

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE OLD HALL, METHODIST BUILDING, POUND ROAD ON MONDAY 19 SEPTEMBER 05 AT 20.00 HOURS

PRESENT: Cllrs: Bearman, Mrs. Cresswell (Chairman), Poole, Street & Whiteside

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor Long, Borough Councillor Mrs. Holland & 4 residents

APOLOGIES: Cllrs. Boyle, Cresswell, Mrs. Curry, Gardner & Shead

1. Declarations of Interests - There were none

Cllr. Mrs. Cresswell suspended Standing Orders in order to allow County Councillor Long the opportunity to address the PC. He drew attention to the following:

- The current leader of KCC, Sir Sandy Bruce-Lockhart had announced that he was standing down. His successor would be elected on 12 October 05.
- A reorganization of county departmental responsibility was taking place.
- The next meeting of the Local Board would be held at Tonbridge Castle on 28 September 05. Cllrs. Mrs. Cresswell and Poole would attend if they were able to do so.

2. Questions from Parishioners:

- A resident queried why the PC made available a grant to the Sports Hall and was informed that it was to meet some of the running costs of the Sports Hall, Playing Fields and Car Park.
- A resident asked why meetings of the Committee of Sports Hall & Playing Field Management were not open to the public and was informed that as they were not meetings of the PC they did not have to be open. The resident was also informed that representatives from village organisations were invited to attend.
- Attention was drawn to parked cars, vans and lorries at Hale Street, Chidley Cross Road and Orchard Road. The matter would be referred to Highways.
- Overgrown vegetation at Chidley Cross Road. The matter would be referred to Highways.
- Dog Mess on the footpath leading to the church. TMBCs dog warden would be informed.
- A resident drew attention to the transportation of soil from Clubbs Land (Hale Street) and was informed that this was part of the creation of the compensatory flood works on land adjacent to the Somerfield site and that any disruption would be in the short term.
- A resident drew attention to ponding at Bardsley Close. Highways would be informed.
- A resident drew attention to the increased volume of traffic on Hale Street following the opening of the Somerfield Store together with an increase in speeding vehicles between the hours of 5.30 a.m. – 6.00 a.m. and 5.00 p.m. and 7.30 p.m. The matter would be referred to Kent Police and Highways.

3. Parish Council

a. Minutes of meeting held on 18 July 05

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

b. Matters Arising not covered elsewhere on the agenda

Minute 3, 18 July 05 - Street Light Energy

It was reported that a reply had not been received from Energy Watch.

Minute 9, 18 July 05 -Try Angle Awards

Youth Club representatives would be invited to receive their certificates from the Chairman of the PC on 03 October.

c. Parish Council Website: Progress Report

Cllrs. Poole & Street drew attention to the following:

- Cllr. Whiteside would submit his biography for inclusion on the website ASAP.
- The Clerk would provide Cllr. Poole with the PC Minutes from March to date ASAP.
- Cllr. Street had completed the mapping exercise.
- It was hoped that the website would be launched during October 05.

4. Planning Committee

a. Minutes of meetings held on 18 July 05, 01 August 05, 15 August 05 & 05 September 05

The minutes, which were copied to members, were approved

b. Circulation of Planning Applications prior to committee meetings

Following a discussion, it was **RESOLVED** that in future planning applications would be circulated to the committee member responsible for the area relating to each application.

