

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.20 HOURS ON MONDAY 11 MAY 2009**

**PRESENT:** Cllrs. P Crawford (Chairman), J. Crowley, A. Gardner, B. Gress, D. Ireland, Mrs J Macdonald, D. Poole (Vice-Chairman) & P. Street.

**ALSO PRESENT:** Mrs. K Bell (Clerk), M. Sherwood (Community Warden) & 4 residents

**APOLOGIES:** Cllr. T. Shead & Borough Councillors. Mrs. E. Holland & H Rogers

Cllr. Crawford opened the meeting and welcomed everyone present.

**1. Election of Chairman for 2009/10**

It was proposed by Cllr. Gardner, seconded by Cllr. Street that Cllr. Crawford be re-elected Chairman for the year 2009/10. There were no other nominations. Cllr. Crawford accepted the nomination and completed his Declaration of Acceptance of Office. Cllr. Crawford advised members that this would be his last year as Chairman of the Parish Council.

**2. Election of Vice-Chairman for 2009/10**

It was proposed by Cllr. Street, seconded by Cllr. Crowley that Cllr. Poole be re-elected Vice-Chairman for the year 2009/10. There were no other nominations. Cllr. Poole accepted the nomination.

**3. Declarations of Interests.**

**a. Interests applicable to the meeting:** Cllrs: Crowley, Gress & Ireland declared an interest in item 13f.

**b.** Members took the opportunity to review their individual Declarations of Financial and other interests, which had been lodged with TMBCs Monitoring Officer. Members undertook where necessary to submit amendments to the Monitoring Officer.

**4. Community Warden**

Mr. M. Sherwood was welcomed to the meeting; he informed members that this would be his last meeting and that Siobhan MacKay would be starting her duties in East Peckham from 12 May 2009.

Cllr. Gardner & Street informed members that they had attended a meeting hosted by KCC where they were formally introduced to the new warden Siobhan MacKay. It was noted that Ms MacKay had already been introduced to the Clerk.

At this point in the proceedings, Cllr. Crawford suspended Standing Orders in order to allow a youth resident to address the Parish Council. The Youth advised members that he and his peers would like somewhere warm and dry within the village where they could rather than 'hang out' on street corners. Cllr. Mrs Macdonald as a member of the Youth Panel undertook to meet with the youth and some of his friends to have a proper chat about what the youth of the village wanted.

**5. Parish Council Minutes**

**a. Minutes of the meeting held on 20 April 2009**

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

**RESOLVED:** That the minutes of the meeting, which had been copied to members be approved and signed by the Chairman.

**b. Matters Arising**

**Minute 6b, Nat West Banking Arrangements**

It was reported that following the continued involvement of the Financial Services Ombudsman (FSO), Nat West had now confirmed that there was no need for the PC to set up a new SIBA account. The £250 compensation and backdated interest would therefore be applied to the account.

**Minute 6b, Bus Shelter**

It was reported that the new bus shelter would be installed on 22 May 2009.

**Minute 6b, Christmas Lights Energy**

It was reported that a refund in respect of the 2007 Christmas Lights remained outstanding.

**Minute 6b, S136 Grants**

It was reported that a further letter of appreciation had been received from the East Peckham Scout Group together with an invoice in respect of the work carried out. A letter of appreciation had also been received from EPPCC in respect of the PC Grant, which enabled the repairs to the footpaths and walls to be carried out.

**Minute 15, Waitrose Community Projects**

It was reported that Waitrose had been inundated with applications for funding and it could be some time before anything was heard regarding the application, which had been submitted in respect of playing field equipment.

**Minute 15, HGV Restriction on Hale Street**

It was reported that no information had been received and that the matter as being pursued.

