

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.15 HOURS ON MONDAY 20 JULY 2009**

**PRESENT:** Cllrs. Ms L Baseden, P Crawford (Chairman), J. Crowley, A. Gardner, B. Gress, Mrs. G. Singleton, T. Shead & P. Street.

**ALSO PRESENT:** Mrs. K Bell (Clerk), Community Warden Ms. S MacKay, PCSO & 2 residents

**APOLOGIES:** Cllrs. Mrs. J. Macdonald & D. Poole

Cllr. Crawford opened the meeting and welcomed everyone present. Cllr. Crawford began by presenting a bottle of whisky to Mr. R. Bearman as a token of appreciation for his service to the Parish Council whilst as a member and in acknowledgement of his continuing service to the village.

1. **Declarations of Interests:** Cllrs: Crowley & Gress declared an interest in items 12f & allotments.

2. **County Councillor:** There was no report

3. **Borough Councillor:** There was no report

4. **Community Warden**

Ms MacKay was welcomed to the meeting; Ms Mackay had prepared a report outlining her warden activities over the past month, she drew attention to the following:

- Continued establishment of visual presence
- Offered individual support and advice on a number of issues
- Inter agency liaison on a number of issues
- Involvement in a number of village events
- KCC Free Trees Scheme
- In addition to the weekly Wednesday morning surgery, Ms MacKay hoped to hold an evening surgery.
- She had received one complaint relating to noise during the Hop Farm Festival
- Speeding on Old Road and Pound Road. Ms MacKay was informed that the Parish Council had looked into the issue on a number of occasions with both the Police and KHS and each time had been advised that the perception of speed was greater than reality.

5. **Police Liaison**

The village PCSO was welcomed to the meeting, she drew attention to the following:

- Overview of the crime figures which were lower when compared to a similar period in 2008.
- Speedwatch. Members were aware of speedwatch and having looked into the possibility of the system for the village had concluded that the beaureaucratic entanglement of such a scheme would outweigh any possible advantages.

6. **Parish Council Minutes**

a. **Minutes of the meeting of the Parish Council held on 15 June 2009 and the Extraordinary Meeting of the Parish Council held on 22 June 2009**

Attention was drawn to Minute 12f (iii) from the meeting held on 15 June 2009 regarding the fence owned by Rainbow Pre-School. It was reported that correspondence had been received by email suggesting that the minutes did not accurately reflect the facts and the allegation had been made that the EPPFC had not correctly advised the PC. Members were satisfied that the report from the EPPFC

had reflected the facts of the matter and therefore concluded that the minutes were correct and would not be amended. It was noted that on inviting the Pre School to discuss the email with members at a meeting one of the owners appeared unaware that an email had been sent in her name. It was:

**RESOLVED:** That the minutes of the meetings, 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 the Financial Services Ombudsman had accepted the PC's complaint regarding Nat West's failure to finalise the matter within the timeframe, which had been agreed with the Financial Services Ombudsman.

**Minute 6b, Christmas Lights Energy: Refund of overcharged 2007 account**

It was reported that matter remained outstanding and that a complaint had been submitted to EDF Energy.

**Minute 6b, Community Payback**

It was reported that Community Payback had been asked to focus on clearing the overgrown PROWS, litter clearing, emptying any overflowing litterbins and the removal of weeds from footpaths, the front of the Methodist Church and the edges of the Pound Road car park.

**Minute 6g, Pound Road Bus Shelter**

It was reported that the invoice in respect of the irrecoverable insurance excess had been had been referred to Arrivas claim handlers, Transcare Solutions.

**Minute 14, East Peckham Children's Centre**

It was reported that KCC had thanked members for the opportunity of discussing the East Peckham Children's Centre; the PCs suggestion that the parking be reassessed had been taken on board. It was noted that provided the parking issue was addressed, Councillor Richard Long was also in full support of the project.

