

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.50 HOURS ON MONDAY 15 MARCH 2010

- PRESENT:** Cllrs. Mrs. L Baseden, P Crawford (Chairman), J. Crowley, Mrs. B. Curry, A. Gardner, W. Gress, Mrs. J. Macdonald, Ms. L. Picknett, D. Poole & P Street
- ALSO PRESENT:** Mrs. K Bell (Clerk), Community Warden. Ms. S. MacKay & 4 residents
- APOLOGIES:** Cllr. T. Shead & Borough Cllrs. Mrs. E. Holland & H. Rogers

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs: Crowley & Gress declared an interest in item 7e.
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**. Following a discussion, it was:
RESOLVED: That the report would in future be annexed to the minutes.
3. **Minutes**
 - a) **Minutes of the meetings held on 15 February 2010**
RESOLVED: That the minutes of the meeting be approved and signed by the Chairman as a correct record.
 - b) **Matters Arising**
 - Minute 5e & 5f, Annual Review of Standing Orders and Annual Review of Financial Regulations**

It was reported that a hard copy of the updated model Standing Orders was on order with KALC and that as soon as it had been received work would begin on the revision of the East Peckham Parish Council Standing Orders and Financial Regulations. Copies of the document would be forwarded to Cllrs. Crawford and Poole.
 - Minute 13, Kent Area Flood Defence Committee**

It was reported that it appeared that there was no longer a Kent Area Flood Defence Committee but that a larger Regional Flood Defence Committee had been created.
4. **Public Questions, comments or representations**

Attention was drawn to the following:

 - A resident asked for clarification regarding the mobile home on land adjacent to the Rose & Crown PH, Branbridges Road. The resident was advised that TMBC was taking enforcement action.
 - A resident requested an update regarding additional signage for the Village Hall. The resident was advised that KHS were of the opinion that adequate signage was in place and that if visitors used maps and sat navs they should have no difficulty in locating the hall. Finding the response unhelpful the Clerk had asked KHS to reconsider.

5. **Business Items**

a. **2010 Annual Report**

It was reported that the 2010 Annual Report had been printed and was ready for distribution. Members would hand deliver to all residential properties in the village a copy by 28 March 2010.

b. **2010 Annual Parish Meeting**

Attention was drawn to the following:

- Arrangements were in place for the 2010 APM to be held at the Sports Hall. The hall would be set up by the Clerk and Cllrs. Crowley and Gress.
- East Peckham Boys Brigade had been asked to provide help on the evening to provide refreshments.
- The guest speaker, Mr Newton and his colleague would be asked to provide a short CV to be used by Cllr. Crawford in his introduction.

c. **2010 Billy Can Awards**

The 2010 recipients would be Rev. Sue Morrell and Miss. Jasmine Boyle.

d. **Risk Assessment**

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

6. **Planning Committee**

RESOLVED: That the minutes of the meetings held on 15 February 2010 and 01 March 2010 which had been copied to members be **RECEIVED & NOTED**.

7. **Groups & Organisations: Reports from representatives**

a) **Community & Police Working Group**

Cllr. Gardner reported that a meeting had been held on 25 February 2010. He drew attention to the following:

- The meeting had been well attended.
- Crime figures were down on previous years.
- Police resources were being stretched in that PCSO Simon Liston was now expected to cover South Tonbridge.

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

Cllr Street reported that a meeting had been held on 22 February 2010. He drew attention to the following:

- The recently held Trickster Performances at Tonbridge and Aylesford had been well worth seeing.
- The CRP would be attending the 2010 Village Fete.

c) **Parish Plan**

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

d) **Youth Panel**

i. **Report from representative**

Cllrs. Mrs Baseden and Mrs Macdonald reported that they had been looking at the facilities provided for the 13 – 16 year age group by other parishes and particular reference was made to the youth club provision at Ryarsh and Snodland and that they were keen to establish a youth club in East Peckham

ii. **Village Youth Shelter**

Following a discussion, it was:

RESOLVED: That prior to further consideration of this item, clear evidence was needed from the village youth both in terms of their enthusiasm towards the acquisition of a youth shelter and how they would part fund the project.

e) **East Peckham Playing Field Committee**

(i) **Report from Representative**

Attention was drawn to the following:

- Work had been carried out to some of the playing field trees i.e. some trees had had their canopies raised and 3 dead trees and foliage had been removed. The invoice in respect of the work would be received and paid during March 2010.
- A letter had been received from the WK Sunday Football League regarding the recent decision not to offer football pitches to teams based outside East Peckham. A copy of the letter had been received by the PC. Cllr. Crowley reported that a response had been sent by the EPPFC. It was agreed that a letter would be sent by the PC in support of the stance taken by the EPPFC.
- Some of the plastic speed ramps in the Sports Hall car park which had been installed a couple of years ago were showing signs of wear and tear. Marchants had been asked to provide a quotation in respect of the provision of more permanent tarmac ramps.
- Teething problems with regard to the fitness equipment had been resolved and outstanding invoices would now be paid.

(ii) **Fire Extinguisher Maintenance Contract 2010**

It was reported that the maintenance contract had been renewed as per the usual non fully inclusive basis.

