

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.00 HOURS ON MONDAY 21 JULY 08

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

ALSO PRESENT: Mrs. K Bell (Clerk), Borough Councillor Howard Rogers, Courier Reporter & 7 residents

APOLOGIES FOR ABSENCE: Cllr: Poole & Mrs Relf, Borough Councillor Mrs Holland, PCSO Holly Wilkes & KCC Community Warden Chloe Brookes

Cllr. Crawford opened the meeting and welcomed everyone present.

1. Declarations of Interests: The following interests were declared

Item Cllrs. Crowley, Gress & Ireland declared interests in item 6f. Cllr Crowley declared interests in items 6h and 9f.

2. Invited Guests: Representative/s from The Hop Farm

Unfortunately due to sickness the Hop Farm were unable to be represented. However they had expressed the desire to attend regular meetings and in this respect had been invited to the September meeting. Peter Bull the new owner wished to build good relationships and work with local residents and the PC and would welcome a visit from members at a mutually convenient date. The Hop Farm hoped that the meeting would give the PC the opportunity to discuss the future plans for the Hop Farm. Whilst disappointed that the Hop Farm were not present, members remained equally keen to build good relationships between the two organisations and welcomed the Hop Farms desire to work with members and the community. Members were agreeable to a visit to the Hop Farm and following a discussion, it was:

RESOLVED: That the Clerk would make the necessary arrangements.

Residents present were invited to speak on the issue and in doing so they drew attention to noise and disturbance problems they had experienced during recent events such as the Grass Track, Hop Farm Festival and the War and Peace Show. It was evident that the majority of the complaints stemmed from the Grass Track motorbike event and from campers attending the War and Peace Show who were partying into the early hours. Following a discussion, it was:

RESOLVED: That residents concerns would be forwarded to the Hop Farm, in addition, TMBC would be asked to clarify the sound checking procedures, which were carried out prior to the Hop Farm Festival.

3. Borough Councillors Report

Howard Rogers was welcomed to the meeting. Attention was drawn to the following:

a. The Hop Farm

- The Hop Farm should not pass on responsibility for complaints to event organisers. As the landowner, they should respond to any complaints.
- A number of enforcement issues which were being investigated by TMBC. It was likely that this would result in the submission of planning applications.

b. Sound craft Development at Church Lane

Planning permission had been granted subject to conditions. It was noted that Church Lane had been referred to KHS to consider lowering the speed limit.

4. Parish Council

a. **Minutes of the meeting held on 16 June 08**

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 2b, Policing

PC Andy Sergeant had provided a copy of his shift pattern from which it appeared unlikely that he would be able to attend regular meetings.

Minute 3b, Tree at the Pound: No new information had been received.

Minute 3b, Best Village Front Garden Competition 2008

Judging was progressing and members were encouraged to refer details of potential prize winning gardens to Cllrs. Street and Shead at the earliest opportunity.

Minute 3g, 2008 Village of the Year Competition

Cllrs. Gress and Shead together with the Clerk and Mr Ridley had met with the Business judge and that preliminary feedback had been positive.

Minute 3k – The Hop Farm Festival (06.07.08)

Cllr. Street and the Clerk attended the event which had been enjoyable and professionally run it also provided the opportunity for Cllr Street and the Clerk to liaise with the Hop Farm management whilst at the same time gaining first hand experience on how the event was managed. Cllr Street had declared the hospitality received

Minute 9 a (ii) – Community Payback Scheme: No information had been received.

c. Village CCTV

Cllr Street reported and drew attention to the following:

- The system was working well and had recently proved successful in identifying those responsible for the theft of motor vehicles from The Freehold.
- The system was proving to be effective and had been praised by the Police.

d. Installation of Village Bus Shelters: To receive an update

Attention was drawn to the following:

- KHS had no objection but had insisted that neighbouring properties and residents be consulted. The Clerk confirmed that letters had been sent to all neighbouring residential and business properties and the Methodist Church and two residents had expressed concern.
- Two quotations had been received with details as follows (Plus VAT)

Queensbury Shelters	(Polycarbonate)	£3,010
Littlethorpe Bus Shelters	(Wood)	£10,190

- It was noted that TMBC might provide a 50% grant towards the costs and that the deadline for applications was October 2008. In addition the PC could apply to KCC for either a members grant or for a Small Communities Grant.

