

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.00 HOURS ON MONDAY 15 JUNE 2009**

**PRESENT:** Cllrs. Ms L Baseden (from item 6d), P Crawford (Chairman), J. Crowley, A. Gardner, Mrs J Macdonald, D. Poole (Vice-Chairman), Mrs. G. Singleton (from item 6d) & P. Street.

**ALSO PRESENT:** Mrs. K Bell (Clerk), County Councillor. R. Long, Borough Councillor. H. Rogers, KCC Community Wardens (M. Smith & S. MacKay), PCSO S Lister & 2 residents

**APOLOGIES:** Cllrs. B. Gress & T. Shead & Borough Councillor. Mrs. E. Holland

Cllr. Crawford opened the meeting and welcomed everyone present.

At this point in the proceedings, Cllr. Crawford suspended Standing Orders in order to bring forward item 11a, East Peckham Children's Centre and welcomed Mr. G Parkin the local Children's Services Partnership Manager and Mrs L Wickens the Head teacher of East Peckham Primary School to the meeting.

Mr Parkin thanked members for inviting him and for affording him the opportunity to advise members in person the plans for the East Peckham Children's Centre, which would consist of a purpose built building to be located within the existing land of the primary school. Mr. Parkin began by distributing information packs and stated that the Children's Centres would be a place where services could be offered to young children and their families such as childcare, health, family and support services. Mr Parkin drew attention to the following:

- The aims for the children's centre
- Staffing Issues
- How the facilities would link with the Primary School.
- The children's and families information services
- How the Children's Centre would help parents back into work or training
- How many children would benefit the services that would be provided
- The services that would be provided
- The responsibility for delivering the Children's Centre programme
- How the Children's Centre be managed and governed on the School site
- Accessibility
- The key partnering agencies in Children's Centre developments

There then followed a question and answer session. Whilst the view of members was one of support for the Children's Centre members were concerned that adequate parking for both visitors and staff was provided and that the pupils at the school were not disadvantaged. Mrs Wickens the Primary School head teacher was satisfied that the Children Centre would enhance the children's learning experience and Mr Parkin assured the PC that KCC would revisit the parking situation.

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

2. **County Councillor**

County Councillor Richard Long was welcomed to the meeting and congratulated on his re-election. Mr Long drew attention to the following:

- a. He would echo the PCs views in respect of the Children's Centre.
- b. Following the County Elections, the new cabinet and committee structure was in the process of being finalised.

3. **Borough Councillor**

Borough Councillor Howard Rogers was welcomed to the meeting. He proceeded to draw attention to the following:

- a. The recent illness of his fellow East Peckham Borough Councillor, Mrs E Holland
- b. Work was still in progress with regard to the planning application in respect of Polytunnels at Seven Mile Lane
- c. Planners were in the process of considering development at The Hop Farm.
- d. It was believed that the Hop Farm Festival would now be proceeding under the existing licence and not according to the terms of the licence, which was granted earlier this year albeit for a much larger event.

4. **Community Warden**

The new Community Warden, Ms Mackay was welcomed to the meeting. Ms Mackay advised members that she was in the process of familiarising herself with the village, establishing a visible presence and establishing contacts with other agencies.

5. **Police Liaison**

PCSO Lister was welcomed to the meeting. PCSO Lister drew attention to the following:

- a. Current crime statistics. It was pleasing to note that these were low.
- b. PC Sergeant would shortly be completing his Speed gun trainings and would then be able to undertake more speed checks within the village.

6. **Parish Council Minutes**

- a. **Minutes of the meeting of the Parish Council held on 11 May 2009 and the Extraordinary Meeting of the Parish Council held on 01 June 2009**

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

- b. **Matters Arising**

**Minute 5b, Nat West Banking Arrangements**

It was reported that following the PCs acceptance of Nat West's offer. Nat West had not yet finalised the matter within the timeframe agreed with the Financial Services Ombudsman. The Clerk confirmed therefore that she had referred the matter back again to the Financial Services Ombudsman.

**Minute 5b, Christmas Lights Energy: Refund of overcharged 2007 account**

It was reported that matter remained outstanding.

**Minute 5b, HGV Restriction on Hale Street**

It was reported that no information had been received. The matter would be pursued.

**Minute 5c, Best Village Front Garden Competition**

It was reported that Mr Ireland had produced some posters, which had been distributed village wide. It was also noted that an article would be appearing in the next edition of the Parish Magazine.

