

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE OLD HALL, METHODIST BUILDING, POUND ROAD ON MONDAY 21 MARCH 05 AT 1930 HOURS**

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

**ALSO PRESENT:** Mrs. K Bell (Clerk), Mr. B Pollard, 2 Local Newspaper reporters

**1. DECLARATIONS OF INTERESTS**

Cllr. Boyle declared an interest in items 11c & d.  
Cllr. Bearman declared an interest in items 8c & 11d  
Cllrs. Crawford & Cresswell declared an interest in item 9.

**2. INVITED GUEST: MR B POLLARD, THE HOP FARM COUNTRY PARK**

Mr. Pollard was welcomed to the meeting. He had been invited to attend in order to advise members of forthcoming events and draw attention to current issues. Attention was drawn to the following:

- 2005 Programme of events – distributed to members
- Inquiry into the Holiday homes likely to be during September 05.
- Licensing Laws. The Hop Farm would be applying for a 24-hour license although assurance was given that the volume of activity at the Hop Farm would not be increasing.
- Lily Hoo Cottages. These would be knocked down and rebuilt about 100 meters from their existing site.
- Coning Strategy for busy events.
- Footpaths. The Hop Farm was liaising with PROW.
- Old cars (crushed during the War & Peace Show) would be removed.
- Forthcoming concert. Jeff Wayne (War of the Worlds)

**3. PARISHONERS QUESTION TIME**

Two youths accompanied by a parent attended and provided members with some updated information regarding their campaign for a skateboard park and the type of facility they would like. Progress was being made and the youths were asked to:

- Undertake some fundraising such as holding specific events and by writing to local businesses seeking sponsorship
- To amend their drawings into a priority order of what equipment was essential and what could be deferred

**4. THE STANDARDS BOARD FOR ENGLAND**

**a. Case Summary (Non confidential disclosure)**

It was reported that allegations had been made to the Standards Board for England alleging that Cllr. Poole had failed to treat others with respect and brought his office/authority into disrepute. The allegation had been referred to the Ethical Standards Office for investigation who found that there was no evidence that Cllr. Poole had failed to comply with the Code of Conduct. The case summary was not confidential, could be disclosed and copies were distributed to members.

**b. A Code for the Future: An introduction to the review of the Code of Conduct**

It was reported that The Standards Board for England considered that it was necessary to review the Code of Conduct which was introduced three years ago to ensure that it was an easily understood living document which took into account the realities of serving local communities as a member of a local authority. As part of the review process the PC had been asked for its opinion on the areas of the Code, which would benefit from change. To this end 5 copies of the consultation leaflet had been received and although these had been distributed on a shared basis to members additional copies had been ordered and were available online [www.standardsboard.co.uk](http://www.standardsboard.co.uk). Following a discussion, it was **RESOLVED** that as the consultation period ended on 17 June 05 the issue would be discussed at the April and May meetings of the PC when all members had had the opportunity to peruse and consider the contents of the consultation documentation

**c. Town & Parish Standard Newsletter (March 05) – noted**

**5. PARISH COUNCIL**

**a. Minutes**

Minor amendments were made to the minutes of the meeting held on 21 February 05, the minutes which had been copied to members were then signed as a true record of the proceedings.

**b. Matters Arising**

**Minute 3b, Hever Landscapes, Village & Churchyard Grounds Maintenance**

It was reported that a favourable reference had been received from Hartfield PCC and that Hever Landscapes had signed the 2005/06 Village & Grounds Maintenance Contract accepting the PC's terms and conditions.

**Minute 3b, MVCP: Medway Valley Walk Project – Grant from PC**

It was reported that a letter of appreciation had been received together with confirmation that the PC would be advised when work was about to commence on the project and that the PC would be kept informed throughout the duration of the project.

**Minute 11c, 2004/05 Donations**

It was reported that letters of appreciation had been received from the CAB, Hospice in the Weald and Age Concern Malling.

