

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL
ON MONDAY 17 JULY 06 AT 20.15 HOURS**

PRESENT: Cllrs: Boyle (Vice-Chairman), Crawford (Chairman), Mrs. Curry, Gardner, Poole,
Street & Whiteside

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor Long & 3 members of the public

1. **Apologies for absence:** Received and accepted from Cllrs Bearman & Shead

2. **Declarations of Interests:** There were none

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

Cllr Long reported and drew attention to the following items:

Village Library

The library was in the process of establishing ways to encourage a greater use of the facilities. Members felt that it would be helpful if the library could be open the same hours each day as well as have some out our hour's opening times.

Sports Hall/Playing Fields Lease

Cllr Long in his capacity of the PCs legal advisor informed members that the simplest solution would be for the PC as freehold owner to take over the running of the facilities. This would mean either a surrender or termination of the current lease following which a new lease, constitution and terms of reference could be drawn up. The Clerk confirmed that she had referred the matter to KAPC and NALC so that not only could a second opinion be obtained but also to ensure that any anomalies specific to the PC were addressed. Cllr. Long requested that he be provided with a copy of the inventory of documents, which were lodged with Warner's Solicitors on the PCs behalf.

4. **Parishioners Question time**

A parishioner asked whether written resignations had been received from Cllrs Cresswell and Mrs. Cresswell. The meeting was advised that the Clerk had personally requested written resignations but as yet no notice in writing had been received.

A parishioner asked whether there could be a centralized Village Diary. Members were acceptable to a Village Diary being incorporated onto the PC website but its usefulness would depend on organizations notifying the PC of forthcoming events.

5. **Parish Council**

a. **To confirm the minutes of the meeting held on 19th June 2006**

A minor amendment was made to the minutes following, which it was:

RESOLVED: That the minutes of the meeting be approved as a correct record and signed by the Chairman.

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

Minute 12c: Requests for Financial Assistance

The Clerk clarified that members would be asked to consider S136 grants to village halls and open spaces at the September meeting and that S137 donations would be considered towards the end of the current financial year.

c. Best Village Front Garden Competition

RESOLVED:

- That the competition categories and prize fund would remain the same
- That the 2005 winner would be invited to participate in the judging of this year's
- That judging would take place towards the end of July.

d. Christmas Lights

It was reported that grant applications had been submitted to TMBC and KCC and that they were to be considered by late autumn 06. It was also reported that EDF Energy had confirmed that streetlight columns covered by the PCs maintenance schedule belonged to the PC and that following the installation of the Christmas lights they would only need to be advised of the lighting arrangements. Following a discussion, it was:

RESOLVED: That in an attempt to secure additional funding local businesses would be invited to either make a donation or fund a lighting installation.

The Clerk advised members that a request had been received from Hospice in the Weald requesting the PCs support for their Tree of Life, which would be erected at Marvillion court. Following a discussion it was:

RESOLVED: That members were unanimous in their support of the project and would make available the parish lights and stand.

e. CCTV & Speedwatch

Following a discussion members were of the opinion that CCTV would be more appropriate for the needs of the village. It was

RESOLVED:

- At this stage the PC would not proceed with Speedwatch.
- That depending on the costs involved members would consider including a budgetary provision for the installation of CCTV within the 2007/08 budget.
- Cllrs Street & Poole would arrange a visit to see company specializing in the supply and installation of CCTV equipment.
- Ideally equipment would be installed at the Methodist Church and the Sports Hall.

f. Commemorative tree: choice of species

It was reported that Cllr Shead had provided details and photographs of suitable trees; these were presented to members. Following a discussion it was:

RESOLVED: That the family should choose the tree they preferred. The Clerk would therefore liaise with the family and coordinate its supply and planting.

g. Additional Litterbins

Cllr Street advised members that he would obtain further information with regard to the specific locations where additional litterbins had been requested.

h. Invitation from East Peckham Scout Group: Celebration of 90 Years of Scouting

Members had been invited to celebrate 90 years of Scouting in East Peckham on 16 September.

- i. Parish Churchyard**

It was reported that a letter of complaint had been received. The matter had been rectified and the churchyard was now being adequately maintained. Following a discussion it was:

RESOLVED: That a letter would be sent to the contractor requesting that the grass be cut on a more frequent basis at the beginning of the growing season and that greater care be taken when strimming around the headstones.
- 6. Planning Committee:**

The minutes of the meetings held on 19th June & 3rd July 2006 were RECEIVED & NOTED
- 7. Tonbridge & Malling Borough Council:**
 - a. 2006 Summer Playscheme**

Members were advised that at 03 July 06, out of 40 possible bookings per week there were 7 available for week 1, 6 for week 2, 19 for week 3 & 21 for week 4. The Clerk had asked the school to include a paragraph in the weekly newsletter-advising parents that places were still available and TMBC had been asked to confirm what they were doing to either fill the unallocated places or reduce the number of places available.
 - b. Parish Partnership Panel**

