

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.35 HOURS ON MONDAY 15 FEBRUARY 2010

PRESENT: Cllrs. Mrs. L Baseden, P Crawford (Chairman), J. Crowley, A. Gardner, W. Gress, Ms. L. Picknett, D. Poole & P Street

ALSO PRESENT: Mrs. K Bell (Clerk), Community Warden. Ms. S. MacKay & 1 resident

APOLOGIES: Cllrs. Mrs. B. Curry, Mrs. J. Macdonald & T. Shead

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs: Crowley & Gress declared an interest in item 8e.

2. **Community Warden**

Ms. MacKay was welcomed to the meeting; Ms Mackay had prepared a report outlining her activities over the past month. The report was copied to members and **NOTED WITH INTEREST.**

3. **Minutes**

a) **Minutes of the meetings held on 18 January 2010 and 25 January 2010**

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

b) **Matters Arising**

Minute 11c, Christmas 2009 Street Collection

It was reported that a letter of appreciation had been received from the Motor Neurone Disease Association.

4. **Public Questions, comments or representations**

Attention was drawn to the following emails which had been received:

- A resident was concerned that TMBC were reconsidering renaming Pinkham to Pinkham Lane. TMBC had confirmed that whilst knowing that the exercise would be troublesome, HM government was insisting that the addresses used on the electoral register matched those held in the National Land and Property Gazetteer.
- A resident had expressed concerns regarding the 'unsightly' exiting and entering the village via Old Road, the resident was particularly disgruntled with the site of the former Foreman's Garage, the boarded up Rose & Crown and the frontage of the former Speedy Space yard. A response had been sent to the resident outlining the Parish Councils concerns and the action that had been taken by the Parish Council in these respects.

5. **Business Items**

a. **Room arrangements for 2010 Annual Parish Meeting**

Following a discussion, it was:

RESOLVED: That the Sports Hall would be the venue for the 2010 Annual Parish Meeting.

b. Room Arrangements

It was reported that the Methodist Church had been unable to offer a compromised solution to the PC's request for the setting up and taking down of the meeting room to resume. However in response to Mr & Mrs Cox's distress over the situation, Mr & Mrs Cox were grateful to the Parish Council for agreeing to set up and take down the meeting room. It was noted that the Methodist Church had agreed that for invoicing purposes the Parish Council keep a record of actual meeting room usage.

c. Dog Fouling & Enforcement Day

It was reported that the next dog event would be held on 11 May 2010 .

d. 2010 Annual Report

Members were asked to forward outstanding contributions to the Clerk as soon as possible.

e. Annual Review of Standing Orders

It was reported that the KALC had advised that the publication of updated model Standing Orders was imminent. Following a discussion, it was:

RESOLVED: That consideration of the item would be deferred pending the receipt and full consideration of the new Model Standing Orders. In the meantime no amendments were required to the existing Standing Orders.

f. Annual Review of Financial Regulations

Following a discussion, it was:

RESOLVED: That the annual review of Financial Regulations would be deferred until the review of Standing Orders had been completed. In the meantime no amendments were required to the existing Financial Regulations.

g. Risk Assessment

The information provided by the Clerk was **APPROVED**. Members were satisfied that all risks had been identified and that all insurable assets were adequately insured. Following a discussion, it was:

RESOLVED: That an updated risk assessment would be copied to members for approval and consideration at the next meeting.

6. Planning Committee

RESOLVED: That the minutes of the meetings held on 18 January 2010 and 01 February 2010 which had been copied to members be **RECEIVED & NOTED**.

7. Finance Committee: Minutes

RESOLVED: That the minutes of the meeting held on 11 January 2010 which had been copied to members be **RECEIVED, NOTED AND APPROVED**.

