behalf of the youth who had campaigned for a skate park.

Following a discussion it was **RESOLVED** that:

The Youth Club would submit in writing details of the type of shelter they would like together with costings.

The Skate Park group of youths who had already submitted details of the type of Skate Park they would like would confirm the priority order of the skate park features.

Youth groups should work together towards their common aim of achieving additional facilities

The issue would be discussed at the next meeting of the PC

The Hop Farm

It was reported that a letter had been received (tabled for members) from a resident who had expressed his concerns regarding disturbances from The Hop Farm. The contents of the letter were noted but as the activities of the Hop Farm were outside the jurisdiction of the PC, the resident would be advised to contact the proprietor of the Hop Farm, Mr Pollard directly.

The Chairman then suspended Standing Orders in order to receive the following reports:

County Councillor Long

The newly elected County Councillor was welcomed to the meeting and drew attention to the following:

He would attempt to attend as many meetings as possible.

A major reorganisation of the Social Services Department.

Changes to the Highways Service.

Local Grants. Having listened to the debate put forward for additional youth facilities he would try and obtain funding towards a parish youth project.

Local Boards. A forum where county council services can be discussed and at which the PC could attend. As the PC had not received any information regarding Local Boards he would arrange for information to be provided.

Community Warden

Ms Fiddock was welcomed to the meeting and drew attention to the following:

She had secured a grant of £9,500 towards the skate park project.

Current issues

Various measures to prevent motorcycles from accessing the playing fields

3. Parish Council

a. Minutes of meeting held on 09 May 05

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

b. Matters arising not covered elsewhere on the agenda

Minute 11b, Clerks Revised Contract of Employment

It was noted that the Clerk had emailed a revised document to Cllrs. Poole & Mrs. Cresswell. It was **RESOLVED** that Cllrs. Mrs. Cresswell and Poole together with the clerk would meet the purpose of which would be to finalize the Clerks revised contract of employment.

Minute 21b, payment to Try Angle Awards

It was reported that a letter of appreciation had been received together with an invitation for a PC representative to attend the presentation evening on 8th July at 7 p.m. in Ditton community Centre. Cllr. Shead confirmed that he would like to attend.

Minute 22, Business Premises to the rear of 16 Pound Road.

It was reported that TMBCs Planners had confirmed that there were no restrictions relating to the operating hours of the business premises. The Clerk would however determine what restrictions were in place regarding vehicle movements at the premises.

c. Parish Council Website: Update

Cllrs. Poole & Street reported that:

- Good progress was being made.
- One or two councillor biographies and a councilor photograph remained outstanding. It was understood that these would be passed to Cllr. Street at the earliest opportunity.
- Additional training would be carried out shortly.

d. Review of PC land and assets

The asset register as prepared by the Clerk and copied to members was approved. It was **RESOLVED** that the asset register would also include the small parcel of land in Tonbridge Road where the telephone kiosk was sited.

4. Planning Committee: Minutes of meeting held on 06 June 05

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

5. **TMBC**

a. **Bash The Trash 2005**

It was reported that details of the 2005 Bash The Trash campaign had been received. Following a discussion it was **RESOLVED** that the PCs Annual Litter Clear would be held on 12th July at 7.00 p.m. at the Playing Fields. Members of the Youth Club would be invited to participate.

b. **Parish Partnership Panel: Report of Meeting held on 09 June 05**

It was reported that unfortunately neither Cllr. Mrs. Cresswell nor the Clerk had been able to attend.

c. **Tonbridge Town Centre Master Plan & Area Action Plan: Consultation Workshop**

It was reported that as part of the Local Development Framework TMBC was due to publish an Area Action Plan for the central Tonbridge area. To appraise parishes of the plans a consultation workshop was to be held on 21 June 05. Following a discussion and despite the short notice Cllr. Mrs. Curry confirmed that she would attend if she was able to do so.

6 **Groups & Organisations:**

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

Cllrs Cresswell & Bearman reported that:

- A replacement cleaner and caretaker had not yet been appointed. Further advertisements would be appearing in both the Parish Magazine and the local newspapers.
- Gates to the playing fields would be installed shortly following which they could then be locked at night.

It was agreed that the Annual Joint Meeting between the Management Committee and the Parish Council would be held on 11 July 05 at 19.30 hours.

b. **Community & Police Working Group**

Cllrs Crawford & Street reported on current issues and informed members that the new PC Miles Booth had attended their last meeting.

c. **Village Design Statement**

Cllr Whiteside report that the next meeting would be held on 30 June 05.

7. **Policing**

a. **Letter from PC Goddard**

It was reported that a letter had been received (copied to members) from PC Goddard in which he reported with some sadness that he was to retire from the Police Service on 31 August 05. He mentioned that he had worked to give the residents of East Peckham a better quality of life and hopefully would be leaving East Peckham in better order than when he started. PC Goddard also thanked the PC for the support given to him over the years. Following a discussion, it was **RESOLVED** that a letter of appreciation would be sent to PC Goddard.