It was reported that the next meeting would be held on 14 September and that the Parish Council had been asked to submit items for the agenda. Following a discussion it was:

RESOLVED: That the following items would be submitted:

 - In view of the difficulties in allocating all the places available on the Summer Playscheme, what was the view of other Parish Councils who were asked to pay on the basis of full occupancy even if not all places had been allocated and what measures were being implemented by TMBC to encourage a greater take up or to reduce the number of places available according to demand.
 - East Peckham Parish Council is in the process of finalizing the installation of Christmas Lights. This is the first time that East Peckham has undertaken such a project and we would be interested to learn how the Borough and other Parish Councils have gone about the project in terms of supply, funding and installation.
 - c. TMBC Corporate Performance Plan 2006/2007**

The document was RECEIVED & NOTED, it was also noted that the document was available on TMBC's website, www.tmbc.gov.uk
 - d. Weekend Household Bulky Refuse Service June – September 2006:** RECEIVED, NOTED & copied to members
 - e. Minutes of the Joint Transportation Board: 12.6.06:** RECEIVED & NOTED
- 8. Kent County Council**
 - a. NHS Overview & Scrutiny Committee – 20th July 2006**

RESOLVED: Members would attend the meeting if they were able to do so
 - b. Kent Volunteer Awards 2006:** Details RECEIVED & NOTED

9. **Groups & Organizations: Reports from representatives**

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

Cllr Boyle reported and drew attention to the following:

- The committee had met on 10 July and a meeting was also being held on 17 July.
- The Committee had yet to appoint a chairman.
- There were some teething problems but he was confident that committee members would pull together, support new people and encourage more to join the committee.

Members thanked Cllr Boyle for his involvement and asked him to reiterate to the committee that it had the full support and backing of the PC. It was suggested that a joint meeting be held during August.

Cllr Poole asked for clarification on the grant situation and was advised that the 2006/07 grant was £10,784 and that expenditure to date had amounted to just over £6,000.

Cllr Crawford drew attention to a letter, which he had received, from Mrs. Cresswell; the letter was copied to the Community & Police Working Group, the Committee of Sports Hall & Playing Field Management. The Clerk would send a reply.

b. **Community & Police Working Group**

Cllr Gardner reported and drew attention to the following:

- The recent meeting had been poorly attended.
- A letter would be sent by the Group to PC Booth informing him of the committees disappointment that he did not attend
- The poor attendance would be discussed at the next meeting of the Tonbridge & Malling Crime Prevention Panel.

c. **Tonbridge & Malling Crime Prevention Panel**

Cllr Street reported that he had attended a recent interesting meeting and that the meeting had been shown videos, which had been made by disadvantaged children on the theme of crime and the perception of crime.

d. **Village Design Statement: Progress Report**

Members were of the opinion that in view of the fact that the publication of the document had been delayed it may no longer be viable. Following a discussion it was:

RESOLVED: That TMBC would be asked to confirm the current relevance of a VDS.

10 **Finance**

a. **Bank Reconciliation as at 30.06.06:** The information which had been prepared by the Clerk was noted & copied to members

b. **Budgetary Control Statement as at 30.6.06:** The information which had been prepared by the Clerk was noted & copied to members

c. 2005/06 Accounts:

The Clerk advised members that the 2005.06 accounts had been prepared on a Receipts and Payments basis and that in previous years the accounts had prepared on an Income and Expenditure basis. Members were advised that the progressive picture since the introduction of 'The Lighter Touch Audit Regime' in 2003 had been to encourage Parish Councils to move towards Receipts and Payments but that the Income & Expenditure method did provide greater financial control over the accounts.

The Clerk confirmed that she had consulted KAPC and the Internal Auditor and had been advised that as the threshold upon which councils must produce Income and Expenditure Accounts was raised to £200,000, the Parish Councils use of the Receipts and Payments method for 2005/06 was perfectly acceptable. The Internal Auditor had also advised that as the prior year figures may not necessarily be comparable to those for 2005/06 a covering note should be included with the Annual Return when it was submitted to District Audit.

It was noted that the Clerk had prepared the supporting notes to the accounts and advised members that these notes were an integral part of East Peckham Parish Councils accounts for the financial year 2005/06. Following a discussion it was:

RESOLVED:

- That the supporting notes to the 2005/06 accounts as prepared by the clerk be approved
- That a note would be included with the 2005/06 Annual Return

d. Disabled Access to Church: Letter from Reverend Carr

It was reported that a letter had been received regarding the offer in principal of a grant of £1,500 towards the formation of a disabled access at the church. Members were advised that it was unlikely that the PCC would be in a position to proceed with the work this year.

e. Financial Transactions

(i) Queried payments

April

Members were advised that a cheque for the sum of £1,268 issued in April 06 to KK Garden Constructions (formerly Hever Landscapes) referred to the installation of turf in the new Garden of Remembrance and that members had approved a S136 grant in favour of the project in September 05.