8. Groups & Organisations: Reports from representatives

a) Community & Police Working Group

Cllr. Gardner reported that the next meeting would be on 25 February 2010.

b) Tonbridge & Malling Crime Prevention Partnership

Cllr Street reported that the next meeting would be on 22 February 2010.

c) Parish Plan

Cllr Street reported that whilst good progress had been made the completion of the document depended on all outstanding contributions being forwarded to him as soon as possible.

d) Youth Panel: Youth Shelter

It was reported that a representative from Monster Play would be attending a meeting on 01 March 2010. It was noted that the representative had been invited to meet with members on a no obligation basis and that he would be providing details on the type of shelters available, funding opportunities and potential location sites. It was further noted that there would be no obligation on the Parish Council to either commit to purchase or submit an order to Monster Play.

e) East Peckham Playing Field Committee

(i) Financial Information

2009/10 PC Grant: Information as at 31.01.10

It was noted that the position was as follows:

2009/10 Grant	£11,897
Less Expenditure	£9,363
Less adjustment in lieu of rent	£1
Plus Refund	£1,620
Balance of 09/10 grant	£4,153

EPPFC Financial statement as at 31.01.10

A statement was provided, summarised as follows:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£12,502
2009/10 Expenditure		£21,381
Deposit Account Interest		£16
Balance	Credit Account	£11,885
	Deposit Account	£13,458

(ii) Sports Hall & Playing Fields Post May 2010

Cllr. Crowley reported that a meeting of the sub committee consisting of Cllrs. Crowley, Gardner, Gress and Poole would be held shortly.

9. East Peckham Salvation Army 2010 Flower Festival

It was reported that the Salvation Army in East Peckham celebrated its 125th year in 2010 and as part of the celebrations a Flower Festival would be held on 10th and 11th July 2010. It was noted that the Parish Council had been invited to take part in the festival and a preliminary meeting would be held on 25th May 2010. Following a discussion, it was:

RESOLVED: That in view of the fact that the deadline for the receipt of responses was not until 31 March 2010, the matter would receive further consideration at the next meeting.

10. The Hop Farm

(i) License Application

Following a discussion, it was

RESOLVED: That as the license if granted would give TMBC more control, would be more stringent than the existing licence and sought to bring all events taking place on Hop Farm land under the direct control of the Hop Farm it ought to be **WELCOMED**. The Parish Council **WOULD NOT THEREFORE BE OBJECTING TO THE LICENSE APPLICATION.**

However the following observations and comments would be submitted to TMBC by way of representations:

- The PC appeared to have been left almost entirely out of the Management Planning Process. This ought to be rectified.
- The number of category A, B and C events was considered acceptable, however, bearing in mind that some of the events lasted more than 1 day the period between events should be at least 3 weeks.
- The PC should have sight of the Major Incident Plans and minutes of the Safety Advisory Group meetings.
- The PC should have a diary of events and be informed by the Hop Farm of any changes or alterations to the schedule.
- The use of helicopters for pleasure rides is unacceptable however if permitted for War and Peace then the route should be reconsidered in order that disturbance to the village is minimised.
- The PC should be informed in advance of any actions likely to affect the PROWS however minimal or short in duration.
- The PC should have copies of agreed camping site plans together with details regarding the limits on camper numbers per event.
- With regard to the comment 'barely audible' in respect of noise after 23.00 hours. A definition to this phrase is required.
- With regard to the Complaints (Customer Services helpline), the PC required clarification on how the system would work in practice, i.e., how calls would be logged, monitored and actioned and how contact details would be publicised. There was also the need for there to be some liaison between TMBC, the Hop Farm and the PC to some extent to ensure that all complaints received were taken into account.
- All outdoor activities whether tented or open air should stop at 23.00 hours.
- Clarification required on whether tented events were classified as indoor or outdoor activities.
- Putting the number of complaints against the Hop Farm into perspective, it was noted that they represented approximately 1% of the total number of residents for East Peckham.

(ii) Report of meeting between Parish Council representatives and the Hop Farm held on 12 February 2010

It was reported that Cllrs. Crawford and Gardner and the Clerk had attended the meeting which was amicable in nature. Attention was drawn to the following:

- Mr Peter Bull was open and honest.

