

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.40 HOURS ON MONDAY 14 DECEMBER 2009**

**PRESENT:** Cllrs. P Crawford (Chairman), J. Crowley, Mrs. B. Curry, A. Gardner, W. Gress, Ms. L. Picknett, Mrs. J Macdonald & D. Poole

**ALSO PRESENT:** Mrs. K Bell (Clerk), Community Warden, Ms. S Mackay & 1 resident & Acting. Sgt. Sergeant

**APOLOGIES:** Cllrs. T. Shead & P Street, County Cllr. R. Long, & Borough Cllr. E. Holland

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs: Crowley & Gress declared an interest in item 9d.

2. **County & Borough Councillors:** There were no reports.

3. **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.**

4. **Police Liaison**

Acting Sgt. Sergeant was welcomed to the meeting; he drew attention to the following:

- He had completed his speedwatch training.
- There had been 6 reported crimes within the past month which was considered relatively low for the borough.
- There had been no further reports of racing on the bypass.
- There had been few reports of anti social behaviour.

5. **Minutes**

a. **Minutes of the meeting held on 16 November 2009**

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

b. **Matters Arising**

**Minute 6b, Village Sign Restoration:** The Clerk was liaising with craftsmen with a view to obtaining some suggestions and quotations for restorative and enhancement work to the village Sign.

**Minute 6b, Downs Mail for East Peckham:** Downs Mail were keen for the publication to be made available to residents of East Peckham. The Clerk had therefore asked them to deliver the publication to the Library, Village Stores and Brookside.

**Minute 6b, Best Front Garden Competition:** Two unclaimed prizes.

**Minute 7b, Village Diary:** The librarian was agreeable to a Village Diary being kept in the library. The Clerk would supply a 2010 diary for this purpose.

**Minute 10e, East Peckham Primary School:** Cllr. Crawford drew attention to an article in the Courier regarding the East Peckham Children's Centre. The article had caused some confusion as it suggested that existing buildings would be used but it was unclear which buildings these would be and if they would be in East Peckham. This conflicted somewhat from the information held by the Parish Council suggesting that the facility would be provided by utilising existing buildings located in Hadlow. Clarification would be sought from KCC.

**Minute 12, Liaison between the Hop Farm and the Parish Council:** There had been no response from The Hop Farm.

**Minute 14, The Kent Men of Trees:** Headland Garden Services had been asked to provide for budgetary purposes a no obligation quotation in respect of the maintenance work identified within the village tree inspection report.

**Minute 15b, 2009 Poppy Appeal:** The amount raised was £2,821.70.

**Minute 15d, Holy Trinity Churchyard & Village Maintenance:** Headland Garden Services had accepted the contract for 2010/2011.

**Minute 15e, 2010 Summer Playscheme:** TMBC had agreed to reduce the number of places available per week from 40 to 30 and that the estimated costs had been revised downwards from £983.57 to £794.07. It was noted that TMBC had booked the Village Hall for the 2010 Summer Playscheme.

**Minute 17, Parish Council Website Biographies and Photographs**  
Cllr. Poole requested members to forward to him as a matter of urgency all outstanding biographies and photographs.

**Minute 17, Missing PROW Sign (Pierce Mill Lane):** Having carried out a site inspection, KCC PROW was satisfied that there were no missing signs at either Pierce Mill Lane or Hatches Lane. Cllr. Mrs Macdonald reported that there were some missing manhole covers in Pierce Mill Lane, KHS would be informed.

## 6. **Public Questions, comments or representations**

Attention was drawn to the following:

- A resident had written a letter regarding the dilapidated fence and footway over the culvert at Westwood Road. The matter had been referred to KCC (footpath) and the EA (fence).
- An enquiry had been received from the Primary School regarding the salting/gritting of footpaths leading to the Primary School. The Primary School had been advised to ensure that the paths leading the school were kept ice free during the cold winter months.