- b. **To receive report of Tonbridge Crime Prevention panel held on 13 June 05**
Cllrs. Crawford & Street reported that they had attended the meeting and that nothing of major interest to East Peckham was discussed.

It was also reported that a copy of the Tonbridge & Malling Crime & Disorder Reduction Strategy 2005 – 2008 had been received together with an invitation for PC representatives to attend the launch to be held on 20 July 05. Cllrs. Crawford & Street confirmed that they would like to attend.

8 Best Village Front Garden Competition 2005

Following a discussion, it was **RESOLVED** that:

- The popular competition would be run again during 2005
- The competition judges would be Cllrs. Mrs. Cresswell & Street
- Prizes would consist of National Garden Centre vouchers for the first three in each category in the order of £25, £15 & £10 together with a laminated photograph of the gardens. A prize would also be awarded to the best hanging basket/container
- Members would advise the judges of any gardens, which they became aware of which could be considered a potential prizewinner
- The final judging process would take place during August.

9. MVCP: Medway Valley Walk

It was reported that a progress report had been received summarizing that works costing a total of £120,000 had been proposed for East Peckham and included the following:

- Replace/rebuild the wooden footbridge where the footpath crossed the western end of Bullen Island
- Stabilise the bank and improve the footpath approximately 50 metres down stream of Sluice Weir
- Undertake repairs to the bank and improve the footpath on the East Peckham side of the railway bridge opposite the gravel works
- Way marking
- Creative education with local schools

It was noted that the PCs grant assistance of £1,500 had been earmarked towards the creative education aspect of the project.

10. Action with Communities in rural Kent: Village of the Year Competition

It was reported that Cllr. Boyle & the Clerk had met with the competition judge during May and that the PCs entry had been positively received. The village had now reached the second round and the Clerk would be meeting with the 2nd round judge on 22 June mainly to review the entry in the business category. Cllrs. Shead and Street confirmed that in support of the competition entry they too would like to attend the meeting.

11. Correspondence

It was reported that the following items had been received:

- a. Zurich Municipal: Details of Annual Health & Safety Local Council Advisory Service Seminar
- b. Local Council Update (May & June 05)

- c. Musical Bumps: Details of classes in Paddock Wood received
- d. CPRE:
 - Kent Voice (Spring & Summer 05)
 - Summer 05 newsletter
 - Various campaign literature
 - Fieldwork (June 05)
- e. Transfer of Justices Licence: The Hop Inn, Paddock Wood
- f. SMP Playgrounds: Product Information (passed to Cllr. Cresswell)
- g. Maidstone Weald NHS: Various items of promotional literature
- h. Hospice in the Weald: News (Spring 05)
- i. TMBC
 - Minutes of the meeting of the Standards Committee held on 26 January 05
 - Details of summer 05 cricket courses
 - Here & Now (June/July 05) (3 copies)
 - Activate: Details of summer activities for 8 – 16 year olds
 - Summer 2005 Playscheme (details received)
 - Larkabout (promotional literature)
- j. Government Computing (June 05)
- k. The Playing Field (Spring 05) (passed to Cllr. Cresswell)
- l. Age Partnership Group: Information for Employers
- m. The Clerk (May 05)
- n. KAPC
 - Agenda for area committee to be held on 23 June 05
 - Parish News (June 05) – copied to members
 - Pointers to Good Practice: A guide for town and parish councils
 - A clear vision for the SE: Update on the SE Plan
 - Traffic Information & roadworks for the SE of England (May – August 05)
 - Councillors Information Day: Details of course to be held on 16 July 05
- o. CAB: Invitation to AGM to be held on 27 June 05

12. **Finance**

a. **Bank Reconciliation as at 27.5.05** – noted & copied to members

b. **2004/05 Accounts**

The unaudited accounts for the year ended 31st March 2005 had been copied and presented to members. Attention was drawn to the following:

- The accounts had been prepared in accordance with the guidelines expressed in the Governance & Accountability in Local Councils in England & Wales – A Practitioners Guide, the Accounts & Audit Regulations 1996 (As amended) and CIPFA guidelines
- As the PCs expenditure was in the range £50,000 - £100,000 the accounts could be prepared on the more simplistic receipts and payments basis however in order for year on year comparisons to be made the accounts had been prepared on an income and expenditure basis.
- In January 05, members agreed a precept of £47,900. This was £481 up on the precept for 2004/05, which was £47,419.
- Fund balances at 31.3.05 amounted to £56,674 (including the earmarked reserves of £4,068).
- The audit date had been set as 27 June 05 and it was confirmed that the required notices advertising that the accounts were available for public inspection had been posted on the PC notice board.

Following a discussion, it was **RESOLVED** that the accounts for the financial year 2004/05 be approved and that Cllr. Mrs. Cresswell and the Clerk as RFO would complete the Annual Return.