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

RESOLVED: That subject to funding being available the quotation from Queensbury Shelter would be accepted and the project would proceed. The Clerk would pursue the various grant schemes

e. **2008 Bash the Trash Event**

It was reported that all youth organisations had been invited but only the Scout Group had responded but had requested that the event be held on 17 September 2008 as opposed to the original date, which was 10 September. It was noted that TMBC would provide all necessary equipment. Following a discussion, it was:

RESOLVED: That the date of the event would be changed to 17 September 2008

f. **2008 Remembrance Service**

It was reported that letters had been sent to all groups involved in the parade and that only the Scout Group who responded and confirmed that they would be able to provide two youths to read out some names. It was noted that Reverend Carr had no objection to the names being read out by the youths provided that the youths chosen were older members of the parade. Cllr. Shead informed members that he was aware of a number of volunteers from other village groups who had also indicated their willingness to read out the names and these details would be passed to the Clerk. Cllr. Crawford stressed that the reading of the names at the Remembrance Service was an important solemn occasion and no mistakes could be made. Once selected those reading the names would be obliged to attend a rehearsal.

g. **East Peckham War Memorial Renovation**

It was reported that Burlite (War Memorial Restoration) Ltd had been asked to assess the condition of the War Memorial and advise on the restoration works required. A report had since been received and attention was drawn to the following:

- The war memorial was manufactured from Cornish granite, had a fine axed finish and was generally in good condition.
- The main problem was the poor legibility of the letters that had been incised in the stone and required periodically to be painted black.
- It would be costly to remove the existing inscriptions and produce a surface suitable for lettering. Any re-cut lettering would suffer from the same problems.
- Cornish granite did not letter well and when lettered, raised lead letters were generally used which were then enamelled black. This would be a lengthy and difficult process to be carried out insitu.
- Burlite had suggested that the best method would be to have two bronze panels cast containing the names of the casualties. The granite would be worked to provide a flat surface and the bronze panels mounted using secret fixings.
- The estimated cost to produce two bronze panels with the names raised on the surface, preparing the granite surface and fixing the panels into position would be £3,800 (Plus VAT). It was noted that the estimate was valid until 14 August.
- It was noted that bronze was extremely durable and minimal maintenance work would be required in the future. A damp cloth wiped over the surface would be the only maintenance required.

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

RESOLVED: That the quotation from Burlite (War Memorial Restoration) Ltd for the sum of £3,800 would be accepted and that subject to the approval of the Diocese of Rochester being obtained the renovation works as suggested by Burlite (War Memorial Restoration) Ltd would be carried out. The Clerk would liaise with Mrs Lawrence and the War Memorials Society to ensure that any names that had been omitted in the past were included within the renovated memorial.

h. Pound Road Amenity Land

It was reported that the Gardeners Association remained keen to be involved with the project and had provided detailed proposals regarding layout and planting. Following a discussion, it was **RESOLVED** that:

- The layout and planting be approved.
- The next stage would be to finalise when the work would be carried out and to obtain the plants.
- Volunteers willing to undertake the work would need to be identified and a Working Party consisting of members of the PC and the Gardeners Association created. The Gardeners Association would be asked to coordinate the Working Party and members of the PC would be willing participants.
- Gardeners Association member, Mr Hilary Newman would be thanked for offering his service and expertise. It was suggested that Mr Newman might be able to arrange for the work to be carried out as a Hadlow College project.

i. Sports Hall Car Park

Cllr. Crowley reported that he had met with an engineer from Marchants & Sons and had ascertained the areas of the car park most in need of repair; during the inspection it became apparent that there was also the need to remark the whole area. It was noted that the engineer was of the opinion that following the repairs the car park surface would give a few more years service and that a quotation for the sum of £1,500 had been received. Following a discussion it was:

RESOLVED: That the quotation would be accepted and that an order would be placed for the work to be carried out during the period 24 July 2008 – 31 August 2008. It was noted that the car park would be closed while the work was being carried out.

j. 2008 Citizenship Award

It was reported that the 2008 recipient was Jessica Sharman who had been specifically chosen by the school in recognition of her assistance with the Robins Class. Jessica would receive the Citizenship trophy and book tokens to the value of £15 at the 2008 Leavers Assembly. The PCs congratulations were extended to Jessica for her achievement.

k. To consider, confirm and approve summer recess arrangements in respect of items received of an urgent nature

Following a discussion, it was **RESOLVED** that items would be dealt with under delegated powers.

5. Planning Committee: Minutes of the meetings held on 16 June 2008 and 07 July 2008

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

6. Groups & Organisations

Reports were received as follows

a. Community & Police Working Group

Cllrs. Street & Gardner reported and drew attention to the following:

- A well-attended meeting took place on 17 July 08.
- Crime levels within the village were low.
- A new list of contact numbers was in the process of being prepared.
- Issues discussed at the meeting included, damage to vehicles in The Freehold, parking at The Harp, speeding motorbikes, drug activities.

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

Cllr Street reported and drew attention to the following:

- The purse chains had been delivered and were to be distributed.
- Posters were being distributed reminding residents that the Fire & Rescue Service still provided smoke alarms free of charge.
- An internet awareness seminar was recently held in Tonbridge
- Graffiti busters were working in the area. Rewards were on offer for reporting graffiti.

c. **Parish Plan**

Cllr Street reported that progress was being made and the document would be in its final format by the end of August 2008. It was likely that members and the Clerk would be asked individually to contribute small articles for inclusion in the document.

d. **Youth Panel**

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

- Three meetings had been held with youngsters, most recently the Democracy in Action which was held on 16 July 08 at Mascalls School.
- One youth had approached Mrs Relf to say that he, some friends and his parents would be happy to come along to a meeting of the PC in order to voice their opinions on what was wanted by the youth of the village.
- The current wish list from the youth included all year round goal posts, lighting on the playing fields, an astro turf court and lighted shelters.
- Cllr. Mrs Macdonald stated that funding opportunities in respect of youth projects should be sourced and applied for so that new facilities could be provided for the youth. Cllr. Mrs Macdonald was informed that numerous funding applications had been submitted recently but unfortunately they had not been successful.

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

Cllr. Mrs Macdonald reported that there had not been a recent meeting and therefore there was nothing of interest to report. It was noted that procedures had been put in place regarding the appointment of a new Headteacher and transition arrangements had been made prior to the appointee taking up the post.

f. **East Peckham Playing Field Company**

(i) **Finance**

• **2008/09 PC Grant: Information as at 30.06.08**

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	£3,337
Less adjustment in lieu of rent	£1
Balance of 08/09 grant	£7,992

• **Financial Report from EPPFC**

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 30.06.08		£3,483
2008/09 Expenditure at 30.06.08		£5,099
Balance at 30.05.08	Credit Account	£8,234
	Deposit Account	£20,066

(ii) **Annual Joint Meeting between the PC & EPPFC held on 06 June 08**

The minutes of the meeting as copied to members, were approved.

(iii) **Sports Hall Repairs**

A recent inspection revealed some minor snagging defects. These had been referred to the builders and were being dealt with. It was noted that as soon as the snagging defects had been attended to the contract would be signed off and any retention owed by the PC would be paid.

g. **Emergency Planning: Report of AGM of the SE Branch of the Emergency Planning Society, which was held on 16 May 2008**

In the absence of Cllr Poole, the matter was deferred until the next meeting.

h. **Allotments**

(i) **Report of meeting between the Parish Councils Allotment Panel and the Allotment holders held on 29 June 08**

Cllr Gardner reported and drew attention to the following:

- He was impressed with the current condition of the allotment site.
- There appeared to be three plots, which had not been worked this year. The Clerk confirmed that two of these plots had recently been re-let.
- One or two trees on the allotments appeared to be becoming too high. The allotment guidelines would be referred to in order to ascertain whether any work was required.
- The guidelines on bonfires on the allotment site would also be clarified.

