

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL ON MONDAY 16 OCTOBER 06 AT 19.50 HOURS

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

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

1. **Apologies for absence:** Received and accepted from Cllrs. Mrs Curry & Shead and the Village Community Warden
2. **Declarations of Interests:** There were none
3. **To receive reports from the following if present:**
 - **County Councillor Long**

Advised that having attended a pre meeting where grant applications were discussed he was confident that £8,000 would be awarded to the Toddlers Play area project and that he might be able to authorise a further £2,000 as a County Councillor Grant. The Clerk informed members that a letter had been received from KCC suggesting that it was desirable but not essential for the £10,000 youth shelter grant to be repaid in advance of the meeting.
 - **Borough Councillor Rogers**

Drew member's attention to the recommendation being made to the Scrutiny Committee for the PC to receive a grant of £610 in respect of its festive lighting project.
4. **Parishioners Question Time**

A resident whose property bordered the playing fields drew attention to several trees on the Playing Field land which had grown out of control and were impeding her property. Following a discussion, it was **RESOLVED** that quotations would be obtained for remedial work and that further action would be considered upon receipt of the quotations.

A resident drew attention to the ditches in Church Lane and was advised that UMIDB had indicated that these were due to be cleared within the next two weeks.
5. **Parish Council**
 - a. **To confirm the minutes of the meeting held on 18 September 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 4, Anti-Social Behaviour**

It was reported that a letter had been received from the Chief Constables Executive Support Officer stating that as the Chief Constable receives a great deal of correspondence he was not able to respond personally. Consequently the letter had been forwarded to the local Area Commander for his attention. The local Area Commander had yet to respond.
 - Minute 5, Library Consultation**

It was reported that the PC had been thanked for its helpful and strong support of the village library facilities. The District Manager was encouraged to know that members supported the work currently in progress to promote the library service.

Minute 7b, Congestion problems outside Travis Perkins

It was reported that a response had been received from Travis Perkins and attention was drawn to the following:

- Suppliers had been reminded that deliveries could not be accepted before 9am and after 4 pm.
- They had changed the size of the vehicle delivering cement, allowing them to take deliveries directly into the yard.
- With regard to the disgraceful comment made by an unknown person, further information would be needed in order for enquiries to be made.
- The Branch Manager stressed that the PCs concerns were taken seriously and offered his reassurance that all efforts were being taken to ease the problem.

Minute 7c(iii), Village of the Year

It was reported that the village performed very well in the 2006 competition and was awarded the following certificates:

| | |
|-------------------------------------|------------------|
| Business Category | Runner-up |
| Environmental Action | Highly Commended |
| Information technology/Young People | Commended |

The Clerk informed members that she had discussed the results with one of the competition judges who had stated that overall the village came third. It was noted that the competition results would be published on the PCs website and within the Parish Magazine.

The Chairman expressed his thanks to all those involved in the submission of this year's entry.

Minute 11d, Parish Plan

The Clerk reported that the application for funding submitted last year had not been successful and that she was in the process of submitting a fresh application for consideration in December 06.

Minute 14c, Commemorative Tree

It was reported that the tree had been delivered and arrangements were in hand for it to be planted. The PCC and family had thanked the PC for its kindness in this respect. Following a discussion, it was:

RESOLVED: That Rev'd Carr would be asked to perform a short commemoration service and unveiling of the plaque when the tree and wooden seat had been installed.

Minute 16, Re-enameling of names

It was reported that the stonemason had confirmed that the work to re-enamel the names and cleaning of the war memorial was in hand and that it would be carried prior to the remembrance service.

c. Best Village Front Garden Competition:

Cllr Street announced the 2006 Competition results as follows:

Small Gardens

| | |
|-----------------|-------------------|
| 1 st | 21, Chidley Cross |
| 2 nd | 5, Russett Road |
| 3 rd | 17, Drage Road |

Medium Gardens

| | |
|-----------------|-------------------|
| 1 st | 28, Snoll Hatch |
| 2 nd | 70, Pound Road |
| 3 rd | 36, Westwood Road |

Large Gardens

1st 34, Church Lane
2nd Homestead, Bush Road.
3rd Fountain Pub, Bullen Lane

Hanging Baskets & Tubs

1st 50, Westwood Road
Commended 15, Drage Road
Commended 8, Strettitt Gardens

Special Themed Garden

Highly Commended 11, William Luck Close

d. Festive Lighting

(i) Fundraising efforts

It was reported that a letter of support together with a cheque for the sum of £60.00 has been received from Woodlands Health Centre. The Clerk confirmed that a letter of appreciation had been sent.