(iii) **Financial Information**

2009/10 PC Grant: Information as at 28.02.10

It was noted that the position was as follows:

2009/10 Grant	£11,897
Less Expenditure	£9,375
Less adjustment in lieu of rent	£1
Plus Refund	£1,620
Balance of 09/10 grant	£4,141

EPPFC Financial statement as at 28.02.10

A statement was provided, summarised as follows:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£13,668
2009/10 Expenditure		£21,949
Deposit Account Interest		£16
Balance	Credit Account	£12,483
	Deposit Account	£13,458

8. East Peckham Salvation Army 2010 Flower Festival

Following a discussion, it was:

RESOLVED: That the PC would participate in the event to be held on 10 & 11 July 2010. It was further resolved that the PC would be delighted to accept the offer of Cllr. Ms. Picknett's daughter to prepare the floral arrangement and that a budget of £50 would be set aside for the project. It was noted that the PC still had to decide on the proverb which would provide the theme for the floral arrangement.

9. The Hop Farm: Report of TMBC Appeal & Licensing Hearing held on 11 March 2010

Cllr. Crawford reported that he had attended the hearing and had spoken on behalf of the PC. It was noted that Cllr. Gardner had also attended the hearing. The outcome of hearing was that the license had been granted subject to conditions. Following a discussion, it was:

RESOLVED: That copies of the presentation made by Cllr. Crawford at the hearing would be forwarded to TMBC's Chief Executive and Mr. S. Thomas, the solicitor acting for the Hop Farm and each would be asked explain how the PCs concerns would be addressed and dealt with in practice.

10. TMBC

a. Heritage Open Days 2010

It was reported that TMBC would be participating in the event which would take place over the weekend of 11 and 12 September 2010 and that the Parish Council had been asked to consider registering a property within the Parish. Following a discussion, it was:

RESOLVED: That St Michaels Church would be nominated to participate in the 2010 event.

b. Interest Free Loans to Parish Councils

It was reported that two years ago TMBC took the decision not to award any further capital grants for PC Special Works projects except where special circumstances justified it and that TMBCs current financial situation was such that it was unlikely that it would be able to award any grants for the foreseeable future. However TMBC hoped that it might still help urgent capital projects that merit special consideration by providing interest free loans subject to strict qualifying and borrowing criteria being met.

11. Finance

a) Bank Reconciliation as at 26 February 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 26.02.10 the balances held were; Current Account £321, Reserve Account £88,716 and Capital Account £14,565

b) Financial Transactions: The following were **APPROVED**

Receipts

09.02.10	VAT Refund	£1,017.31
19.02.10	KCC Grant – Bus Shelter	£1,633.00
19.02.10	TMBC Grant – Bus Shelter	£1,633.00
01.03.10	Centenary Book Sales	£10.00
15.03.10	Allotment rent	£18.00
Total		£4,311.31

Payments (includes VAT where applicable)

Mrs K Bell	S111	Clerks Salary plus expenses less Deductions	£1,041.41 Chq 3073/74
Inland Revenue	S111	Salary Deductions	£975.04 Chq 3075
PFL	S10	Streetlight maintenance	£299.63 Chq 3069
Mr P Hartley	S137	Litter Warden Salary	£72.00 Chq 3077
KCC	S111	Stationery	£17.32
	S136	Grant to EP Boys Brigade	£90.17 Chq 3078
			£72.85
Headland Garden	S124/111/101	Churchyard Maintenance at St Michaels	£1,117.00 Chq 3079
SE Water	S26	Allotments	£38.57 Chq 3080
Aldous & Stamp	S19	Sports Hall Repairs	£29.63 Chq 3081
BT	S111	Parish Office telecoms	£125.17 DD
Mr E Grenham	S26	Allotment Expenses	£12.00 Chq 3082
CAB	S137	09/10 Donation (PC approved FEB 10)	£50.00 Chq 3083
Samaritans	S137	09/10 Donation (PC approved FEB 10)	£50.00 Chq 3084
Kenward Trust	S137	09/10 Donation (PC approved FEB 10)	£50.00 Chq 3085
TOTAL			£3,950.62
*Denotes charged to the Sports Hall PC Grant			
*EDF Energy	S19	Sports Hall Electric Supply 2009/10	£33.00 DD
SE Water	S19	Sports Hall Water Rates	£148.93 Chq 3080

c) Dog Bags

It was reported that the demand for dog bags was regularly outstripping the number supplied by TMBC and it was unlikely that TMBC would either increase its supply of dog bags to the village or supply more dog bags at the expense of other parishes elsewhere in the borough. However for a relatively small outlay the Parish Council could obtain its own dog bags. Following a discussion, it was:

RESOLVED: That whilst in principle agreeable to the PC providing dog bags, the matter would receive due consideration upon the receipt of estimates. It was noted that should the PC decide to purchase its own dog bags it would be the first parish within T & M to do so.