- A resident had drawn attention to a flooded footpath (Hale Street to orchard Road). The matter had been referred to KCC PROW who had inspected and whilst finding the footpath flooded did not plan any remedial repairs.
- It was reported that a resident had recently requested sandbags. Whilst the residents fear of flooding was acknowledged the request for sandbags was declined as there was no direct risk of flooding and the resident was advised to take precautions to protect their property. Members confirmed that sandbags would not be issued when there was a flood watch but would when the threat of flooding escalated in severity to either stage 2 or 3. It was noted that there were three sets of keys for the sandbag containers held by the Parish Council, KCC & TMBC. KCC & TMBC would be asked to confirm that they were aware of the whereabouts of their sets of keys and that their duty officers were similarly aware of their location.
- A resident drew attention to the sewer which was the responsibility of SWA which could not cope with rainwater going into it. KHS and SWA would be alerted to the problem.

## 7. Business Items

### a. Installation of Village Bus Shelters: Lower end of Old Road

Attention was drawn to the following:

- It was reported that the bus shelters had been installed and although Queensbury Shelters had been asked to construct the bus shelter at the junction of Old Road with Crown Acres so that the solid panel faced the road this had not been possible owing to pipes and other workings underneath the footway, the shelter had however been installed in such a manner that it did not impinge upon the small grassed area at 2 Crown Acres.
- The bus shelters had been insured and revised insurance documentation had been received.
- Several compliments and words of praise had been received.
- Additional correspondence had been received from a resident opposed to the installation of the new shelters. The contents of the letters were noted as were the Clerk responses.

### b. Christmas 2009

#### (i) Christmas Tree & Lights

It was reported that the village Christmas lights were switched on on 01 December 2009. However, with regard to the Christmas tree, owing to insurance implications, Cllr. Shead and his staff at Brookside Garden Centre had been unable to erect it; the tree had therefore been erected at short notice by Mark Edwards. It was noted that owing 'allegedly' to a faulty timer there had been some problems with the lights coming on and off however PFL Electrical had been asked to override the timer so that the lights were permanently on. All lights would be taken down before twelfth night.

(ii) **Village Christmas Carols: Report of event held on 08 December**

It was reported that the event was well attended and that everyone had a good time. Father Christmas was welcomed by the children. Thanks were extended to Cllr. Street and the Clerk for organising the event.

c. **Room arrangements at the Methodist Building**

It was reported that discussions with the Methodist Church had taken place and attention was drawn to the following:

- The Methodist Church had been unable to agree to the setting up of the meeting room, the provision of additional storage and the redecoration of the Parish Office.
- The Methodist Church had confirmed that the Parish Council already received a room hire concession in that £5.75 per hour was charged as opposed to the full rate of £8.50 per hour.
- The Methodist Church was not opposed to the installation of additional storage in the office or the redecoration of the office but these would be expected to be paid for by the Parish Council.

Following a discussion, it was:

**RESOLVED:** That members were disappointed with the response from the Methodist Church. It was agreed that the installation of additional storage was not an option owing to accessibility issues and Health and Safety implications.

d. **Village CCTV**

It was reported that Chroma Vision had sourced a key for the housings and had completed the preventative maintenance at the Merry Boys and had carried out a minor repair (faulty UPS) which had not been covered by guarantee.

e. **New Licensing Arrangements for Sex Encounter Establishments**

Attention was drawn to the following:

- The government proposed to remove sex encounter establishments from the existing Licensing Act regime and that this measure was being supported by TMBC.
- The new proposals would see a new category introduced for Sex Encounter Establishments and although details had not been finalised the new legislation had been placed on the statute books with possible consideration taking place during 2010.
- It was believed that the new legislation would give Local Authorities and residents a greater say in the process of licensing sex encounter establishments and that the new law might make provisions for Parish Councils to be statutory consultees.
- It had been suggested that the law would not contain any 'grandfather rights' for sex encounter establishments and that Local Authorities might be able to pass resolutions that such places will not be licensed within their district.