**c. Best Village Front Garden Competition 2009**

Following a discussion, it was:

**RESOLVED:** That the competition would be held again in 2009. It was further resolved that:

- The competition judges would be Cllrs. Shead & Street.
- Laminated signs would be presented to prize winning gardens for display within their front gardens
- The judging period would be June – August
- Members would advise the judges of any gardens within their areas, which were potential prizewinners.
- The competition would be more widely publicised and residents would be asked to nominate potential prizewinners.
- The presentation evening would be held on the first Monday in October 2009.

**d. Installation of CCTV**

(i) **Update:** There was no report

(ii) **Maintenance arrangements**

It was reported that two contractors had submitted quotations for the work with details as follows:

-3420-

Secure Engineering	Supplier and installer of existing equipment but some dissatisfaction had been experienced £485 per annum (call outs charged at £75 per call out with labour at £60 per hour)
Chroma Vision	Highly recommended by TMBC and the company had extensive experience of working with both borough and parish councils. Annual Maintenance £465 per annum (chargeable faults charged at £35 per hour (engineers) or £38 per hour (electrical))

Following a discussion, it was proposed by Cllr. Crawford, seconded by Cllr. Crowley that the Parish Council take up a CCTV Maintenance contract with Chroma Vision (subject to the satisfactory clarification and revision of some of the contract terms and conditions) on an initial three year contract basis.

**e. Parish Council Vacancies**

It was reported that following the resignation of Mr. R. Bearman there were two vacancies on the council and that whilst members could co-opt to fill the vacancy caused by the resignation of Mrs. Relf, the PC was not yet in a position to co-opt to fill the vacancy caused by the resignation of Mr. Bearman. Following a discussion, it was:

**RESOLVED:** That the co-option would be deferred until the next meeting of the PC when the PC might be able to fill both vacancies by co-option.

**f. Community Pay Back**

It was reported that for the past few weeks the Community Payback crew had been working at the Scout HQ but they would be resuming their work for the village on 17 May 2009. It was noted that the crew would be made available on a Sunday instead of the Thursday. Suggestions were made regarding work that could be undertaken by the community payback crew and these would be referred to the co-ordinator. It was AGREED that as TMBC did not have the resources to apply wood preservative to the benches at The Pound, one of the jobs that the Community Payback Crew would be asked to do would be to paint the benches and members were agreeable to the materials being provided by the PC.

**g. Kent Village of the Year**

Following a discussion, it was:

**RESOLVED:** That, subject to their availability Cllrs. Poole & Street together with the Clerk would meet the first round judges on Thursday 14<sup>th</sup> May at 10.15a.m. If however they were unable to meet with the judges on that day the meeting would be rescheduled.

**h. KM 150<sup>th</sup> Anniversary Tree**

It was reported that owing to the huge response, whilst the PC would be receiving a tree to plant at The Pound, the PC had been asked to plant the tree and send a photograph to the KM. It was expected that the tree would be delivered shortly.

**6. Members Contact Details**

Following a discussion it was:

**RESOLVED:** That existing members would notify the Clerk of any required amendments and a revised list would be prepared following the co-option of two new members.

**7. Membership of Committees & Panels**

Following a discussion, it was:

**RESOLVED:** That the membership of Committees & Panels for 2009/10 would be as follows:

Planning Committee	-	All members
Allotment Panel	-	TBC following the co-option of two new Members
Finance Committee	-	All members

**8. Groups & Local Organisations**

Following a discussion, it was:

**RESOLVED:** That the representatives to serve Groups & Local Organisations for 2009/10 would be confirmed following the co-option of two new members.