**Minute 11d, Holy Trinity War Memorial: Insurance**

It was reported that whilst legislation allowed the PC to contribute towards the maintenance of war memorials the situation was a bit more complex where it was unclear where the ownership of the memorial lay. Advice had been taken from KAPC who had advised that unless the memorial was actually owned by the PC or ownership has been transferred to the PC then the insurer might argue that the PC has no insurable interest. KAPC had further advised that whilst this type of project might be good for the PC from a public relations perspective it could prove to be an expensive commitment if the council was in effect to take on a new optional financial responsibility.

The Clerk confirmed that having checked the office files she had found no record to suggest that the memorial belonged to the PC or that ownership had been transferred. She was also able to confirm to members that the level of the PCs public liability cover was £5 million.

Following a discussion it was **RESOLVED** that in an attempt to clarify ownership of the war memorial further enquiries would be made and the matter would be discussed again at a future meeting of the PC.

**Minute 12, Somerfield Store, Branbridges Road – Bus Stop**

It was reported that a response had been received from Arriva confirming that the company had sited a stop in the vicinity of the Somerfield Store, which applied to buses in both directions. A supply of service 6 timetable leaflets had also been received and these were distributed to members.

**c. Parish Council Website**

It was reported that progress was being made and that the website would be going live shortly. Cllr. Street confirmed that he was finalising the mapping and encouraged members who had not yet done so to submit their biographical details and photographs.

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

**(i) Guest Speakers**

In addition to the confirmed guest speaker's members were advised that PC Jane Greenwood had also expressed an interest in attending and would talk about the role of the Parish Special Constable. Following a discussion, it was **RESOLVED** that the offer would be declined in respect of the APM but that she would be invited to a future meeting of the PC.

**Annual Report**

It was reported that the annual reports were ready for distribution. The reports would be hand delivered by members to their areas of the village.

**Meeting room arrangements**

Members confirmed that they would like the meeting room to be set up as in previous years. Cllr. Boyle whilst tendering his apologies for the meeting confirmed that he had arranged for the sound system to be set up.

**e. Future Meeting Room Arrangements**

Following a discussion it was **RESOLVED** that future meetings would be held in the Old Hall within the Pound Road Methodist building.

**6. PLANNING COMMITTEE**

**a. Committee Meetings**

Following a discussion, it was **RESOLVED** that Planning Committee meetings would revert to being held twice monthly (usually the first and third Monday of each month excluding August. The meeting scheduled for the third Monday of each month would follow the meeting of the Parish Council.

b. **Minutes**

The minutes of the meeting held on 07 March 05, which had been copied to members, were approved.

c. **Planning Applications**

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

**TM/05/04174/FL**

Removal of existing garage and construction of replacement three bay carport at Mount Pleasant Farm, Seven Mile Lane, East Peckham

Note: Additional information received

**AGREED**

**TM/05/00034/FL**

Detached house on Land To The Rear of 27 The Freehold, East Peckham

**Note: Revised drawing received showing relocation of house 7 meters off eastern boundary, finished ground floor level at 14.5, the omission of side window to bedroom 3 and the omission of ramps etc.**

**AGREED** however the PC was concerned at the close proximity of the proposed dwelling to the neighboring aged persons home and requested that should permission be granted then materials must match those on both the existing and neighboring properties.

**TM/05/00446/FL**

Demolition of existing house and construction of new building containing 11 flats plus parking at Red Roses, 46 The Freehold, East Peckham

Note: Amended plans showing amended car parking

**OBJECTION (previous comments were reiterated PC 21.2.05 refers)**

The PC considered that the amended car parking provisions were inadequate given that the flats could demand 22 parking spaces and there was already a shortage of off road parking in Orchard Road and The Freehold especially at night.

**TW/79/753/R(xviii)**

Details of proposed bagging plant submitted pursuant to condition (xviii) of planning permission TW/79/753 at Stonecastle Farm Quarry, Whetsted Road, Five Oak Green, Tonbridge

**NOTED**

**TM/05/00735/AGPA**

Details of siting, design and external appearance submitted for prior approval pursuant to notification TM/05/00379/AGPN (demolition of existing and replacement with new agricultural storage building) at Mount Pleasant Farm, Seven Mile Lane, East Peckham

**AGREED provided no new separate hereditament was created**

**TM/05/00750/FL** Ground floor extension to include wc/cloakroom at 20 Snoll Hatch Road, East Peckham  
**AGREED**

**d. Consultation Conference with Parish & Town Councils (18 February 05)**

Cllr. Poole reported that he had attended and drew attention to the following:

- The conference introduced the main provisions the SE Plan, explained the role of KCC in the consultation process & answered questions about the Plan and KCCs views.
- The conference also discussed the changes to the delivery of Kent's Highways service from April 05

**7. TMBC**

**a. Report of Borough Councilors**

There was none. Following a discussion, it was **RESOLVED** that the item would no longer be included as a standard agenda item.