**Minute 15b, Kent Tree and Pond Warden Scheme**

It was reported that a letter of appreciation had been received from Kent BTCV.

**Minute 15d, Payment to Wicksteed Leisure**

It was reported that cheque 2973 had been cancelled and reissued for the revised lower amount of £16,448.45.

**c. Recess Arrangements (21 July 2009 to 21 September 2009)**

Following a discussion, it was:

**RESOLVED:** That items of an urgent nature received during the period would be dealt with under delegated powers.

**d. Installation of CCTV**

It was reported that the contract documentation in respect of the Annual Service Level Agreement had been signed and returned to Chroma Vision

**e. Parish Council Vacancies: Co-option**

It was reported that TMBC had confirmed that there had been no request for a parish election within the statutory period and therefore the vacancy created by the resignation of Mr. D Ireland could be filled by co-option. As no one had sought co-option, it was:

**RESOLVED:** That the matter would be considered at the next meeting in the meantime notices would be put on the PCs notice board, the website and in the Parish Magazine.

**f. New Village Bus Shelters**

Members considered the installation of two additional bus shelters within the village. It was noted that the sum of £3,500 had been included within the 2009/10 budget and that a KCC Small Communities Grant could be applied for in respect of the project costs. Following the discussion, it was:

**RESOLVED:** That subject to funding being available two new bus shelters would be installed at the lower end of Old Road.

**g. Village of the Year 2009**

It was reported that second round judges in all four categories had visited the village and that the results of this year's competition would be announced at the presentation evening on 01 September 2009. Attention was drawn to the following recommendations which had been made by the judges:

- A new resident's welcome pack.
- Familiarisation with the new regulations coming into force in October regarding the transportation of children by organisations such as the Scout Group and the Boys Brigade.
- The inclusion on the web site of the village map coordinates, the post code and STD code so that visitors could find the village using sat navs.

**h. Power of Well Being**

It was reported that the Power of Well Being came into force on 31 December 2008 and specified the criteria that a local council would need to fulfil in order to be eligible to exercise the power of the promotion of economic, social or environmental well being which in a way could be considered as a step up from Section 137 in that it allowed eligible councils to spend or to do anything they wanted in order to provide for the economic, social or environmental well being of their community without having to look for a specific authority. Members were advised that Cllrs. Crawford, Poole and Mrs Singleton and the Clerk had attended a training seminar on 24 June 2009 and would receive their certificates shortly.

**i. East Peckham War Memorial Renovations**

It was reported that the Diocese of Rochester had agreed to attend a site meeting on 4<sup>th</sup> September 2009 at 10.30 a.m. when members would be able to discuss the proposed renovations with representatives from the Diocese, Burlite (War Memorial Restoration) Ltd and the East Peckham PCC. It was noted that the Diocese remained unconvinced with regard to the use of bronze plaques and that as the memorial was not owned by the Diocese it could in theory be moved from Holy Trinity to another location within the village. Following a discussion, it was:

**RESOLVED:** That the date and time of the meeting be noted. In addition a second opinion would be sought in advance of the meeting.

**7. Planning Committee**

**RESOLVED:** That the minutes of the meetings held on 15 June 2009 and 06 July 2009 which had been copied to members be **RECEIVED, NOTED AND APPROVED.**

**8. Councillors Delivery Areas**

Members were informed that Cllr. Mrs Macdonald wished to vary her delivery area. Following a discussion it was:

**RESOLVED:** That in the absence of Cllr. Mrs Macdonald, the matter would be deferred until the next meeting.

**9. Groups & Organisations**

**a. Community & Police Working Group**

Cllr. Gardner reported that a meeting had taken place on 18 June 09, attention was drawn to the following:

- The new Community Warden appeared to have settled into the village well.
- There was good liaison between the COPWG, the Community Warden and the Police
- The COPWG was aware of some unsocial behaviour by youths on the playing field and the matter was being monitored
- Crime figures for the village were down on 2008
- It was an offence to give incorrect ID details when asked by the police
- The COPWG was aware of ongoing problems with motorbikes on the bypass and the situation was being monitored by the police.

