

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 21.00HOURS ON MONDAY 20 OCTOBER 2008

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

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor Long, Borough Councillor Mrs Holland & 4 residents

APOLOGIES FOR ABSENCE: Cllrs. Ireland, Mrs Macdonald, Poole & Mrs Relf. Borough Councillor Rogers

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllr. Crowley and Gress declared interests in items 3b, 5d and 8d.

2. **County Councillors Report**

Mr Richard Long was welcomed to the meeting. Mr Long informed the council that whilst KCC had invested £50m in Icelandic banks, KCC was hoping the money would be returned and that whilst it was presently tied up it was not affecting the running of KCC. Mr Long also explained that the money had been invested six months ago under a long-term investment vehicle, which prevented it being withdrawn. It was further explained that some KCC departments might have to cut back on their expenditure and in the event that only half of the money was returned to KCC, the losses would be written off over a period of 25 years and affected only 1/1000 of KCC overall finances.

Borough Councillors Report

Borough Councillor Mrs Holland informed members that TMBC had £1m invested in Icelandic banks and also had 21 other investments.

3. **Parish Council**

a. **Minutes of the meeting held on 22 September 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.

b. **Matters Arising**

Minute 5b, Community Payback Scheme

It was reported that the T & M Crime Reduction Officer was coordinating schemes for referral to the probation service under the Community Payback Scheme. It was noted that the Clerk had referred four projects for consideration, namely the redecoration of the Sports Hall, village litter clearing, village hedge cutting and maintenance work at the East Peckham Scout Hut.

Minute 5b, Allotments

It was reported that the Allotment Holders Annual Meeting was held on 10 October 08 and had been well attended. Allotment holders expressed the desire to have a shed and an additional water point on the allotment site. These items would be for future consideration. It was noted that there were no vacant allotments and that most allotment holders had renewed their plots.

Minute 5b, Nat West Bank: No new information had been received.

Minute 5b, Medway Valley Countryside Partnership

Attention was drawn to the following:

- Following the resignation of Charlotte Curtis, Caroline Dewitt would manage the Riverside Communities Project.
- No new information had been received regarding the waymarker
- It was hoped that the PCs suggestions for including fruit growing and more historical information about East Peckham on the notice board would be possible.

Minute 5b, Summer 2008 Playscheme

It was reported that further information had been received from TMBC confirming that the attendance levels across the four weeks was as follows

Week 1	99/200	Week 2	169/200	Week 3	110/200
Week 4	109/200	Total	487/800		

Minute 5h, 2008 Front Garden Competition - Prize-Giving

The prize giving ceremony took place on 06 October 08 and was well attended. Thanks were extended to the Clerk for organising the refreshments and to Mrs Gress and Mrs Crawford for making the teas and coffees. Mrs Crawford and Mrs Gress were given flowers as a token of the PCs appreciation.

Minute 5k, Charlton Athletic: Community Event to attend a Football Match

It was reported that no tickets had been sold and the event would be cancelled if it remained under subscribed by 12 November 2008, which was when the PC would be expected to forward the ticket sales proceeds to Charlton Athletic.

c. Village CCTV

It was reported that some faults had developed with the equipment located at the Sports Hall. It was noted that the suspected faults were in connection with the USB cables and cameras and that Secure Engineering had been asked to provide a quotation for the work. It was further noted that it appeared that the cameras had not worked properly since 16 August. Members expressed the need for the equipment to be inspected regularly and it was noted that the Merry Boys equipment was inspected on a daily basis.

d. Installation of Village Bus Shelters

Attention was drawn to the following

- There had been a slight delay in applying to KCC for a Section 50 Licence. However the contractor was in the process of providing the information and the work had been scheduled to be carried out towards the end of November.
- Funding of £2,000 from KCC and £1,505 from TMBC had been obtained.
- As the net cost of the project to the PC for the two bus shelters was nil, a quotation would be obtained in respect of the possible installation of a third bus shelter to be installed on Old Road near the Rose & Crown PH.