8. **Planning Committee**

**RESOLVED:** That the minutes of the meetings held on 16 November 2009 and 07 December 2009 which had been copied to members be **RECEIVED & NOTED**. A minor amendment would be made to minute 10 (Playing Field Boundary Fencing), following which they would be **APPROVED** at the next meeting.

9. **Groups & Organisations: Reports from Representatives**

a. **Community & Police Working Group**

Cllr. Gardner reported that there had not been a recent meeting and that the next meeting would be held during January 2009.

b. **Youth Panel**

In the absence of Cllr. Ms. Baseden there was no report. It was noted that there was no additional information regarding the Youth Shelter and that Wrotham Parish Council had not yet responded to the Parish Councils request for information.

c. **East Peckham Primary School**

Attention was drawn to the following:

- Cllr. Mrs. Macdonald reported that she had resigned from the Governing Body. It was noted that a letter confirming this together with a brief outline of the events leading up to Cllr. Mrs. Macdonald's resignation had been received from the Chairman and Vice-Chairman of the Governing Body. It was further noted that the Governing Body had expressed their appreciation to Cllr. Mrs Macdonald for her contribution to the Primary School and the Governing Body.
- An email had been received from the head teacher confirming that all governor vacancies had been filled and there was no Community Governor position vacant for a Parish Council representative. The Community Warden, Ms Mackay informed members that she had been asked to join the Governing Body and was happy to act as the Parish Councils representative if she was elected. Following a discussion, it was;

**RESOLVED:** That in the interests of maintaining good links between the Parish Council and the Primary School and to encourage community cohesion members were happy for Ms Mackay to be the Parish Council representative on the Governing Body if she became a Governor. The school would be advised.

d. **East Peckham Playing Fields Committee**

(i) **Financial Information**

**2009/10 PC Grant: Information as at 30.11.09**

It was noted that the position was as follows:

2009/10 Grant	£11,897
Less Expenditure	£8,685
Less adjustment in lieu of rent	£1
Plus Refund	£1,008
<b>Balance of 09/10 grant</b>	<b>£4,219</b>

**EPPFC Financial statement as at 30.11.09**

A statement was provided, summarised as follows:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£9,947
2009/10 Expenditure		£19,950
Deposit Account Interest		£9
Balance	Credit Account	£10,761
	Deposit Account	£13,451

Note: £7,000 had been transferred from the Deposit a/c to the credit a/c.

**(ii) Sports Hall Repairs: Chlorination Testing**

Attention was drawn to the following:

- A letter had been received from Thermodiffusion in which they stated that they had not been asked to quote for neither had they carried out the work identified by Aldous & Stamp in 2007.
- Two quotations had been obtained in respect of the work one from Thermodiffusion and the other a more advantageous one from Aldous & Stamp (£1,185.00)

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

**RESOLVED:** That Aldous & Stamp would be asked to carry out the work at the quoted price of £1,185.00. Aldous & Stamp would be asked to contact Cllrs. Crowley and Gress with regard to access arrangements to the Sports Hall.

It was noted that the sum of £4,335 had been carried forward from 2008/09 and specifically earmarked for Sports Hall Repairs.

**(iii) Football at the Playing Field**

It was reported that the playing fields comprised of 3 senior football pitches and 1 junior pitch which were used for 8 of the twelve months of the year and during an average season housed between 70 – 80 matches. Attention was drawn to the following:

- Income from football matches in 2008/09 was £2,898
- Expenditure after taking into account incidentals such as litter picking, maintenance of the football pitches and equipment was in excess of the income received
- Following several breaches of terms and conditions, one football team had been banned.
- Only two of the football teams (one junior and one senior) using the East Peckham Football pitches were East Peckham based...
- The provision of football was a loss making service and generated more work and aggravation than anything else for the EPPFC who were minded with effect from the 2010/2011 Football season to no longer make pitches available to teams based outside East Peckham.

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

**RESOVLED:** That the Parish Council would endorse the views of the EPPFC in that with effect from the 2010/2011 Football season, football pitches would only be made available to teams based in East Peckham.