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

Cllr. Street reported that a meeting had been held on 06 July 09, he drew attention to the following:

- There had been a presentation of the KCC Handyvan service.
- Borough wide crime statistics were generally low.
- The recent CPP displays at borough wide events such as the Village Fete which had been very successful.

**c. Parish Plan**

Cllr. Street reported and drew attention to the following:

- Good progress continued to be made.
- The Clerk was asked to forward an electronic copy of the 2008/09 Annual Report
- It was hoped that the document would be published during September/October

It was also reported that ACRK had recently requested a progress report. It was noted that this was an administrative requirement as a grant of £2,131 had been secured via ACRK and DEFRA towards the East Peckham Parish Plan.

**d. Youth Panel:** In the absence of Cllr. Mrs Macdonald there was no report.

**e. East Peckham Primary School**

In the absence of Cllr. Mrs Macdonald there was no report, it was however noted that the 2009 recipient of the Parish Council sponsored Primary School Citizenship award was Joseph Hilder.

**f. East Peckham Playing Fields Committee**

**(i) 2009/10 PC Grant: Information as at 30.06.09**

It was noted that the position was as follows:

2009/10 Grant	£11,897
Less Expenditure	£3,469
Less adjustment in lieu of rent	£1
<b>Balance of 09/10 grant</b>	<b>£8,427</b>

**(ii) EPPFC Financial statement as at 30.06.09**

A statement was provided, summarised as follows:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£2,695

2009/10 Expenditure		£12,319
Deposit Account Interest		£0
Balance	Credit Account	£11,139
	Deposit Account	£13,442

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

**(iii) Other Matters**

Attention was drawn to the following:

- Three additional items of fitness equipment would be installed shortly, one would be provided free of charge by the installation company and one each would be funded by a KCC member's grant and the EPPFC. It was noted that an advisory notice had been installed advising that the equipment was intended to be used by the over 14's.
- Community Payback was continuing to decorate the sports hall. It was noted that as the redecoration of the changing rooms might not be done in time for the start of the new football season the work would probably be put on hold until 2010.
- The play equipment had recently been inspected by ROSPA.
- The post installation inspection had recently been carried out in respect of the new junior play equipment.

**g. Allotments**

**(i) Report of meeting between the Allotment Panel and the Allotment holders held on 05.07.09**

Cllr. Gardner reported and drew attention to the following:

- There were a good number of allotment holders present.
- The allotment site was looking good with all plots being worked.
- There were no vacant plots.
- A number of allotment holders had asked if they could erect sheds on their plots. Following a discussion, it was:  
**RESOLVED:** That whilst members were not agreeable to the erection of sheds there was no objection to each allotment holder providing at their own expense a small lock up tool box provided it was of a standard size and shape agreeable with all allotment holders.
- An allotment holder wished to trial for one season the use of a small polytunnel on his allotment. Members felt that the use of polytunnels by one allotment holder would set an adverse precedent for the allotment site and would be contrary to the parish council's views on the use of polytunnels albeit on a much large scale elsewhere. Following a discussion, it was:  
**RESOLVED:** That advice would be sought from KALC prior to any permission being granted for the use of polytunnels.

**(ii) 2009 Review of Allotment Rents**

The following were noted:

**a. Review of Expenditure for 2008/09**

Total Received in allotment rents	£536
Expenditure	£2,155
(includes allotment fence £1,800, £1,500 of which had been included in the 2008/09 precept)	
2009/10 prepayment	£272

- b. **Review of Expenditure for 2009/10**
- |   |      |
|---|------|
| Prepayment B/F from 2008/09             | £272 |
| Plus Anticipated income                 | £550 |
| Less anticipated 2009/10 prepayment     | £275 |
| Less expenditure to date                | £30  |
| Less Anticipated expenditure to 31.3.10 | £517 |
| Balance                                 | £0   |
- c. Rents were currently £18 for a large plot (2 smaller plots) and £13.50 for a small plot. It was noted that the last increase occurred in 2008/09.

