

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL ON MONDAY 20 NOVEMBER 06 AT 19.55 HOURS

PRESENT: Cllrs: Bearman, Boyle, Crawford (Chairman), Gardner, Poole, Shead, Street & Whiteside

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor Long, Borough Councillor Mrs Holland, Members of the EPPFC, Mr Clymer (Peter Clymer Partnership) & 2 residents

1. **Apologies for absence:** Received and accepted from Cllr. Mrs Curry
2. **Declarations of Interests:** Cllrs. Crawford & Whiteside declared an interest in item 11b.
3. **Verbal reports received as follows:**
 - **County Councillor**
County Councillor Long was present and drew attention to the following:
 - Highways – There was less money available for KHS to carry out road repairs
 - Local board – Confirmed that the recommendation of the Local Board was to award the EP Toddlers Play equipment project a grant of £10,000
 - EP Library – Recent report had indicated that the library usage had increased.
The PC was thanked for encouraging greater use of the facilities
 - **Borough Councillors**
Borough Councillor Mrs Holland drew member's attention to the difficulties faced by the Tonbridge Cottage Hospital.
4. **Parishioners Question Time**

Two parishioners were present and drew attention to the following:

Hedge cutting in Church Lane.	-	The matter would be referred once again to KHS
Drainage ditches in Church Lane and other village locations	-	The matter would be referred once again to KHS, UMIDB & the EA
Policing	-	The resident informed members of his dissatisfaction with the village policing (shared by the PC and that he had written to Sir John Stanley MP
Various Highways issues	-	The issues would be referred to KHS for attention

In addition members were advised that a resident who was to participate in the London Dance Forum, Resolution 2007 and had written to the chairman seeking subsidised rehearsal space at either the Village Hall or the Sports Hall. The resident had been advised to contact either organisation.

Mr Clymer asked Cllr. Poole whether he had received any feedback from his letter to the EA, which was written in excess of 8 weeks ago. Cllr. Poole replied in the negative, the matter would be pursued.
5. **Parish Council**
 - a. **To confirm the minutes of the meeting held on 16 October 2006**
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 5b, Anti-Social Behaviour

It was reported that a response had been received from KPA, which advised that it was hoped that a Police Constable would be recruited to cover Hadlow and East Peckham together with a Police Community Support Officer for East Peckham.

Following a discussion, it was:

RESOLVED: That a further letter would be sent to KPA expressing the PCs concern with the current policing arrangements which were deemed inadequate, clarification would also be sought on the role of the PCSO and how this role would differ from that of the Community Warden.

Minute 5b, Parish Plan

The Clerk reported that a funding application had been submitted to ACRK.

Minute 5bc, Commemorative Tree

It was reported that the tree had been planted and that the wooden seat had been delivered. Arrangements were in hand for the wooden seat and plaque to be installed. The Clerk confirmed that Rev'd Carr had agreed to perform a short service of dedication on 09 December at 10.00 a.m. Following a discussion it was:

RESOLVED: That members were in agreement to the service being held providing the date and time were also acceptable to Mr. & Mrs. Russell.

Minute 5b, Re-enameling of names

It was reported that the work was carried out prior to the Remembrance Service. However Cllr. Poole remarked that the names on the war memorial needed to be etched out. It was RESOLVED that a quote would be obtained for the work.

Minute 5c, Best Village Front Garden Competition:

It was noted that the overall prize winning garden in this years competition was 34 Church Lane. Members extended their appreciation to Cllrs. Street & Shead for judging this year's competition. The Clerk reported that a letter of thanks had been received from one of the prizewinners and that the winner of the themed garden had thanked the Parish Council for his prize, which he was delighted to receive.

Minute 7c, Tonbridge Easy Access Guide

It was reported that a volunteer had not come forward to act as the village voluntary 'Disability Champion'. The Clerk confirmed that if no one came forward she might be willing to take on the task depending on how onerous or time committing it would be.

Minute 12d, 2007/08 Special Works Applications

Members were advised that due to the high volume of applications it was likely that only priority 1 applications would be considered for funding.

c. Councillor Vacancies

Members were advised that the LGA 1972 provides that if a member failed through six consecutive months to attend any meeting of the council or its committees then he or she automatically ceased to be a members of the council unless either he or she had submitted apologies, which were approved. The Clerk confirmed that the last meeting at which both Mr & Mrs Cresswell were present was 08 May 06 and that as they had not tendered apologies they had ceased to be members on 08 November 06. Mr & Mrs Cresswell had been advised and asked to return any equipment or paperwork belonging to the PC if they had not already done so. Regarding the possibility of co-option, TMBC had advised that as there were less than six months before a scheduled election the PC did not have to put notices advertising vacancies and could choose to co-opt if it wanted to do so. Following a discussion, it was:

RESOLVED: That no immediate action to co-opt would be taken however if a parishioner expressed an interest in being co-opted onto the Parish Council it would be considered. A notice would be placed in the Parish Magazine to that effect.

d. Festive Lighting

It was reported that the lights were being installed during week commencing 20 November 06. It was also reported that The Hop Farm had offered to sponsor one of the lights up to £750. The donation from the Hop Farm meant that an additional light had been purchased as part of the village festive lighting display. A letter of appreciation had been sent to The Hop Farm. Following a discussion, it was:

RESOLVED: That the festive lights would be switched on on 01 December 06 and that they would be illuminated between the hours of 3.00 p.m. and 12.00 a.m. throughout the festive season.