**Minute 5f, Community Payback**

It was reported that Community Payback had been asked to focus on clearing the overgrown PROWS and had painted the benches in Westwood Road. It was noted Russett Homes had provided £45 worth of Homebase vouchers, which had enabled materials to be purchased for painting the benches at no cost to the PC.

**Minute 5g, Kent Village of the Year**

It was reported that second round judges in all four categories would be making arrangements to visit the village shortly. It was noted that there had been no 'newcomer' entrant in this year's competition and therefore the judges would be asked to nominate the most innovative or useful project to award the £100 prize to.

**Minute 12f, Sports Hall Car Park Entrance**

It was reported that the barriers had been insured for the sum of £2,500 and that the insurance was effective from 18 May 2009. It was noted that as the insurance charge was less than £25 there would be no excess premium due until renewal during 2010.

**Minute 20, East Peckham Street Monitor**

It was noted that Mr Hartley, the PC's paid litter warden had become a street monitor.

**c. Installation of CCTV**

It was reported that Chroma Vision Ltd had welcomed the PC's decision and looked forward to working with the PC in respect of the village CCTV maintenance requirements. Secure Engineering whilst disappointed with the PC's decision had stated that they would welcome the opportunity to work for the PC in the future. Following a discussion, it was proposed by Cllr. Poole, seconded by Cllr. Crowley and:

**RESOLVED:** That the Contract Documentation consisting of the Annual Service Level Agreement would be signed and returned to Chroma Vision

**d. Parish Council Vacancies**

**(i) Councillor Resignations**

It was noted that Pauline Relf, Ray Bearman and David Ireland had all been thanked for their service to the village and the Parish Council. It was however agreed that in view of the longevity of Mr Bearman's service (6 years) to the Parish Council that he would be invited to the next meeting of the Parish Council to be presented with a token of appreciation.

**(ii) Co-options**

It was reported that TMBC had confirmed that, there had been no request for a parish election within the statutory period and the PC could fill the vacancies left vacant by the resignations of Mrs. Relf & Mr. Bearman by co-option. The PC would be advised shortly whether an election had been called in respect of the vacancy caused by the resignation of Mr. D. Ireland.

It was noted that there had been two applications for co-option from Ms L Baseden and Mrs G Singleton. Cllr. Crawford proposed that Ms Baseden and Mrs Singleton be co-opted onto the Parish Council the motion was unanimously agreed. Ms Baseden and Mrs Singleton then joined their new colleagues. Ms Baseden and Mrs Singleton were presented with a 'welcome pack' and both completed their Declarations of Acceptance of Office.

**(iii) Councillor Training**

It was reported that KALC would be hosting Councillors Information Days on 20<sup>th</sup> June and 29<sup>th</sup> July at Lenham Community Centre. Both Ms Baseden and Mrs Singleton expressed an interest in attending the training session on 29<sup>th</sup> July and it was agreed that the Clerk would make reservations with KALC for them to attend.

**e. KM 150<sup>th</sup> Anniversary Tree**

Attention was drawn to the following:

- The Clerk had taken delivery of the KM Anniversary Tree which had been planted in The Pound
- Whilst the PC had been thanked by the KM for its interest and enthusiasm in getting involved with the KM Community Celebrations they had made it clear that the recipients would be responsible for the costs of planting the tree. The PC had therefore incurred planting costs of £55.
- It was noted that the KM would be expecting the PC to erect a plaque and provide a photograph of the tree in due course.

Following a discussion, it was:

**RESOLVED:** That whilst members were pleased to have accepted the tree on behalf of the village would do no more for the project as costs had been incurred on tree planting which had not been made clear by KM and originally anticipated when the offer of the 'free tree' had been made by the KM.

**f. Kent Air Ambulance - Textile Bank Campaign**

It was reported that the Kent Air Ambulance were seeking venues countywide at which to site a textile bank in order to help raise fund It was noted that there would be no charge to the PC. Following a discussion, it was:

**RESOLVED:** That in view of the fact that a village textile bank could conflict **with** existing fundraising activities of some village organisations that the PC would decline the offer made by the Kent Air Ambulance.

**g. Village Bus Shelters**

It was reported that the new bus shelter had been installed and that a claim had been submitted to the insurers and an invoice would be sent to Arriva in respect of the insurance excess.

**h. Village Footpaths (PROWS)**

It was reported that the PROWS were due to be cut back by KCC in approximately 3 weeks time. It was further reported that KCC had no objection to Community Payback doing some work in between scheduled maintenance. It was noted that 2 complaints had been received from residents regarding the current overgrown condition of the PROWs and that both complaints had been forwarded to KCC.