(ii) TMBCs Scrutiny Review of Christmas Lighting

It was reported that a grant of £610 had been secured on condition that the grant was match funded by the PC and other donations and that the fund was claimed by the end of February 2007.

(iii) Progress Report

It was reported that orders had been placed to Gala Lights for the supply of 4 pole mounted lighting illuminations and to Ditton Electrical in respect of the electrical work required to the street lighting columns.

Cllr. Gardner informed members that he was looking for a safe storage location for the lights following their dismantling in January 07.

e. CCTV

Cllr. Poole reported that he had met with three providers and so far quotations had been received from two in the order of £5,000 and £21,000. Despite the cost involved Cllr. Poole recommended to members that in the long term better value would be achieved by accepting the higher quotation, which appeared more professional, and would be tailor made to meet the needs of the village. Following a discussion it was:

RESOLVED: That the higher quotation would be put forward as a 2007/08 Special Works Application which would be considered later in the meeting.

f. 2006 Remembrance Day

Following a discussion, it was **RESOLVED** that:

- (i) Places would be reserved at Holy Trinity for members and their families
- (ii) The Group Scout Leader would be provided with laminated boards with the names to be read out by the youth groups. It was noted that the reading of the names was due to be practiced during the rehearsal, which would take place on the Saturday before the Remembrance Service.
- (iii) Members were given their poppy boxes for the annual collection. It was noted that people had been found to cover the rounds vacated by Mr and Mrs Cresswell

6. Planning Committee:

RESOLVED: That the minutes of the meetings held on 18 September 2006 and 02 October 06 be **RECEIVED, NOTED & APPROVED**

7. **Tonbridge & Malling Borough Council:**
- a. **Parish Partnership Panel**
- (i) The minutes of the meeting held on 14 September 06 were noted with interest and copied to members.
- (ii) It was noted that the next meeting would be held on 09 November 06 and that the PC had been invited to submit agenda items for the meeting. Following a discussion, it was;
- RESOLVED:** There were no items, which the PC wished to put forward
- b. **Summer Playscheme 06**
- It was reported that following another successful year for the Summer Playscheme, the PC had been thanked for its support. Out of a total number of 160 registered places the total number attending the scheme was 137. Unfortunately only 26 were in respect of week 4 out of a maximum number of 40.
- c. **Tonbridge East Access Guide**
- It was reported that TMBC and the Tonbridge and Malling Access Group wished to enlist the help of the PC with the further development of the guide. In this respect they had asked the PC to nominate a voluntary 'Disability Champion' who could assist. The role would entail visiting selected premises in the village to which there was public access and carrying out a simple access survey. The Clerk confirmed that she had asked the editor of the Parish Magazine to insert an article into the Parish Magazine seeking a volunteer. In addition, Cllr. Poole confirmed that he would be placing the information on the PCs website.
- d. **Public Transport Panel (7.11.06)**
- It was reported that a PC representative had been invited to attend the meeting. The meeting would have the theme 'Public Transport – the Youth Perspective' and it would take the form of a presentation by members of the Tonbridge and Malling Youth Forum. The meeting would be an opportunity for the operators of public transport to respond by describing why things are as they are and what could be done to adapt services to accommodate better the needs of young people. Following a discussion, it was:
- RESOLVED:** That a PC representative would attend if able to do so.
8. **Groups & Organisations:**
- a. **Committee of Sports Hall & Playing Field Management**
- (i) **Update on current issues**
- **KCC Small Community Grant**
It was reported that an application together with a covering letter seeking a grant of £10,000 in respect of the Toddlers Play area had been submitted. The application was due to be discussed at the next meeting of the Tonbridge & Malling Local Board to be held on 25 October 06 and PC representatives had been invited to attend.
 - **Lease & Formation of new Management Committee**
It was reported that since the last meeting it had transpired that if the PC proceeded to terminate the lease then it would immediately be deemed to be the rateable occupier of the Sports Hall complex and make itself liable to pay NNDR, which was approximately £15,000 per annum. This was because Rate Relief was only granted where the rateable occupier was a charity or management committee in control of the facilities.