6. Planning Committee:

RESOLVED: That the minutes of the meetings held on 16 October 2006 and 06 November be **RECEIVED, NOTED & APPROVED**

7. Tonbridge & Malling Borough Council:

a. Parish Partnership Panel

It was noted that the PCs apologies had been tendered for the meeting held on 09 November 06 and that the minutes from that meeting had not yet been received.

b. Summer Playscheme 06

It was reported that TMBC had thanked the PC for its 2006 fourth week contribution and had asked the PC to confirm its willingness to contribute to the 2007 Playscheme. Although staffing, accommodation, equipment and workshop costs would not be finalised until the New Year it was envisaged that the PC would be asked to contribute £900.38. TMBC had advised that the existing policy for charging the fourth week would be retained and that a flat fee would be charged and that the PCs contribution should be on this basis and not based upon attendance levels. Following a discussion, it was:

RESOLVED: That the PC would continue to support the fourth week of the playscheme. TMBCs terms and conditions were accepted.

c. Christmas Tree Recycling Scheme

It was noted that once again TMBC were hoping to run a Christmas tree recycling scheme at Brookside Garden Centre. The site would be set up on 28 December, collection of trees would take place from 4 January to 8 January and a final service and closing of site would take place on 12 January 07.

8. **Groups & Organisations:**

a. **East Peckham Playing Field Committee**

(i) **Update on current issues**

▪ **KCC Small Community Grant**

The Local Board had recommended that a £10,000 grant be awarded to the Toddlers Play area. The Local Board's recommendation needed to be ratified before the money could be released but it was hoped that the funds would be available in the New Year.

▪ **Terms of Reference & Responsibilities for the East Peckham Playing Field Committee**

It was noted that work was in progress on the revised documentation. The Chairman of the Committee queried whether the committee or the PC should complete the rate relief renewal form. As the PC was not in control of the day to day running of the building the form was to be completed by the EPPFC. The PC as a precepting authority could not in any case claim Rate Relief.

(ii) **Report of Survey**

Mr Clymer of the Peter Clymer Partnership presented his firms survey of the Sports Hall complex to members. The main issues arising from the survey were highlighted together with an estimated budget for the maintenance and repair work. It was noted that the indicative cost of repairs would be as follows:

Critical work (recommended that they be carried out within 3 months)	£12,000 - £15,000
Necessary work (recommended that they be carried out within 6 months)	£65,000 - £75,000
Desirable work	£5,000 - £7,000

Following a discussion, members thanked Mr Clymer for his comprehensive report and asked if he could provide estimates which would allow the PC to carry out essential repairs and keep the building in operation for two years and the cost of a new building. The PC would consider its options at a later meeting.

Mr Clymer thanked the PC for its instructions and did however draw attention to difficulties in accessing the building whilst the Pre-School were in operation resulting in his surveyor making several trips to the building. Mr Clymer also drew attention to a lack of paperwork relating to the maintenance of the building. Despite thorough searches by the Committee it was assumed that the paperwork did not exist.

(iii) **Rainbow Pre-School**

Attention was drawn to difficulties over access to the building whilst the Pre School were in occupation of the building together with the concerns of the Pre-School who felt that they were the aggrieved party. It was agreed that in an attempt to resolve the difficulties the Pre-School would be offered a meeting to be attended by both the PC and the EPPFC.

(iv) **Removal of tress and provision of replacement fencing at land adjoining the Playing Field and 28 Russett Road.**

The Chairman of the EPPFC advised members that a quotation for the sum of £2,000 had been received in respect of the removal of the trees. Members agreed that the work could be carried out.

b. **Community & Police Working Group**

Cllr. Street reported and drew attention to the following:

- Threats to the village Community Warden. He was concerned that these threats had not been dealt with properly and had referred the matter to TMBCs Crime Reduction Officer and KCC.
- A new Police Constable had been appointed to cover the village with effect from January 07.
- There was a new neighbourhood watch co-ordinator.
- The next meeting of the group would be held in January 07.