5. Tonbridge & Malling Borough Council

a. Report of Borough Councillors

Borough Councillor Mrs. Holland was invited to speak and drew attention to the following:

- An increase in the volume of lorries using Hale Street
- A public inquiry, which was taking place into the Planning Application to build holiday accommodation at the Hop Farm County Park.
- The green bin scheme was going well.

b. Parish Partnership Panel

It was noted that the minutes from the meeting held on 01 September 05 had not yet been received. As neither Cllr. Mrs. Cresswell nor the Clerk had been able to attend the meeting there was no report. It was further noted that the next meeting would be held on 10 November 05 and following a discussion it was **RESOLVED** that there were no items to be submitted for inclusion on the agenda.

c. Summer 05 Playscheme

It was reported that despite the attendance levels being down on 2004, the Summer 05 Playscheme had been successful. Attendance levels were as follows:

No. of registered attendees	81	
Total no. of attendance	687	
Week 1:	Max. attendance 200	actual attendance 174
Week 2:	Max. attendance 200	actual attendance 176
Week 3:	Max. attendance 200	actual attendance 200
Week 4	Max. attendance 200	actual attendance 137

The PC had been asked for its remittance in respect of the contribution towards the fourth week (£848) and this would be discussed later in the meeting.

d. **TMBC Playing Pitch Strategy – Formal Consultation (an opportunity to comment on the draft documentation)**

Having perused the documentation with much interest it was **RESOLVED** that it would not be necessary to comment.

7. **Groups & Organisations:**

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

(i) **Report of Representative**

Cllr. Bearman reported that some of the football teams were not satisfied with the changing room arrangements, which had been afforded to them. Cllr. Mrs. Cresswell confirmed that they had been provided with enhanced facilities.

(ii) **Report of AGM**

Cllr. Bearman reported on an interesting AGM and stated that the committee officers remain unchanged.

(iii) **Installation of new equipment on the Playing Fields**

Cllr. Mrs. Cresswell reported that negotiations were ongoing with both manufacturers and youth groups. Members were reminded that funding had been committed by TMBC towards the installation of new young childrens play equipment and a skate park and by KCC towards a skate park.

(iv) **Accounts for the financial year ended 31 March 04**

These were noted and copied to members. Cllr. Mrs. Cresswell stated that the accounts for the year ended 31 March 05 would be available for members perusal at the next meeting of the PC.

b. **Village Design Statement: Report of representatives**

Cllr. Whiteside confirmed that members of the Working Party had been provided with a draft copy of the VDS and that the matter would be discussed at the next meeting with a progress report being presented to the PC in October.

c. **Community & Police Working Group: Report of representative**

(i) Cllr. Street drew attention to the following:

- The next meeting would be held on 07 October.
- Crime levels were down.
- He received reports on a daily basis from the Community Warden

(ii) **Tonbridge Crime Prevention Panel: Report of meeting held on 05 September 05**

Cllr. Street drew attention to a play, which had received rave reviews. The play highlighted the various 'scams' that vulnerable and elderly people were exposed to and was working with the Community Warden and the Tonbridge Crime Prevention Panel in an attempt to bring the play to the Village so that residents of East Peckham could become more aware of the scams and the preventative action which they could take to minimize the risk.

d. **Allotments**

Following a discussion it was **RESOLVED** that a Working Party to tidy the allotment site following the end of the growing seasons was a good idea and that the main participants should be the allotment holders. The matter would be discussed at the Annual Meeting between the Allotment Holders and the Allotment Panel. Members of the PC would also participate in the Working Party if they were able to do so.

8. **Kent Police authority: Safer Kent Awards Scheme**

The details were received and noted. Following a discussion it was **RESOLVED** that no action would be taken.

9. **East Peckham Village Sign**

Following a discussion, it was **RESOLVED** that a new Village Sign (based on the old sign) would be commissioned. Cllr. Whiteside would provide a photograph of the old sign.

10. **Campaign for the Sustainable Communities Bill**

It was reported that the PC had been invited to participate in a campaign to support a bill, which was intended to reverse the trend of ghost town Britain and promote local communities. It was further reported that if members were interested in finding out more a public meeting would be held on 22 September at the Thomas Peacock Community College, Rye, East Sussex. Following a discussion it was **RESOLVED** that members could respond individually should they wish.

