

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL, HELD IN THE METHODIST OLD CHURCH HALL ON MONDAY 8<sup>TH</sup> MAY 2006 AT 19.30 HOURS**

**PRESENT:** Cllrs: Bearman, Boyle, Crawford, Mrs J Cresswell [until 7.45pm] Cresswell [until 7.45pm] Mrs Curry, Gardner, Poole, Street , & Whiteside

**ALSO PRESENT:** Mrs. E Jones (Temporary Clerk)

**APOLOGIES:** Apologies were NOTED from Cllr Shead  
Borough Cllr Rogers & County Cllr Long

**1 Election of Chairman for the year 2006/2007**

The following members were nominated for the Office of Chairman for the year 2006/2007:-

Cllr Peter Crawford: PROPOSED by Cllr Gardner, SECONDED by Cll Bearman  
Cllr Mrs Janis Cresswell: PROPOSED by Cllr Whiteside, SECONDED by Cllr Cresswell

A ballot resulted in a majority vote in favour of Cllr Crawford, who was duly elected as Chairman For the Municipal Year 2006/2007. A Declaration of Acceptance of Office was completed by Cllr Crawford and countersigned by the Clerk.

Cllr Mrs Cresswell and Cllr Cresswell announced their resignation from the Parish Council with immediate effect. Cllr Cresswell also stated that he wished to resign as Chairman of the Sports Hall and Playing Field Committee. Mr & Mrs Cresswell both left the meeting at this point.

Before moving on to the remainder of the business, Cllr Crawford PROPOSED from the Chair that a vote of thanks be recorded to Cllr Cresswell and Cllr Mrs Cresswell, who have worked so hard for this Council for a long time. CARRIED UNANIMOUSLY.

**2 Election of Vice-Chairman for the year 2006/2007**

PROPOSED by Cllr Whiteside, SECONDED by Cllr Mrs Curry, that Cllr Boyle be re-elected as Vice-Chairman for the year 2006/2007. Cllr Boyle indicated his willingness to continue unless any other member wished to take on this role. There were no further nominations and Cllr Boyle was duly elected as Vice-Chairman for the Municipal Year 2006/2007

**3 Declarations of Interests**

Cllrs Crawford and Whiteside declared an interest in Item 18d, request for assistance by the Village Hall Committee.

**4 Questions from Parishioners**

**a. Village Sign**

Mrs Sales wished to thank the parish Council, on behalf of the WI, for the restoration of the Village Sign.

**b. Playing Field**

Mr Crowley advised that Mr Blackwell has contacted him to advise a petition has been started to try to stop the installation of the proposed play equipment . Mr Sales reported that he has received two letters and he feels that there are many more to come.

**5 Code of Conduct: Register of Interests:**

In order to ensure the accuracy of the Register of Interests, members viewed the entries currently held on record and were asked to complete change of circumstance forms if appropriate. It was NOTED that the Monitoring Officer at Tonbridge & Malling Borough Council must be advised within 28 days of any change to members' register on interests.

**6 Members' Contact Details**

A list of contact details currently held on file was circulated and members were asked to notify the Clerk of any amendments.

**7 Membership of Committees & Panels**

Membership of Committees and Panels for the year 2006/2007 were RESOLVED as follows:-

Planning Committee:	All members
Finance Committee:	All members
Allotment Panel:	Cllrs Gardner & Whiteside
Internal Audit:	Cllrs Poole & Street

**8 Groups & Local Organisations**

Membership of Groups and Local Organisations were RESOLVED as follows:-

KAPC:	Cllrs Boyle & Crawford
Parish Partnership Panel:	Cllr Crawford & the Clerk
Village Hall Management Committee:	Cllrs Mrs Curry & Street
Committee of Sports Hall Management:	Cllr Bearman
Malling Age Concern:	Cllr Street
Village Transport Representative:	Cllr Crawford
Community & Police Working Group:	Cllrs Gardner & Street
Emergency Planning Group:	Cllrs Poole & Street
Action with Communities in Rural Kent:	Cllr Crawford
Village Design Statement Team:	Cllrs Boyle, Gardner & Whiteside
Multi-Agency Steering Group:	Cllrs Poole & Whiteside
Village Tree Warden:	Cllr Shead
School Governor:	Mrs J Boyle (co-option)
Parish Website Design Team:	Cllrs Poole & Street
T & M Crime Reduction Panel:	Cllr Street
Standards Sub-Committee:	Cllr Whiteside