**b. Copy of letter sent from the Leader of the Council to the Minister for Local & Regional Government, encapsulating the concerns of BC Members – noted**

**c. Report of Parish Partnership Panel held on 10 March 05**

It was reported that the following issues were discussed:

- Police liaison report
- PROW Improvement Plan
- Hildenborough PC raised a concern they had with a recently constructed cycle park
- Update on the Kent Highways Partnership – details copied to members
- Commission of Architecture and the Build Environment manifesto for better public services
- Crime and disorder audit
- Green waste, phase 3 implementation

**d. Easter & May Bank Holiday Refuse & Green box collection arrangements**

It was reported that all collections during the week following Easter (28 March – 01 April) would take place one day later than usual. The details had been posted on the PC notice board and copied to the Parish Magazine.

**e. Gardening for Wildlife Award Scheme:**

It was reported that details had been on the Gardening for Wildlife Award Scheme. Also received were details of two seminars on wildlife and environmentally friendly gardening, which were to be held on Tuesday 26 April at 1.30 p.m. and Wednesday 27 April at 7 p.m. Whilst the seminars were free to attend places were restricted and the Clerk had taken the liberty of reserving three places for PC members at each seminar. The information had also been placed on the PC notice board and copied to the Parish Magazine.

**f. Performance & Finance Booklet 2004/05 – noted**

**8. GROUPS & ORGANISATIONS**

**a. Flooding:**

**(i) Multi Agency Steering committee**

As there had not been a recent meeting there was nothing to report. Following a discussion, it was **RESOLVED** that the item would in future be omitted from the agenda unless Cllrs. Poole or Whiteside had something specific to report in which case they would notify the Clerk.

**(ii) Emergency Planning Group**

Cllr. Poole drew attention to the following:

- He was having difficulty obtaining radar maps of the village with accurate contour lines.
- The survey of the Millstream.

Following a discussion, it was **RESOLVED** that the item would in future be omitted from the agenda unless Cllr. Poole had something specific to report in which case he would notify the Clerk.

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

Cllr. Bearman reported that a letter of resignation had been received from Mr. & Mrs. Jenner effective from 30 April 05. Plans would be put in place to appoint a replacement cleaner and caretaker at the earliest opportunity.

Cllr. Mrs Cresswell reminded members that it was the Committee of Sports Hall & Playing Field Management and not the PC who were responsible for the day to day running of the Sports Hall and Playing Fields and that if members had any concerns they were to be raised directly with Cllrs. Bearman and Cresswell.

**c. Community & Police Working Group**

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

Attention was drawn to the service provided by Cllr. Bearman in allowing the youths to meet inside the Merry Boys to play pool and darts rather than congregate on the streets causing a disturbance. Cllr. Bearman explained that in providing the service he had incurred considerable expenditure on darts and pool equipment. Following a discussion it was proposed by Cllr. Mrs. Cresswell, seconded by Cllr. Mrs. Curry and **RESOLVED** that as no financial demand had been made on the 2005/06 Community & Police Working Group fund (£100) that a payment of £100 would be made to Cllr. Bearman in recognition of the expenditure he had incurred.

**d. Village Design Statement**

It was reported that Cllrs. Boyle, Mrs. Cresswell, Gardner and Whiteside would be meeting on 31.3.05 with the specific aim of producing the draft VDS.

**e. KAPC: Report of Area Committee Meeting held on 17 March 05**

Cllr. Mrs. Cresswell reported that she had not been able to attend the meeting.