11. **Kent Village of the Year Competition**

It was reported that the village had won four accolades in the 2005 Competition. The results were announced at a presentation evening, which was held on 08 September 05 and attended by Cllr Gardner. The competition judged six aspects of village life and East Peckham secured the runner up position in the young people category, highly commended in the business category and commended in the information technology and community life categories.

The Clerk informed members that so that any future entry could be improved she had asked for feedback from the competition organisers and was specifically interested in feedback relating to the environment and older people categories, as these were the only two categories where the PC failed to achieve an accolade.

The Clerk was thanked for her work in coordinating the entry.

12. **Best Village Front Garden Competition: 2005 Results**

Cllrs. Mrs Cresswell & Street reported that the results would be finalised on 22 September 05.

13. **Finance**

a. **Bank Reconciliation as at 31.8.05:** For Information – noted and copied to members

b. **S136 Grants to Halls & Open Spaces 2005/2006**

Following a discussion, it was **RESOLVED** that the Village Hall, Methodist Church, Salvation Army and Sports Hall would be invited to submit an application for funding towards a specific project. Funding would be met from the 2005/06 S136 Basic Allocation to Halls & Open Spaces.

c. New Garden of Remembrance: Funding request received from the PCC (£1,268)

It was reported that having taken advice from TMBC it had been established that:

- TMBC would not make any additional funding available this financial year.
- The 2005/06 S136 Basic Allocation could be used to finance the project.
- The PC could submit a 2006/07 Special Works Grant but this would have to be incorporated with another project as the scheme applied to projects with a minimum value of £2,542 and TMBC would not fund more than 50% of the project costs and S136 could not be used in that instance to finance the remainder of the project costs.
- PC could include the total amount in the precept for 2006/07.

Following a discussion it was **RESOLVED** that a 2005/06 S136 grant (£1,268) would be made available to the PCC, which would enable the work to be carried out.

d. 2006/07 Special Works Applications

It was reported that details of the scheme had been received. It was noted that:

- Applications could be submitted in respect of projects with a minimum cost of £2,542.
- The PC could submit applications in respect of projects which would enhance pavement or footpath lighting but grants for these projects would be limited to 50% of the estimated costs and TMBC would not pay their running costs.
- Projects in respect of the acquisition of Speedwatch could also be submitted but grants would be limited to 25%.

Following a discussion it was **RESOLVED** that village organisations would be asked to submit applications for funding from the 2006/07 Special Works Scheme. It was noted that should more than two applications be received they would be prioritised by the PC prior to being submitted to TMBC for their further consideration.

e. 2004/05 Audit:

(i) District Audit (DA): Notification of Completion of the Annual Audit

It was reported that the 2004/05 audit had been completed and that DA had certified the annual return for the financial year which ended on 31 March 05. DAs report stated that *'On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commissions requirements & no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'*.

(ii) Internal Audit: Final Report Received

It was reported that the Internal Auditors Final Report had been received. The Internal Auditors report stated that *'We have completed our review of the councils transactions during 2004/05 as agreed with the council & in line with the requirements of the internal audit certificate embodied in the annual return. The review has examined a sample of both income & expenditure transactions throughout 2004/05 in order to gain sufficient assurance to sign off the internal audit certificate. Overall we conclude that the council generally has effective systems in place to ensure that transactions are accurately reflected in the statement of accounts. There are a number of relatively minor areas & issues where we consider that the audit trail could be improved'*. The Clerk confirmed that she had agreed an action plan with the internal auditor and his recommendations would be taken on board for 2005/06.

f. Annual Review of Allotment Rents

Following a discussion it was **RESOLVED** that allotment rents would remain unchanged i.e. £12 for a small plot, £15 for a large plot (2 small plots). It was further **RESOLVED** that a percussive tap would be purchased and installed at the allotment site.

g. Summer Playscheme 2005: Payment in respect of the 4th Week

It was reported that an invoice had been received for the sum of £848.70. The Clerk informed members that the invoice was based on the maximum number of attendees (200) as apposed to the actual number of attendees (137). TMBC had advised that their costs were fixed and the staffing levels and equipment had to be provided on the assumption that there would be full attendance levels so that they could allow for the allocation of places at the last minute and costs were the same irrespective of the numbers attending the scheme.