As a precepting authority the PC was prevented from claiming rate relief and could not apply on the grounds of hardship as again as a precepting authority the PC levies a precept sufficient to cover all its budgetary requirements.

Following a discussion it was:

RESOLVED: That the precise qualifying criteria to claim rate relief would be ascertained following which the future legalities for the Management Committee would be discussed.

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

Cllr Poole had prepared and copied to members and the Clerk a copy of the first draft of the Terms of Reference. These would be perused, fine tuned and discussed at the next meeting of the PC. Thanks were extended to Cllr. Poole for his hard work.

(ii) **To receive correspondence from Rainbow Pre-School**

It was reported that correspondence had been received from Rainbow Pre-School and the Pre-School Learning Alliance, the pre-school had expressed their concern regarding a number of issues and the Clerk had sent an interim response. The Chairman of the Management Committee had since spoken to the Pre-School offering a conciliatory approach, which the Pre-School had accepted. It was agreed that no further response was required at this stage.

(iii) **The Chairman of the Committee was invited to speak and drew attention to the following:**

- **Finances** - The committee were now able to operate the bank account.
- **Committee name** – The Management Committee was to be known at the East Peckham Playing Field Committee.
- **Play Inspection Report** – The iron bridge, aerial runway and rubber matting had been removed.
- **Bonfires** - The police & fire service had been called to a recent incident.
- **Access by contractors when the Sports Hall was occupied by the Pre-School** – discussions were taking place to reach a compromise

(iv) **Current Maintenance Issues**

Attention was drawn to the fabric of the Sports Hall and maintenance issues. Following a discussion, it was proposed by Cllr. Crawford, seconded by Cllr. Poole and **RESOLVED** that the PC would appoint a qualified surveyor to carry out a survey of the Sports Hall. Quotations would then be obtained in response to any issues raised for the PCs consideration.

b. **Community & Police Working Group**

Cllr. Street reported and drew attention to the following:

- (i) Action was being taken against a persistent youth offender.
- (ii) The committee would be meeting shortly and a report will be presented to members at the next meeting.
- (iii) Youths were still congregating at the Curran Hall Car Park although the police were trying to deter them by carrying out spot checks.
- (iv) The police were more active in the village.

c. Tonbridge & Malling Crime Prevention Panel

Cllr. Street reported that the next meeting was to be held during November 06.

e. Allotments:

(i) Report of Annual Meeting between the Allotment Panel & Allotment Holders held on 06 October 06

Cllr Crawford reported and drew attention to the following:

- Cllr. Crawford, the Clerk & 10 Allotment Holders, attended the meeting, which was chaired by Cllr. Crawford.
- Apologies were received from Cllrs. Gardner, Whiteside & 4 Allotment Holders
- Mr Grenham was reappointed to the allotment panel.
- Informal meetings for 2007 would be held on the last Sundays in March, June and September. The 2007 Annual Meeting would be held on the first Friday in October 2007.
- It was suggested that a lock up tool store be provided.
- Allotment holders were happy with the new water trough system of watering the allotment plots.
- The possibility of further working parties being held was discussed.
- Attention was drawn to the weed 'mares tail'
- It was suggested that a padlock be installed on the bottom gate.
- It was agreed that the allotment panel would attempt to carry out a long-term repair to the hinge on the playing field gate.

(ii) Vacant Plots

It was reported that there were currently 6 vacant plots

(iii) Outstanding Rents

It was reported that rents were outstanding from 10 allotment holders.

(iv) Water

Cllr. Whiteside agreed to turn off the water supply for the winter period.

9. Kent Council for Voluntary Youth Services

It was reported that a Rural Youth Conference would be held at Lenham Community Centre on 11 November 06 and that the PC had been invited to send a representative. The information had been copied (via email) to members. Following a discussion, it was:

RESOLVED: That a PC representative would attend at the PCs expense if able to do so.

10. KCC: Kent Free Trees Scheme: To Consider submission of application

Following on from the meeting of the PC held in September where it was noted that subject to certain exclusions, the Kent Free Trees Scheme was able to supply up to 25 native trees free of charge to any individual or group owning land including gardens and farmland. The PC was now to consider whether it wished to submit an application. Following a discussion, it was:

RESOLVED: An application may be submitted following the groundwork that might be undertaken on the land bordering the Playing Fields and Russett Road.