## 9 Meeting Dates for 2006/2007:

RESOLVED that the following meeting dates for 2006/2007 be CONFIRMED as follows:-

2006	JUNE	JULY	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PLANNING COMMITTEE	5 <sup>TH</sup> 19 <sup>TH</sup>	3 <sup>RD</sup> 17 <sup>TH</sup>	4 <sup>TH</sup> 18 <sup>TH</sup>	2 <sup>ND</sup> 16 <sup>TH</sup>	6 <sup>TH</sup> 20 <sup>TH</sup>	4 <sup>TH</sup> 18 <sup>TH</sup>
PARISH COUNCIL	19 <sup>TH</sup>	17 <sup>TH</sup>	18 <sup>TH</sup>	16 <sup>TH</sup>	20 <sup>TH</sup>	18 <sup>TH</sup>
ANNUAL ALLOTMENT HOLDERS				7 <sup>TH</sup>		
2007	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
PLANNING COMMITTEE	8 <sup>TH</sup> 22 <sup>ND</sup>	5 <sup>TH</sup> 19 <sup>TH</sup>	5 <sup>TH</sup> 19 <sup>TH</sup>	16 <sup>TH</sup> 23 <sup>RD</sup>	9 <sup>th</sup> 21 <sup>ST</sup>	
PARISH COUNCIL	22 <sup>ND</sup>	19 <sup>TH</sup>	19 <sup>TH</sup>	23 <sup>RD</sup>		
ANNUAL PARISH MEETING				2 <sup>ND</sup>		
ANNUAL PARISH COUNCIL					9 <sup>TH</sup>	
FINANCE COMMITTEE	15 <sup>TH</sup>					

## 10 Councillors' Delivery Areas:

After discussion it was RESOLVED that the following delivery areas allocated to members:-

AREA	COUNCILLOR	PROPERTIES
Borough's Oak to Church Lane (Hale Street) Incl. Hale Court & Bardsley Close	D. Poole	61
Smithers Lane, incl. Pattenden Gardens, Hop Bine Close & Smithers Court, Hale Street (Church Lane), Branbridges Road, Cates Court	P Street	136
Old Road to Rose & Crown including Strettitt Gardens and Pinkham	B Curry	139
Freehold (incl. Marvillion Court). Orchard Road And Crown Acres		162
Whitebine, Golding & Henham Gardens		99
Fell Mead, Stockenbury, Bramley, Pippin and Russett Roads	T Shead	126
Pound Road (incl, The Old Dairy) and Snoll Hatch Road	R Bearman	146
Westwood & Drage Roads, William Luck Close, & Cotman Way, Medway Meadows & Beltring Lane	D Boyle	156
Addlestone & Chidley Cross Roads, Tonbridge Road incl. Stilstead Farm, Forge Farm and Caysers Croft	P Crawford	136
Bush Road, Martins Lane, Stanford Lane, Bells Farm Road, Bullens Lane, Church Lane and Hatches Lane	R Whiteside	102
Seven Mile Lane incl, Court Lodge Farm and Court Lodge Cottages, Roydon Hall Road, Roydon Hall and Maidstone Road	A Gardner	31