June

Members were advised that the PC had authorized the following payments in June without supporting documents such as receipts and invoices. Some of which had now been provided:

Chq 2444	*Zurich Municipal (Sports Hall Insurance)	£2,118.57
Chq 2445	*H Jenner (Sports Hall Cleaning & Maintce)	£346.46
Chq 2446	*D Boyle (purchase of mower & expenses	£348.91
Chq 2447	*H Jenner (cleaning & maintce up to 28.6.06	£360.00

(ii) The following transactions were approved:

Receipts since 19.6.06

20.6.06	Way eave payment	£29.22
30.6.06	Bank Interest	£362.62
17.7.06	KAPC (Refund of overpayment)	£14.00
	Total Receipts	£405.84

Automated Payments made since 19.6.06

22.6.06	*D/D British Gas S/Hall Gas Supply (S19)	£108.50
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Payments (includes VAT where applicable)

Mrs. K Bell	July & August 06 Salary less deductions plus Expenses (S112)	£1,772.23 Chq 2466
Mrs. E Jones	Expenses June 06	£17.71 Chq 2467
EDF Energy	Streetlight Maintenance July/Aug 06	£648.36 Chq 2469
Sweepclean	Litter Clearing June/July 06 (S137)	£176.26 Chq 2470
KCC (KCS)	*Sports Hall supplies (S19)	£101.70 Chq 2471
SSG Emprise	*Sports Hall Security (May/June 06)	£427.70 Chq 2472
KGS	*Playing Field Maintce June 06 less Adjustment for April overpayment	£371.50 Chq 2473
E P Methodist	Hire of Office (July/Sept 06)	£289.47 Chq 2474
	Hire of Hall (April/June 06)	£87.52 Chq 2474
EDF Energy	Streetlight Energy (April/June 06)	£617.48 Chq 2475
BT	Parish Office	£98.64 Chq 2476
Brookside Garden Ctr	**Purchase of plant & pot for Mrs. Jones (Re Cllr. Gardner)	£10.00 Chq 2477
KK Gardens	Churchyard/village maintenance April/Aug 06)	£1,883.44 Chq 2478
Inland Revenue	Salary Deductions (April 06/July 06)	£1,460.61 Chq 2479
	Total approved	£7,962.62

* Payments to be charged to the Committee of Sports Hall & Playing Field Grant

** It was **RESOLVED** that a letter of appreciation would be sent to Mrs. Jones thanking her for her hard work.

11. Correspondence

It was reported that the following items had been received:

- a. KAPC: Parish News Issue 317: 20th June 2006 plus enclosures
- b. Kenward Trust: "New Life" – Issue 2 2006
- c. Age Partnership Group: "Be Ready" Practical Information for Employers
- d. Kent Men of Trees: "Arbor" – Summer 2006
- e. Applause Rural Touring: Menu of Events for Spring 2007
- f. Royal Mail: A new way of pricing postage
- g. CPRE: Countryside Voice
- h. BAGO: Litter Clearing Products
- i. Clerks & Councils Direct: July 2006
- j. The Miracle Times: Brochure on play equipment
- k. Eibe: Brochure on play equipment
- l. FitzpatrickWoolmer: Brochure on creative sign solutions
- m. Society of Local Council Clerks: Details of 32nd National conference
- n. Local Council Review: July 2006
- o. The Standards Board for England: Town & Parish Standard: 07
- p. Safe Surfaces: Product information
- q. Community Empowerment Awards: Categories Young people, older people, gypsies & housing (sponsored by the Commission for Rural Communities)
- r. Medway Valley Countryside Partnership: Annual Report 2005/06 & Summary Business Plan 2006/10
- s. Hospice in the Weald News: Summer 06
- t. Proludic: Notification of new Area Manager
- u. Hadlow PC: Amendments to Parish Emergency Plan
- v. EH Brown Fencing Ltd (Service literature)

12. Matters for future discussion

Cllr Boyle drew attention to traffic congestion problems outside Travis Perkins and advised members that he had witnessed an employee saying 'off my yard not my problem' It was **RESOLVED** that a letter of complaint would be sent.

Cllr Mrs. Curry drew attention to a water leak outside a property in Old Road.

Cllr. Poole drew attention to the following:

- Highway Spreadsheet: A copy would be provided
- Election of Chairman results 2006: Whilst the election result had been duly announced and approved, Cllr Poole requested that the numbers for and against the nominations should be recorded, this would be considered at a future meeting, in the meantime as the election was carried out during the Clerks Maternity absence she would ascertain what had happened to the ballot slips.
- Asked if consideration could be given to the removal of the 'NB' statement from council agendas.

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Cllr Crawford drew attention to the following

- Overgrown PROW network, specific attention was drawn to FP 560, FP 535 and the bridge behind Stilstead & Oak Weir. The matter would be referred to PROW.
- An article which appeared in a local paper advising that householders within the TWBC area were able to put plastics in their green bins for recycling. The Clerk would ask TMBC if similar plans were being considered.

13. Date & time of next meeting: 18 September 06

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