

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL ON MONDAY 17 MARCH 2008**

**PRESENT:** Cllrs. Crawford (Chairman), Crowley, Gardner Gress, Ireland, Poole, Mrs. Macdonald, Mrs. Relf, Street & Shead

**ALSO PRESENT:** Mrs K Bell (Clerk), County Councillor Long, 3 residents, TMBC Dog Warden, East Peckham Community Warden & PC Andy Sergeant

**APOLOGIES:** Cllr. Bearman,

Cllr Crawford opened the meeting and welcomed all present.

1. **Declarations of Interests:** There were none

2. **The following reports were received:**

**a. TMBCs Dog Warden**

The Dog Warden was welcomed to the meeting; she drew attention to the following:

- She was carrying out twice daily patrols of the village.
- 3 additional dog bins would be installed (2 in Hale Street, 1 in Westwood Road).
- There was a possibility that a dog bin could be installed at the Old Road end of Pinkham Lane.
- One of the dog bins on the playing fields would be relocated and sited nearer to the school entrance/exit.
- She hoped to lobby the school and provide some educational awareness to the children on the unpleasantness of allowing dogs to foul the village.
- She had a zero tolerance as far as dog fouling was concerned and had no hesitation in issuing penalty notices to offenders caught allowing their dogs to foul the village.

**b. County Councillor**

County Councillor Long was welcomed to the meeting; he drew attention to the following:

- A flooding debate which was recently held at KCC.
- He clarified his views with regard to the license application which was recently submitted and subsequently withdrawn by The Hop Farm and assured members that whilst he was supportive of tourism within Kent and the significance of The Hop Farm could not be ignored that support did not extend to the recent license application and that it was likely that he would share the view point adopted by the PC in any subsequent application.

**c. Community Warden**

The Community Warden was welcomed to the meeting; he drew attention to the following:

- Excessive dog fouling
- Fewer incidents of anti social behaviour in the village

**d. Village Police Representatives**

PC Andy Sergeant was welcomed to the meeting; he drew attention to the following:

- Village crime levels were low
- Illegally parked cars outside The Harp were being issues with parking tickets.

3. **Parish Council**

a. **Minutes of the meeting held on 11 February 08**

Some minor amendments were made to the draft minutes, details of which had been copied to members. Following a discussion, it was

**RESOLVED:** That the minutes be approved as a correct record and signed by the Chairman.

b. **Matters Arising**

**Minute 2, County Councillor Long – Members Grant**

It was reported that the grant of £2,500 had been received.

**Minute 4b, Possible liaison with the Gardeners Association in the Best Village Front Garden Competition and the Replanting and redesign of the PC owned amenity land at The Pound.**

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

**Minute 4b, 2007 Christmas Lighting**

Attention was drawn to the following:

- No response had been received from Gala Lights. The matter was being pursued.
- An energy bill had been received for the sum of £212. It was noted that whilst this was higher than anticipated the project budget was £5,970 and costs had amounted to £5,641 resulting in a budget under spend of £329.

**Minute 4b, Nat West Banking Arrangements**

It was reported that as no acknowledgement had been received a further letter had been sent to the bank.

**Minute 14b (vi), Dilapidated Building at Branbridges Road, East Peckham**

It was reported that no enforcement action could be taken to improve the condition of the building because although it was once on the local list it had never been statutorily listed. It was agreed that discussions would be held with TMBC in order to ascertain how this structurally important building to East Peckham could become listed, repaired and preserved for the future.

c. **Installation of CCTV**

(i) **CCTV Policy & Code of Practice**

Following a discussion, it was:

**RESOLVED:** That the documents as prepared by Cllr Poole and copied to members would be adopted on the basis that they were working documents and would be subject to regular review. It was further resolved that copies of the documents would be held in the PC office and placed on the website and the PC notice board.

(ii) **Fees**

Following a discussion, by a majority show of hands, it was:

**RESOLVED:** That the fee payable by anyone with an interest in a particular CCTV image would be £10.00. The fee would be subject to an annual review.

(iii) **Log Books**

Two A4 hard backed sized log books would be acquired and maintained at both CCTV installation sites.

