

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.30 HOURS ON MONDAY 15 DECEMBER 2008

PRESENT: Cllrs: Bearman, Crawford (Chairman), Crowley, Gardner, Gress, Poole, Shead & Street

ALSO PRESENT: Mrs. K Bell (Clerk)

APOLOGIES: Cllrs. Ireland, Mrs. Macdonald & Mrs. Relf
Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs Crowley and Gress declared interests in items 9g and 9f.

2. **County Councillors Report**

Mr Long reported and drew attention to the following:

- Asked the PC to forward to him a copy of the next KHS report and to highlight the issues, which the PC felt, should be regarded as top priority.
- Informed members that he would be opposing the appeal, which had been lodged by The Hop Farm against the refusal of TMBC to grant a licence for a music festival.

3. **Borough Councillors Report**

Mrs Holland reported that TMBC was receiving less money through fees and charges.

Mr Rogers reported that he was coordinating a group of residents with assistance from some residents in a professional capacity with the purpose of consolidating the points of views which would be conveyed to Magistrates at the Appeal hearing following the appeal lodged by The Hop Farm against the refusal of TMBC to grant a Music festival licence.

4. **Policing**

The village PCSO was present; he drew attention to the following:

- He would only be covering East Peckham and Golden Green.
- He was aware of two recent RTAs, which had occurred by The Harp PH and was liaising with his police colleagues on the issues.
- Recent incidents which included, 4 thefts at Somerfield, 1 attempted burglary, 1 report of criminal damage, a motor vehicle theft and the theft of two sets of vehicle number plates
- The police were now keeping a record of all RTA call outs.

5. **KCC Community Warden**

The temporary Community Warden was present; he drew attention to the following:

- A permanent replacement warden was due to be appointed in the New Year.
- He was aware that dog fouling posed a particular problem within the village and was keen to work with the Primary School and the Library and run a promotional campaign to help alleviate the situation.

6. **The Hop Farm: Appeal against decision of TMBCs Licencing Panel to grant a new premises licence: To receive, consider and approve information**

It was reported that TMBC had been advised that the Parish Council was deeply concerned about the impact any activity held at The Hop Farm had on the village and as interested party the Parish Council would represent the views expressed by some of the residents of the village who were opposed to the appeal, which had been submitted by The Hop Farm. Cllr. Crawford read to the meeting the letter that had been sent to TMBC in which the PC had informed TMBC of its intentions and reasons for doing so. It was noted that TMBC had been advised that Cllr. Crawford would be attending the appeal hearing and wished to speak on behalf of the Parish Council and residents of the village.

7. **Parish Council
Minutes**

a. **Publication of Draft minutes on the website**

Following a discussion, it was:

RESOLVED: That in accordance with best practice principles, the draft minutes would be published on the website as soon as they were available. The minutes would be warn readers that they were in draft form and therefore subject to change until formally approved by the PC.

b. **Minutes of the meeting held on 17 November 2008**

Following a discussion, it was

RESOLVED: That the minutes of the meeting, which had been copied to members be approved and signed by the Chairman.

Matters Arising

Minute 3b, Nat West Bank

It was reported that a new Business Manager had taken over the case and that the outstanding matters should be resolved shortly.

Minute 3b, East Peckham War Memorial Renovation

In response to the concerns expressed by the Diocese, the Clerk had referred the matter back to Burlite who had provided the following feedback:

- As additional names and possibly amendments needed to be added, the memorial stone was not large enough to be sanded down and re-cut.
- The use of bronze plaques on other memorials within Kent had been used without any problems.
- Burlite was of the opinion that other stonemasons would offer the same advice and that whilst desirable for the diocese to be happy with the renovations, the renovations works could proceed without their approval.

It was noted that the Diocese had been informed and had been invited to comment.

Minute 8b(ii), 2009/10 Village & Churchyard Grounds Maintenance

It was reported that Headland Garden Services had accepted the contract.

Minute 8c (i), Donation to Tonbridge Crime Prevention Panel

It was reported that a letter of appreciation had been received from the Panel together with the assurance that the Panel would consider how best to spend the money and would ensure that where possible crime prevention initiatives were planned for East Peckham. It was noted that three other Parish Councils had responded to the Panels request for funding and each had contributed £50.

Minute 10, Guest Speaker at the 2009 Annual Meeting

It was reported that Mr Philip Beddoes, TMBCs Chief Environmental Health Officer had confirmed his availability to attend the Annual Meeting as the Guest Speaker. It was also noted that a representative from The Dog Trust was also keen to attend and explain more about the organisation and the benefits it offered to dog owners.