**9. ST MICHAELS CHURCHYARD**

It was reported that a letter had been received from The Churches Conservation Trust (CCT) confirming that:

- They were responsible for the area immediately around the church; the eastern section remained the responsibility of the PCC.
- They tried to ensure that the paths were clear and that the overgrowth was cut down at least once a year.
- St Michaels was a country churchyard and its special atmosphere owed a lot to it being not overly manicured.
- They were planning to prune one of the trees on the north side and had applied for planning permission to do so.
- The churchyard had been given its annual clearance and there were no dangerous memorials.
- The church was now open to visitors on Sunday afternoons in the summer.
- The CCT were keen to set up a Friends of St Michaels organization and the first public meeting would be held in the church on Tuesday 03 May. Cllr. Crawford confirmed that he would be attending.
- The CCT was committed to bringing the church and its surroundings back to life and would be interested in forming a working partnership with the PC. Members confirmed their interest in forming a working party to clear the brambles.

It was also reported that a letter had been received from TMBC confirming that should the PC wish to contribute towards the cost of maintenance then they would provide funding and had arranged for Leisure Services to measure St Michaels churchyard for inclusion in the grant calculations for 2006/07.

Following a discussion, it was **RESOLVED** that prior to a decision being made the following would need to be clarified:

- The PC would need to decide which areas of the churchyard it wished to help maintain, the PCC area, the CCT area or both.
- Whether the assistance would be financial or could the PC on behalf of either or both bodies carry out the work.
- Whether St Michaels was regarded as an open or closed churchyard as this would affect the amount of grant payable.
- The maintenance work required on an annual basis and its cost. It was noted that Hever Landscapes had been asked to provide a quotation.

**10. CORRESPONDENCE**

It was reported that the following items had been received:

- a. The Hop Farm: 2005 Events Guide - copied to members
- b. Product Brochures from Insignia (signs), EIBE (play equipment), MATTA (play equipment), Plantscape (planting in public places), Bertie (beverages & food machines) and HMP Coldingley Industries (Printing & Engineering Products), Travis Perkins (Builders Merchant – passed to Cllr. Cresswell)
- c. Clerks & Councils Direct: March 05 – passed to Cllr. Mrs. Cresswell
- d. KAPC: 2005/06 Membership Information Pack – copied to members

- e. CPRE
  - (i) Invitation to SE Plan Meeting to be held on 30 March 05
  - (ii) House & Gardens 2005 (Discounted entry to over 200 houses & gardens for CPRE members) – passed to Cllr. Gardner
  - (iii) Countryside Voice (Spring 05)
  - (iv) Fieldwork (March 05)
- f. Local Council Update: March 05 – passed to Cllr. Mrs. Cresswell
- g. KCC: Kent Trails (Issue 9, Spring 05) – copied to members
- h. SLCC: The Clerk (February 05) – passed to Cllr. Mrs. Cresswell
- i. Transfer of Justices Licence in respect of Brookers Oast, The Man of Kent, The Hop Inn and The Blue Bell, Beltring Road, Paddock Wood
- j. NALC
  - (i) Local Council Review (March 05) – passed to Cllr. Mrs. Cresswell
  - (ii) 2005 Conference Details
- l. The Playing Field: Kent County Playing Fields Association Newsletter (passed to Cllr. Cresswell)
- m. TMBC:
  - (i) Easter 2005 Activate Brochure
  - (ii) Details of youth cricket course July 05
  - (iii) 2005 Guide to Healthy Walking in Tonbridge & Malling – copied to members
  - (iv) Burial Grounds Survey 2005 (Forwarded to EPPCC)
  - (iv) Minutes of Council, Cabinet & Committee Meetings 2005, Vol. 1
- n. Maidstone & Tunbridge Wells NHS:
  - (i) Consultation on Orthopedic Services: Further information received
  - (ii) Open Hospital – Health Events to be held on 30 March & 25 April
- o. Farming & Wildlife Advisory Group Ltd: Details of Environmental Stewardship
- p. DEFRA/DTI: Making Sense of Broadband CD-ROM
- q. Emergency Planning Society: Blueprint – passed to Cllr. Poole
- r. Age Concern Malling: Leaflets on services provided – copies passed to East Peckham Parish Magazine
- s. Direct Debt Line: EDF Energy Trust (registered charity that can make grants to reduce or clear electricity and/or gas debts) – copied to members & passed the Parish Magazine