(iv) **CCTV Repairs at the Sports Hall**

Bearing in mind that the cameras at the Sports Hall suffered a malfunction so soon after installation, enquiries were being made with Secure Engineering in order to establish the reasoning behind the bill. Members were of the opinion that the repairs should be covered by guarantee.

d. **2008 Annual Report**

It was reported that the Annual Reports were ready for collection and delivery to all households. Thanks were extended to the Clerk and Cllr Street for their work in producing this years Annual Report and to all contributors for their articles.

e. **Quality Council Status (QCS)**

It was noted that it was a pre-requisite for any council wishing to obtain QCS that their Clerk as well as being experienced must hold a relevant qualification. Members were advised that the Clerk was working towards the competition of the CILCA qualification and that a portfolio of work indicating that the PC was of QCS standard was being compiled. In addition members were informed that the Clerk was in the process of ascertaining whether any real benefits would be afforded to the PC on achieving QCS.

4. **Planning Committee: Minutes of Meetings held on 11 February 08 and 03 March 08**

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

5. **East Peckham Playing Field Company**

a. **Finance:**

(i) **2007/08 PC Grant: Information as at 29.02.08**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that as at 07.03.08, the position was as follows:

2007/08 Grant	£11,000
Less Expenditure (includes £114 from 2006/07)	£8,086
Plus Refunds	£55
<b>Net Grant available to 31.3.08</b>	<b>£2,969</b>

(ii) **Financial Report from EPPFC**

A brief statement of the accounts for the current financial year was tabled. The main detail of the report was summarised as follows:

Balance at 31.03.07	Credit Account	£15,623
	Deposit Account	£26,458
Balance at 29.02.08	Credit Account	£8,805
	Deposit Account	£20,066
2007/08 Income as at 29.02.08		£11,643
2007/08 Expenditure as at 29.02.08		£30,323
Forecast Balance at 31.03.08	Credit Account	£8,265
	Deposit Account	£20,066

b. **Sports Hall Repairs**

(i) **Update**

Cllr Crowley reported that the EPPFC guttering repairs to the Car Park side of the Sports Hall were still to be completed.

(ii) **Repair Fund**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that as at 07.03.08, the position was as follows:

Total Project Fund	£60,782
Less Expenditure	£54,030
Plus Refunds	£290
<b>Net Grant available to 31.3.08</b>	<b>£7,042</b>

c. **Playing Fields Alcohol Free Zone**

Cllr Crowley reported that he was liaising with the police on the matter and that it was likely that the PC would need to invoke a byelaw. It was hoped that further information would be available for the next meeting of the PC.

d. **To receive report from representative on any other issues**

Cllr Crowley reported and drew attention to the following:

- Some low level fencing had recently been installed which would act as a barrier to prevent vehicles from driving onto the playing fields.
- The white lining on the tennis court would be renewed.
- A fundraising cricket match would be held on the playing fields during June

6. **Groups & Organisations**

**Reports were received as follows**

a. **Community & Police Working Group**

Cllr. Gardner reported and drew attention to the following:

- Whilst there was some disappointed that neither the police nor the Community Warden had been present, a positive meeting had taken place on 19.02.08 when issues raised included youths congregating in the village centre, speeding vehicles and the sale of alcohol to under age youths.
- A new Community Warden had been appointed and was undergoing training.
- A new neighbourhood watch coordinator had been appointed

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

Cllr. Street to report and drew attention to the following:

- An interesting and well-attended meeting had recently been held which included a lecture on DNA marking of property.
- The purse chain project was proceeding. It was hoped that some chains might be made available for distribution to residents at the Annual Parish Meeting.

c. **Parish Plan**

Cllr. Street reported that good progress continued to be made. The Clerk confirmed her availability to join the Parish Plan Group and assist with the project if needed.

d. **Youth Panel**

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

- Further discussions had been held with the youth who had repeated their desire for a youth shelter.
- It was hoped to engage parental support for the Youth Forum and arising from this liaison with parents would be possible nominations to the T & M Youth Forum.

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

Cllr. Mrs Macdonald reported that she had recently attended her first meeting. Arising from the meeting was confirmation that the school was not in favour of using the school owned land at Church Lane to meet the requirements for additional parking.

Attention was drawn to the damaged school owned fencing. Cllr. Mrs Macdonald confirmed that the matter would be referred to the school.