## 11 Parish Council

- a. **Minutes of the meeting held on 24<sup>th</sup> April 2006,**  
Minutes of the Parish Council meeting held on Monday 24<sup>th</sup> April 2006, as circulated, were CONFIRMED and signed following amendments.
- b. **Matters Arising**
- [i] Steering Group (Page 3089/90)  
A reply from Cllr Balfour was READ and it was NOTED that as the final administrative work to do with the dam and other works is still being done, it may be a few weeks before a meeting of the Group will be called. Cllr Poole advised that the reason he asked the question was because nothing appears to be happening with the exception of the dam. It was AGREED that the promised meeting be awaited.
- [ii] Plastic Recycling (Page 3090)  
A response by the Borough Council's Waste Management Officer to the Parish Council's questions regarding the recycling of plastic was READ and it was NOTED that the Council continues to investigate opportunities to introduce plastic recycling and will be happy to introduce a service when it becomes economically and environmentally sustainable to do so. RESOLVED this item be raised again after six months.
- [iii] CCTV/Speedwatch (Page 3092)  
The Clerk advised that she has several times and dates suggested by the Clerk to Hadlow Parish Council for a group of members to visit to discuss CCTV and Speedwatch. RESOLVED that these dates be e-mailed to all members and an attempt be made to find a mutually convenient date when three or four members can visit Hadlow.
- [iv] Tree in Memory of Philip Russell (Page 3096)  
The Clerk advised that the Rector has advised that the PCC would like a flowering tree to be planted in the Churchyard extension. RESOLVED that Cllr. Shead be consulted to suggest a suitable species of tree.
- [v] Best Village Front Garden Competition (Page 3092)  
Cllr Street asked that another person be found to replace Mrs Cresswell as a Judge for this competition. RESOLVED an item be placed on the next Parish Council Agenda, and that, meanwhile, the Clerk should ask Cllr Shead if he is willing to undertake this task. The name of Hilary Newman was also suggested.
- [vi] Sports Hall & Playing Field Management Committee (Page 3093, Item 10a)  
Cllr Poole felt that, whilst the debate has been reported accurately, the Minute does not represent the actual position. RESOLVED that an item be placed on the Agenda for the next meeting of the Parish Council.
- c. **Parish Council Website**  
Cllr Poole reported that the Website did not go live as had been intended on 3<sup>rd</sup> May 2006, due to problems with the Host Site. It is anticipated that these will be resolved by 8.00am on 9<sup>th</sup> May. NOTED that the maps are now online and members were asked to deliver the cards sometime during the current week.

d. **Village Sign**

It was NOTED that the Village sign is now in place. Thanks were extended to Cllr Whiteside and those members who assisted him in erecting the sign.

e. **Best Village Front Garden Competition** – This item had been dealt with earlier in the meeting

f. **Christmas Lights**

Cllr Gardner advised that he has had a meeting to survey the Village with a representative of Gala Lighting, who will come back to the Council with some proposals. It was NOTED that there may be some difficulty in erecting the lights as the Council does not own the lighting columns. The Council's budget was confirmed as £2,000 and a provisional sum of £250 each plus installation costs was NOTED for the large stars. It was suggested that some of the larger companies in the village might be approached to assist with the cost. RESOLVED to await the proposals.

g. **CCTV in Village** - This will be discussed at the next appropriate meeting after the members' visit to Hadlow.

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**Shirley Fiddock, the Community Warden** congratulated Cllr Crawford upon his election as Chairman, and advised that she is pleased to hear that some members are planning to visit Hadlow, prior to considering the possible installation of CCTV. In her opinion this would be an asset to the Village and could make a real difference to the control of anti-social behaviour.

M/s Fiddock also reported on the following:-

- **Graffiti:** a big problem in the village at the moment
- **Gate at Playing Field:** cannot be locked due to corrosion
- **Blue Mini-Cooper**
- **Intruders in William Luck Close**

Cllr Bearman offered to contact the person who had repaired the top gate at the Playing Field with a view to replacing the corroded gate. The Clerk was asked to contact Emprise SSG to enquire why they have not reported that the gate could not be locked.

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**12 Planning Committee:**

Minutes of the meeting of the Planning Committee held on 24<sup>th</sup> April 2006, as circulated to members, were CONFIRMED and SIGNED as a correct record of the meeting.