-3515-

- Mr Bull was keen to meet with Parish Council representatives on a regular basis but emphasised that after the hostile response his representatives had received from some residents at a meeting which took place in October 2008 neither he nor his staff would attend a public meeting of the Parish Council.
- Lessons had been learned from the 2009 application process.
- The new licence would cover all land owned by the Hop Farm.
- Using the existing licence, the Hop Farm hoped to hold a small music festival during 2010 which would attract up to 30,000.
- Mr Bull and his solicitor had been fairly responsive to comments and suggestions put forward.
- There had been a lot of discussion with TMBC prior to the submission of the licence application.
- The cancellation of 2 major events in 2010, including the Monster Truck event

11. Finance

a) Bank Reconciliation as at 29 January 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 29.01.10 the balances held were; Current Account £250, Reserve Account £86,482 and Capital Account £14,565

b) Financial Transactions: The following were APPROVED

Receipts

05.02.10	BT Wayleave	£8.82
Total		£8.82

Payments (includes VAT where applicable)

Emergency Planning	Subscription	£110.00 DD
Mrs K Bell	Clerks Salary plus expenses less	£1,038.17 Chq 3067/68
PFL	Streetlight maintenance	£299.63 Chq 3069
Mr P Hartley	Litter Warden Salary	£72.00 Chq 3070
Hills Office Services	Office Equipment servicing, toner & Print cartridges	£307.81 Chq 3071
M A Edwards	Village Christmas Tree	£70.50 Chq 3072
TOTAL		£1,891.73

*EDF Energy Sports Hall Electric Supply 2009/10 £33.00 DD

*Denotes charged to the Sports Hall PC Grant

c) 2009/10 Donations and Financial Assistance Requests (S137)

Attention was drawn to the following:

- (i) It was reported that the 2009/10 S137 Free Resource budget was £3,650, £2,000 of which had been set aside towards the renovation of the Village War Memorial reducing the 2009/2010 S137 Free Resource budget available to £1,650. It was noted that as at 15 February 2010, the following payments had been made:

Try Angle Awards	£50
BTCV donation	£50
Best Village Front Garden Competition	£329
Royal British Legion donation	£100
2009 Playscheme	£974

Note: A £25 payment had also been made to Kent Men of Trees (subscription)

TOTAL EXPENDITURE TO DATE	£1,503
Budget remaining to allocate	£147

- (ii) As at 15 February 2010, requests for financial assistance (donations) had been received from Vitalise, Tonbridge & Malling CAB, Hospice in the Weald, Victim Support, CROP, Samaritans and the Volunteer Centre Tonbridge.
Note: In December 2009, The Hospice in the Weald was the chosen beneficiaries for the proceeds of the Street Collection.

- (iii) The following donations had been made during 2008/09:
- | | |
|----------------------------------|-----|
| Samaritans | £50 |
| CAB | £50 |
| Kenward Trust | £50 |
| Age Concern Malling | £50 |
| *Try Angle Award | £50 |
| *BTCV | £50 |
| *Kent Men of Trees | £25 |
| *Royal British Legion | £90 |
| Tonbridge Crime Prevention Panel | £50 |
- *Indicates payments already made during 2009/10**

Following a discussion it was proposed by Cllr. Crawford, seconded by Cllr. Poole and:

RESOLVED: That the following donations would be made

Tonbridge & Malling CAB	£50
Samaritans	£50
Kenward Trust	£50

It was further **RESOLVED** that whilst a donation would not be made at this stage to the Tonbridge Crime Prevention Panel, members would consider approving a donation from the 2010/2011 Community & Police Working Group budget at a future meeting.

d) Fencing Works (Church Lane, Pound Road and Pippin Road)

It was reported that four potential contractors had been requested to provide quotations for the work and only two had been interested enough to submit quotations for members consideration. However two quotations had been received for consideration and they were detailed as follows:

M A Edwards	Church Lane	£1,783.65 (incl VAT)
	Pippin Road	£655.83 (Incl VAT)
	Pound Road	£35.25 (Incl VAT)
Elm Fencing	Church Lane	£2,999.32 (Excl VAT)
	Pippin Road	£438.00 (Excl VAT)
	Pound Road	£224.00 (Excl VAT)

Following a discussion, it was proposed by Cllr. Crawford, seconded by Cllr. Street and:

RESOLVED: That the quotation provided by M. A. Edwards would be accepted.