**9. Meeting Dates for 2009/10**

Following a discussion, it was:

**RESOLVED:** That 2009/10 Meeting dates would be as follows:

<u>PARISH COUNCIL</u>	<u>FINANCE COMMITTEE</u>	<u>PLANNING/ TRANSPORTATION COMMITTEE</u>
	18 May 2009	18 May 09
15 June 2009	11 January 2010	01 June & 15 June 2009
20 July 2009	24 May 2010	006 July & 20 July 2009
August No meeting		August No meetings
21 September 2009		07 September & 21 September 2009
19 October 2009		05 October & 19 October 2009
16 November 2009		02 November & 16 November 2009
14 December 2009		07 December & 14 December 2009
18 January 2010		04 January & 18 January 2010
15 February 2010		01 February & 15 February 2010
15 March 2010		01 March & 15 March 2010
26 April 2010		12 April & 26 April 2010
		10 May & 24 May 2010

<b>Annual Meeting of Allotment Holders</b>	02 October 2009
<b>Annual Parish Meeting</b>	29 March 2010
<b>Annual Meeting of the Parish Council</b>	10 May 2010

**10. Councillors Delivery Areas**

Following a discussion, it was:

**RESOLVED:** That the representatives to serve Groups & Local Organisations for 2009/10 would be confirmed following the co-option of two new members.

**11. Planning Committee: Minutes of the meetings held on 06 April 09 & 20 April 09**

**RESOLVED:** That the minutes which had been copied to members be **RECEIVED, NOTED & APPROVED**

12. **Groups & Organisations**

a. **Community & Police Working Group**

Cllr. Gardner reported that the next meeting would be held during June 2009 and that the minutes from the previous meeting would be circulated shortly.

b. **Tonbridge & Malling Crime Prevention Partnership**

Cllr. Street reported and drew attention to the following:

- The CRP would be attending the Village Fete on 13 June 2009; members were encouraged to attend if they were able to do so.
- Generally crime statistics were low.
- The next meeting would be held during July 2009.

c. **Parish Plan**

Cllr. Street reported that progress was delayed and that he would be contacting members shortly with specific details of the reports that were required for inclusion within the document.

d. **Youth Panel**

Cllr. Mrs Macdonald reported that she had been in contact with the administrator of the Kent Youth County Council who would be sending her copies of the minutes etc. She advised members that she would review the minutes and consider seeing if any youngsters from East Peckham would like to be involved.

e. **East Peckham Primary School**

Cllr. Mrs Macdonald reported and drew attention to the following:

- The latest Primary School newsletter had been circulated to members via email.
- Ofsted had visited the school during week commencing 04.05.09.

f. **East Peckham Playing Fields Committee**

(i) **2009/10 PC Grant: Information as at 30.04.09**

It was noted that the position was as follows:

2009/10 Grant	£11,870
Less Expenditure	£1,075
Less adjustment in lieu of rent	£1
<b>Balance of 08/09 grant</b>	<b>£10,794</b>

(ii) **EPPFC Financial statement as at 30.04.09**

A statement of the accounts for 09/10 was provided, summarised as:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£670
2009/10 Expenditure		£1,624
Deposit Account Interest		£0
Balance	Credit Account	£12,810
	Deposit Account	£20,442

(iii) **Other Matters**

Attention was drawn to the following:

- **Adult Fitness Equipment**

Preliminary ground works had been undertaken and the equipment would be installed by the end of May 2009.

- **Junior Play Equipment**  
Work was in progress and the equipment should have been fully installed by 15 May 2009. It was noted that the safety surface would consist of heavy rubber matting over grass.
- **Sports Hall Re-decoration**  
Work was in progress and going well
- **Fence owned by Rainbow Pre-School**  
As Rainbow Pre-School had requested £2,000 for the fence the EPPFC had reluctantly declined the offer of purchase. The EPPFC would now ask Rainbow Pre-School to remove the fence and make restore the land to its original condition.
- **Sports Hall Car Park Entrance**  
It was reported that one of the barriers had been damaged and required straightening. Whilst the work would be paid for by the PC, the EPPFC would arrange for the work to be carried out by the installers of the junior play equipment. As the barriers were not currently insured, the Clerk would ensure that both barriers were listed on the insurance schedule with immediate effect at the replacement cost of £2,500.