Minute 11a(i), Litterbins situated at the corner of Westwood Road/Addlestead Road and near Golding Gardens

It was reported that TMBC would concur with the PCs decisions. It was believed that TMBC was in the process of reviewing its bin emptying contracts.

- c. **Standing Orders: Annual Review**
It was reported that the Standing Orders had last been revised in January 08. Following a discussion, it was:
RESOLVED: That as KALC had confirmed that there had not been a recent update, no amendments were required.
- d. **Financial Procedures: Annual Review**
It was reported that the financial Procedures had last been revised in January 08. Following a discussion, it was:
RESOLVED: That as KALC had confirmed that there had not been a recent update, no amendments were required.
- e. **Risk Assessment: As At 30 November 08**
The information, which had been prepared by the Clerk and copied to members, was **APPROVED**
- f. **Village CCTV**
Cllr Poole reported that the CCTV equipment was working well.
- g. **Installation of Village Bus Shelters**
Attention was drawn to the following:
- KCC had verbally confirmed that the S50 Licence had been granted and that written confirmation would be received shortly.
 - The bus shelters were due to be installed on 19 December 08.
- h. **Christmas Festivities: Report on events held on 08 December 08**
Attention was drawn to the following:
- The Christmas events went well and were well attended. The PC now had a good foundation upon which to work on for the 2009 Christmas events.
 - Cllr. Bearman was thanked for his hospitality in providing the venue for festive refreshments.
 - Thanks were also extended to Cllrs. Gress, Poole and Shead for their work in putting up the Christmas tree and to Cllr. Street and the Clerk for coordinating the festive events.
 - A nighttime walk of the village would be carried out in order to assess where additional Christmas lighting was needed.
- i. **Freedom of Information: To consider & approve new regulations**
It was reported that the FOI came into force at the beginning of 2005 and encouraged greater openness and transparency across the whole public sector. Members were advised that the existing Publication Scheme expired on 31 December 08 and the PC was required to approve a new Publication Scheme. To this end, the ICO had produced a Model Publication Scheme that must be adopted by all public sector organisations from 01 January 09. It was noted that the model scheme could be adopted without modification and such adoption required no further approval of the ICO. It was further noted that once adopted the scheme would be valid until further notice. Following a discussion, it was:
RESOLVED: That the Model Publication Scheme would be adopted and would be publicly available from 01 January 2009.

j. **Comma Fund application for Older Children's Play Equipment**

It was reported that the application had been unsuccessful. The Clerk informed members that she had written to ACRK and hoped to receive some feedback as to:

- Why the application was unsuccessful, whether there was anything specific which let the application down, and
- If the project was sound what could be done to improve the quality of the application so that it would stand a greater chance of success in the future

k. **Minute 3b, Community Payback Scheme**

It was reported that Cllr Crawford, the Clerk and representatives from the Scout Group and EPPFC had met with a representative from Kent Probation Service to discuss various village projects, which could be carried out under the scheme. The outcome of which was as follows:

- With effect from 04.01.09, the EPPFC would have a crew each Sunday to carry out redecoration works to the Sports Hall
- With effect from 08.01.09, the PC would have a crew each Thursday to carry out village litter picking
- The Scout Group would be allocated a crew in the spring for some outside maintenance work.

Following a discussion, it was:

RESOLVED: That members welcomed the Community Payback Scheme and hoped that there would be a positive impact on the village.

8. **Planning Committee:** Minutes of the meetings held on 17 November 08 and 01 December 08

RESOLVED: That the minutes which had been copied to members be **RECEIVED, NOTED & APPROVED**

9. **Groups & Organisations**

Reports were received as follows

a. **Community & Police Working Group**

Attention was drawn to the following issues, which arose out of a recent meeting:

- Russett Homes had joined the COPWG.
- Speeding on Hale Street and the use of the road by HGVs.
- PC Andy Sergeant had completed a course on operating a speed gun. If there was sufficient interest from prospective volunteers, it might now be possible to introduce Speedwatch into the village.
- Snoll Hatch congestion. TMBC would implement some parking restriction on the bend.

b. **Tonbridge & Malling Community Safety Partnership (Formerly Tonbridge & Malling Crime Reduction Partnership)**

Cllr Street reported and drew attention to the following:

- The next meeting would be held in the New Year.
- A crime prevention event was being held in Aylesford in the near future.

c. **Parish Plan**

Cllr Street reported and drew attention to the following:

- Good progress was being made.
- Members were encouraged to complete their articles at the earliest opportunity.

d. **Youth Panel**

In the absence of Cllrs. Mrs Relf and Mrs Macdonald there was no report.