11. **Village & Churchyard Grounds Maintenance & Litter Clearing 2007/08**

The Clerk had provided members with a copy of the current schedule of requirements together with details of the litter clearing work, which is undertaken on the PCs behalf by SweepClean.

Members were also informed that KCC had advised a resident that Ditton and Hadlow supplemented the cutting of hedges along important local footpaths and the resident had approached the PC to see whether similar arrangements could be made within East Peckham. Following a discussion, it was:

RESOLVED: That prospective contractors would be asked to quote for twelve cuts to the churchyard as opposed to the current scheduled nine cuts per year. The intention would be for the churchyard to be cut fortnightly at each end of the growing season. There were no other changes to the PCs Village & Churchyard Grounds Maintenance Schedule or to the Litter Clearing Schedule.

12. **Finance**

a. **Bank Reconciliation as at 30.9.06:** The information, which had been prepared by the Clerk and copied to members, was **APPROVED**

b. **Budgetary Control Statement as at 30.9.06:** The information, which had been prepared by the Clerk and copied to members, was **APPROVED**

c. **S136 Grants to Halls & Open Spaces 2006/07: To consider**

Members were reminded that for 2006/07 TMBC had made available the sum of £6,088 to be specifically allocated by the PC to the village open spaces and halls who had been invited to submit a funding application. Members were further advised that the following applications had been received

| Organisation | Project & Project costs | Funding required |
|---------------------------|--|------------------|
| East Peckham Village Hall | Replacement fencing Lowest quote £2,560 Highest quote £3,940 | 50% |
| EP Methodist Church | Kitchen refurbishment | £2,500 |
| SH & PF Management | To be confirmed | |

Following a discussion, it was:

RESOLVED: That consideration of the item would be deferred in order to enable the Sports Hall and Playing Field Committee the opportunity to consider its programme of priorities and to ascertain whether sufficient funding for the toddlers play equipment would be forthcoming from KCC.

f. **2007/08 Special Works Applications**

Members were reminded that an application form and guidance notes had been received in respect of the 2007/08 financial year and that TMBC had set a deadline of 27 October 06. It was noted that qualifying projects must cost in excess of £2,564. Members were advised that village organisations had been invited to submit applications, consequently the following applications had been received and prior to them being submitted to TMBC the PC was required to consider and prioritise them accordingly:

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| Organisation | Project & Project costs | Funding required |
|---------------------|---|------------------|
| EPPC | CCTV (£21,000) | £21,000 |
| EPPCC | Disabled Access to Holy Trinity (t£6,500) | £6,500 |
| EP Methodist Church | Kitchen refurbishment (£3,500) | £2,500 |

Following a discussion, it was:

RESOLVED: That applications would be submitted in the priority order as listed above.

g. Summer Playscheme 2006

Following a discussion, it was:

RESOLVED: That the invoice for the sum of £874.16 in respect of the PCs contribution towards the 4th week of the summer playscheme would be paid.

g. 2006/07 EP Playing Field Committee Grant

Members were advised 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 Refund of electricity | £2,936 |
| Total Grant | £15,720 |
| Less Expenditure up to 15.10.06 (excl VAT) | £15,007 |
| Less anticipated DD payments in respect of Gas supply to 31.3.07 | £657 |
| Net Grant available to 31.3.07 | £66 |

g. Financial Transactions

The following receipts since 18.09.06 were **APPROVED**

| | | |
|-----------------------|---|-------------------|
| 29.09.06 | Bank Interest (S112) | £351.89 |
| 12.10.06 | Centenary Book Sales (S112) | £27.00 |
| September | 2 nd Half of 06/07 Precept from TMBC | £23,434.50 |
| October | Allotment rents as at 13.10.06 | £307.00 |
| Total Receipts | | £24,120.39 |

The following automated payments made since 18.9.06 was **APPROVED**

| | |
|---|---------|
| 22.09.06 *D/D British Gas S/Hall Gas Supply (S19) | £109.50 |
|---|---------|