Following a discussion, the PC was of the opinion that as TMBC were aware in early July that they were having difficulty in filling the number of allocated places and could therefore have reduced the number of places available and the associated costs, it was therefore **RESOLVED** that rather than pay the sum of £848.70 the PC would make a pro rata payment of £581.36.

h. Financial Transactions

Receipts since 18.7.05

1.9.05	NNDR Refund	£1.96
8.9.05	Footpath map sales	£3.60
8.9.05	Centenary Book Sales	£27.00
Total Receipts		£32.56

Payments made since 18.7.05

22.7.05	*D/D British Gas – Sports Hall Gas Supply (S19)	£79.00
22.8.05	*D/D British Gas – Sports Hall Gas Supply (S19)	£79.00
Total Payments		£158.00

The following payments were approved

Royal Mail	Temporary postal redirection (S112)	£13.40 Chq 2309
Mr Grenham	Allotment Expenses	£15.00 Chq 2310
Summers Hosting	Website Expenses (S112)	£150.00 Chq 2311
Travis Perkins	*Sports Hall Supplies (S19)	£34.29 Chq 2312
EDF Energy	Streetlight repairs (S10)	£181.47 Chq 2313
Hever Landscapes	Village/churchyard maintenance August (S164)	£564.72 Chq 2314
Mrs K Bell	Postage/mileage/citizenship award (S112/137)	£10.65 Chq 2315
SSG Emprise	*Sports Hall car park security July (S19)	£119.85 Chq 2316
Mrs K Bell	BVFG Competition prizes/ postage/mileage (S112/137)	£217.58 Chq 2317
Mrs K Bell	Clerks Salary September 05 plus Expenses (S112)	£828.29 Chq 2318
Inland Revenue	Salary deductions July/Sept 05 (S112)	£745.45 Chq 2319

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Kent Grassland SVC	*July/August Playing Field Maintenance (S19)	£881.38 Chq 2320
Audit Commission	2004/05 District Audit Fee (S112)	£411.25 Chq 2321
Ordnance Survey	Paper Map Copying Licence Renewal (S112)	£55.81 Chq 2322
SSG Emprise	*Sports Hall Car park security August (S19)	£213.85 Chq 2323
EDF Energy	Street light maintenance August/September (S10)	£648.36 Chq 2324
Sweepclean	Litter Clearing July/August (S137)	£176.26 Chq 2325
EP PCC	2005/06 Garden of Remembrance Grant (S164)	£200.00 Chq 2326
M K Water	*Sports Hall Metered Water	£171.79
	Allotments metered water (S19/	£30.31 £202.10 Chq 2327
Playground Mngt	*Annual ROSPA Inspection (S19)	£83.43 Chq 2328
Travis Perkins	*Sports Hall supplies (S19)	£35.00 Chq 2329
BT	Parish Office telecommunications Costs (S112)	£51.74 Chq 2330
KCC (KCS)	*Sports Hall supplies	£262.91
	Parish Office Stationery (S112/19)	£90.24
		£353.15 Chq 2331
Hever Landscapes	Village/churchyard maintenance September (S164)	£564.72 Chq 2332
TMBC	4 th Week Summer Playscheme 05 Pro rata payment (S137)	£581.36 Chq 2333
Total approved		£6,757.75
*Payments charged to the Committee of Sports Hall & Playing Field Grant		

