

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL ON MONDAY 24<sup>th</sup> APRIL 2006 AT 20.10 HOURS**

**PRESENT:** Cllrs: Mrs J Cresswell (Chairman), D Boyle (Vice-Chairman) Bearman . Crawford, Mrs J Cresswell, Gardner, Poole, Street , & Whiteside

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

**APOLOGIES:** Apologies were NOTED from Cllrs Mrs Curry, & Shead  
Borough Cllrs Mrs Holland and Mr Rogers

**1. Opening of Meeting**

The meeting was opened by the Chairman, who thanked everyone for attending.

**2. Declarations of Interests** There were no declarations of interest

**3. Presentation of the Speed Watch Scheme** This item had been taken during the earlier meeting of the Planning Committee

**4. Report from Borough & County Councillors**

Agreed the County Councillor's be taken when Cllr Long arrives, as he has three meeting to attend this evening.

**5. Parishioners Question time**

There were no members of the public present

**6. Parish Council**

**a. Minutes of the meeting held on 20<sup>th</sup> March 2006**

Minutes of the Parish Council meeting held on 20<sup>th</sup> March 2006 were presented to members and Cllr Poole requested the following amendments:-

- [i] **Parish Council website** (Page 3082, item 5c) the second sentence to be amended to read *Maps and Street index will be forwarded for inclusion on the website within the next week.*
- [ii] **Content of Annual Report** (Page 3082, item 5d[i]) that the following words be added at the end of the minute:- *...and to be delivered with the website postcards.*
- [iii] **Community Strategy for Tonbridge & Malling** (Page 3083, Item 7c) the website to read [www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=1560](http://www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=1560)
- [iv] **Question time with Cllrs Balfour and Bolt** (Page 3087) It was requested that the entire minute be replaced with the following:- *Cllr Poole suggested to Cllr Balfour that the Borough Council appeared to have abandoned the Steering Group and left the Environment Agency to carry the responsibility. Cllr Balfour agreed that the Steering Group should continue and*

*suggested that the Clerk write to him for clarification of the situation. The spelling of plain was also amended in the item regarding Planning Applications on the final page.*

[ Following these amendments the minutes were signed as a correct record of the proceedings.

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

[i] **The Hop Farm** (Page 3082, Item 5b)

NOTED that the Clerk was successful in obtaining a further 55 free day passes for East Peckham Families to visit the Hop Farm. A total of 155 passes were delivered to the School in time for the Easter break. A letter of thanks has been sent to Melissa Hards on behalf of the Parish Council and the Clerk has suggested that some of the schoolchildren write to Melissa after they have used their pass.

[ii] **Dog Fouling Signs**

Mrs Cresswell advised that she has laminated the signs sent to this Council recently and copies have been placed on noticeboards and at the Sports Hall, It was agreed that one should be placed in the window of the Parish council Office.

**c. To confirm the minutes of the Annual Parish Meeting, held on 3<sup>rd</sup> April 2006**

Mrs Cresswell reported that the Minutes of the 2005 Annual Parish Meeting were not signed on the night, but drew members' notice to the fact that these Minutes were approved by members of the Council on Page 2999 of the Parish Council Meeting on 2<sup>nd</sup> April 2005.

The Minutes of the Annual Parish Meeting held on Monday 3<sup>rd</sup> April 2006, as circulated to members were approved as a correct record of the proceedings.

**d. Matters Arising**

[i] **Recycling of Plastic** – Sue Finnigan's presentation Page 3, item 4

Cllr Mrs Cresswell presented details of a Company which collects plastic waste for a charge of £3 for a binful. It wa NOTED that the Company, Impact Recycling of Medway has a number of customers in Pembury and suggests that bins be shared with neighbours to halve the cost.. Cllr Whiteside advised that recycled plastic can never be used for food packaging; it's only use would be for street furniture, such as benches, bins and fencing. It was AGREED that the matter of plastic recycling be pursued with the Borough Council.

[ii] **Guest Speakers**

Cllr Street asked members to consider allowing the Guest speakers to speak from the floor in future This would make them easier to hear as, even with the sound system, people on the stage were difficult to hear and the sound did not reach the back of the hall, hence the lack of feedback.