e. 2008 Remembrance Service

It was reported that four Year 6 Primary School pupils had volunteered to read out the names and that the village churches had been asked if they would also like to nominate people from their congregations to read some names. Following a discussion, it was:

RESOLVED: That the readers must have strong, confident voices and be willing to attend a rehearsal on the Saturday prior to the Remembrance Service. If the PC were not confident that the names would be read out clearly and confidently, Cllr Crawford would read out the names.

f. **East Peckham War Memorial Renovation**

Attention was drawn to the following:

- The works had been put on hold pending the completion of the research. A new quotation would be obtained when the PC was in a position to proceed.
- The Diocese had still not formally approved the renovation works.
- The 2008/09 funding provision would be 'earmarked' within the PCs reserves at year-end.

g. **Village Sign: Possible renovation works**

Following a discussion, it was:

RESOLVED: That the matter would be considered during November/December with the possible recommendation that funding provisions be included within the 2009/10 budget for either the renovation of the existing sign or the commissioning of a new sign.

h. **Village & Churchyard Grounds Maintenance: Requirements for 2009/10**

Following a discussion, it was:

RESOLVED: That no changes would be made to the existing schedule and the Clerk would seek quotations from three contractors for consideration at the next meeting.

i. **Community Governance Review**

It was reported that TMBC had agreed to undertake a Community Governance Review in accordance with the powers contained in the Local Government and Public Involvement Health Act 2007. The review would focus primarily on an anomaly in the boundary between East Malling and Larkfield and Ditton, however, TMBC would be willing to review the number of councillors on each PC. It was noted that TMBC had a general policy that the number of councillors for each PC should at least equal the NALC guidelines and in the case of East Peckham PC the current number of councillors at 11 was 1 above the NALC recommended level of 10. TMBC did not propose including any matters relating to the size of East Peckham PC, however, should the PC wish for a reduction to be considered TMBC were to be informed. Following a discussion, it was:

RESOLVED: That no action would be taken and members were content for the PC to continue to be made up of 11 parish councillors.

j. **Footway Lighting: Consideration of maintenance arrangements for 2009/10**

It was reported that following a strategic review, EDF had decided that with effect from 31 March 2009, it would not provide public lighting maintenance services. The Clerk had written to EDF requesting a guarantee that the PCs lighting stock would be inspected prior to 31 March 09 and that all lights would either be in a working order or that EDF would undertake to repair any lights, which had been identified as faulty. Regarding arrangements post 31 March 2009, the Clerk advised members that a company known as PFL Electrical had been recommended by TMBC and KCC and also Ringway had offered to provide lighting maintenance services. The clerk confirmed that she was liaising with neighbouring PCs and had managed to negotiate a discount of PFLs normal charges by arranging for several PCs to join together in order to bulk out a contract, however, in accordance with the PCs Financial Regulations, she was in the process of obtaining quotations from three potential contactors: Following a discussion, it was:

RESOLVED: That the matter would be considered at the next meeting.

k. 2008 Christmas Lights

It was reported that subject of additional funding from the East Peckham Business Community £560 was available to spend on new lighting. The Clerk drew members attention to a company known as Blachere who were able to offer refurbished stock (with a one year guarantee) on a two for the price of one basis and although the offer would mean that an existing match for the lighting stock would not be possible the company were able to provide six 'snowflake' motifs for the price of three which would be within budget. The electrical work could then be funded either from contingency or from any donations, which were received from village businesses. Following a discussion, it was:

RESOLVED: That subject to the cost of the snowflake motifs, fixings, bulbs and carriage being less than £560 or less than £560 plus contributions from businesses, the Clerk would proceed and acquire them.

It was further **RESOLVED** that a village event celebrating the switching on of the 2008 Christmas Lights would be held during the first week of December and the East Peckham Silver Band and East Peckham Choir would be invited to participate. The details of the event would be finalised at the next meeting of the PC.