**(iv) Arrangements Post May 2010**

Following a discussion, it was:

**RESOLVED:** That an extraordinary meeting would be held on 25 January 2009 in order to discuss the future of the EPPFC and the running of the Sports Hall and Playing Fields.

**e. Allotments**

It was reported that one plot had recently been relinquished, once it had been reallocated there would be two people on the waiting list.

**10. SLCC: Regional One Day Conference**

It was reported that Cllr. Poole and the Clerk attended the regional conference on 11 November 2009. Cllr. Poole and the Clerk found the conference stimulating and interesting. It was noted that the seminar included:

- Regional Development: Local empowerment and how it will benefit you
- Managing Council Assets: How to get the maximum from your council assets
- Play Provision
- Human Resources
- Allotments
- Excellence within the sector
- Innovations Creative use of powers

**11. Finance**

**a. Bank Reconciliation as at 30.11.09**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30.11.09 the balances held were; Current Account £250, Reserve Account £101,496 and Capital Account £14,563.

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

**Receipts**

11.11.09	VAT Refund	£1,183.53
17.11.09	Allotment Rents	£13.50
20.11.09	TMBC S136 2 <sup>nd</sup> Half	£6,306.50
<b>Total</b>		<b>£7,503.53</b>

**Payments (includes VAT where applicable)**

Royal British Legion	2009 Donation	£100.00 Chq 3042
Mrs K Bell	Clerks Salary plus expenses less	£1,051.09 Chq 3043
Mr D Poole	Travel Expenses	£13.76 Chq 3044
Mr A Gardner	Travel Expenses	£45.19 Chq 3045
Mrs K Bell	Christmas Village Event & expenses	£200.00 Chq 3046

PFL	Streetlight maintenance	£293.25 Chq 3047
Headland Garden Services	Churchyard maintenance	
	Holy Trinity	£299.25
	Village grass cutting	£127.00 £426.25 Chq 3048
Mr P Hartley	Litter Warden Salary: December 09	£72.00 Chq 3049
Brookside Garden Centre	Christmas tree & Lights	£251.96 Chq 3050
Queensbury Shelters Ltd	Old Road Bus Shelters	£3,755.90 Chq 3051
BT	Parish Office telecommunications	£176.32 DD
SLCC	Subscription	£135.00 Chq 3052
Hills Office Services	Office Equipment	£786.70 Chq 3053
Inland Revenue	Salary Deductions Oct – Dec 09	TBC Chq 3054
Mr R Bearman	Christmas Event Merry Boys Bar	£87.00 Chq 3055
	Services	
<b>TOTAL</b>		<b>£7,394.42</b>

The Following Payment **WAS NOTED**

\*EDF Energy Sports Hall Electric Supply 2009/10 £340.00 DD

\*Denotes charged to the Sports Hall PC Grant

**c. 2010/2011 Precept: Budgetary requirements for 2010/2011**

It was reported that the Clerk was in the process of formatting the 2010/2011 budget which would be considered by the Finance Committee on 11 January 2010. Following a discussion, it was:

**RESOLVED:** That specific provisions would be made in respect of:

- website enhancements
- Sports hall repair fund
- Village Tree Maintenance
- A contingency fund to meet the cost of a Sports Hall NNDR demand for 2010/2011 if TMBC decided that the EPPFC no longer met the qualifying criteria to receive the 80% mandatory and 20 discretionary rate relief.

It was further:

**RESOLVED:** That members would notify the Clerk of any further specific provisions which they would like included within the 2010/2011 budget by 31 December 2009.