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

Cllr Street reported that he had attended a meeting earlier that day when a magistrate was present and the meeting was devoted to developing an understanding of the sentencing process.

d. **Allotments:**

Attention was drawn to the following:

Hedge Cutting	An Allotment holder had volunteered to carry out some voluntary hedge cutting at the allotment site, his details had been passed to the allotment panel.
Working Parties	A working party would be held during the spring to clear some of the vacant allotment plots.
Vacant plots	There were currently 5 vacant plots
Outstanding Rents	Rents were outstanding from 5 allotment holders.

9. **Kent Council for Voluntary Youth Services – Rural Youth Conference**

Unfortunately no PC representative was able to attend the Conference held on 11 November.

10. **KCC:**

a. **Towards 2010 – How does it affect you?**

It was reported that in June KCC launched Towards 2010, KCCs programme of targets to improve the lives of all residents in Kent and make the county a premier business destination. Towards 2010 was formally approved by KCC in September and the Leader of KCC together with a cabinet member would welcome the opportunity to present Towards 2010 to the PC. Following a discussion, it was:

RESOLVED: That the documentation be noted with interest and the offer of the Leader of KCC to present Towards 2010 be kept in mind as a contender for the Guest Speaker role at the 2007 APM.

b. **Kent Car Share Scheme**

It was reported that the PC had been asked to promote the Kentcarshare initiative within the village and promotional materials had been received. Following a discussion, it was:

RESOLVED: That the PC was happy to promote Kentcarshare in the Parish Magazine and on the PCs website

11. Finance

a. **Bank Reconciliation as at 01.11.06:** The information, which had been prepared by the Clerk and copied to members, was **APPROVED**

b. **S136 Grants to Halls & Open Spaces 2006/07**

Members were advised that for 2006/07 TMBC had made available the sum of £6,088 to be allocated specifically by the PC to village open spaces and halls. It was confirmed that village organisations had been invited to submit an application for funding and as at 20.11.06 the following applications had been received

East Peckham Village Hall
Replacement fencing £1,750 (total project costs £3,500)

EP Methodist Church
Kitchen refurbishment Up to £3,500

EP Scout Group
Disabled access £646

In addition, members also considered the following:

Sports Hall

The survey of the building and specialist inspections had been estimated to cost in the region of £2,750.

The applications were considered carefully following which it was proposed by Cllr. Boyle, seconded by Cllr. Poole and **RESOLVED** that grants would be distributed as follows:

East Peckham Village Hall £1,750
EP Methodist Church £500
Sports Hall Up to £3,838

c. **Village & Churchyard Grounds Maintenance 2007/08**

It was reported that three quotations had been received with details as follows:

	Village	Churchyard
Landscape Services (KCC)	£493.23	£1,434.95 (9) £1,781.62 (12)
Green Acre	£780	£1,580 (9) £2,075 (12)
Hever Landscapes (current contractor)	£988	£2,410 (9) £3,145 (12)

The quotations were considered carefully, following which it was proposed by Cllr. Crawford, seconded by Cllr. Poole and **RESOLVED** that the 2006/07 Village & Churchyard Grounds Maintenance contract for 2007/08 would be offered to the existing contractor, Hever Landscapes.

d. **2006 Poppy Appeal**

Following a discussion it was **RESOLVED** that the PCs contribution would be £75. It was noted that the total amount collected for 2006 had not yet been made available.

e. 2006/07 Sports Hall & Playing Field Grant

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that the current position with regard to the 2006/07 grant was as follows:

2006/07 Grant	£12,784
(Includes virement of £2,000 from contingency which was approved at the September meeting of the PC)	
Plus refunds	£3,279
Total Grant	£16,063
Less Expenditure up to 10.11.06 (excl VAT)	£15,130
Less anticipated DD payments in respect of Gas supply to 31.3.07	£615
Net Grant available to 31.3.07	£318

f. Financial Transactions

Receipts since 18.09.06

18.10.06	Woodlands Health Centre – Donation towards festive Lighting (S144 & S145)	£60.00
18.10.06	Customs & Excise – VAT Refund (S112)	£1,603.90
November	Allotment rents (S26)	£60.00
Total Receipts		£1,723.90

Payments made since 16.10.06

23.10.06 *D/D British Gas S/Hall Gas Supply (S19)	£123.00
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The following payments were approved (includes VAT where applicable)