11. **FINANCE**

- a. **Bank Reconciliation as at 28.2.05:** noted & copied to members
- b. **BT Wayleave Agreement for BT Pole on Parish Council Land at Pound Road**  
It was reported that BT had offered to pay £8.16 per annum together with an adjustment payment of £5.97. Following a discussion, members were of the opinion that the offer was derisory and the clerk would attempt to negotiate for a higher settlement.
- c. **Salvation Army: Donation in respect of the PC use of the hall**  
Following a discussion, it was proposed by Cllr. Whiteside, seconded by Cllr. Mrs. Curry and **RESOLVED** that a payment of £40.00 would be made to the Salvation Army in recognition of the PCs use of the hall on 07 February, 21 February and 07 March.

d. **FINANCIAL TRANSACTIONS**

**Automated payments made since 21.2.05**

22.1.05 \*British Gas – Sports Hall Gas Energy Supply £79.00

**Automated receipts received since 21.2.05**

There were none

**Other Receipts received since 21.2.05**

2.3.05	Centenary Book Sales	£55.00
2.3.05	Footpath map sales	£3.60
	Total	£58.60

**The following payments were approved:**

CAB	Donation (S137)	£150.00	Chq 2234
SERPA	Donation (S137)	£20.00	Chq 2235
FWAG	Donation (S137)	£35.00	Chq 2236
Age Concern	Donation (S137)	£50.00	Chq 2237
Hospice in the Weald	Donation (S137)	£50.00	Chq 2238
Mrs K Bell	Clerks Salary (March 05)		
	Less deductions, incl. expenses) (S112)	£684.06	Chq 2239/40
Inland Revenue	Salary Deductions (Jan – Mar 05) (S112)	£440.60	Chq 2241
Sweepclean	Litter clear (Feb 05) (S137)	£176.26	Chq 2242
EDF Energy	Streetlight Maintenance (Mar 05) (S10)	£306.72	Chq 2243
KCC (KCS)	*Sports Hall (S19)	£61.69	Chq 2244
MK Water	*Sports Hall (S19)	£214.80	
	Allotments (Sch 19)	£46.11	£260.91 Chq 2245
SLCC	Regional Conference (S112)	£63.00	Chq 2246
BT	Parish Office Admin (S112)	£47.91	Chq 2247
EP Methodist	Hire of Hall (S112)	£41.68	Chq 2249
Mr D Poole	Conference travel expenses (S112)	£13.64	Chq 2250
Brookside			
Garden Centre	Weed killer (allotments) (Sch 19)	£50.99	Chq 2251
Mr R Bearman	COPWG Expenses (S137)	£100.00	Chq 2252
EP Salvation			
Army	Hire of Hall (S112)	£40.00	Chq 2253
<b>TOTAL</b>		<b>£2592.46</b>	

\*Payments charged to the Committee of Management grant

Note: Cheque 2248 cancelled

12. **MATTERS FOR FUTURE DISCUSSION**

**Cllr. Poole**

- Drew attention to a faulty streetlight at the rear of Curran Hall. The Clerk confirmed that the matter had been reported to both TMBCs Streetline and EDF Energy.
- Drew attention to an incident involving youths, which had occurred at the EP Newsagents. Cllr. Street confirmed that the Community Warden was aware of the incident and was dealing with it.
- Westwood Road Green. TMHA would be asked to roll it.

**Cllr. Mrs. Curry**

Drew attention to the green boxes in Old Road, which had not been collected one week. It was felt that the incident was a one off and would be monitored for future occurrences.

**Cllr. Boyle**

- Sought the views of the PC on the PC acquiring a digital projector, which would be used by all the village groups and organizations. It was suggested that a community grant might be a source of funding.
- Drew attention to a pothole at William Luck Close (adjacent to the garages). The matter had already been referred to TMBCs Streetline.

13. **DATE & TIME OF NEXT MEETING:** 18 April 05 at 1930 hours