e. **East Peckham Primary School**

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

f. **East Peckham Playing Fields Company**

(i) **2008/09 PC Grant: Information as at 30.11.08**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that the position was:

2008/09 Grant	£11,330
Less Expenditure	£6,949
Less adjustment in lieu of rent	£1
Balance of 08/09 grant	£4,380

(ii) **Report from representative from the EPPFC**

• **Finance**

A statement of the accounts for 08/09 was provided, summarised as:

Balance at 31.03.08	Credit Account	£9,850
	Deposit Account	£20,066
2008/09 Income at 30.11.08		£9,713
2008/09 Expenditure at 30.11.08		£8,159
Deposit Account Interest		£236
Balance at 31.10.08	Credit Account	£11,404
	Deposit Account	£20,302

• **Other Matters**

- In response to a request for salt/grit to be put on the path outside the school during icy conditions, the EPPFC was prepared to purchase the salt/grit provided the school caretaker could put it on the ground when needed.
- Motorbikes being used on the Playing Fields. It was noted that the EPPFC were in discussions with the police and that the offenders were not believed to be local.
- An overgrown root from a tree, which was potentially a trip hazard. TMBCs Tree Officer would be asked to liaise with the EPPFC on this item.

g. **Allotments**

Following a discussion, it was:

RESOLVED: That the allotment holders request for a shed/container store and the possible Adopt a Garden Scheme would be discussed at the next meeting.

10. **Medway Valley Countryside Partnership: Riverside Walks Project**

It was reported that the interpretation board would be installed shortly and that it would be of a lectern style design. It was noted that the PCs suggested amendments would be included in the revised wording on the interpretation board.

11. **Communities & Local Government - Communities in Control: Real people, real power: Codes of conduct of local authority members and employees**

The document was circulated to and perused by members. Having considered the contents of the document in great detail, it was:

RESOLVED: That although the document was noted with interest no comments would be submitted.

12. Finance

a. **Bank Reconciliation as at 28.11.08**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 28.11.08 the balances held were; Current Account £250, Reserve Account £85,074 and Capital Account £13,787.

b. **2009/10 TMBC Funding to Parish Councils**

It was reported that a letter had been received from TMBCs Chief Executive in which he outlined the impact the global financial crisis and recession was having upon TMBCs finances. TMBC was experiencing a substantial reduction in its income streams and faced a financial crisis of its own. To put this into context, the actual sum earned in interest on investments in 2007/08 was £1.8m, for 2009/10 the projected interest was £890k. Offsetting this reduction of almost £1m TMBC was to receive an increase of Revenue Support Grant of just £32k for 2009/10. Furthermore the Government has insisted that it will not allow rises in council tax greater than 5% which would equate to circa £375k thus there was a gaping hole in TMBCs finances which could only be addressed by reducing expenditure across the board. TMBCs cabinet had accepted officer recommendations that apart from a modest contingency sum all planned capital expenditure not already committed would be deleted from future spending plans for the foreseeable future. It was noted that TMBC was working on developing options for what could only be described as emergency reductions in TMBCs revenue budget and the cabinet had decided that although it would honour the commitment to increase its revenue support to PCs by 0.5% next year it could not afford to continue to make Special Works Project grants. This meant that for 2009/10 the PC would receive £12,621 an increase of £63 on the amount received for 2008/09. The cabinet recognised that there might be some very special circumstances that could exceptionally justify a Special Works Grant being made. It was emphasised that TMBC was not closing the door to future capital assistance to PCs, if its finances recovered sufficiently but it was likely that these would be judged on their individual merits rather than there being an assumption that TMBC would assist each and every PC. It was noted that the Clerk had sent a qualifying letter to the Chief Executive in support of the Special Works Application, which had been submitted in respect of the older children's play equipment. Following a discussion, it was:

RESOLVED: Following the final determination of the Special Works Applications by TMBC, consideration would then be given to the utilisation of the 2008/09 S136 fund of £6,495 which had been allocated by TMBC specifically towards village halls and open spaces. It was noted that in addition to the two projects, which had been submitted to TMBC namely older children's play equipment and repairs to the footway at holy Trinity Church, the East Peckham Methodist Church had also written to the PC seeking financial assistance towards emergency repairs to the toilets in the Old Church Hall.

c. **2009/10: Consideration of budgetary requirements**

(i) **Village Sign: Renovation works as possible project**

It was reported that a quotation had not yet been received. It was agreed that the quotation when received would be included within the 2009/10 draft budget for member's consideration at the meeting of the Finance Committee.