It was noted that following letters to all the businesses within East Peckham, Bearsby Removals had offered to supply boxes, transportation and storage for the Christmas lights. This offer had been gratefully received and acknowledged.

4. Planning Committee: Minutes of the meetings held on 22 September 08 & 06 October 08

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

5. Groups & Organisations

Reports were received as follows

a. Community & Police Working Group

Attention was drawn to the following:

- The Community Warden, Chloe Brooks had resigned, as she would be joining the Metropolitan Police as a PCSO. KCC had advised that appropriate temporary cover would be provided by either a member of the County Response Team or by another local Kent Community Warden until such time as a permanent warden had been appointed and trained. A letter of thanks and appreciation would be sent to Chloe for all her hard work within the village.
- The next meeting would be held in two months time.

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 take place during November 2008.
- A neighbourhood general event would be held at a superstore in Larkfield. Further details would be reported on at the next meeting.
- To reduce the theft of number plates, at key locations the police provided a service whereby number plates were securely fixed with non-removable fixings.

c. Parish Plan

Cllr. Street reported and drew attention to the following:

- Progress was being made. The document would be in its final format shortly.
- Members and the Clerk who had confirmed their willingness to contribute small articles for inclusion in the document would be asked to do so shortly.

d. **East Peckham Playing Fields Company**

(i) **2008/09 PC Grant: Information as at 30.09.08**

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	£5,684
Less adjustment in lieu of rent	£1
Balance of 08/09 grant	£5,645

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

It was reported that a funding application for £7,500 would be submitted to the COMMA Aggregates Fund to assist with the refurbishment of the Junior Play Park. It was noted that the PC would submit the application as previous applications to the fund had been turned down, possibly because they had been made directly by the EPPFC, however, ACRK had advised the PC to submit the application to them for short listing prior to the application being forwarded to ACRE. It was hoped that the remainder of the project would be financed by £7,500 TMBC (Special Works Grant item 8d refers) and a contribution of £2,925 from EPPFC Reserves.

Planting

It was reported that the EPPFC had spoken to the residents whose property adjoined the tennis courts regarding the provision of shrubbery in the void area following the removal of the Conifer trees. The residents however were satisfied with the current situation, as since the tree removal some smaller shrubs of elderberry had grown along the area and these would be trimmed by the Groundsman and maintained by the EPPFC. There was therefore no need to make an application for shrubs from the Kent Free Trees Scheme.

e. **Youth Panel:** In the absence of Cllrs. Mrs Macdonald and Relf, there was no report.

f. **East Peckham Primary School: Report from PC Governor**

In the absence of Cllr. Mrs Macdonald there was no report, however, it was noted that a new head teacher had been appointed.

6. **TMBC: Concessionary Travel Schemes**

It was reported that there had been an alteration to the times of the Concessionary Travel Scheme which now ran from 9.00 a.m. to 11.00 p.m. It was noted that passes were valid for five years.

7. **Communities & Local Government: The making and enforcement of byelaws consultation**

The consultation documentation was received with interest, following a discussion, it was:

RESOLVED: That the document would be circulated to members and discussed at the next meeting.

8. **Finance**

a. **Bank Reconciliation as at 30.09.08**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30.09.08 the balances held were; Current Account £250, Reserve Account £84,255 and Capital Account £13,787.

b. Budgetary Control Statement as at 30.09.08

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

c. Completion of 2007/08 Audit

It was reported that the 2007/08 Audit had been concluded and that DA had certified the Annual Return for the financial year ended 31 March 2008. 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. 2009/10 Special Works Applications

It was reported that the following applications had been submitted for consideration:

Holy Trinity Church Repair, renovation and widening works to the footpaths at Holy Trinity Church
Project Costs £5,873 (£1,001 to be funded by the Eat Peckham Parochial Church Council)

EPPFC Refurbishment of junior play park by providing new items of play equipment
Project costs £17,975 (£7,500 to be funded by COMMA (TBC) and £2,925 by the East Peckham Playing Field Company)