**13. Medway Valley Countryside Partnership: Riverside Communities Project**

Attention was drawn to the following:

- The waymarker was due to be installed shortly.
- Following the completion of the project an event would be held, although, at this stage the MVCP had no further information regarding this.

**14. KCC Children's Centre for East Peckham**

It was reported that KCC proposed setting up a Children's Centre at the Primary School. No further information was known and the co-ordinator of the proposal had been asked by Richard Long to consult with the PC on this issue. KCC had advised that the PC had not been consulted, as the Children's Centre would not be located on PC land. Following a discussion, it was:

**RESOLVED:** That KCC would be advised that in principal the PC was supportive of the proposed Children's Centre but that there were obviously some concerns and questions that needed to adequately addressed such as:

- The services that would be provided, who they would be aimed at how they would be accessed and who would be using the facility.
- Why East Peckham. Had any feasibility studies been carried out?
- The loss of playground at East Peckham Primary School if the Children's Centre was sited on the existing playground. What compensatory measures would be provided to ensure that the children were not adversely affected?
- Access to the facility. Clearly there would be problems accessing the site from Church Lane unless there was adequate parking. The PC would not be in favour of addition parking on Church Lane itself. KCC would be asked whether KHS or TMBC had been consulted.
- Why was the Primary School chosen as the preferred site? Were other sites considered and if so why were they discounted?

15. Finance

a. **Bank Reconciliation as at 30.04.09**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30.04.09 the balances held were; Current Account £250, Reserve Account £92,287 and Capital Account £13,815.

b. **Budgetary Control: Statement as at 31.03.09**

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

c. **2009/10 Subscriptions: Consideration of CPRE subscription renewal (£29)**

Following a discussion, it was:

**RESOLVED:** That the subscription would be renewed.

d. **2009 Try Angle Awards: Consideration of 2009 PC donation**

Following a discussion, it was:

**RESOLVED:** That a donation of £50 would be made

e. **Financial Transactions: The following transactions were APPROVED**

**Receipts**

14.04.09	TMBC 2009/10 Precept 1 <sup>st</sup> Half	£35,771.00
20.04.09	Centenary Book Sales	£5.00
28.04.09	VAT Refund (2008/09)	£1,377.13
<b>Total</b>		<b>£37,153.13</b>

**Automated payments**

06.04.09	*EDF Energy Sports Hall Electric Supply	£510.00
08.04.09	Nat West Bank Charges	£5.00
22.04.09	*British Gas Sports Hall Gas Supply	£75.00
<b>Total</b>		<b>£590.00</b>

**The following payments were approved (includes VAT where applicable)**

E P Boys Brigade	Annual Meeting Donation	£50.00 Chq 2945
Mrs K Bell	Clerks Salary May 09	
	Less deductions	£997.45 Chq 2946
KCC (KCS)	* Sports Hall supplies	£52.58
	S136 Grant 08/09 (Part)	
	- EP BB	£63.42 £116.00 Chq 2947
T & J Builders	S136 Grant 09/10 EP Scouts	£552.00 Chq 2948
Scribe 2000 Ltd	09/10 Licence Renewal	£281.75 Chq 2949
PFL	09/10 Streetlight Maintce	£293.25 Chq 2950
Hills Office Services	Office Equipment	£574.84 Chq 2951
Travis Perkins	*Sports Hall maintenance	£19.88 Chq 2952
NALC	DIS Subscription 09/10 &	£118.50 Chq 2953
	Local Council Review Subs 09/10	
CommuniCorp	Local Councils Update subs 09/10	£100.00 Chq 2954
ACRK	Subscription Renewal 09/10	£35.00 Chq 2955
Kent Men of Trees	Subscription Renewal 09/10	£25.00 Chq 2956
Kent Grassland Svcs	*PF Maintenance	£632.50 Chq 2957
Headland Garden Svcs	Village & Churchyard Maintenance	£426.25 Chq 2958
<b>TOTAL</b>		<b>£4,222.42</b>