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**Report by County Councillor** (Agenda Item 4)

**County Cllr Richard Long** reported that he has sent through new forms to be used when applying for the KCC Members' Grant. The Clerk confirmed that this has been received and downloaded.

Cllr Long advised that he has been approached by some residents, asking for a contribution towards the cost of a disabled access to Holy Trinity Church and has promised to raise the matter with the Parish Council.

Cllr Street felt that the provision of a disabled access is a legal requirement which the church needs to fulfill, and any help available should be offered. The Church did approach the Parish Council earlier in the year, and they were asked to seek other financial help if possible and apply to the Council again with details of any money raised.

This Council advised Cllr Long that it had no objection in principle to a contribution of approximately £1500 being made to Holy Trinity Church for this purpose and all members are happy for him to let the Reverend Carr know the position.

Cllr Mrs Cresswell reported that there is still money awaiting good projects in the National Lottery Scheme "Awards for All". She suggested that the disabled access for the Church might be a suitable project. A quick decision for applicants is assured. Cllr Street, who is on the fund-raising Committee, agreed to pass this information on to Church members.

There was a brief discussion regarding the review of the duties of the county Lengthsmen.

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**e. Parish Council Website**

Cllr Poole advised that the Website is due to go live on Wednesday 3<sup>rd</sup> May 2006. It was NOTED That some members have yet to respond to Cllr Poole's request for contact details. Cllr Poole advised that he is still awaiting copies of all minutes from 2004 onwards, which have been requested from the Clerk.. The Clerk explained that she has forwarded all the minutes and other documents requested to which she has electronic access, but has suggested that the others could possibly be scanned in. Mrs Cresswell questioned the necessity for 2004 minutes to be on the website and suggested that a note be put on advising that back copies of minutes may be obtained from the Parish Council Office. The Clerk was asked to send the documents to Mr Poole again.

Cllr Poole expressed concern that the Annual Report stated that the website went live in October 2005 and is anxious to discover who supplied this information. He also asked why the e-mail address which was agreed when the domain was set up is not being used.

Cllr Poole agreed to collect the documents which were omitted from this year's Annual Report from the office and deliver them, together with the website cards, to members for circulation throughout the Parish.

**f. Annual Parish Council Meeting**

this item had been requested to consider the idea of a rotating Chair in future years. Cllr Street explained that the Council should be looking for a way of creating a less divisive way of achieving continuity and asked that the suggestion is put forward at the next meeting to look at ways of making the situation more flexible.

Cllr Mrs Cresswell pointed out that members do have the opportunity each year to vote for their choice of Chairman and, unlike organisations where the President or Mayor is a figurehead, the Chairman of a Parish Council is an active working member with numerous duties to perform.

Having been Chairman for three years she feels she is just now getting the feel of the job.

**g. Village Sign**

Cllr Whiteside advised that the sign has been delivered but he is seeking assistance to put it up. Some adjustments also need to be made to the frame before it is erected. Cllrs Boyle and Gardner offered their help and agreed to liaise with Cllr Whiteside to arrange a date.

**f. Best Village Front Garden Competition**

It was agreed that the same arrangements should apply as for last year's competition. The Judges will be Cllrs Street and Mrs Cresswell, together with last year's winner. It was suggested the Clerk should consult last year's minutes to determine the value of the prizes.

**g. Christmas Lights**

Information has now been received from Gala lights; this was passed to Cllr Gardner

**g. CCTV in Village**

Information regarding the operation of CCTV was NOTED from Hadlow Parish Council, and it was suggested that Mr Hodgson's invitation to visit Hadlow be accepted. The following members expressed an interest in attending:- Cllrs Boyle; Crawford; Mrs Cresswell; Gardner; Poole and Street. **RESOLVED** that Mr Hodgson be arranged to suggest some times and dates, which can be circulated to members so that a meeting may be arranged.