**12. Correspondence**

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

- a. Dis: Issues 722 (16.11.09)
- b. Local Gov.co.uk: e bulletins dated: 09.11.09, 10.11.09, 13.11.09, 18.11.09, 20.11.09, 27.11.09, 03.12.09,
- c. Government Computing Magazine (December 2009) – Passed to Cllr. Poole
- d. Kent Association of Local Councils
- e. Product & Service Information:
  - REKK: Youth Shelters (Passed to EPPFC)
  - Municipal Journal: Subscription information
  - Lappset: Play Equipment (Passed to EPPFC)
  - SMP: Play Equipment (Passed to EPPFC)

- Arien Signs: Notice boards
  - Green-Tech: Street Furniture
  - Accounting Solutions: Accounting Software
  - Winter Workshops at Bore Place
- f. KCC
- Trading Standards Alerts
  - Information regarding county wide innovative projects and blog
  - Information regarding a new resource for community groups and wildlife habitats
- g. TMBC
- Playbuilder: Grant Information
  - Here & Now (Winter 2009)
  - Standards Committee: Minutes of a meeting held on 20 October 2009 together with the agenda in respect of the meeting held on 19 November 2009
  - Street Monitor Newsletter (December 2009)
  - 2009/10 Handbook & Diary amendments
- h. KALC: Training Survey
- i. Kent Lieutenancy: Invitation for Chairman and Vice Chairman to attend the 2010 Civic Service
- j. Cllr. Crowley: Carjacking Warning
- k. Allianz: Revised Insurance Information
- l. Kent Police: Letter of introduction from new District Chief Inspector
- m. HM Revenue & Customs: Information regarding online end of year filing
- n. SLCC
- Membership renewal information
  - ILCM Membership Pack
- o. East Peckham Primary School: Weekly Times (13.11.09)
- p. Funding requests (To be considered February 2010)
- (i) Volunteer Centre Tonbridge
  - (ii) Citizens Rights for Older People
- q. Communities and Local Government & Ministry of Justice: Information regarding Parish Councils Powers with regard to the maintenance, repair and protection of war memorials and penalties for vandalism
- r. Arbour (Autumn 2009): The magazine of the Kent Men of the Trees (Passed to Cllr. Shead
- s. Clerks & Councils Direct (November 2009)
- t. Tower News (October): Newsletter of Save Hadlow Tower Action Group

- u. Action with Communities in Rural Kent: Information regarding Climate Change Communities Networking Event held on 08 December 2009
- v. Moat Housing: Details of Home Buy event held on 28 November 2009
- w. Crime Reduction Partnership
  - Agenda in respect of meeting held on 30 November 2009 (Forwarded to Cllr Street)
  - Details regarding a 'Trickster' Performance
  - Monthly Bulletin (December 2009)
- x. EDF: Information regarding Changing Pricing Structure
- y. CPRE
  - Recruit a Member Scheme
  - Christmas Merchandise
  - Fieldwork (December 2009)
- z. NALC: Local Council Review (Winter 2009)
- aa. MVCP: Kingfisher (Winter 2009)
- bb. PFL: Change of address details

**13. Matters for future Discussion**

Attention was drawn to the following:

- Bridge Over the Stream – Loose cable, KCC PROW would be advised
- Pothole at the Car Park entrance to the East Peckham Club, The Freehold. KHS would be advised.
- Uneven footpath surface on the footpath leading from Marvillion to the Playing Fields. KCC PROW would be advised.
- Willow tree at 1 Crown Acres was causing problems to the footway. KHS would be advised.
- Orchard Road (Woks Cooking) – Footpath repairs required, KHS would be advised.
- Speed Humps in the Sports Hall Car Park were beginning to show signs of wear and could require replacing in the short terms. A quote would be obtained for member's consideration at a future meeting.
- Potholes at the junctions of Westwood Road/Addlestead Road and Childley Cross Road with Spice Cottage, Addlestead Road. KHS would be advised
- Pothole at Russett Road. KHS would be advised.
- Ditch at Brook House, Church Lane was starting to collapse. KHS would be advised.
- Kent Permit Scheme. KHS would be asked to notify the Parish Council when permits had been issued for work in East Peckham
- Leaves on the footpath leading the School. The EPPFC would arrange for the footpath to be cleared.

**14. Urgent Items:** There were none

-3500-

15. **Matters for consideration in Private:**  
**Confidential minutes refer**
16. **Date and Time of next meeting:** Confirmed as 18 January 2010

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