

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.30 HOURS ON MONDAY 21 MAY 07

PRESENT: Cllrs: Bearman, Crawford (Chairman), Crowley, Gardner, Gress, Mrs. Kearns, Mrs Macdonald, Poole, Mrs Relf (from item 4), Shead & Street

ALSO PRESENT: Mrs. K Bell (Clerk), Borough Councillor Rogers & 1 resident

APOLOGIES FOR ABSENCE: Received and accepted from County Councillor Long

Cllr. Crawford opened the meeting and welcomed everyone especially the newly elected members.

1. 2007 Election

All Councillors completed their Declarations of Acceptance of Office, which included their Written Undertaking to observe the Parish Councils Code of Conduct. Members were also provided with individual Declarations of Interests Forms, which they were required to complete, and forward to TMBCs Monitoring Officer either directly or via the Clerk.

2. Election of Chairman for 2007/08

Proposed by Cllr. Poole, seconded by Cllr. Bearman that Cllr. Crawford be re-elected as Chairman for 2007/08. In the absence of further nominations Cllr. Crawford was re-elected as Chairman and completed his Declaration of Acceptance of Office.

3. Election of Vice-Chairman for the year

Proposed by Cllr. Crawford, seconded by Cllr. Street that Cllr. Poole be elected as Vice-Chairman for 2007/08. In the absence of further nominations, Cllr. Poole was elected as Vice Chairman.

4. Parish Council Vacancy

It was reported that following the Parish Council election there was an insufficient number of persons nominated to fill the vacancies so the council was one member short of the required number. However as there was a quorum, elected members could co-opt any person to fill the vacancy. TMBC had advised that the PC must exercise this power within 35 days from the day by which a person elected would have taken up office, i.e. 22 June 07. If the PC failed to fill the vacancy then TMBC may exercise its power to order a fresh election to fill the vacancy. Following a discussion, Mrs. Relf a teacher at the Primary School and resident informed the council that she was interested in being co-opted. It was then proposed by Cllr. Mrs. Macdonald, seconded by Cllr. Mrs. Kearns and

RESOLVED: That Mrs. Relf be invited to join the PC.

Cllr. Mrs. Relf was welcomed to the PC and joined members at the table. In order to allow Cllr. Mrs. Relf the time to peruse the Code of Conduct it was:

RESOLVED: That Cllr. Mrs. Relf would not be expected to complete her written undertaking and Declaration of Acceptance of Office until the next meeting of the PC.

5. Declarations of Interests: There were none

6. Reports from County Councillor and Borough Councillor

Although County Councillor Long was not present, in submitting his apologies he had asked to be informed of any current items, which he might be able to offer some assistance to resolve.

Borough Councillor

Borough Councillor Rogers advised members that he had been elected Chairman of Area 2 Planning Committee. Borough Councillor Mrs Holland had been elected Chairman of Youth & Culture and that the new mayor was Borough Councillor Ms. Kemp.

7. Parishioners Question Time

a. To receive correspondence from Parishioners

It was noted that a copy of a letter had been received from a resident who was opposed to the publicity material circulated by the Conservative candidates in the recently contested Borough Council Elections. It would not be appropriate for the PC to comment.

b. A resident had advised that the septic tank at Court Farm Cottages had been replaced and the PC had been thanked for its involvement.

c. Parishioners Questions

Attention was drawn to the following:

- (i) Overgrown vegetation at Church Lane and Brookside roundabout. Although these matters had already been referred to KHS, KHS would be requested to deal with them as a matter of urgency. A resident expressed his surprise that on reporting the overgrown vegetation to KHS he had been asked to supply the name of the landowner.
- (ii) A brown 'service' sign on the approach to Brookside roundabout had been incorrectly positioned. KHS would be asked to reposition it.

8. Parish Council

a. To confirm the minutes of the meeting held on 23 April 07

RESOLVED: The minutes of the meeting, which had been copied to members, were approved as a correct record and signed by the Chairman.

b. Clerks report on matters arising not covered elsewhere on the agenda

Minute 4b, 2006/07 Donations to Organisations

It was reported that no acknowledgement had been received from the CAB.

Minute 4b, TMBC Easy Access Guide

The Clerk reported that response to the Easy Access Questionnaire from businesses had been slow and that 23 village premises would require a visit. The task would be completed shortly.

Minute 4c, formation of Village Youth Panel

It was reported that a positive response had been received from the Salvation Army and East Peckham Boys Brigade.

Minute 4d, ACRK Affordable Rural Housing Initiative

It was reported that ACRK had agreed with the PC that identifying a site before doing the survey would avoid raising false hopes and perhaps gain more support from the community. ACRK had contacted TMBC about the project and was waiting for the response, if TMBC were agreeable the first stage would be for ACRK and the PC to have a walk around the village with a Planning Officer looking at all potential sites. The survey would then indicate the number of units required and the size of the land needed although the amount of units that could be built would be limited to the size of the land. It was noted that TMBC had yet to co-ordinate their programme of surveys in the area and it was not known when they would want to begin the process for East Peckham.