12. Correspondence

The following items were **RECEIVED AND NOTED:**

- a. Dis:
 - (i) Issues 725 (08.01.10) & 726 (25.01.10)
 - (ii) Subscription Renewal Notice (To be considered April 2010)

- b. Local Gov.co.uk: e bulletins dated: 15.01.10, 19.01.10, 22.01.10, 26.01.10, 29.01.10, 02.02.10 & 04.02.10

- c. Kent Association of Local Councils
 - (i) Area Committee: Minutes of meeting held on 17 December 2009 (3 copies)
 - (ii) Details of members networking lunch

- d. KCC
 - (i) Trading Standards Alerts
 - (ii) Kent Parish Councils: News January 2010
 - (iii) Annual Performance Report

- e. TMBC
 - (i) Mayors Charity Bike Ride 2010
 - (ii) Register of Electors: Notice of Alterations (January & February 2010)
 - (iii) Bike Maintenance Courses (Details placed on Noticeboard, forwarded to Cllr. Poole & Parish Magazine)
 - (iv) Handbook & Diary Amendments 2009/10
 - (v) Easter 2010 Activate Programme (Passed to library)

- f. NALC
 - (i) 2010 Leadership Academies
 - (ii) National Training Strategy Review
 - (iii) 2010 Local Council Awards

- g. Kent Wildlife Trust: Fundraising Events

- h. West Kent Watch: Issues 692 (08.01.10), 693 (12.01.10), 694 (15.01.10), 695 (19.01.10), 696 (22.01.10), 697 (26.01.10), 698 (29.01.10), 699 (02.02.10), 700 (05.02.10),

- i. Community Safety Partnership
 - (i) Details of forthcoming trickster events
 - (ii) Monthly Bulletin (February 2010)

- j. Society of Local Council Clerks
 - (i) Details of 2010 Practitioners Conference
 - (ii) Details of branch meeting (February 2010)
 - (iii) The Clerk (January 2010)

- k. West Kent NHS: Carers Health Forum (Passed to Parish Magazine)

- l. Government Computing (January & February 2010): Passed to Cllr. Poole

- m. NSPCC: Awareness literature

- n. Local Councils Update: January/February 2010

-3518-

- o. Hadlow Tower Action Group: Tower News (February 2010)
- p. Goods & Service Information: Received from the following
 - (i) Marshalls: paving
 - (ii) Graffiti Hotline
 - (iii) FitzpatrickWoolmer: Noticeboards
 - (iv) Wicksteed: play equipment
- q. Farming & Wildlife Action Group: Newsletter (January 2010)
- r. Medway Valley Countryside Partnership: Details of 2010 orchard project
- s. HM Government: Leaflet 'Tackling Anti-Social Behaviour'
- t. Clerks & Councils Direct
 - (i) January 2010 edition
 - (ii) Council Suppliers Guide & Year book 2010
- u. Rural Kent
 - (i) 2010 Parish Plan Events
 - (ii) Society of Local Council Clerks

13. Matters for future Discussion

Unauthorised works at the R/O the Rose & Crown PH, Branbridges Road
Cllr. Gress drew attention to further works which had taken place and asked whether TMBC Planners had provided any further information regarding enforcement action. The Clerk stated that no update had been received but she would endeavour to obtain one from TMBC in time for the next meeting of the Planning Committee.

Kent Area Flood Defence Committee

Cllr. Poole drew attention to this organisation which was previously not known to the Parish Council the Clerk would endeavour to find out more about it.

14. Urgent Items: There were none

15. Matters for consideration in Private
Confidential minutes refer

16. Date and Time of next meeting: Confirmed as 15 March 2010

There being no additional business, the meeting concluded at 21.15 hours.