(ii) **2009/10 Footway Lighting Maintenance**

It was reported that 4 quotations had been received with details as follows:

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Ringway (Recommended by KCC)

£2,757 p.a

Quotation included basic maintenance of the existing lighting stock and did not include any external or third party damage, EDF costs or replacement costs.

PFL Electrical (Recommended by KCC and TMBC and used by a number of local Parish Councils)

£3,060 p.a.

Fully inclusive of all basic maintenance requirements, including lamps, ballast ignitors, capacitors, lamp holders, fuses, base wiring, Nema sockets and photocells. In addition a monthly night patrol was available at an additional charge of £125 per visit.

PFL were also able to provide a responsive contract whereby each response was £45 and materials were charged as follows:

Lamps	£29.00 each
Photocells	£19.00 each
Control Gear	£25.00 per set

Ditton Electrical Contracts Ltd (Village based company)

£3,480 p.a.

Quotation included:

- Weekly patrol of each of the footway lighting units
- Luminair cleaned once per annum
- Annual bulk lamp change
- Replacement of any failed components within luminair excluding photocells
- Disposal of lamps and control gear in compliance with WEE guidelines

Quotation excluded the following, which were available at an additional cost

- Photocells @ £24.50 each
- Repainting of luminair and or column
- Testing and certification of individual luminary installation at a cost of £33 each

Lyons Electrical (Recommended by TMBC)

£4,500 p.a.

Quotation included

- Weekly patrol of lighting units
- Repair of lighting units including replacement lamps, photocells and ballast as picked up during works or reported by Parish Council
- Replacement lanterns, columns, mounting brackets.

Excluded replacement lanterns, columns, mounting brackets, supply authority works

The quotations were considered carefully, following which, it was proposed by Cllr Poole, seconded by Cllr. Shead and:

RESOLVED: That the 2009/10 Footway Lighting Maintenance Contract would be offered to PFL Electrical.

(iii) **To consider & confirm items for inclusion in the precept and PC projects for 2009/10**

Following a discussion, it was:

RESOLVED: That provisions for existing projects (if additional funding was required), an additional two bus shelters and the renovation of the village sign would be made within the 2009/10 draft budget for member's formal consideration at the meeting of the Finance Committee.

d. **Community Payback**

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

RESOLVED: That eight litter pickers, eight pairs of gloves and a supply of refuse sacks would be obtained for the Community Payback litter picking crew.

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

Receipts

05.11.08	(S26) Allotment receipts	£13.50
07.11.08	(S101/111) TMBC Special Works Grant	£4,967.00
07.11.08	(S111) Refund of VAT	£1,014.60
21.11.08	(101/111) TMBC S136 2 nd half	£6,279.00
TOTAL		£12,274.10

Automated payments

06.11.08	(S19) *EDF Energy Sports Hall Electric Supply 2007/08	£11.00
24.11.08	(S19) *British Gas Sports Hall Gas Supply 2007/08	£75.00
Total		£86.00

The following payments are to be approved (includes VAT where applicable)

Royal British Legion	(S137) 08/09 Donation (approved Nov 08)	£90.00 Chq 2870
Mrs. K Bell	(S112) Clerks Salary – December 08	£1,078.51 Chq 2871
	Plus expenses less deductions	/2873
Mrs K Bell	(S111/144/142) Christmas festivities events	£162.34 Chq 2871
		/2873
Davis of Sevenoaks	(S111/144/142) Christmas festivities – Printing services	£10.00 Chq 2872
Inland Revenue	(S112) Salary deductions & employers NI	£997.29 Chq 2874
EDF Energy	(S10) Streetlight maintce. 08/09	£350.76 Chq 2875
EDF Energy	(S10) Streetlight energy 2007/08 Underpayment & 2008/09	£1,094.57 Chq 2876
Headland Garden Svcs.	(S124/111/101) 2008/09 Village & Holy Trinity Churchyard Maintenance	£406.25 Chq 2877
Sweepclean (Kent) Ltd	(S137) Litter Clear – November 08	£88.13 Chq 2878
KCC	(S19) * Sports Hall supplies	£109.75 Chq 2879
SLCC	(S112/111/) 08/09 Membership	£133.00 Chq 2880
Hills Office Services	(S111) Office equipment maintce.	£74.75 Chq 2881
Kingswood Christmas Trees	(S111/144/142) Village Christmas tree	£98.12 Chq 2882