\*Denotes charged to the Sports Hall PC Grant

**16. Correspondence**

It was reported that the following items **HAD BEEN RECEIVED**:

- a. DisExtra: Issues 707 (20.04.08) & 708 (05.05.09)
- b. Local Gov.co.uk: e bulletins dated 14.04.09, 17.04.09 & 28.04.09
- c. Government Computing Magazine (May 09) – Passed to Cllr. Poole
- d. Product Information:
  - (i) Monster Play Systems Ltd (Passed to EPPFC)
  - (ii) Adventure Playgrounds Ltd (Passed to EPPFC)
  - (iii) Kompan (Passed to EPPFC)
  - (iv) BAGO: Litter Clearing equipment
- e. TMBC
  - (i) Register of Electors – Notice of Alterations (May 09)
  - (ii) European and KCC Elections – 04.06.09: Posters Received for display
- f. Kent Association of Local Councils
  - (i) Clerks Information Day – 19.05.09: Details
  - (ii) Councillors Information Day – 20.06.09: Details
  - (iii) Local Council Administration 8<sup>th</sup> Edition: Notification of updated publication
  - (iv) Parish News (April 09)
- g. NALC: 2009 Conference Information
- h. East Peckham Primary School: Weekly Times (03.04.09)
- i. T & M Community Safety Partnership: Monthly Bulletin (05.05.09)
- j. Equality & Human Rights Commission: Public Sector Duties (Information)
- k. South East Regions – ESF Community Grants: Information
- l. Kenward Trust: Newsletter Spring 2009
- m. KCC: Trading Standards Alerts
- n. Local Councils Update (May 2009)

**17. Matters for future Discussion**

**Cllr Mrs Macdonald**

Drew attention to the following

- Damaged PROW sign at Hatches Lane. KCC PROW would be informed.
- Requested an update regarding the removal of the Branbridges Road railings. The matter would be referred to KHS.
- Reported that a broken trampoline had been deposited near Pierce Mill Lane. It was believed that the trampoline had been deposited on private land and if so it was up to the landowner to arrange for its removal.

**Cllr Poole**

Drew attention to the following:

- A permanently illuminated streetlight at 15 Pattenden Gardens. PFL would be advised.
- Overgrown trees in Old Road. As TMBC had previously advised that no resources would be made available towards 'tree care', it was agreed that Community Payback would be asked to remove overgrown branches and those from the lower trunk of the trees.
- The Village Hall signpost at Church Lane required straightening. KHS would be advised.

**Cllr Crawford**

Drew attention to overgrown vegetation on the PROWs between Hale Street, Crown Acres and Golding Gardens. The matter would be referred to KCC PROW and Community Payback.

**Cllr Crowley**

Drew attention to the following:

- Overgrown vegetation on the footpath from Pound Road (Co-operative Store) past the allotments towards the playing fields. It was agreed that Mr Whiteside would be advised that the footpath was almost impassable in places and asked to carry out some pruning.
- A further incident of flytipping at Bullen Corner. The matter would be referred to TMBC.

**18. Parishioners Question Time**

**a. Correspondence from Parishioners**

- It was reported that a complaint had been received regarding a sack of fly tipped refuse at the Bullen Corner Conservation Area and that the matter had been dealt with by TMBC.
- It was reported that a resident had requested an update with regard to the removal of a litterbin at Golding Gardens. The resident was advised that the PC had agreed to the removal of the litterbin sometime ago and TMBC had been requested to proceed with the work with no further delay and it was believed that the litterbin had since been removed.

**b. Questions from Parishioners**

- A resident asked if KHS had issued any guidance on HGV drivers using SAT Navs in Kent. To the PCs knowledge no guidance had been issued but KHS would be asked to advise
- A request was made by the voluntary litter warden for additional refuse sacks. These would be ordered from KCC.

**19. Date of Next Meeting: 15 June 2009**

There being no additional business, the meeting concluded at 22.00 hours.