14. Correspondence

It was reported that the following items had been received:

a. TMBC

- (i) Minutes of Council, Cabinet & Committee Meetings 05 (Vol 3, April/June 05)
- (ii) Weekend household bulky refuse service: July – October 05 – copied to members
- (iii) Here & Now, August/September 05 (3 copies)

b. MK Water: Further information received on water restrictions for domestic customers

c. Medway Valley Countryside Partnership

- (i) Details on the Mid Kent Pond Project (60% grant funding available) – copied to members
- (ii) Working with Parish Councils (newsletter) – copied to members
- (iii) Annual Report 2004/05
- (iv) River Roundup (Autumn 05) – Details received and noted

d. The Countryside Agency: Managing Public Access (A guide for land managers)

- e. **KCC**
 - (i) Kent Trails (Summer 05) – copied to members
 - (ii) Promotional Literature on reducing household waste – copied to members
 - (iii) Annual Plan 2005/06
- f. **Local Councils Update** (August 05 & September 05) – passed to Cllr. Mrs Cresswell
- g. **Hadlow Parish Council:** Revised copy of Parish Emergency Plan – passed to Cllr. Poole
- h. **RBS:** Letter offering additional financial accounting products to the PC
- i. **Maidstone & Tunbridge Wells NHS Trust:** Press Release ‘Two international companies competing for high status hospital development are named’
- j. **KAPC**
 - (i) Parish News (August & September 05) – copied to members
 - (ii) KAPC Website update
 - (iii) Kent Volunteers Awards 2005: Details received and noted
 - (iv) Details of Finance Information Day to be held on Saturday 15 October 05
 - (v) A Clear Vision for the SE: An update on the SE Plan
- k. **Russett Homes (formerly TMHA):** Annual Report & Accounts 2004/05 & Russett News
- l. **Transfer of Justices Licence:** The Bluebell, 1 Beltring Road, Paddock Wood & Somerfield Store, Branbridges Road, East Peckham
- m. **Kent Speakers:** Details of Kent Speakers Club received (placed on notice board)
- n. **ISCis:** Independent Schools Exhibition: Promotion leaflets received (passed to library)
- o. **East Peckham Village Hall:** Report & Financial Statements as at 31 October 04
- p. **Computer Active:** Informative Magazine
- q. **Maidstone Weald NHS Primary Care Trust:** Patient Link (Issue 4) & Patient, Public & Community involvement in Maidstone Weald PCT: Draft Summary of a new strategy 2005-2008
- r. **CPRE:** Fieldwork (September 05) & Wild Plants and your Village Green (leaflet)
- s. **NALC:** Local Council Review (September 05) – passed to Cllr. Mrs Cresswell
- t. **Action with Communities in Rural Kent**
 - (i) Rural News – copied to members
 - (ii) Details of Consultation Event: DEFRA’s Rural, Social & Community Programme
 - (i) Steelplan (Product Information)
 - (ii) Rural Retail (Details of help available to rural retailers)
 - (iii) Parish Plans: Information received on funding scheme

- u. **Clerks & Councils Direct** (September 05) – passed to Cllr. Mrs Cresswell
 - v. **The Playing Field:** Kent County Playing Fields Association Newsletter (Summer 05) – passed to Cllr. Cresswell
 - w. **EDF Energy:** Details received on free seminars on the established EDG Energy Trust
 - x. **SLCC:** The Clerk (September 05) – passed to Cllr. Mrs Cresswell
 - y. **EIBE, SMP & Wicksteed Leisure:** Promotional literature on play equipment (passed to Cllr. Cresswell)
15. **Matters for future Discussion**
Cllr Street suggested that the PC look into the possibility of acquiring a screen, which could be used by residents for exhibition purposes. Cllr Poole drew attention to the problems associated with insuring such an item of equipment as well as its storage.
16. **Date of Next Meeting:** 17 October 05

In Committee

17. **Staffing Issues**
Members were informed that the Clerk was expecting a baby in early July 06 and would be entitled to take maternity leave and receive maternity pay (partly met by Inland Revenue). In an attempt to secure an experienced temporary Clerk to cover the Clerks absence, the Clerk had written to the Clerks within the TMBC area and had placed an advertisement in the KAPC Parish News.