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Tonbridge Crime Prevention Panel	(S137) 08/09 Donation (approved Nov 08)	£50.00 Chq 2883
Eton Electrical	(S111/144/142) Christmas Lights Electrical work	£1,381.84 Chq 2884
BT	(S111) Parish Office telecom	£172.66 Chq 2885
Merry Boys	(S111/144/142) Christmas festivities	£89.60 Chq 2888
TOTAL		£6,387.57

*Denotes charged to the Sports Hall PC Grant for 2008/09

13. Correspondence

It was reported that the following items **HAD BEEN RECEIVED**:

- a. DisExtra: Issues 696 (10.11.08) & 697 (24.11.08) & 697 (24.11.08)
- b. Local Gov.co.uk: e bulletins dated 14.11.08, 28.11.08, 02.12.08 & 04.12.08
- c. Kent Association of Local Councils
 - (i) Parish News: November 08 – copied to members
 - (ii) Agenda in respect of Area Committee Meeting held on 11 December
- d. Product & Service Information:
 - (i) Demelza House
 - (ii) Gardening Service from members of vulnerable care group
 - (iii) Littlethorpe of Leicester: Bus Shelters
 - (iv) Groundwork: Environmental Regeneration Charity
- e. KCC: TS Alerts (Forwarded to members via email)
- f. TMBC
 - (i) Parish Charter: Notification of formal adoption by TMBC
 - (ii) 2009 Register of Electors: Notification of availability (emailed to members)
 - (ii) Notification of forthcoming mayoral events: Information placed on PC notice board
- g. Government Computing Magazine (December 08): Passed to Cllr Poole
- h. NALC: Annual Report & Accounts 2007 - 2008
- i. CPRE
 - (i) Kent Voice (Autumn 2008)
 - (ii) Fieldwork (December 2008)
- j. English Rural Housing Association: Annual Report
- k. J Clubb Ltd: 2009 Calendar
- l. Action with Communities in Rural Kent
 - (i) Oast to Coast (autumn 2008)
 - (ii) Notification of Address change
- m. Linton Parish Council: Information received regarding boundary marker project
- n. Kent Fire & Rescue Service: Integrated Risk Management Plan 2009/10
- o. Natural England: Hedgerow trees – Answers to 18 common questions

- p. Farming & Wildlife Advisory Group: Magazine (Autumn/Winter 08) – Passed to Cllr Shead
- q. Kenward Trust: New Life Magazine (Issue 3, 2008)
- r. Age Concern Malling: Venue for a Poppin Club for East Peckham (Forwarded to EPPFC)
- s. Medway Valley Countryside Partnership
 - (i) Giant Hogweed (Information)
 - (ii) Promotional information regarding the organisation
 - (iii) River Walks: 5 walks that link the Medway Valley between Maidstone and Tonbridge
- t. Kent Men of Trees: Arbor (Autumn/Winter 2008) – Passed to Cllr Shead

14. Matters for future Discussion

- a. Cllr Poole
Drew attention to the following:
 - An artic trailer that had been parked in The Freehold. The situation would be monitored.
 - On checking the sandbag store it had been ascertained that the sandbags had been stored on pallets. TMBC had been advised and asked to provide a risk assessment for the safe unloading of the sandbags.
 - A faulty streetlight at 79 Old Road. The Clerk confirmed that EDF Energy had been informed.
 - Cllr. Irelands photograph had not been loaded onto the website.
 - Requested that a letter be sent to Mr Milstead thanking him for the use of his premises for the Christmas tree energy supply. It was noted that Mr Milstead would be invoicing the PC for his costs.
- b. **Cllr. Gardner**
Informed members that TMBC had recently established a Public Nuisance Action Team who would be tasked to deal with issues such as dog fouling. It was agreed that further information would be obtained.

15. Parishioners Question Time

- a. **The following items of correspondence from residents were considered:**
It was reported that a letter had been received from a resident who was concerned that the streetlight at 13/15 Stockenbury was not working. A letter had been sent to the resident advising that EDF had been notified. It was noted that EDF had been asked to repair the fault as a matter of urgency.

It was reported that an additional complaint had been received from a resident regarding the Westwood Road/Addlestead Road litterbin. It was noted that the PC agreed at a previous meeting that it was not in favour of the litterbin being removed and that the resident had threatened to seek additional information under the FOI Act. It was agreed that as the resident had already been provided with all the information held by the PC and as the PC had responded fully to the concerns which had been expressed by the resident, the resident would now be advised to contact TMBC, as ultimately the responsibility for the litterbins rested with TMBC and any further information should be requested from TMBC.

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b. Parishioners Questions: There were none

16. Date of Next Meeting: 19 January 2008

There being no additional business, the meeting concluded at 20.10 hours.