**7. TMBC**

**a. Parish Partnership Panel**

It was reported that no PC representative had been able to attend the meeting which was held on 06.03.08 and that the minutes from that meeting had not yet been made available. It was noted that the PCs item concerning the increased problem with litter borough wide would be discussed at the next meeting of the PPP.

**b. Special Works Projects: 2008/09 Grants to Parish Councils**

It was reported that the Special Works Grant in respect of the Curran Hall kitchen improvements had been confirmed to the order of £4,967.

**c. Dog Fouling & Littering: Report of meeting held on 07.03.08**

**Attention was drawn to the following:**

- Cllrs. Crawford, Crowley, Gress and Mrs. Macdonald and the Clerk had met with TMBC Mr David Ayres.
- Whilst the meeting was positive it was unlikely that it would lead to any additional litter clearing within the village.
- Specific problems would be tackled by a 'hit squad'.
- The village dog fouling problems would be referred to TMBCs dog warden.

**8. Medway Valley Countryside Partnership - Riverside Communities Project: Report of meeting held on 07.03.08**

It was reported that Cllrs., Crawford, Poole, Gress and Crowley and the Clerk had met with Charlotte Curtis and attention was drawn to the following:

**a. Sculptured Bench**

It was agreed that the bench would be set in a concrete plinth and positioned inside the older children's play area in the view of the CCTV with the back of the bench to the car park. The bench would therefore overlook the field. MVCP would investigate the possibility of having an inscription on the bench and would advise accordingly.

**b. Waymarker**

It was agreed that the entrance to Pinkham Lane was the preferred location and MVCP would investigate the possibility of this further.

It was noted that both the waymarker and the bench were nearing completion and installation would take place within a matter of a few weeks.

**c. Interpretation Board**

It was agreed that the interpretation board would be placed next to the existing village notice board and would be of a similar style. The detail on the interpretation board would consist mainly of the walk route down to the river and highlight the section of the river between Maidstone and Tonbridge

d. **Forthcoming Events For 2008**

It was noted that MVCP hoped to hold a moth/bat event and a treasure hunt within East Peckham this year and that photographic workshops would be held at Teston and Allington. Further details would be provided when they became available.

e. **2008 Annual Meeting**

Ms Curtis confirmed that she would be pleased to attend the Annual Meeting and present a talk on the Riverside Communities Project.

9. **French Food Market**

It was noted that details on the possibility of a French Food Market had been received. Following a discussion, it was:

**RESOLVED:** That whilst the literature was received with interest the market would be detrimental to the villages own traders which would not be beneficial in the long term. The decision was therefore made not to proceed with the event.

10. **Campaign to Protect Rural England (CPRE):** To receive report of Tonbridge & Malling Members Meeting held on 14.03.08

Cllrs. Mrs Macdonald reported that she had attended the meeting and drew attention to the following:

- The meeting gave an up to date account of what the CPRE was doing about countryside protection and development issues in Tonbridge and Malling.
- The speakers included the director of CPRE Kent and TMBCs Chief Planning Officer. Cllr Mrs Macdonald informed members that she gained the impression that CPRE were on the opinion that more emphasis placed on economic issues rather than environmental issues.
- The underlying message was that whilst the CPRE did not wish to stop development as the rising population needed homes and jobs its impact needed to be minimised, well planned, fit for purpose and sustainable

11. **Finance**

a. **Bank Reconciliation as at 29.02.08**

The information, which had been prepared by the Clerk & and copied to members, was **APPROVED**. It was noted that as at 29.02.08 the balances held with Nat West were as follows:

Current Account	£250
Reserve Account	£46,330
Capital Account	£13,629

b. **2007/08 Donations: To consider request for financial assistance from the Citizens Advice Bureau**

It was reported that subsequent to the allocation of the entire Free Resource for 2007/08 a request for financial assistance had been received from the CAB. Following a discussion it was:

**RESOLVED:** That as the entire 2007/08 fund had already been allocated prior to the receipt of the application on this occasion the application was unsuccessful. The CAB would be advised that in future, in order to guarantee being considered by the PC, the application should be submitted by the end of January in each year.

c. **2008 Try Angle Awards**

It was reported that details of the 2008 Try Angle Awards had been received together with a request for financial support. Following a discussion, it was