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

RESOLVED: That both applications would be supported and submitted to TMBC in the following order of priority
1st Refurbishment of the Junior Play Park.
2nd Refurbishment of the footpaths at Holy Trinity

It was further **RESOLVED** that if one or both applications failed to secure funding under the 2009/10 Special Works Scheme, it might be possible for some of the 2008/09 S136 funding to be allocated towards the projects and the allocation of these funds would be determined by the PC following TMBCs consideration of the Special Works Applications which was due to take place in January 09.

e. Village of the Year: Prize Fund Expenditure

A discussion took place on how best to use the prize fund. It was noted that the prize fund now totalled £500. Many suggestions were put forward including:

- Combining the unused prize from 2007, which had been set aside for the replanting of the Pound Road amenity land
- Putting the money towards the 2008 Christmas Lights
- Putting the money towards a 2008 Christmas Light village event
- A Parish Social Event
- Arranging for a visiting zoo to visit the village.

Following a discussion, it was:

RESOLVED: That the matter be considered further at the next meeting.

f. **T & M Crime Prevention Panel: Funding Request**

It was reported that the T & M Crime Prevention Panel had been set up to encourage the discussion and publicity for crime prevention matters within the T & M area and that the panel comprised of PC representatives, residents of the Borough, the Police, Community Wardens, Neighbourhood Watch, Kent Fire & Rescue Service etc. It was noted that the panel met every two months to discuss crime problems in the area and solutions to those problems. It was further noted that the Panel frequently arranged crime prevention events such as an Internet Awareness event and had recently distributed items such as purse chains and personal alarms. However as the Panel operated on a small budget it was seeking to become involved in more projects and had therefore approached the PC with a request for funding. Following a discussion, it was proposed by Cllr. Crawford, seconded by Cllr. Gardner and:

RESOLVED: That although members were of the opinion that the Panel was worthwhile and a lot of good initiatives arose from it, in order to consider the request for funding further, the Panel would be requested to provide additional information such as how it was currently funded, what the money was spent on and how it was proposed to spend any funds from which might be contributed by East Peckham Parish Council.

g. **Financial Transactions:**

The following transactions were **APPROVED** (includes VAT where applicable):

Receipts

Sept 08	(S26) Allotment receipts	£159.75
09.09.08	(S111/144/142) ACRK – Village of the Year Prize	£250.00
12.09.08	(S150) TMBC - 2008/09 Precept 2 nd Half	£34,097.00
29.09.09	(S111) Nat West – Interest	£464.88
10.10.08	(S26) Allotment Receipts	£207.00
10.10.08	(S142) Mrs Lawrence – Centenary Book Sales	£30.00
TOTAL		£35,208.63

Automated payments

04.09.08	(S19) *EDF Energy Sports Hall Electric 08/09	£11.00
22.09.08	(S19) *British Gas Sports Hall Gas Supply 08/09	£102.00
Total		£113.00

Cheque Payments

Mrs. K Bell	(S112 Clerks Salary – October 08	£859.65 Chq 2849/
	Plus expenses (incl. BVFG) less deductions	2850
EDF Energy	(S10) Streetlight maintenance 08/09	£350.76 Chq 2851
EDF Energy	(S10) Streetlight energy 08/09	£619.49 Chq 2852
Headland Garden Svcs.	(S124/111/101) 2008/09 Village & Holy Trinity	
	Churchyard maintenance	£406.25
	St Michaels Churchyard	£750.00 £1,156.25 Chq 2853
Sweepclean (Kent) Ltd	(S137) Litter Clear – September 08	£88.13 Chq 2854
Kent Grassland Svcs	(S19) * 08/09 Playing Field Maintce.	£517.00 Chq 2855
KCC	(S111) Parish Office stationery	£37.75
	(S19) * Sports Hall supplies	£49.94 £87.69 Chq 2856
Hills Office Services	(S111) Service & repairs to office equipment &	
	Photocopier toner and print cartridges	£508.96 Chq 2857
Information Commissioner	(S111) Data Protection renewal	£35.00 Chq 2858
EP Methodist Church	(S111) Hire of Hall & Office	£333.23 Chq 2859
TOTAL		£4,556.16