**13 Tonbridge & Malling Borough Council:**

- a. Minutes of Council Meeting held Tuesday 25<sup>th</sup> April 2006 NOTED
- b. Agenda for Statutory Annual Meeting and programme of meetings for 2006/2007 NOTED
- c. Anti-Social behaviour – leaflets circulated to members

**14 Kent County Council:**

The following information from KCC's Trading Standards Department were NOTED:-

- a. Doorstep Criminals – warning of scams in operation
- b. Avian Flu - flocks of 50 birds and above must be registered
- c. Consumer Newsletter

Cllr Poole advised of a parcel delivery service where cards are being put through doors asking recipients to call an 0900 number which is connected to Belize and costs £15.

**15 Groups & Organisations:** To receive reports from representatives

- a. Committee of Sports Hall & Playing Field Management:  
Minutes of the joint meeting between the Parish Council and the Management Committee held on 4<sup>th</sup> May 2006, which had been circulated this evening, were NOTED.
- PROPOSED by Cllr Crawford, SECONDED by Cllr Poole, that Cllrs. Crawford, Boyle and Gardner form the sub-committee to review and update the Playing Field Lease a draft of which, after agreement by both parties, shall be sent to Long's Solicitors with instructions to undertake the necessary legal process. CARRIED UNANIMOUSLY. RESOLVED that KAPC be asked if they have any for advice to offer regarding the preparation of a Lease and a Constitution.
- Mr Sales felt that is essential that as many people as possible should attend the AGM of the Management Committee on 26<sup>th</sup> June 2006. It will be necessary to appoint an Acting Chairman for this meeting and it was felt that this should be an existing Council member. Cllr Crawford advised that he will be on holiday on that date, but Cllr Boyle agreed to attend the meeting in his capacity as Vice-Chairman.
- RESOLVED that enquiries be made regarding the availability of the Methodist Hall for this meeting in order to accommodate the anticipated number of people attending. Cllr Crawford agreed that he is willing to send out a letter to those eligible to attend, inviting nominations for a Chairman, Secretary and active Committee members.
- The necessary urgent action with regard to the Sports Hall and Playing Field was discussed and it was PROPOSED by Cllr Crawford, SECONDED by Cllr Poole, that Cllr Boyle be given a mandate to do whatever is necessary to maintain the Sports Hall in a reasonable condition and that, if necessary, to agree a rate to be paid for cleaning, pitch-marking etc. CARRIED UNANIMOUSLY.
- Cllr Bearman agreed to approach Mr Jenner regarding pitch-marking and Mr Crowley will liaise with Debbie Blackwell regarding hall cleaning.
- b. Community & Police Working Group  
NOTED there is nothing to report; Cllr Crawford will pass the meeting time-table to Cllr Gardner
- c. Tonbridge & Malling Crime Prevention Panel  
NOTED this Panel has not met and there is, therefore, nothing to report.
- d. Village Design Statement: Progress Report  
NOTED no progress has been made; agreed members will contact each other by e-mail in future.

**16 Correspondence**

It was reported that the following items have been received:-

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|---------------------|--|
| a. Arbortec:        | Tree Solutions and garden management             |
| b. Blackwood Bayne: | Countryside, Access and Landscape Consultancy    |
| c. Green Acre:      | Landscape & Property Maintenance                 |
| d. Jacqui Curtis:   | Hop Farm events for 2006 and request for meeting |

- e. Clerks & Councils Direct: Issue 45 – May 2006-05-03
- f. Miracle Design & Play Ltd: The Miracle Times
- g. NALC: Local Council Review
- h. Action for Communities  
in Rural Kent: Rural News No. 74/Community Halls for Rural People
- i. Military Odyssey Ltd: Living History Event, 26<sup>th</sup>; 27<sup>th</sup> & 28<sup>th</sup> August 2006

Cllr Boyle drew members' attention to the fact that the new management at the Hop Farm are Asking to meet with members of the Parish Council.

