

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.50 HOURS ON MONDAY 26 APRIL 2010

PRESENT: Cllrs. Mrs. L Baseden, P Crawford (Chairman (from item x)), J. Crowley, A. Gardner, W. Gress, Ms. L. Picknett, D. Poole (Vice-Chairman), T. Shead & P Street

ALSO PRESENT: Mrs. K Bell (Clerk), County Cllr. R. Long, Borough Cllrs: Mrs. E. Holland & H. Rogers, Ms. S. MacKay (Community Warden)

APOLOGIES: Cllr. Mrs. J. Macdonald

In the absence of Cllr. Crawford at the commencement of the meeting. The meeting was chaired by Cllr. Poole. Cllr. Poole opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs: Crowley & Gress declared an interest in item 7e.

2. **To receive reports from County Councillor, Borough Councillors, Police Representatives and Community Warden (If present)**

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, **NOTED WITH INTEREST** and would be appended to the minutes of the meeting.

3. **Minutes**

a) **Minutes of the meeting held on 15 March 2010**

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

b) **Matters Arising**

Minute 3e & 3f, Annual Review of Standing Orders and Annual Review of Financial Regulations

It was reported that hard copies of the updated model Standing Orders had been received from KALC and that work had commenced on the revision of the East Peckham Parish Council Standing Orders and Financial Regulations.

Minute 11b, 2009/10 Donations

It was reported that letters of appreciation had been received from the Kenward Trust and Tonbridge and Malling Citizens Advice Bureau.

c) **Minutes of the meeting of the Annual Parish Meeting held on 29 March 2010**

RESOLVED: That the minutes of the meeting be **RECEIVED AND NOTED**

d) **Matters Arising:** There were none

4. **Public Questions, comments or representations:** There were none

5. Business Items

a. To receive the formal resignation of Alan Gardner

It was confirmed that Cllr. Gardner had resigned from the Parish Council and that the resignation would take effect on 01 May 2010. It was noted that for an election to be held to fill the casual vacancy a request in writing to TMBC's Returning Officer must be received within 14 days of the Vacancy Notice which would be displayed on 01 May 2010 and that TMBC would advise in due course whether there had been a call for an election or if the Parish Council could fill the vacancy by co-option.

b. Members Delivery Areas

Following a discussion, it was:

RESOLVED: That delivery areas would be as follows:

Cllr	Area	No of properties
DP	Hale Street, Bardsley Close, Hale Court Medway Meadows, Cates Court	137
PS	Smithers Lane, Pattenden Gardens, Hop Bine Close Smithers Court, Beltring Road & Branbridges Road	105
BC	Old Road, Strettitt Gardens, Pinkham & Pinkham Gdns	143
PC	Addlestead Road, Chidley Cross Road, Caysers Croft & Tonbridge Road	141
AG	Pound Road, The Old Dairy & Snoll Hatch Road	TBC
JC	The Freehold, Red Roses, Marvillion & Crown Acres (Odds)	140
BG	Whitebine Gardens, Golding Gardens, Henham Gardens & Crown Acres (evens)	138
TS	Fell Mead, Stockenbury, Bramley Road, Pippin Road & Russett Road	126
JM	Hatches Lane, Bullen Lane, Bells Farm Road, Stanford Lane & Martins Lane	68
LP	Westwood Road, Drage Road, William Luck Close & Cotman Way	119
LB	Court Lodge, Roydon Hall Road, Maidstone Road (A26), Grove Close, Seven Mile Lane, Bush Road & Church Lane	82
TOTAL NUMBER OF PROPERTIES		1,350

It was further **RESOLVED** that due to the two pending Parish Councillor vacancies areas would be allocated to members at a future meeting.

c. Sports Hall & Playing Fields Post May 2010: To consider, discuss and approve transitional arrangements

6. **Planning Committee**

RESOLVED: That the minutes of the meetings held on 15 March 2010 and 12 April 2010 which had been copied to members be **RECEIVED & NOTED.**

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

a) **Community & Police Working Group**

Cllr. Gardner reported and drew attention to the following:

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

Cllr Street reported and drew attention to the following:

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**

In the absence of Cllr. Mrs. Macdonald there was no report.

ii. **Youth Club**

In the absence of Cllr. Mrs Macdonald the matter was deferred and would be considered at the next meeting.

e) **East Peckham Playing Field Committee**

(i) **Report from Representative**

Attention was drawn to the following:

(ii) **Financial Information**

2009/10 PC Grant: Information as at 31.03.2010

It was noted that the position was as follows:

2009/10 Grant	£11,897
Less Expenditure	£9,996
Less adjustment in lieu of rent	£1
Plus Refund	£1,620
Balance of 09/10 grant	£2,908

EPPFC Financial statement as at 31.03.2010

A statement was provided, summarised as follows:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£14,875
2009/10 Expenditure		£25,084

Deposit Account Interest		£16
Balance	Credit Account	£10,555
	Deposit Account	£13,458

(iii) **To receive feedback from questionnaires included in the Annual Report**

It was reported that only one response had been received which was the suggestion that a sound limiter be fitted which would overcome the planning condition preventing amplified music

(iv) **Charlton Athletic: To receive information**

It was reported that the EPPFC had agreed to Charlton Athletic providing a series of youth diversionary football sessions on the East Peckham Playing Fields and that the first session would be taking place on Tuesday 4th May 2010.

9. **East Peckham Salvation Army 2010 Flower Festival**

Following a discussion, it was:

RESOLVED: That the proverb for the Parish Councils contribution would be chosen at the next meeting.

10. **Annual Civic Service 22 April 2010**

Due to unforeseen circumstances neither Cllr & Mrs Crawford nor Cllr & Mrs Poole had been able to attend.

11. **TMBC**

a. **Parish Partnership Panel**

It was reported that the next meeting would be on 25 May 2010 and that the Parish Council had been invited to submit items for the agenda. Following a discussion, it was:

RESOLVED: That there were no items which the Parish Council wished to submit.

b. **The Hop Farm Premises License**

It was reported that whilst a response from the solicitor acting for the Hop Farm remained outstanding a response had been received from TMBC. Attention was drawn to the following:

- At the Licensing Hearing, the Parish Councils representations as read out by Cllr. Crawford were considered by the Panel in their deliberations and consideration of the granting of the Hop Farm Premises License and associated conditions.
- In order to keep the Parish Council informed of progress TMBC had proposed that a series of briefings take place prior to and following main events.
- TMBC had suggested the Legal Services Partnership Manager and the Licensing Partnership Manager meet with the Parish Council and provide updates and developments at the Hop Farm from a TMBC perspective.

Following a discussion, it was:

RESOLVED: That TMBC would be advised that the Parish Council were agreeable to the proposals. TMBC would also be advised that contrary to the conditions of the Premises License there had been no recent contact from the Hop Farm to the Parish Council.

11. Finance

a) Bank Reconciliation as at 31 March 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 31 March 2010, the balances held were; Current Account £278, Reserve Account £81,853 and Capital Account £14,566.

b) Budgetary Control as at 31 March 2010

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

c) 2009/10 Audit

Attention was drawn to the following:

- i. The Audit Commission had appointed Wayne Rickard from the Audit Commissions audit practice as external auditor to audit the Parish Councils accounts.
- ii. The Audit Commission had set 01 June 2010 as the date by which the Annual Return was to be submitted.
- iii. The Independent Internal Audit would be carried out on 21 May 2010.
- iv. The Accounts for the financial year ended 31 March 2010 had been completed.
- v. Notices complying with the Audit Commission Act 1998 and the Audit Regulations 2003 (as amended) would be displayed.

d) 2009/10 Balances Transferred to 2010/2011 as 'Earmarked Reserves'

Following a discussion, it was:

RESOLVED: That the following balances would be 'Earmarked' within the reserves carried forward from 2009/10:

£2,475	Village Fencing Works
£1,200	Car Park Repairs
£500	Village Sign Repairs
£1,082	2009/10 invoices which would be paid during 2010/2011

e) 2010/2011 Subscription Renewals

Members considered the renewal of the following subscriptions which were due for renewal:

Direct Information Service	£105
Local Councils Update	£100
The Kent Men of the Trees	£25
Action with Communities in Rural Kent	£35
Kent Association of Local Councils	£787
Campaign to Protect Rural England	£29

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

RESOLVED: That all of the subscriptions would be renewed.

f) 2010 Annual Parish Meeting: Donation towards refreshment provision

Thanks were extended to David and Stuart Boyle for providing the refreshments. Following a discussion, it was proposed by Cllr. Crawford seconded by Cllr. Street and:

RESOLVED: That a cheque for £50 would be sent to the Salvation Army.

g) Village Tree Work

It was reported that the Parish Councils Grounds contractor Headland Garden Services had submitted a quotation for the sum of £323 in respect of the village tree work which had been identified within the 2009 Kent Men of the Trees Inspection. It was noted that the quotation included the sum of ££80 in respect of trees on the playing fields which had already been carried out. It was further noted that the 2010/2011 budgetary provision for tree work was £1,000. Following a discussion, it was proposed by Cllr. Crawford seconded by Cllr. Gardner and:

RESOLVED: That the quotation would be accepted subject to the exclusion of the element relating to the playing field trees.

h) Village War Memorial Publication: Consideration of funding request submitted by the Village Historian

It was reported that the Village Historian Mrs Margaret Lawrence was nearing the completion of her Village War Memorial publication which would reflect on World Wars 1 and 2 by providing details on those who lost their lives the effect on the village in terms of how agriculture, industry and trade were affected by losing key workers, the effect on children, in homes and the support the village gave to their soldiers. The publication would also record those who were wounded and those who became prisoners of war. Mrs Lawrence had applied to the Kent Archaeological Society for a £500 grant towards publishing costs and had asked if the Parish Council would also be able to contribute towards the cost of the publication. Following a discussion, it was:

RESOLVED: That the Parish Council would be pleased to financially contribute towards the project but in the first instance required a breakdown of expenditure incurred so far and estimates of further expenditure such as publication costs.

i) Dog Bags

It was reported that the following quotations had been received for member's consideration:

Polybags Ltd	Black Scented	£22.15 - £39.88 per 1,000
	Green	£16.29 - £29.65 per 1,000
PMC Polythene		£18.00 per 1,000 (minimum order 5,000)

It was further reported that an alternative product had become available in the form of a replenishable dog bone shaped dispenser which could be attached to a dogs lead and that these would be available and distributed free of charge by TMBC's Dog Warden. Following a discussion, it was:

RESOLVED: That the matter would be placed on hold and would be considered again in the future if required.

j) Kent County Playing Fields Association: To receive information and to consider PC membership

k) Kent County Agricultural Society: To consider donation request and invitation to attend the 'Living Land' event at the Kent County Showground

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

Receipts

24.04.10	TMBC – 2010/2011 Precept 1 st ½	£36,648.00
31.03.10	Natwest – Interest	£12.66
Total		£36,660.66

Payments (includes VAT where applicable)

Fresh Air Fitness	S19	Fitness Equipment	£2,702.50	Chq 3086/ 3094
TMBC	S111	2009/10 Annual Reports	£528.55	Chq 3087
PFL Electrical	S10	Streetlighting	£299.63	Chq 3090
Mrs K Bell	S111	Clerks Salary plus expenses less Deductions	£1,302.94	Chq 3092/ 3093/3095/3103
KALC	S111	Publications – Standing Orders	£50.00	Chq 3096
TMBC	S111	NNDR – Parish office	£139.43	Chq 3097
Monkey Design House	S111	Website Expenses	£238.50	Chq 3098
EDF Energy	S10	Streetlight Energy	£1,133.33	
		Christmas Light Energy	£45.89	£1,179.22 Chq 3099
E P Methodist Church	S111	Hire of Hall & Office	£360.58	Chq 3100
M A Edwards	S19	Playing Field Fencing Works	£2,490.98	Chq 3102
Mr P Hartley	S137	Litter Warden Salary	£72.00	Chq 3106
NALC	S111	Dis Subscription 10/11	£105.00	Chq 3107
CommuniCorp	S111	Local Councils Update Subscription	£100.00	Chq 3108
Kent Men of the Trees	S111	Subscription 2010/2011	£25.00	Chq 3109
ACRK	S111	Subscription 2010/2011	£35.00	Chq 3110
KALC	S111	Subscription 2010/2011	£924.76	Chq 3111
CPRE	S111	Subscription 2010/2011	£29.00	Chq 3112
Salvation Army	S111	2010 APM Expenses	£50.00	Chq 3113

NET TOTAL

£10,633.09

The following payments totalling £1,061.03 were charged to the Sports Hall PC Grant

Kent Grassland Svcs	S19	*Playing Field Maintenance	£705.00	Chq 3088
KCC	S19	*Sports Hall Maintenance	£61.05	Chq 3089
Kent Grassland Svcs	S19	*Playing Field Maintenance	£293.75	Chq 3101
UMIDB	S19	*PF Drainage Rates	£1.23	Chq 3105