**7. Finance Committee: Minutes of the meeting held on 18 May 2009**

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

It was noted that the Annual Return and associated documentation had been forwarded to District Audit.

**8. Planning Committee**

**RESOLVED:** That the minutes of the meetings held on 11 May 2009, 18 May 2009 and 01 June 2009 which had been copied to members be RECEIVED, NOTED AND APPROVED.

**9. Members Contact Details**

Following a discussion it was:

**RESOLVED:** That members would notify the Clerk of any required amendments. The two new members would provide the Clerk with their contact details and a revised list would then be prepared and circulated.

**10. Groups & Local Organisations**

Following a discussion, it was:

**RESOLVED:** That the representatives to serve Groups & Local Organisations for 2009/10 would be as follows:

Kent Association of Local Councils	Peter Crawford & John Crowley
Action with Communities in Rural Kent	Peter Crawford
Village Hall Management Committee	Peter Street
East Peckham Playing Field Management	John Crowley & Bill Gress
Malling Age Concern	Gill Singleton
Allotment Panel	Alan Gardner & Jenny Macdonald
Village Tree Warden	Terry Shead
Community and Police Working Group	John Crowley, Alan Gardner & Peter Street
Emergency Planning	David Poole
Parish Partnership Panel	Peter Crawford
Village Transport Representative	Peter Crawford
Multi-Agency Steering Flood Committee	David Poole
Tonbridge Crime Reduction Panel	Peter Street
Website	David Poole & Peter Street
Village Youth Panel	Lorraine Baseden & Jenny Macdonald
Parish Plan	Peter Street
School Governor	Jenny Macdonald

**11. Councillors Delivery Areas**

Following a discussion, it was:

**RESOLVED:** That Councillor Delivery Areas for 2009/10 would be as follows:

Borough Oak to Church Lane (Hale Street) incl. Hale Court & Bardsley Close	David Poole
Smithers Lane (incl. Pattenden Gardens, Hop Bine Close, Smithers Court, Hale Street (from Church Lane to Branbridges Road	Peter Street
Old Road to Rose & Crown including Strettitt Gardens & Pinkham	Alan Gardner
The Freehold (incl. Marvillion), Orchard Road & Crown Acres	John Crowley
Whitebine, Golding & Henham Gardens	Bill Gress
Fell Mead, Stockenbury, Bramley, Pippin and Russett Roads	Terry Shead
Pound Road (incl. The Old Dairy) & Snoll Hatch Road	Gill Singleton
Westwood & Drage Roads, William Luck Close, Cotman Way, Medway Meadows & Beltring Lane	Jenny Macdonald

Addlestead, Chidley Cross & Tonbridge Roads, Stilstead Farm,  
& Caysers Croft Peter Crawford

Bush Road, Bells Farm Road, Martins Lane, Stanford Lane  
Church Lane, Hatches Lane & Bullen Lane Lorraine Baseden

Seven Mile Lane (incl. Court Lodge Farm & Court Lodge Cottages, Forge Farm, Roydon Hall Road, Roydon Hall & Maidstone Road TBC

It was further **RESOLVED** that the Clerk would be advised of any amendments to these areas.

## 12. Groups & Organisations

### a. Community & Police Working Group

Attention was drawn to the following:

- The minutes of the meeting held on 02 April 2009 were available for perusal.
- The next meeting would be held on 18 June 2009.

### b. Tonbridge & Malling Crime Prevention Partnership

Cllr. Street reported that the CRP stall at the Vicarage Fete on 13 June, had been well received, and lots of useful information and advice was provided for residents.

### c. Parish Plan

Cllr. Street reported and drew attention to the following:

- Cllrs. Crowley and Poole were actively working on their contributions for the document.
- The Clerk would provide the CD of information, which was held in the office.

### d. Youth Panel

Cllr. Mrs Macdonald reported and drew attention to the following:

- She was still attempting to open up a dialogue with the Kent Youth Council.
- She was trying to set up a meeting with the village youth and begin discussions
- There was a possibility of arranging for the county outreach bus to visit the village and hopefully there would be more specific information regarding this at the next meeting.

### e. East Peckham Primary School

Cllr. Mrs Macdonald handed out copies of the latest newsletter. There was nothing further of interest to report.