## 17 Finance

- a. Bank Reconciliation as at 30.4.06: NOTED and copied to members
- b. Budgetary Control Statement (4<sup>th</sup> Quarter of 2005/06) NOTED
- c. S137 Report for 2005/06 NOTED this will be available at the June Council Meeting
- d. East Peckham Village Hall Committee  
A letter from East Peckham Village Hall Committee requesting financial assistance for fencing was read by the Chairman. RESOLVED that this item be deferred until the Section 137 Report has been received.
- e. Hospice in the Weald – This request for assistance was held over until the next meeting
- f. Kenward Trust - This request for assistance was held over until the next meeting
- g. Financial Transactions:

### Receipts since 24.04.06

Inland Revenue: Balance of Statutory Maternity Pay Refund 1478.72  
(Banked 02.05.06)

### The following payments were approved:-

Mrs K Bell: Maternity Pay May 2006 552.36  
Mrs E Jones: Expenses 25.04.06 – 05.05.06 (S112) 22.95

Allianz Cornhill: Insurance Renewal Premium, due 1<sup>st</sup> June '06 577.06

EDF Energy: S/L Maintenance March.'06 275.90  
VAT 48.28 324.18

Mr Stephens: Allotment Ground Rent for 2006 30.00

KCC Com. Svs: Transit envelopes/staples 17.27  
VAT 3.02 20.29

Travis Perkins: \* 2 x buckets 4.78  
VAT 0.84 5.62

\* Payments to be charged to the Sports Hall and Playing Field Management Grant

h. NatWest Bank: Reply to complaint

The Clerk reported that it has still not been possible to obtain the Statements in the format requested; the statements sent in response to Mrs Cresswell's letter were almost identical to the ones received previously, containing transactions from two different Financial Years. There is now the added complication that the Bank will only speak to Mrs Cresswell. RESOLVED that new mandate forms be requested as quickly as possible in order that Cllr Crawford may be a signatory and contact the bank if necessary. Members agreed that they are not impressed with the way NatWest has dealt with this matter.

18. **Matters for future Discussion**

**Cllr Boyle:** Asked that Highways be contacted regarding puddling in Bramley/Pound Road; Westwood/Pound Road, where all the drains are blocked.

**Cllr Crawford:** Advised that he has been approached by a resident who would like to be appointed as Pond Warden. It was felt that, as there are three ponds in the area, this could be a good idea.

**Cllr Poole:** Asked that the Upper Medway Internal Drainage Board be asked to provide their **cleaning schedule for Coult Stream from Pound Road to the Medway**

Asked that the Council's legal responsibilities with regard to Brian Lloyd undertaking **voluntary litter clearing** be determined and also that the cost of providing protective clothing be investigated.

Asked that Highways be asked to respond to the Council's earlier request regarding a **parking bay for the bus in Pound Road**.

Advised that he is not happy with the company which currently services the **Office computer**. The Clerk was asked to investigate whether a Service Contract exists and it was PROPOSED by Cllr Street, SECONDED by Cllr Boyle that, if no such contract exists, Cllr Poole be asked to service the computer in future as this will save the Council money. CARRIED UNANIMOUSLY

**Playing Field Lease** It was pointed out that this Lease may be terminated by either party and agreed that this will be a matter for the new Management Committee. RESOLVED the Clerk should investigate what action is required of the Parish Council before submission to the Secretary of State. Mr Sales expressed sympathy with the Temporary Clerk, who could not have anticipated the upheaval she would encounter upon agreeing to cover the Clerk's Maternity Leave. It was NOTED the Clerk has, since April, been working many more hours than those in her Contract; these had been authorised by the previous Chairman. It was PROPOSED by Cllr Poole, SECONDED by Cllr Street, that the

Clerk be paid for the additional hours which she has been required to work during the current quarter (April – June 2006) due to the present circumstances. CARRIED UNANIMOUSLY.

**Streetlights** Streetlights are out or working erratically at the following locations:- Chidley Cross Road; Hopbine Close; Brookside junction.

19. **Date & time of Next Meeting:** 19th June 2006 at 19.30 hours

There being no additional business, the meeting closed at 21.50 hours