The Clerk read out the statements contained in the Statement of Assurance. Members responded positively to all statements, following which it was **RESOLVED** that Cllr. Mrs. Cresswell and the Clerk would complete the Statement of Assurance.

c. **Independent Internal audit: Preliminary Report**

It was reported that the Independent Internal auditor had carried out the Internal Audit and that he had been satisfied that the accounts fairly reflected the status of the PC. The Clerk confirmed that the Internal audit was carried out in line with the requirements of the Internal Audit Certificate embodied in the Annual Return and that the audit had examined a sample of both income and expenditure transactions throughout 2004/05. The Internal Auditor had gained sufficient assurance to sign off the internal audit certificate and his full report was expected shortly upon which any recommendations would be acted upon.

d. **The Kent Men of Trees**

It was reported that the Trees in the Village competition would be run in 2005 and that the PC had been invited to participate in the competition. The trees in the village would be judged and a report would be received on the condition of the trees. The winning village would also receive a tree. Following a discussion it was **RESOLVED** that the PC would participate in this years competition. It was further **RESOLVED** that the PC would subscribe to the organization for an annual membership fee of £25.

e. Village Sign

Following a discussion, the following were **RESOLVED**:

- A new village sign would be acquired and subject to the approval of TMBC would be located in The Pound.
 - Members would consider the type of design they would like embodied within the sign.
 - The Clerk would invite sign manufacturers to discuss the matter further with the PC.
- It was noted that a budget of £1,500 had been made available.

f. 2005/06 Churchyard Maintenance: To reconsider contract specifications

It was reported that a letter had been received from Hever Landscapes (copied to members), recommending that the grass be cut on a more frequent basis (currently 9 times during the growing season) and that consideration be given to increasing the budget available for strimming and weed killing. (Hever Landscapes had quoted £175 for the year). It was noted that the PC had accepted a contract price of £2,110 and that TMBCs contribution was £2,438. Following a discussion, it was **RESOLVED** that members would take the opportunity to visit the churchyard and the issue would be discussed at the July meeting of the PC.

g. Street Light Energy

The Clerk reported that EDF Energy had carried out a contract review of the unmetered street light energy supply as the current contract was due to expire on 31 July 05. As a result they had advised that prices had risen nearly 100% since the last review and they had no alternative but to increase the price substantially. They initially offered 8.47 p/k/wh with effect from 01 August 05 which represented an 85% increase.

The Clerk further reported that it had not been possible to arrange a quotation from an alternative energy supplier, as they did not recognize the fact that streetlights were on an unmetered energy supply. She also informed members that she had contacted TMBC and was informed they also knew of no alternative supplier they did however suggest that KCC Laser Energy Section could negotiate on our behalf a better rate and the revised contract price offered to the PC was 8.42 p/k/wh. The Clerk felt that the PC had no alternative but to accept this price although it would inevitably result in the street light budget being over expended.

h. Financial Transactions: For Approval

Automated payments made since 09.5.05

28.5.05 *British Gas – Sports Hall Gas Energy Supply	£79.00
Total	£79.00

Receipts received

04.05.05 Refund of VAT	£996.29
06.05.05 S136 TMBC 1st half	£4,893.00
Total	£5,889.29

The following payments were approved:

Mrs K Bell	Clerks Salary (June 05), less	
	Deductions, incl. expenses	£848.25 Chq 2286
Inland Revenue	Salary deductions April – June 05	£745.23 Chq 2287
KCC (KCS)	Stationery	£44.59
	*Sports Hall supplies	£119.50 £164.09 Chq 2288
Kent Grassland Services	*Playing Field Maintenance	
	May 05	£470.00 Chq 2289
EDF Energy	Street Light Maintenance June 05	£324.18 Chq 2290
Sweepclean	Litter Clear May 05	£176.26 Chq 2291
Scribe 2000	Annual Licence Renewal	£245.00 Chq 2292
BT	Parish Office telephone costs	£58.33 Chq 2293
EDF Energy	Streetlight energy April – June 05	£396.63 Chq 2294
Hever Landscapes	05/06 Village & churchyard maintce	£432.00 Chq 2295
Kent Men of Trees	05/06 Membership	£25.00 Chq 2296
Total approved		£3,884.97

13. Matters for future Discussion

Cllr Mrs. Cresswell

Drew attention to the following:

- A structure that was being erected at the Friends Animal Sanctuary. The matter would be referred to TMBCs Planning Department.
- An overgrown footpath from Marvillion Court to the Bridge. The matter would be referred to the landowner and PROW.
- A residential caravan, which had been installed on the A26 opposite Grove House. The matter would be referred to TMBCs Planning Department.

Cllr Street

Drew attention to the footway, which was breaking up at Orchard Road and the difficulty in negotiating Snoll Hatch Road owing to the volume of parked vehicles. Both matters would be referred to Kent Highways

Cllr Shead

Drew attention to a loose kerbstone at the corner of Seven Mile Lane. The matter would be referred to Kent Highways.

Cllr Poole

Reported that the light at the rear of Curran Hall had still not been fixed. The matter would be referred to Kent Highways.

14. Date & time of Next Meeting: 18 July 05

There being no additional business, the meeting concluded at 2200 hours.