### f. East Peckham Playing Fields Committee

#### (i) 2009/10 PC Grant: Information as at 31.05.09

It was noted that the position was as follows:

2009/10 Grant	£11,870
Less Expenditure	£2,335
Less adjustment in lieu of rent	£1
<b>Balance of 08/09 grant</b>	<b>£9,561</b>

#### (ii) EPPFC Financial statement as at 30.04.09

A statement of the accounts for 09/10 was provided, summarised as:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£2,390
2009/10 Expenditure		£2,134

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Deposit Account Interest		£0
Balance	Credit Account	£21,020
	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:

**Officers**

The official Secretary of the EPPFC was Mr David Ireland.

**Fitness Equipment**

The equipment had been well received and many compliments and congratulations had been received over its installation. It was noted that two additional items of equipment were due to be installed shortly.

**Advisory Notices**

Advisory notices would be displayed shortly advising users that the fitness equipment was primarily aimed at the over 14's and that the Junior Play Equipment was primarily aimed at the 7 – 14 year age group.

**Fence owned by Rainbow Pre-School**

It was reported that the fence had been safely and adequately removed.

**Sports Hall Decoration**

It was reported that Community Payback was making good progress, the hall way was now in the process of being decorated and then the crew would be moving onto decorating the changing rooms.

**Groundsman**

It was reported that Mr. Jenner had retired and that Mr. Townsend had been appointed.

**13. TMBC: Parish Partnership Panel**

Attention was drawn to the following:

- a. The last meeting had been held on 21 May 2009. Whilst a PC representative had been unable to attend the meeting, the minutes of the meeting were available for perusal. It was noted that issues discussed at the meeting had included; Older Persons Strategy, PC presentations to the PPP, Police Liaison. TMBCs Financial Position & KCC Services Update.
- b. It was noted that the next meeting would be held on 10 September 2009

**14. KCC Children's Centre for East Peckham: Consideration of PCs response**

Following a discussion, it was:

**RESOLVED:** That the PC were in principal in favour of the East Peckham Children's Centre provided KCC undertook to revise and review the parking provision for the centre both in terms of staff parking and that which was to be made available to users.

**15. Finance**

**a. Bank Reconciliation as at 31.05.09**

The information, which had been prepared by the Clerk & copied to members, was APPROVED. It was noted that as at 31.05.09 the balances held were; Current Account £250, Reserve Account £96,611 and Capital Account £13,815.

**b. Kent Tree & Pond Warden Schemes: Consideration of request for a financial contribution**

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

**RESOLVED:** That a donation of £50 would be made

**c. Kent County Playing Fields Association: Consideration of subscription request**

Following a discussion, it was:

**RESOLVED:** That a subscription would not be taken out as the benefits that could be derived from the subscription were perceived as minimal.

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

**Receipts**

01.05.09	TMBC 2009/10 s136 1 <sup>st</sup> Half	£6,306.50
18.05.09	Centenary Book Sales	£10.00
<b>Total</b>		<b>£6,316.50</b>

**Automated payments**

07.05.09	*EDF Energy Sports Hall Electric Supply 09/10	£510.00
22.05.09	*British Gas Sports Hall Gas Supply 2009/10	£137.00
<b>Total</b>		<b>£647.00</b>

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

Kent Grassland Svcs	*Playing Field Maintenance	£632.50	Chq 2957
Headland Garden Svcs	Village & churchyard grass cutting	£426.25	Chq 2958
CPRE	2009/10 subscription	£29.00	Chq 2959
Try Angle Awards	2009 Donation	£50.00	Chq 2960
Mrs K Bell	Clerks Salary June 09 plus Expenses, less deductions	£1,119.13	Chq 2961 /2963/2965
Mr P Hartley	Litter Warden Salary May & June 09	£144.00	Chq 2962 /2966
Elaine Tunbridge	Village Tree Planting	£55.00	Chq 2964
KCC (KCS)	* Sports Hall supplies	£53.02	
	Stationery	£27.30	
	Litter Clearing	£14.99	£101.65 Chq 2967
PFL	09/10 Streetlight Maintenance	£293.25	Chq 2968
NALC	DIS Subscription 09/10 &	£105.00	Chq 2699
NALC	Local Council Review Subs 09/10	£13.50	Chq 2700
	<b>Note: Chq 2953 £118.50 cancelled</b>		
Auditing Solutions	2008/09 Internal Audit Fee	£218.50	Chq 2701
Headland Garden Svcs	Village & Churchyard grass cutting	£426.25	Chq 2702
Wicksteed	Older Children's Play equipment	£17,851.49	Chq 2703
	<b>Note: Part funded by TMBC</b>		
Queensbury Shelters	Old Road bus shelter		
	Note: Insurance Claim	<b>£1,598.50</b>	<b>Chq 2704</b>
UMIDB	2009/10 Drainage Rates	£1.21	Chq 2705
Kent Grassland Services	*Playing Field Maintenance	£506.00	Chq 2706
KALC	Publication, Charles Arnold Baker:		
	Local Authority Administration	£59.00	Chq 2707
BT	Parish Office telecommunications	£154.91	Chq 2708
Inland Revenue	Salary deductions April – June 09	£930.92	Chq 2709
<b>TOTAL</b>		<b>£24,716.06</b>	