**7. Planning Committee**

**Minutes of meetings held on 20<sup>th</sup> March & 10<sup>th</sup> April 2006**

The minutes of the meetings, which were copied to members, were approved

**7. TMBC**

- a. Parish Partnership Panel: **All documents passed to Cllr Mrs Cresswell**
- b. Performance & Finance Book. **NOTED**
- c. Here & Now: April/May 2006

**8. KCC**

- a. Licence to place Tables, Chairs & Temporary Street Furniture on the Highway **NOTED**
- b. Kent Parish Council Portal **CIRCULATED AND NOTED**

**9.. Groups & Organisations**

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

- [i] A Report of the meeting held on 11<sup>th</sup> April 2006 was given by Cllr Bearman **NOTED the cost of hiring the Sports hall is £6.60 and an approximate price to refurbish the floor is £4,000.**

- [ii] Letter from Chairman of Committee dated 28<sup>th</sup> March 2006  
 [iii] Future of Sports Hall & Playing Field Management Committee  
 It was agreed that these two items be taken together.

The letter from the Chairman of the Management Committee requesting permission to proceed with the plans for a play area for younger children on some of the land outside the lease was read by the Council Chairman, who advised that the Management Committee has always worked extremely closely with the Parish Council and confirmed that nothing has been erected on any of the land without the agreement of the Parish Council. If, at its next AGM, the Committee of Management are unable to form a new Committee, then the Lease would have to be rescinded. If the management is taken over by the Parish Council, as has been suggested, it will be necessary to employ a Clerk, cleaners and groundsmen to perform the duties which are all currently undertaken on a voluntary basis by members of the committee. It will also be necessary to add VAT to the hire fees.

It was suggested that the land outside the lease should be included into the Lease and the lease re-written.

Cllr Gardner suggested that, in view of the lateness of the hour, this important issue should be discussed at a separate meeting, where costings can be available and everything clarified. Cllr Street agreed that these items need to be addressed. The Parish Council needs to discover what needs to be done and he feels that those who currently undertake these duties are subject to unfair pressure and criticism.

Cllr Cresswell suggested that a meeting be arranged between the Parish Council and the Sports Hall and Playing Field Management Committee, as suggested by the Chairman in his letter. She has received several telephone calls asking when new play equipment can be provided and would like to have been in a position to place an order as soon as the money is granted, in an effort to have the apparatus in place before the School Summer holidays.

There followed further discussion during which Agenda items were suggested and it was finally agreed that a joint meeting be held as soon as possible and that the date and venue will be circulated to all Parish Council members by the Clerk; Cllr Mrs Cresswell agreed to contact the members of the Sports Hall and Playing Field Committee..

- b. Community & Police Working Group**  
NOTED this Committee has not met.
- c. Tonbridge & Malling Crime Prevention Panel** Minutes of the Meeting held on 20/2/06 **NOTED**  
Cllr Crawford reported on the Proof of Age cards which have been ordered and also highlighted topics to be discussed at the meeting of this panel which is due to take place this evening.  
**NOTED** Tonbridge & Malling were rated top in the published crime figures from April 2005 – March 2006.
- d. Village Design Statement: progress report**  
NOTED there has been no meeting of this group.
- e. Kent Association of Parish Councils** Minutes of Meeting held 16<sup>th</sup> March 2006 **NOTED**
- f. Medway Valley Country Partnership** Medway Valley Walk & Newsletter **NOTED**

## 11. Finance

### a. Bank Reconciliation as at 31.03.06

The information, which had been prepared by the Clerk & copied to members, was noted.

### b. Budgetary Control Statement (4<sup>th</sup> Quarter) NOTED this is not available due to the failure of the Bank to produce detailed statements for a complete quarter, despite these being requested in writing on 4<sup>th</sup> April 2006. The Clerk was instructed to send a written complaint to the Bank, with a request for an explanation. The Chairman will sign this letter of complaint.