**RESOLVED:** That the matter would be discussed at the April meeting of the PC.

**d. Financial Transactions**

**Receipts**

05.02.2008	Custom & Excise – VAT Refund	£7,813.52
18.02.08	KCC – Members Grant	£2,500.00
<b>Total</b>		<b>£10,313.52</b>

**Automated payments**

06.02.08	*EDF Energy Sports Hall Electric Supply 2007/08	£180.00
22.01.08	*British Gas Sports Hall Gas Supply 2007/08	£100.00
<b>Total</b>		<b>£280.00</b>

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

Mrs. K Bell	(S111) Clerks Salary – March 08	£964.90	Chq 2742
	Less deductions		/2743
Inland Revenue	(S111) Salary Deductions	£891.82	Chq 2744
Sweepclean	(S137) Litter Clearing Feb/March 08	£176.26	Chq 2745
EDF Energy	(S10) Streetlight maintenance 07/08	£340.32	Chq 2746
EDF Energy	((S10/111/144) Energy Charges 2007		
	Christmas Lighting	£222.86	Chq 2747
EDF Energy	(S10) Streetlight repairs	£654.78	Chq 2748
Kent Grassland Services	(S19) *Playing Field Maintenance		
	Feb/March	£282.00	Chq 2749
KCC	(S111) Stationery & litter clearing		
	supplies	£32.44	Chq 2750
Headland Garden Svcs.	(S124/112) St Michaels Churchyard	£61.00	Chq 2751
Hills Office Services	(S111) Stationery (ink cartridges)	£65.75	Chq 2752
EP Methodist Church	(S111) Hall Hire 07/08	£76.58	Chq 2753
South East Water	(S19)*Sports Hall Water Rates 07/08		
	£89.91		
	(S26)Allotments Water Rates 07/08		
	£19.55	£109.46	Chq 2754
Secure Engineering Ltd	(S31) CCTV repairs	£158.63	Chq 2755
BT	(S111)Parish Office telecoms	£238.58	Chq 2756
Tonbridge Volunteer Ctr	(S137) 07/08 Donation	£100.00	Chq 2757
Hospice in the Weald	(S137) 07/08 Donation	£100.00	Chq 2758
Age Concern Malling	(S137)07/08 Donation	£100.00	Chq 2759
Kent Air Ambulance	(S137)07/08 Donation	£100.00	Chq 2760
TMBC	(S111/144) 07/08 Annual Reports	£440.16	Chq 2761
M A Edwards	(S124/112) Removal of tree stump at Holy		
	Trinity (Approved Feb 08)	£293.75	Chq 2762
			/2763
<b>TOTAL</b>		<b>£5,409.29</b>	

\*Denotes charged to the Sports Hall PC Grant for 2007/08

**12. Correspondence**

It was reported that the following items had been received:

- a. **DisExtra:** No 676 (18.02.08) & No 677 (03.03.08)
- b. **Local Gov.co.uk: e bulletins:** 07.02.08, 08.02.08, 14.02.08, 21.02.08, 28.02.08 & 06.03.08
- c. **Government Computing Magazine (March 08):** Passed to Cllr. Poole

- d. **Product Information:**
  - (i) Aqualicity (water coolers and hot water boilers) – Passed to EPPFC
  - (ii) Techniform (Office furniture)
  - (iii) The Firework Emporium (Fireworks & firework Displays)
  - (iv) Enjoy England: St Georges Day promotional products
  - (v) Safety Surfaces Ltd (Safe play surfaces) – Passed to EPPFC
  - (vi) Glasdon (seating and environmental products)
  - (vii) Plantscape (2008/09 Product Catalogue)
  - (viii) Queensbury Shelters (Bus Shelters)
  - (ix) Associated Surfaces & Materials (Safety play surfaces) – Passed to EPPFC
  - (x) X-Act Security Ltd (CCTV)
  
- e. **TMBC**
  - (i) Easter Activate 2008 (Promotional Poster)
  - (ii) Information received stating that wef from 17.03.08 TMBC would take control of and manage the housing register and homelessness prevention services
  - (iii) Email from Chief Solicitor announcing his retirement
  
- f. **Kent Association of Local Councils**
  - (i) Parish News (January 08) - copied to members
  - (ii) Planning Information Day (held on 15.03.08) – further information received
  - (ii) Notification of change of tile from Kent Association of Parish Councils to Kent Association of Local Councils
  