\*Denotes charged to the Sports Hall PC Grant

**16. Correspondence**

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

- a. Local Gov.co.uk: e bulletins dated 15.05.09, 21.05.09, 28.05.09, 29.05.09, & 04.06.09
- b. Government Computing
  - (i) Magazine (June 09) – Passed to Cllr. Poole
  - (ii) GC Live (June 2009): Details
- c. Product Information:
  - (i) Proludic & Records (Play Equipment)
  - (ii) Littlethorpe (Bus Shelters)
  - (iii) Swanley Town Council: Play inspection training
- d. TMBC
  - (i) Standards Committee: Minutes of meeting held on 28.01.09 together with agenda papers in respect of meeting held on 10.06.2009
  - (ii) European and KCC Elections – 04.06.09: Posters Received for display
  - (iii) Local Strategic Partnership 2009-12: Sustainable Community Strategy (Draft consultation)
- e. Kent Association of Local Councils
  - (i) Councillors Information Day – 20.06.09: Details
  - (ii) Power of Well Being: Training opportunities
  - (iii) Emergency Planning: Training opportunity
- f. East Peckham Primary School: Weekly Times (08.05.09)
- g. T & M Community Safety Partnership: Monthly Bulletin (01.06.09)
- h. KCC: Trading Standards Alerts
- i. Local Councils Update (June 2009)
- j. ACRK
  - (i) Rural News (May 2009)
  - (ii) Community Shops in Kent: Information
  - (iii) Affordable Rural Housing: Information
- k. Kent & Sussex Wildlife and Farming Advisory group: 2009 summer events
- l. ESF Community Grants: SE Region – Information
- m. Nat West: Banking Information
- n. Clerks & Councils Direct (May 2009)
- o. UMIDB: Newsletter (April 2009)
- p. KCC: Parish Website training offer
- q. Tonbridge Volunteer Bureau: Invitation to AGM to be held on 23.06.09

- r. SLCC
  - (i) Branch Newsletter (April 2009)
  - (ii) 2009 Meeting Dates
  - (iii) The Clerk (May 2009)
  - (iv) CPD & Regional Conference Programme 2009
  - (v) Summer Seminars: Details
  
- s. CPRE
  - (i) The Marsh Awards: Details
  - (ii) Fieldwork (June 2009)
  - (iii) Kent Voice (Spring 2009)
  - (iv) Kent CPRE Diary Update

**17. Matters for future Discussion**

**Attention was drawn to the following:**

- a. A pothole outside 49 Tonbridge Road. The matter would be referred to KHS.
- b. Trees in Old Road were in need of some pruning. Community Payback would be asked if they could undertake the work without damaging the trees.
- c. Kite flying with a buggy on the playing fields. Cllr Crowley reported that the EPPFC had no problem with the activity taking place and that no complaints had been received.

**18. Parishioners Question Time**

**a. Correspondence from Parishioners**

Attention was drawn to the following:

- (i) Two residents had made complaints regarding the current overgrown state of the village PROWS. It was noted that both complaints had been forwarded to KCC PROW.
  
- (ii) One resident of Old Road had complained that KHS contractors had cut his grass. The complaint had been referred to KHS
  
- (iii) One resident had complained that the Playing Field Contractor had mowed the playing fields just as the school was to finish. The complaint had been referred to the EPPFC who having spoken to the contractor was of the opinion that this was a 'one off'.
  
- (iv) Many residents had congratulated and complimented the PC and the EPPFC for the installation of the fitness equipment on the playing fields.
  
- (v) An elderly resident of Whitebine Gardens had contacted the Chairman seeking help in resolving a drainage problem. The Clerk undertook to visit the resident as see what advice or assistance could be offered.

**b. Questions from Parishioners**

- (i) A resident suggested that additional directional signage was required for the Village Hall. The matter would be referred to KHS and TMBC.
  
- (ii) A resident encouraged the PC to have a broadband facility in the Parish Office. The resident was advised that the matter was in hand.

**19. Date of Next Meeting: 20 July 2009**

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