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

**RESOLVED:** That allotment rents would remain unchanged for 2009/10. It was further resolved that any vacant plots arising from the annual rent renewal process would be offered in the first instance to those on the waiting list.

10. **TMBC: Parish Partnership Panel**

It was reported that the next meeting would be held on 10 September 2009 and that the PC had been asked for details of any agenda items. Following a discussion, it was:

**RESOLVED:** That the date of the meeting be noted. There were however no items which the PC wished to place on the agenda.

11. **The Hop Farm Festival: Post Festival Debate**

A discussion took place with regard to the recent Hop Farm Festival. Attention was drawn to the following:

- Whilst it was clear that there had been some complaints their number was not significant. Most residents when spoken to about the event had experienced no problem and were more concerned about disruption caused during War and Peace week.
- The event had been professionally managed and had by and large been trouble free.
- There had been good liaison between the festival organisers and the Parish Council.
- Noise emanating from the venue had been worse on the Sunday
- There had been no reported police or highways issues giving cause for concern
- In view of the fact that the event was on a much smaller scale to that originally planned there remained the same concerns over a larger event with a 53,000 capacity audience. It was doubtful that a much larger event would be as trouble and problem free.
- Entertee would be asked for their festival plans for 2010 and the number of crime, health and safety and traffic management issues which had arisen from the festival.

12. **KCC**

a. **2009/10 Small Communities Capital Grants**

It was reported that the funding stream was open for applications. It was noted that the deadline for applications was 13 September 2009.

b. **The Kent Alcohol Strategy Consultation**

The consultation documentation was **RECEIVED AND NOTED** with interest. Following a discussion, it was:

**RESOLVED:** That it would not be necessary for the PC to comment.

13. Finance

a. **Bank Reconciliation as at 30.06.09**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30.06.09 the balances held were; Current Account £250, Reserve Account £72,658 and Capital Account £13,812.

b. **Budgetary Control Statement as at 30.06.09**

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

c. **Completion of 2008/09 Audit**

It was reported that the 2008/09 Audit had been concluded and that DA had certified the Annual Return for the financial year ended 31 March 2009. The report from DA stated *'On the basis of our review, in our opinion the information contained in the Annual Return is in accordance with the Audit Commissions requirements and no matter have come to our attention giving cause for concern that relevant legislation and requirements have not been met.'* The Clerk confirmed that she had posted the conclusion of audit notice on the PCs notice board.

d. **2009 KCC Members Grant**

It was reported that County Councillor Long had agreed in principal a grant of £2,000 towards additional fitness equipment. County Councillor Long suggested that it would be an easier application process if the claim was submitted by the PC. Following a discussion it was proposed by Cllr. Crawford, seconded by Cllr. Gardner and:

**RESOLVED:** That the PC would submit the application

e. **East Peckham Methodist Church: Request for financial assistance**

It was reported that a request for financial assistance had been received from the Methodist Church who wished to install a hearing loop at the Curran Hall, which had been anticipated to cost in the region of £2,000. The Clerk was able to confirm that she had asked the Methodist Church for additional information including, the amount of funding the Methodist Church was looking for from the Parish Council, the amount that the Methodist Church would be contributing towards the project and whether the Methodist Church had approached anyone else for funding such as other regular uses, charities, KCC, TMBC and the Methodist Authorities. The Methodist Church had been advised that the Parish Councils 2009/10 S136 allocation to halls and opens spaces had already been allocated but if the Parish Council was minded to offer some financial assistance this current financial year it would be towards year end when it would be easier to determine whether or not any unspent funds could be made available and that whilst it was likely that the Parish Council would want to contribute towards the project, the Parish Council could not be expected to fund the project outright. It was noted that no response had been received from the Methodist Church. Following a discussion, it was:

**RESOLVED:** That pending a response from the Methodist Church no further action would be taken.

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

**Receipts**

19.06.09	Allianz Cornhill – bus shelter insurance payout	£1,473.50
30.05.09	Compensation	£250.00
30.06.09	Nat West Interest	£12.84
<b>Total</b>		<b>£1,736.34</b>

**Automated payments**

07.06.09	*EDF Energy Sports Hall Electric Supply 2009/10	£510.00
07.06.09	*British Gas Sports Hall Gas Supply 2009/10	£137.00
<b>Total</b>		<b>£647.00</b>

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

Mrs K Bell	Clerks Salary July/August 09	
	plus expenses	£2,391.74 Chq 2982
	less Deductions	/2983/2984
Royal Mail	Postal redirection (temporary)	£15.50 Chq 2985
EP Primary School	Bridge over the Stream Proceeds	£500.00 Chq 2986
PFL	09/10 Streetlight Maintenance	£586.50 Chq 2987
EP Methodist Church	Hall & Office hire	£355.11 Chq 2988
Headland Garden Svcs	Village & Churchyard grass cutting	£852.50 Chq 2989
Audit Commission	08/09 Audit Fee	£460.00 Chq 2990
EDF Energy	09/10 Streetlight energy	£674.03 Chq 2991
Kent Grassland Services	*Playing Field Maintenance	£506.00 Chq 2992
Ordnance Survey	Map copying licence fee	£62.96 Chq 2993
Mr N Stephens	09/10 Allotment Ground Rent	£30.00 Chq 2994
KALC	Training Fees	£218.00 Chq 2995
Mrs K Bell	Recess float	£50.00 Chq 2996
Mr P Hartley	Litter Warden Salary: July/August 09	£144.00 Chq 2997
<b>TOTAL</b>		<b>£6,846.34</b>

\*Denotes charged to the Sports Hall PC Grant

**14. Correspondence**

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

- a. Local Gov.co.uk: e bulletins dated 24.06.09, 26.06.09, 02.07.09
- b. Kent Police: Policing Kent 2009/12
- c. Government Computing: Magazine (July/August 09) – Passed to Cllr. Poole
- d. Product Information:
  - (i) Travis Perkins
  - (ii) Arien (Notice boards)
  - (iii) SMP (Play equipment)
  - (iv) Bosch
  - (v) Sovereign (Play Equipment)
  - (vi) J Parker (Bulbs and plants)
- e. TMBC
  - (i) Summer Playscheme 2009
  - (ii) Activate 2009
  - (iii) Y2 Crew 2009
  - (iv) Register of Electors: Notice of Alterations (May & June 2009)
- f. HM Revenue & Customs: Employer Budget Pack 2009
- g. Information Commissioner: Tick Tock tool pack
- h. Village SOS: Big Lottery & BBC1 Funding Opportunity
- i. COMMA: The Community Aggregates Fund 2009-2010