- g. **Emergency Planning Society:** Notice of AGM to be held on 16.05.08 (Passed to Cllr Poole)
  
- h. **Action with Communities in Rural Kent:** Rural News (February 08)
  
- i. **Kent Fire & Rescue Service:** Information regarding Free home fire safety checks
  
- j. **Kent Highways:** Leaflet 'Helping you with your journeys' (December 07/February 08)
  
- k. **Friends of St Michaels Church:** Newsletter 5 (January 08)
  
- l. **Local Councils Update** (January/February 08)
  
- m. **BT:** Notification of changes to BT's pricing and terms and conditions
  
- n. **Women of Kent:** Invitation to Luncheon to be held on 14.05.08
  
- o. **NALC:**
  - (i) Notification that Hazel Blears MP will be guest speaker at the 08 conference
  - (ii) Local Council Review (March 2008)
  
- p. **Paddock Wood Succeed Group:** Draft Community Action Plan
  
- q. **KCC**
  - (i) Notice of Meeting of the TMBC Local Board (19.03.08) – copied to members
  - (ii) Sports Hall Fire Extinguisher Contracts for 2008/09 – Passed to EPPFC
  
- r. **Medway Valley Countryside Partnership**
  - (i) Selection of landscape postcards (Passed to members)
  - (ii) The Kingfisher (5 copies of the newsletter received)

- s. **Information Commissioner:** DVD Training Aid and interactive questionnaire
- t. **SLCC:** The Clerk (March 08)
- u. **Clerks & Councils Direct** (March 08)
- v. **The Kent Men of the Trees**
  - (i) Arbor (Winter/Spring 2008) – Passed to Cllr. Shead
  - (ii) List of Society Officers – Passed to Cllr. Shead
  - (iii) Notice of 2008 AGM – Passed to Cllr. Shead
  - (iv) Visit to Savill Garden – Passed to Cllr. Shead

### 13. **Matters for future Discussion**

#### **Cllr Poole**

Drew attention to the following:

- Malfunctioning streetlights at Old Seven Mile Lane and outside 16 Golding Gardens. The faults would be reported to KHS and EDF Energy.
- A ditch at Mill Walk, which had been infilled and piped. The matter would be referred to UMIDB and the landowner.
- The AGM of the Emergency Planning Society which would be held during May part of which would take place on board the MV Pocahontas, which would travel between Gravesend and the Thames. Members would advise the Clerk if they wished to attend and the matter would be discussed at the next meeting of the PC.

#### **Cllr Mrs Macdonald**

Drew attention to the following:

- A complaint she had received from a resident who was experiencing inconvenience arising from chemical smells being used at Strettitt Farm. The Clerk informed members that the resident had contact the PC and had been advised that as the issues were outside the PCs remit and control the matter had been referred to TMBCs Environmental Health and Planning Departments.
- A sign on Tonbridge Road, which was still advertising Christmas Trees for sale at Pierce Mill. The matter would be referred to KHS.

#### **Cllr Crowley**

Drew attention to the fence bordering the Playing Fields and Russett Road, which was to be planted with hedging. The Clerk would ascertain whether hedging trees or plants could be obtained through the Kent Free Trees Scheme if not a quotation would be obtained in respect of the planting of berberis for consideration by members at the next meeting of the PC.

#### **Cllr Gardner**

Confirmed that the long awaited signs at the Somerfield site had been installed.

#### **Cllr Crawford**

Drew attention to the following events which were being hosted by the Mayor of Tonbridge & Malling:

- A Dog Show. The Clerk confirmed that details had been emailed to members.
- A drinks and Canapés evening, which he had been invited to attend as Chairman. As he was unable to attend the invitation was referred to Cllr. Poole.

**The Clerk**

Informed members that Mr Phil Beddoes, from TMBCs Environmental Health Department would be attending the next meeting of the PC in order to discuss village environmental issues.

**14. Parishioners Question Time**

a. **Parishioners Correspondence:** There was none

b. **Parishioners Questions**

A resident drew attention to rubbish, which had been deposited, on the footpath, which crossed the River Medway at Branbridges Road. The matter would be referred to KCC PROW.

**15. Date of Next Meeting:** 21 April 2008

There being no additional business, the meeting closed at 22.30 hours.