### c. Public Lighting maintenance charges 01/4/06 – 31/3/07 NOTED no increase in price.

### d. Allianz Cornhill: renewal due 1<sup>st</sup> June 2006 RESOLVED this policy be renewed

### e. Financial Transactions

#### Receipts since 20.02.06

BACS Tonbridge & Malling BC: 1 <sup>st</sup> Instalment of Precept 2006/07	23434.50
BACS HM Revenue & Customs: Refund of VAT 1/01/06 – 31/03/06	3543.22
Book Sales: Banked 11/04/06	30.00

#### Payments made since 23.02.06

*D/D British Gas. Sports Hall Gas Supply (S19)	83.00
Inland Revenue: Payment due 19 <sup>th</sup> April 2006	754.11

#### Payments for Approval

Mrs K Bell:	Maternity Pay March '06	874.86
Mrs E Jones	Salary, December '05 – March '06	2531.78
Mrs E Jones:	Expenses April.06 (S112)	55.29
KK Garden Construction Ltd:	Lay Turf in E P Churchyard	1268.00
KK Garden Construction Ltd:	*Cut hedge between gates at Playing Field	255.00
Signs of the Times Ltd:	East Peckham Village Sign	896.25
	Carriage	<u>150.00</u>
		1046.25
	VAT	<u>183.09</u>
		1129.34
KAPC:	Membership subscription 2006/2007	673.43
	VAT	<u>117.85</u>
		791.28
	2 copies L.C.Review	<u>28.00</u>
		819.28
EDF Energy:	Streetlighting Energy Supply (inc CCL)	525.51
	Jan-March 2006	VAT <u>91.97</u>
		617.48

Southern Water:	* Wastewater Services Playing Field – 2006/07		378.81
EP Methodist Church:	Hall Hire: January – March 2006	74.14	
	Office Rental: April – June 2006	<u>289.47</u>	363.61
EDF Energy:	S/L Maintenance March.'06	275.90	
		VAT <u>48.28</u>	324.18
British Gas:	*Supply to Sports Hall – Balance due:		220.79
Mr T Grenham:	Reimbursement for Allotment expenses		210.36
Hills Office Services:	6 monthly service to Office equipment	99.90	
		VAT <u>17.49</u>	117.39
TMBC:	Non Domestic Rates		108.89
NALC:	DIS Subscription Renewal		105.00
Sweepclean (Kent) Ltd:	Service 8/03/2006	75.00	
		VAT <u>13.13</u>	88.13
BT:	Office Phone bill 9/12/05-7/3/06	68.71	
		VAT <u>12.03</u>	80.74
TM Borough Council:	Additional printing – Annual Reports		74.85
KCC Commercial Services:	Stationery	33.71	
		VAT <u>5.90</u>	39.61
CPRE:	Annual Subscription 2006		26.00
The Kent Men of Trees:	Annual Subscription 2006		25.00
TMBC:	Printing Annual Report		427.05

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

**12. Correspondence**

It was reported that the following items had been received:

- a. Parish News, Issue 351 – 21<sup>st</sup> March (Copies circulated)

- b. Oast to Coast, Spring 2006
- c. Blueprint (EP Society) Issue 44, Spring 2006
- d. Kent Police Authority - single strategic Force
- e. A CH Distribution Ltd: Access Control Catalogue
- f. DEFRA: Clean Neighbourhoods & Environment Act 2005
- g. East Peckham Methodist Church: Conditions of Hire for Curran Hall (Copy herewith)
- h. Local Councils Update – Issue 78 – April 2006
- i. Glasdon: Product Details
- j. Southern Water/Mid-Kent Water: Drought Update
- k. CPRE: Kent Voice – Spring 2006
- l. Julia Bevis: Letter of thanks

### 13. Matters for Future Discussion

- a. **Philip Russell's Tree** Cllr Mrs Cresswell requested that Clerk makes enquiries whether the PCC have made a decision regarding this tree
- b. **War Memorial** Cllr Crawford advised that the lettering on the War Memorial is wearing away and will soon be in need of attention
- c. **School Hedge** Cllr Cresswell asked that the School be reminded to cut back the hedge which runs alongside the Playing Field.
- d. **Curran Hall** Cllr Whiteside referred to the new conditions of hire and security measures which have recently been circulated by the Methodist Church and felt that their attention should be drawn to the fact that the fire door is badly in need of attention.
- e. **Parking in Orchard Road** Cllr Boyle advised that he has been approached by Mrs Tunbridge of 10 Orchard Road regarding the difficulties caused to disabled people by parked vehicles. RESOLVED Shirley Fiddock be asked to go and speak to Mrs Tunbridge.

### 14. Date & time of Next Meeting: 8<sup>TH</sup> May 2006 19.30hrs

There being no additional business, the meeting closed at 22.30 hours