- j. NHS WK: Commissioning with the Voluntary Sector – Invitation to meeting to be held on 23.07.09
- k. Funding Requests (Deferred until February 2010)
  - (i) Hospice in the Weald
  - (ii) Vitalise
- l. Kent Association of Local Councils
  - (i) Parish News (June 2009) – copied to members
  - (ii) Charles Arnold Baker – Author of Local Council Administration: Obituary notice
  - (iii) Local Council Administration: Eighth edition
  - (iv) Notice of Area Committee meeting held on 18.06.09
  - (v) Councillors Information Day 29.06.09
- m. NALC
  - (i) Local Council Review (Summer 2009)
  - (ii) Annual Conference & Exhibition information
  - (iii) Leadership Academy for Parish & Town Councillors September 2009
- n. Kent Men of Trees: Arbour Summer 2009 (Passed to Cllr. Shead)
- o. Commonwork: Information on local heritage events
- p. East Peckham Primary School: Weekly Times (12.06.09)
- q. KCC
  - (i) Trading Standards Alerts
  - (ii) Guided Walk Information
  - (iii) Explore Kent (Spring 2009) – Passed to members
  - (iv) Kent Design Awards 2009/10
  - (v) Close Encounters Competition for Kent residents
- r. Environment Agency
  - (i) SE River Basin District Newsletter
  - (ii) Watercourse Maintenance - copied to members
- s. Equality & Human Rights Commission: Public Sector Equality Duties
- t. Clerks & Councils Direct
  - (i) Issue July 2009
  - (ii) Subscription information
- u. Hadlow Parish Council: Change of Clerk notification
- v. ACRK
  - (i) Rural News (May 2009)
  - (ii) Funding Buddies (Extract from recent edition of Oast to Coast copied to members)
  - (iii) Quality Standards Scheme for Village Halls
  - (iv) Parish Plan & Small Projects Grants for East Kent
  - (v) Oast to Coast (Summer 2009)
- w. ESF Community Grants: SE Region – Information

- x. SLCC
  - (i) National Executive Elections
  - (ii) 35<sup>th</sup> National Conference 2009
  - (iii) Deals for Members information
  - (iv) CPD & Regional Conference Programme 2009
- y. Local Councils Update (July 2009)
- z. The Clerk (July 2009)
- aa. DIS: June 2009
- bb. Hospice in the Weald:
  - (i) Fundraising information
  - (ii) News Summer 2009

**15. Matters for future Discussion**

Attention was drawn to the following:

**Men of Trees**

Cllr Shead asked when the Kent Men of Trees would be carrying out this year's judging of the village trees. As the Clerk had not been advised of the judging process she would refer the matter to Kent Men of Trees.

**BVFG Competition Judging**

Cllrs. Shead and Street announced that the judging of this year's competition would take place during week commencing 27 July 09.

**16. Parishioners Question Time**

**a. Correspondence from Parishioners**

Attention was drawn to the following:

- One complaint had been received from a resident expressing annoyance at noise emanating from the Hop Farm. Pre War & Peace noise. The matter had been referred to TMBC and The Hop Farm.
- One complaint had been received regarding overgrown footpaths. The matter had been referred to KCC PROW.
- One complaint had been received regarding overflowing litterbins. The matter had been referred to TMBC.
- One resident had advised of a faulty streetlight. The matter had been referred to PFL who had speedily rectified the fault.
- One resident had requested the removal of the litterbin in the alleyway leading from Orchard Road to Crown Acres. The matter had been referred to TMBC who had agreed to relocate the litterbin shortly.
- One complaint had been received regarding rubbish and dog mess on the footpath between Marvillion Court and the Playing Fields. The matter had been referred to TMBC.
- One resident had complained about blocked footpaths during the Hop farm Festival. The matter had been referred to The Hop Farm and KCC PROW.

**b. Questions from Parishioners**

Attention was drawn to the following:

- A resident reported that the Village Hall was hosting an ACRK conference during October and it was therefore vital that directional signage was in place by then.

The resident was informed that KHS were actively assessing the matter but they would be advised of the urgency of the situation.

- A resident drew attention to the dilapidated condition of the school notice board in Pound Road. The resident was informed that as the notice board was neither owned by nor located on land owned by the Parish Council the school would be asked to repair, renew or remove it.
- A resident questioned the proposed locations of the bus shelters in Old Road. The resident was advised that a site inspection would be carried out with the installation company to determine suitable sites and that once these had been identified residents would be consulted.

**17. Date of Next Meeting:** 21 September 2009

There being no additional business, the meeting concluded at 22.15 hours.

**18. In Committee (Confidential Minute book Refers)**