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

9. Correspondence

It was reported that the following items had been received:

- a. DisExtra: Issues 692 (15.09.08), 693 (29.09.08)
- b. Local Gov.co.uk: e bulletins dated 18.09.08, 26.09.08, 03.10.08, 10.10.08,
- c. Kent Association of Local Councils
 - (i) Notice advising of Clive Powell's resignation
 - (iii) NALC updates regarding a revised edition of Standing Orders & Chairmanship and the 2008 Pay negotiations
- d. Product & Service Information:
 - (i) Shaws: Local Council sector publications
 - (ii) Tropical Elements (Steel Band): Forwarded to EP Village Hall
 - (iii) Lumalite: Energy saving light bulbs
- e. KCC
 - (i) TS Alerts (Forwarded to members via email)
 - (ii) Kent Health Watch (Copied to members & forwarded to EP Magazine)
- f. TMBC
 - (i) Community Safety Partnership
 - Newsletter, September 08 (4 copies received passed to Cllrs. Crawford, Gardner & Street)
 - Information received regarding free event to raise awareness of scams and rogue traders
 - (ii) Parish Partnership Panel
 - Minutes of the meeting held on 11 September 08
 - Notification that next meeting of the PPP would be held on 13.11.08 together with a request for agenda items
 - (iv) Minutes of Council, Cabinet & Committee Meetings 2008 (22.04.08 – 03.09.08)
- g. Action with Communities in Rural Kent
 - (i) Community transport Questionnaire
 - (ii) Oast to Coast (autumn 08)
 - (iii) Notice of 2008 Community Halls Conference
 - (iv) Annual Summary 2007/08
- h. Government Computing Magazine (October 08): Passed to Cllr Poole
- i. SLCC: Notice of AGM of Kent Branch held on 07.10.08
- j. NHS:
 - (i) Constitution
 - Quick guide to the proposed NHS Constitution
 - NHS Constitution summary
 - NHS Constitution Questionnaire
 - (ii) Investment in Dementia Services: Press Release
- k. Local Councils Update: September/October 08

- l. Tunbridge wells & District CAB: annual Report 2007/08 (3 copies received, passed to Cllrs. Crawford & Poole)
- m. The Standards Board: Town & Parish Standard (September 08)
- n. Hospice in the Weald
 - (i) Christmas market to be held on 03.11.08
 - (ii) Hospice News (autumn 2008)
 - (iii) 2008 Christmas card and Calendar selection
- o. The Kent Men of the Trees: Information regarding village tree consultation (Passed to Cllr. Shead)
- p. Farming & wildlife Advisory Group: Stewardship Update (August 08) – Passed to Cllr Shead

10. Matters for future Discussion: There were none

11. Parishioners Question Time

a. Correspondence from Parishioners: There was none

b. Parishioners Questions

- (i) A parishioner made a further complaint regarding the maintenance of overhanging vegetation along footpaths 625 and 629, which were the responsibility of a private landowner. The Clerk explained that she had spoken to the landowner who was aware of his responsibilities but had to act within DEFRA guidelines and had referred the matter to KCC PROW. Whilst, members were satisfied that the landowner was aware of his responsibilities and was operating within DEFRA restrictions it was agreed that the landowner would be made aware that a further complaint had been made and would be given the opportunity to comment from his point of view.
- (ii) A parishioner expressed his dissatisfaction with the number of retrospective planning applications which had been submitted by The Hop Farm
- (iii) A parishioner drew attention to the Coult Stream, which was in urgent need of clearance by the EA. The parishioner also drew attention to the culvert on Hale Street, which had been cleared more than adequately by KCC.

12. Date of Next Meeting: 17 November 2008

There being no additional business, the meeting concluded at 23.00 hours.