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The following payments were **APPROVED: (includes VAT where applicable)**

| | | | |
|---------------------|-------------------------------------|-------------------|------------------|
| Mrs. K Bell | Clerks Salary | | |
| | October 06 & expenses (S112) | £881.51 | Chq 2508 |
| Inland Revenue | Salary Deductions (S112) | | |
| | September & October 06 | £521.64 | Chq 2509 |
| EDF Energy | Streetlight energy (S10) | | |
| | July – September 06 | £617.42 | Chq 2510 |
| EDF Energy | Streetlight maintenance (S10) | | |
| | October 06 | £324.18 | Chq 2511 |
| BT | Parish office June – Sept 06 (S112) | £126.91 | Chq 2512 |
| EP PCC | 2006/07 Garden of Remembrance | | |
| | Grant (S164) | £165.25 | Chq 2513 |
| EP Methodist Church | Hire of Hall | £43.76 (S112) | |
| | Hire of office | £289.47 (S112) | £333.23 Chq 2514 |
| SweepClean | Litter Clearing September 06 (S137) | £88.13 | Chq 2515 |
| Hever Landscapes | Village & Churchyard | | |
| | Maintenance 06/07 (S164) | £470.85 | Chq 2516 |
| KCC | Refund of Grant money received | | |
| | for a Youth Shelter (Second Homes | | |
| | Money Grant 2005/06) (S19) | £10,000.00 | Chq 2517 |
| TMBC | 2006 Summer Playscheme(S137) | £874.16 | Chq 2518 |
| Longs Solicitors | Legal Fees (S19) | £412.70 | Chq 2519 |
| Total | | £14,815.98 | |

13. Correspondence

It was reported that the following items had been received

a. KAPC:

- Minutes of Area Committee Meeting held on 07 September 06 (3 copies received, passed to Cllrs. Crawford & Boyle with one copy remaining on file)
- Parish News: September 06 - copied to members
- A2/A282 Dartford Road Improvements
- Finance Information Day: Details received
- Notice of 59th AGM (passed to Cllrs. Boyle & Crawford)
- Annual Report for 2005/06

b. TMBC

- Grants to Voluntary and Community Groups (information copied to Parish Magazine so it reaches as many community groups as possible)
- Weekend Household Bulky Refuse Service (Sept – December 2006) – copied to members
- Community Strategy 2006-2009, 'Serving You Better. An action plan for Tonbridge & Malling'
- Summary of Accounts 2005/06 (2 copies received)
- Here & Now (Oct/Nov 06) – extract on plastic bottle recycling service copied to members
- Minutes of Council, Cabinet & Committee Meetings 2006 (Vol. 4, July 5th – Sept 6th)

c. Medway Valley Countryside Partnership: Further information received regarding the Riverside Communities Project

d. Maidstone & Tunbridge Wells NHS: Fundraising News

- e. **Blueprint:** The Magazine of The Emergency Planning Society (passed to Cllr. Poole)
- f. **Product information received from the following:**
 - Glasdon (Notice & Display boards, outdoor street furniture & Seating Collection)
- g. **DEFRA:** Rural Services Review (October 06)
- h. **NALC:** Local Council Review (September 06)
- i. **KCC**
 - Introduction to new Explore Kent Website www.kent.gov.uk/explorekent which contains information on walking, cycling and riding in Kent as well as ideas for days out in the countryside)
 - Notification of Local Board Meeting to be held on 25 October 06
- j. **SLCC:** Clerks & Councils Direct (September 06)
- k. **Local Councils Update:** September 06
- l. **English Rural Housing Association:** Report & Review 2006
- m. **Tonbridge & Malling Crime & Disorder Reduction Partnership:** Proxy purchase poster (3 copies received (copied to Cllrs. Gardner, Street & Bearman) which have been distributed locally)
- n. **Hospice in the Weald:** News & enclosures (Autumn 2006)
- o. **Victim Support Kent:** Invitation for a PC representative to attend the opening of the MK Office (Thursday 19 October)
- p. **Farming & Wildlife Advisory Group:** Invitation to fundraising supper to be held on 17 November 06 (tickets £25.00 each)

14. Matters for future discussion

Cllr. Crawford

Drew attention to a Cleaner Borough Questionnaire, which he had received. It was **RESOLVED** that the Clerk on the PCs behalf would complete the document.

The Clerk

Informed members that the Group Scout Leader had apologized to the PC for the misleading article, which appeared in the last issue of the Parish Magazine. The article should have made it clear that the recent fundraising effort was in respect of new storage facilities and the Scout Group were enormously grateful to the Parish Council for the funds which were granted earlier in the year towards the new flooring.

There being no additional business, the meeting concluded at 10.30 p.m.