Mrs. K Bell	Expenses 16.10.06 – 6.11.06 (S112)	£31.20 Chq 2520
Mrs. K Bell	Clerks Salary – November 06 & exps (S112)	£980.83 Chq 2521
EDF Energy	Streetlight repairs (S10)	£181.54
	Streetlight maintenance November	£324.18 £505.72 Chq 2522
KCC	Stationery (S112)	£21.68 Chq 2523
Hills Office	Photocopier (S112)	
Services	Call out, replacement machine & toners less credit for old stock toners and machine	£462.00 Chq 2524
Gala Lights	Festive Lights (S144/145)	£1,498.13 Chq 2525
Burlite Ltd	Re-enamelling War Memorial (S1 & 3)	£211.50 Chq 2526
Symantec Ltd	Anti Virus subscription renewal (S112)	£48.40 Chq 2527
EP PCC	2006/07 Garden of Remembrance Grant (S164)	£91.00 Chq 2528
Mr P Street	BVFG laminated photographs (S137)	£50.00 Chq 2529
Royal British Legion	2006 Poppy Appeal (S137)	£75.00 Chq 2530
Total		£3,975.46

12. Correspondence

It was reported that the following items had been received:

a. TMBC

- (i) Plastic Bottle Recycling Service: Information received - copied to members
- (ii) Advertising posters for Coach of the Year and Cycle Events (placed on notice boards and copied to Cllr. Poole for website)
- (iii) Handbook and 2006/07 Diary Amendments (passed to Cllr. Crawford)

- (iv) Communities Challenge from the Waste Recycling Group and Waste Recycling Environmental: Details of funding opportunities received (copied to Village Hall, EPPFC & members)
- (v) Housing Strategy 2005-2008 Action Plan – Update on progress - copied to members

b. CPRE

- (i) Countryside Voice (Autumn 2006)
- (ii) Kent Voice (autumn 2006)
- (iii) Calendar 2007
- (iv) Invitation for PC representative to attend AGM to be held on 24.11.06
- (v) Kent Diary
- (vi) Details of the Kent 400 Fundraising Club

c. Countryside Alliance: Promotional letter in support of rural post offices

d. KAPC

- (i) Parish News (October 06) - copied to members
- (ii) Finance Information Day: Details received of event to be held on 18.11.06
- (iii) Update on the SE Plan

e. Kent Youth: Invitation to a service of lessons & carols to be held on 2.12.06

f. Maidstone & Tunbridge Wells NHS Trust:

- (i) Annual Report Summer 2006
- (ii) Public Consultation Literature on the following:
 - Proposals to provide safe modern services capable of all patients with high standards of care
 - Proposals to improve the provision of surgical and orthopaedic care

g. Kompan: Notification of Play Seminar

h. NALC: Local Council Review (November 06)

i. Emergency Planning Society: Notification of changes to website and details of Annual Autumn Study event (copied to Cllr. Poole)

j. SMP: Details of information briefings regarding the provision of Play & Leisure facilities (copied to EPPFC)

k. Playwork South East (Autumn 2006) – passed to EPPFC

l. Big Lottery Fund: Details of the launch of Breathing Places Phase 2 & Community Libraries Programme

m. Kenward Trust: New Life

n. Local Councils Update: October & November 06: Extracts on Recycling, Flood Risk, Keeping traffic moving, traffic authorities to review local speed limits & The Standards Board for England responds to the Cornerstone paper 'A Question of Standards' – copied to members

o. Protec Direct: Product Information

- p. **SLCC:** Notification received of 2006 AGM
- q. **Volunteer Centre:** Details on Volunteer Driving Scheme (copied to Cllr. Poole for the website and Parish Magazine)
- r. **Clerks & Councils Direct (November 06):** Extract on Public Rights of Way – copied to members
- s. **The Kings Head, Maidstone:** Details of festive menus
- t. **Blood Donor Scheme:** Information Received
- u. **Urbanscape:** Product Information received
- v. **Kent Men of Trees**
 - (i) Arbor (Autumn/Winter 2006): The Journal of the Kent Men of Trees (passed to Cllr. Shead)
 - (ii) Special Bulletin 'Why we are about to lose our conker trees – the facts'
- w. **Playworld Systems (Newsletter 01)** – passed to EPPFC

13. Matters for future Discussion

Cllr Poole

Drew attention to the Kent Club card and Connect Cards, which offered benefits to sports clubs within Kent. He also drew attention to his successful cycle ride for the British Heart Foundation.

Cllr Crawford

Suggested the following as possible guest speakers at the 2007 Annual Parish Meeting:

- | | | |
|--------------|---|--|
| The Hop Farm | - | A presentation to the village on current and future plans for the facilities |
| ACRK | - | A presentation on affordable housing |
| KCC | - | A presentation on Towards 2010 |

Cllr Shead

Informed members that Brookside Garden Centre had been receiving in error confidential faxes from NHS. He was dealing with the matter

14. Date of Next Meeting: 18 December 06:

NOTE: All meetings of the Parish Council & its committees are open to the press & public

- 15. In committee:** Clerks terms & conditions and the 2006/07 National Salary Award for Local Council Clerks. Following a discussion it was RESOLVED that the Clerks Salary would increase in line with the recommendations of NALC and KAPC.

There being no additional business the meeting concluded at 22.45 hours.