12. Correspondence

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

- a. Dis:
 - (i) Issues 727 (08.02.10) & 728 (22.02.10)
 - (ii) Subscription Renewal Notice (To be considered April 2010)

- b. Local Gov.co.uk: e bulletins dated: 09.02.10, 10.02.10, 12.02.10, 16.02.10, 17.02.10, 18.02.10, 23.02.10, 26.02.10, 02.03.10, 04.03.10

- c. Marden Parish Council: Information request regarding adult fitness equipment

- d. Kent Association of Local Councils
 - (i) Details of Power of Well Being Courses (March 2010)
 - (ii) Details of Planning Information Day (March 2010)
 - (iii) Parish News (February 2010) – copied to members

- e. KCC
 - (i) Trading Standards Alerts and improvement questionnaire
 - (ii) Pension Fund information
 - (iii) News Release: Tenders out for road maintenance pothole repairs

- f. TMBC
 - (i) Handbook & Diary Amendments 2009/10
 - (ii) Parish Partnership Panel: Agenda in respect of meeting held on 25 February 2010
 - (iii) Forthcoming tax credit surgeries (On notice board and passed to Library, Post Office and Parish Magazine)
 - (iv) Register of Electors: Notice of Alterations (March 2010)
 - (v) Minutes of Council Cabinet and Committee Meetings 2010 (Vol. 1)

- g. NALC
 - (i) Local Council Review (Spring 2010)
 - (ii) Information regarding local council awards 2010

- h. West Kent Watch: Issues dated 12.02.10, 16.02.10, 19.02.10, 26.02.10, 28.02.10, 02.03.10, 05.03.10

- i. Community Safety Partnership
 - (i) Monthly Bulletin (March 2010)
 - (ii) Agenda in respect of meeting of Crime Prevention Panel held on 22 February 2010
 - (iii) Minutes from meeting of Crime Prevention Panel held on 30 November 2010

- j. Society of Local Council Clerks
 - (i) Course Details: CPD Employment Matters
 - (ii) Minutes of branch meeting held on 09 February 2010
 - (iii) Branch Newsletter (February 2010)
 - (iv) South East Regional Conference (March 2010)
 - (v) Larger Councils Conference Information and Booking Form
 - (vi) 2010 Course Information
 - (vii) The Clerk: March 2010

- k. Government Computing (March 2010) - Passed to Cllr. Poole

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- I. Goods & Service Information: Received from the following
 - (i) Energy Saving Trust
 - (ii) Kent Partnership: Kent Can
 - (iii) Littlethorpe of Leicester: Bus Shelters
 - (iv) Energy Savings Trust
 - (v) Municipal Journal
 - (vi) Plantscape
 - (vii) Arien Signs

- m. 21st Women of Kent Luncheon Invitation

- n. Klik: Donation Request (To be considered February 2011)

- o. Hospice in the Weald: Fundraising Information

- p. NHS West Kent: Strategic Planning Consultation information
- q. FWAG: Invitation to Masstock and FWAG Energy Meeting

- r. HM Revenue & Customs: Employer Pack 2010

- s. Highways Agency: Planned Roadwork's information

- t. Environment Agency: South East River Basin Newsletter (January 2010)

- u. CPRE: Details in respect of sustainable energy debate (April 2010)

- v. Rural Kent
 - (i) Rural News (January 2010)
 - (ii) Details of Kent and Medway Funding Fair (March 2010)

13. Matters for future Discussion

Potholes

Cllr Crowley drew attention to potholes at Crown Acres and Russett Road. The matter would be referred to KHS.

Salt Bin

Cllr Mrs Baseden suggested that a salt bin was required at Old Church Lane. The suggestion would be forwarded to KHS together with the application for salt bins to be located at Crown Acres and at Pound Road near the Primary School.

Hale Street

Cllr. Crawford drew attention to ponding adjacent to Hale Court. The Clerk confirmed that the matter had already been referred to KHS.

Water Leak, Bells Farm Road

Cllr. Ms. Picknett drew attention to a water leak affecting Bells Farm Road and Court Lane. The matter would be referred to KHS.

Link to Website

Cllr Poole reported that the PC had recently received a request to include a link to St Michaels on the PC's website. Whilst the request had been accepted a reciprocal request would be made requesting for a link to the PCs website to be included on the St Michaels website.

Sandbag Containers

Cllr. Poole reported that at no charge to the PC, TMBC had fitted the sandbag containers with digital locks and the codes would be made known to members ASAP.

PC Notice board

Cllr. Poole drew attention to the PC notice board which was suffering from condensation. The Clerk advised that the problem was caused by a faulty lock which meant that the notice board was not fully closing. She was in the process of arranging for the faulty locking mechanism to be repaired.

Fencing Works

Cllr Poole asked when the fencing works would be carried out. The Clerk confirmed that she had accepted the quotation provided by Mr M Edwards and that she was hopeful that the work would be carried out before the end of March 2010.

Ponding, Old Road

Cllr. Mrs Curry drew attention to ponding at 33 – 35 old Road. The matter would be referred to KHS.

14. **Urgent Items:** There were none
15. **Matters for consideration in Private:** There were none
16. **Date and Time of next meeting:** Confirmed as 26 April 2010

There being no additional business, the meeting concluded at 21.20 hours.