(ii) **Replacement fencing and gate at lower boundary**

A number of potential fencing contractors had been invited to quote for the work but only Peek Fencing who were based in the village had expressed an interest. It was noted that Peek Fencing was in a position to install the fence within the next two weeks. Following a discussion it was:

RESOLVED: That the work would be offered to Peek Fencing. Cllr Gardner agreed to meet with Brooke Peek to discuss the PCs requirements. The budget for the work was £1,500.

7. **Medway Valley Countryside Partnership**

Attention was drawn to the following:

- MVCP were in the process of issuing an updated project summary.
- The contractors were satisfied with the proposed locations for the bench and waymarker
- An activity bringing the project together would probably take place during the autumn
- The interpretation board would include a map of the Medway navigation, the main towns and villages along the Medway, an introduction to the Medway Valley, a walk route and local information such as Arnolds, Walter Arnold and Hop farming.
- The bat and moth evening would be held during August 2008.

8. **TMBC**

a. **Leisure & Arts Strategy**

It was reported that TMBC had issued a consultation draft of the proposed Leisure & Arts Strategy for 2008 –2013 and that the PC had been invited to comment on the proposals by 29 August 2008. Following a discussion, it was:

RESOLVED: That the document be noted with interest. It was not considered necessary to submit any comments.

b. **2008 Summer Playscheme**

It was reported that as at 09 July 2008, the number of applications was below the level for 2007. It was noted that out of 40 places the take up was 20 each for weeks one and four and 30 each for weeks two and three. Posters had been distributed throughout the village and through the school in an attempt to increase the take up.

9. **Finance**

a. **Bank Reconciliation as at 30.06.08**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30.06.08 the balances held were Current Account £250, Reserve Account £67,646 and Capital Account £13,740.

b. **Budgetary Control as at 30.06.08**

The information, which had been prepared by the Clerk, was **APPROVED**.

c. **Nat West Bank**

It was reported that Nat West had issued the following statement '*...sorry to learn of the problems you have experienced with the account. You raised a number of issues, which have been outstanding for some considerable time, and this is unacceptable. Please accept my unreserved apologies for the inconvenience and upset that has been caused. It is clear that up until now we have failed to provide a reasonable level of service and I am sorry for the inconvenience this has caused. In recognition of our failings, I have arranged to credit your account with £125 compensation and I hope that this is acceptable to you....*' In addition it was noted that the PCs new account manager was Sunny Walia and he had assured the Clerk that he was in the process of resolving the remaining issues to the PCs satisfaction, the main one being the credit of the backdated interest. It was noted that it might not now be necessary for the new SIBA account to be set up.

d. **2007/08 Accounts**

It was reported that a minor amendment was made to the accounts in respect of a prior year detail, which needed to be amended to exclude the impact of writing back cheque number 2440 for £30.00, which was not presented at the bank. It was noted that the balances were unaffected. The amended receipts and payments accounts, which had been copied to members, were **APPROVED**.

e. **Internal Auditors Report 2007/08**

It was reported that the internal audit for the year-ended 31 March 08 had been completed and that the Internal Auditor had concluded that the PC continued to have effective systems in place to ensure that transactions were accurately reflected in the Statement of Accounts. The Internal Audit Certificate at Section 4 of the Annual Return had been duly signed off and it was noted that positive assurances had been made in each relevant area. The Clerk confirmed that the Annual Return and supporting documentation had been submitted to District Audit.

f. **Annual Review of Allotment Rents**

The following were noted:

(i) **Review of Expenditure for 2007/08**

Total Received in allotment rents	£504
Less Expenditure	£163
Less 2008/09 prepayment	£249
Credit Balance transferred to reserves	£92

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(ii) Review of Expenditure for 2008/09

Prepayment B/F from 2007/08	£249
Plus Anticipated income	£500
Less anticipated 2009/10 prepayment	£250
Less expenditure to date	£77
Less Anticipated expenditure to 31.3.09 (Includes contingency contribution towards the new fencing)	£422
Balance	£0

(iii) There were no vacant allotment plots. One person was on the waiting list
 (iii) Rents were currently £17 for a large plot (2 smaller plots) and £13.00 for a small plot. It was noted that the last increase occurred in 2007/08.

(iv) The figures quoted above did not include the budgetary provision of £1,500 for the replacement fencing at the southern boundary of the allotment site.

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

RESOLVED: That from September 2008, allotment rents would increase to £18.00 for a large plot (2 smaller plots) and £13.50 for a small plot.

g. 2008 Christmas Lighting

It was reported that the Clerk had met with a representative from Eton Electrical and a quotation in respect of the electrical works had been received which was comparable to that paid in 2007. It was noted that Gala Lights who were the supplier of the Christmas Lighting had recommended Eton Electrical to the PC. Following a discussion, it was proposed by Cllr Crowley, seconded by Cllr Gardner and:

RESOLVED: That the quotation from Eton Electrical be accepted.

h. Financial Transactions: The following transactions were APPROVED

Receipts

06.06.08	HM Customs & Excise – Refund of VAT	£544.17
30.06.08	Nat West – Interest	£487.83
01.07.08	EDF Energy – Wayleave	£30.00
TOTAL		£1,062.00

Automated payments

05.06.08	*EDF Energy Sports Hall Electric Supply 2007/08	£180.00
23.06.08	*British Gas Sports Hall Gas Supply 2007/08	£102.00
Total		£282.00

The following payments were approved (includes VAT where applicable)

Mrs. K Bell	(S111) Clerks Salary (July & Aug 08) plus expenses, less deductions	£1,980.72	Chq 2815/ Chq 2828
EDF Energy	(S10) Streetlight energy charges 08/09	£619.93	Chq 2816
Headland Garden Svcs.	(S124/112) 2008/09 Village/churchyard maintenance (2 months)	£812.50	Chq 2817
EDF Energy	(S10) Streetlight energy charges 2008/09 (2 months)	£701.52	Chq 2818
Sweepclean (Kent) Ltd	(S137) Litter Clear – June & July 08	£176.26	Chq 2819
E P Methodist Church	(S111) ire of Hall & Office	£366.05	Chq 2820
Mr N Stephens	(S26) Allotment Ground Rent 2007/08 (reissue of out of date Cheque 2717)	£30.00	Chq 2821
Mr E Grenham	(S26) Allotment expenses (keys)	£12.00	Chq 2822
Kent Grassland Svcs	* (S19) 08/09 Playing Field Maint.	£517.00	Chq 2823
R Marchants & Sons Ltd	(S19) Sports Hall Car Park Works	£1,762.50	Chq 2824
KCC	(S111) Parish Office stationery	£59.73	Chq 2825

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TMBC	(S111) Print work – East Peckham Maps	£32.55 chq 2826
Ordnance Survey	(S111) Paper Map Copying Licence	£64.33 Chq 2827
TOTAL		£7,135.09

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

10. Correspondence

It was reported that the following items had been received:

- a. DisExtra: Issues 685(09.06.08), 686 (23.06.08) & 687 (07.07.08)
- b. Local Gov.co.uk: e bulletins dated: 12.06.08, 19.06.08, 25.06.08, 27.06.08, 04.07.08 & 10.07.08.
- c. Government Computing Magazine (July/August 08) – Passed to Cllr. Poole
- d. Kent Association of Local Councils
 - (i) Agenda in respect of the meeting of the Area Committee held on 19.06.08 (Passed to Cllrs. Crawford & Crowley)
 - (ii) Revised Quality Council Scheme: Additional information
- e. Product & Service Information:
 - (i) Proludic Ltd (Play Equipment (Passed to EPPFC)
 - (ii) Monster Play (Play Equipment) – Passed to EPPFC
 - (iii) Urbanscape (Street scene equipment)
 - (iv) Glasdon (Recycling bins & Seating Collection)
 - (v) Local Govt.co.uk: Promotional information
 - (vi) Brintex: 2008 Play Fair Details (Passed to EPPFC)
 - (vii) Mutamarq: Marquees
 - (viii) J Parker: Bulbs & Plants
 - (ix) Groundwork: Landscape Services
 - (x) Nat West: Banking Information
 - (xi) Kable: Subscription (Intelligence for the Public Services Community)
 - (xii) Health Matters 2 U: Memory Foam Mattresses
 - (xiii) SOS Systems Ltd: Printers
- f. Medway Valley Countryside Partnership:
 - (i) Your River – A Photographic competition (Passed to Cllrs. Poole & Gardner)
 - (ii) Evening Riverside Safari: Looking for bats and moths on 14 August 2008
- g. SLCC
 - (i) Details of 34th National Conference
 - (ii) Details of Local Policy Course
 - (iii) The Clerk (July 2008)
- h. CPRE
 - (i) Countryside Voice (Summer 2008)
 - (ii) 2008 Raffle
 - (iii) NFU Mutual – Marketing Material
- i. KCC
 - (i) Explore Kent (Issue 15, 10 copies)
 - (ii) Kent Downs AONB Management Plan: Consultation Information
 - (iii) Trading Standards Alerts (Forwarded via email to members)

- j. TMBC
 - (i) 2008 Playscheme
 - (ii) The Standards Committee: Minutes of meeting held on 27.05.08 and paperwork in respect of meeting held on 02.07.08
 - (iii) Parish Partnership Panel: Minutes of meeting held on 29.05.08 (Copy passed to Cllr. Crawford)
 - (iv) Community Safety Partnership: Newsletter (June 08) - Passed to Cllrs. Crawford, Gardner & Street
 - (v) Corporate Performance Plan 2008/09
 - (vi) Activate 2008
- k. NALC: local Council Review (July 2008) – Front page extract (copied to members)
- l. Best Front Garden Competition: Uncollected prize returned via Royal Mail
- m. The Kent Men of the Trees: Arbor (Summer 08) – Passed to Cllr. Shead
- n. Clerks & Councils Direct (July 2008)
- o. Victim Support: Donation Request (To be considered February 2009)
- p. Hospice in the Weald: News (Spring 08)
- q. Kent fire & Rescue Service: Service Performance Plan 2008/
- r. Local Councils Update: July 08

11. Matters for future Discussion

Cllr. Mrs Macdonald drew attention to overgrown vegetation in the vicinity of Spice Cottage, Chidley Cross Road. The matter would be referred to KHS.

12. Parishioners Question Time

a. Correspondence from Parishioners

It was reported that some complaints had been received regarding noise and disturbance arising from recent events at the Hop Farm, two residents had complained of overgrown footpaths and one resident had requested a litter bin leading off from the cul-de-sac in Golding Gardens be relocated. The issues had been referred to The Hop Farm, TMBC, KHS and KCC PROW.

b. Parishioners Questions

Attention was drawn to the following:

- The Coult Stream was 'choked' from Hale Street to the River Medway and required routine maintenance. The matter would be referred to the EA.
- A resident suggested that the PC to obtain from TMBC the procedures used in respect of sound testing prior to events held at The Hop Farm.
- A resident sought information regarding speeding motorbikes and was informed that the PC was concerned with speeding of motorbikes on the bypass and the riding of mini bikes on the towpath by the River Medway. Both issues had been referred to the Police and Community Warden.
- The village sign, which in the resident's opinion was in need of some restoration.

13. Date of Next Meeting: 22 September 2008

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