TOTAL

£11,694.12

12. Correspondence

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

- a. Dis: Issue No. 729 (08.03.10), 730 (22.03.10) & 731 (07.04.10)
- b. Local Gov.co.uk: e bulletins dated: 09.03.10, 11.03.10, 16.03.10, 19.03.10, 24.03.10, 30.03.10, 01.04.10, 13.04.10 & 16.04.10
- c. Kent Association of Local Councils
 - (i) Parish News (March 2010) - copied to members
 - (ii) Area Committee: Minutes of meeting held on 17.12.09 together with the agenda in respect of the meeting held on 18.03.10 – Passed to Cllrs. Crawford & Crowley
- d. KCC
 - (i) Trading Standards Alerts and improvement questionnaire
 - (ii) Kent Rail Summit: Pre and post event information from KCC Cabinet Member for Environment, Highways & Waste

- (iii) 2010/2011 Local Board Grant Information
 - (iv) Explore Kent (Spring/Summer 2010)
 - (v) Explore Kent Walking Festival: 24.04.10 – 31.07.10
- e. TMBC
- (i) Handbook & Diary Amendments 2009/10
 - (ii) Register of Electors: Notice of Alterations (April 2010)
 - (iii) Street Monitor Newsletter (April 2010)
 - (iv) Standards Committee: Minutes of Meeting held on 19.11.09 and agenda in respect of meeting held on 24.03.10
 - (v) Business Rates: 2010/2011 Explanatory information
- f. NALC
- (i) Local Council Review (Winter & Spring 2010)
 - (ii) 2010 Conference and Exhibition information
- g. West Kent Watch: Issues dated 09.03.10, 12.03.10, 16.03.10, 19.03.10, 23.03.10, 30.03.10, 03.04.10, 07.04.10, 09.04.10, 13.04.10 & 16.04.10
- h. Community Safety Partnership
- (i) Monthly Bulletin (April 2010)
 - (ii) Crime Prevention Panel: Minutes of meeting held on 22.02.10 together with agenda in respect of meeting held on 19.04.10
- i. Society of Local Council Clerks: CPD Course Details – Exclusive Rights and Transfer course for Cemetery Management, VAT & Working with your Council
- j. Government Computing (April 2010) - Passed to Cllr. Poole
- k. Goods & Service Information: Received from the following
- (i) Business Link: Free Guides - Support for growing your business
 - (ii) Pro-Teq: Play Surfaces
 - (iii) Sunsafe: Play equipment
 - (iv) ASM: Play Surfaces
 - (v) Action for Market Towns: Sustainability Toolkit
 - (vi) Lumalite: Celebration Lighting
 - (vii) Secure Engineering: CCTV Maintenance
 - (viii) Automated Marketing & Internet Consultant (Marc Summers): EBA Event
 - (ix) Polybags: Manufacturer of film and bags
 - (x) Towns.org.uk: Funding seminar
 - (xi) S G Baker Ltd: Sandbags and sand less bags
 - (xii) SMP: Play equipment
- l. FWAG: The FWAG Update (March 2010) – Passed to Cllr. Shead
- m. SE Branch Emergency Planning Society
- (i) Notice of 2010 AGM (Passed to Cllr. Poole)
 - (ii) Voting Nominations for Committee positions (Passed to Cllr. Poole)
- n. Kent Grassland Services: Public Liability Insurance confirmation
- o. CPRE
- (i) Fieldwork (April 2010)
 - (ii) Kent Voice (Spring 2010)

- p. Kenward Trust: Details of 'Local Alcohol Clinics' , Alcohol Support Programmes & Drug Intervention Support Programmes
- q. Saving the Sustainable Communities Act: Lobbying Information
- r. Environment Agency: Information from Forecasting Centre
- s. Medway Valley Countryside Partnership: Countryside Activities 2010 – copied to members
- t. Local Councils Update (March & April 2010)
- u. Clerks & Councils Direct (March 2010)
- v. Kent Men of Trees: Arbour (Spring 2010) – Passed to Cllr. Shead
- w. Friends of St Michaels Church: Newsletter February 2010
- x. WK Mediation: Informative literature
- y. Highways Agency: Planned Roadwork's information
- z. Spinal Injuries Association: Fundraising Event
- aa. Action with Communities in Rural Kent
 - (i) Oast to Coast (Spring 2010)
 - (ii) About Us: Promotional leaflet
- bb. WK Police: Speedwatch Information

13. Matters for future Discussion

Repair of Old Road Bus Shelter – Repairs were to have been carried out on 20.04.10 but the work was postponed pending the receipt of either a settlement from Arriva or clearance from the insurers to proceed with the work.

14. Urgent Items

Letter from Hugh Lowe farms – copied to members

Letter from Paddock Wood & district Swimming Poole Fund – copied to members

15. Matters for consideration in Private: There were none

16. Date and Time of next meeting: Confirmed as 10 May 2010

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