Minute 12, MVCP: Riverside Communities Project

It was reported that in addition to the PCs suggestion that the centre of the village be a suitable location of the waymarker, the MVCP had also identified Pinkham Lane as a possible location. The PC had no objection to this provided landowners agreed.

Minute 15, Former Parish Councillors

It was reported that letters of appreciation had been received from former Parish Councillors Boyle and Mrs Curry.

Minute 15, Proposed Visit to the CHP Plant in Allington

It was reported that public visits to the site were expected to begin in September 07 and the PC would be consulted later in the year.

Minute 17, Revised Model Contract of Employment

It was reported that following the recommendations of NALC and the SLCC, a list of the revisions that were necessary had been attached to the Clerks Contract of Employment as an addendum.

c. Best Village Front Garden Competition 2007

Following a discussion, it was:

- RESOLVED:**
- (i) The competition would be held during 2007
 - (ii) The competition would be judged by Cllrs. Shead and Street together with the overall 2006 winner.
 - (iii) The usual competition rules would apply and the prize fund consisting of NGC vouchers would total £175.
 - (iv) Judging would take place during June and July.
 - (v) The prize giving ceremony would be held on 01.10.07.

d. New Code of Conduct

Members were aware that the consultation period over the revisions to the Code of Conduct had been completed. In general there was a welcome response to the concept of lighter touch code, which took more account of the problems faced by members who were active in many spheres of their community and the input into improving the clarity of the code. It was noted that the revised version of the Code came into force on 03 May 07 and must be adopted within 6 months or its mandatory provisions would automatically apply. TMBC had advised the PC to adopt the Model Code of Conduct. Following a discussion, it was:

RESOLVED: That the documentation which had been copied to members would be perused with a view to adopting the Model Code of conduct at the next meeting of the PC.

e. NALC 2007 Competitions: Best Annual Report & Website of the Year

It was reported that competition entries had been submitted.

f. Town & Parish Councils Standards Sub-Committee

It was reported that there were a number of vacancies for PC representatives on the Town and Parish Councils Standards Sub-Committee and that the PC had been invited to nominate one serving Parish Councillor for membership of the committee. It was noted that the nominee did not necessarily have to be a member of EPPC. Following a discussion it was:

RESOLVED: In the absence of a member from EPPC able to commit to the committee no nominee would be put forward.

9. Members Contact Details

Following a discussion, it was:

- RESOLVED:**
- (i) Amendments would be made to the contact details as advised to the Clerk.
 - (ii) Re-elected members would examine their website profiles and advise Cllr. Poole of any amendments. Elected members would provide Cllr. Poole with short profiles of themselves for inclusion on the website.
 - (iii) Re-elected members would contact Cllr. Street if they wished to update their website photographs. Elected members would make arrangements with Cllr. Street for their website photograph to be taken.

10. Parish Membership of Committees & Panels

The membership of committees & panels for the 2007/08 meeting cycle was **RESOLVED** as:

Planning Committee	-	All members
Allotment Panel	-	Cllrs. Gardner & Mrs. Macdonald
Finance Committee	-	All members

11. Groups & Local Organisations

It was **RESOLVED** that the membership for the 2007/08 meeting cycle would be as follows:

Kent Association of Parish Councils	Peter Crawford & John Crowley
Action with Communities in Rural Kent	Peter Crawford
Village Hall Management Committee	Peter Street
East Peckham Playing Field Committee	Bill Gress & John Crowley
Malling Age Concern	Peter Street
Village Tree Warden	Terry Shead
Community and Police Working Group	Alan Gardner & Peter Street
Emergency Planning Group	David Poole & Peter Street
Parish Partnership Panel	Peter Crawford, Nikki Kearns & the Clerk
KCC -Village Transport Representative	Peter Crawford
Borough Council Multi-Steering Committee	David Poole
Tonbridge Crime Reduction Panel	Peter Street
Website	David Poole & Peter Street
School Governor	Mrs. J Boyle (Co-option)
Village Youth Panel	Pauline Relf
Parish Plan Project	Peter Street & Mr. Whiteside (Co-option)

12. Meeting Dates 2007/08

It was **RESOLVED** that meeting dates for 2007/08 would be as follows:

PARISH COUNCIL

18 June 2007, 16 July 2007, August – no meeting, 17 September 2007, 15 October 2007, 19 November 2007, 17 December 2007, 21 January 2008, 18 February 2008, 17 March 2008, 21 April 2008

PLANNING AND TRANSPORTATION COMMITTEE

04 June 2007, 18 June 2007, 02 July 2007, 16 July 2007, August – no meeting, 03 September 2007, 17 September 2007, 01 October 2007, 15 October 2007, 05 November 2007, 19 November 2007, 03 December 2007, 17 December 2007, 07 January 2008, 21 January 2008, 04 February 2008, 18 February 2008, 03 March 2008, 17 March 2008, 14 April 2008, 21 April 2008, 12 May 2008, 19 May 2008

2008 ANNUAL MEETING OF THE PARISH COUNCIL

12 May 2008

ANNUAL MEETING OF ALLOTMENT HOLDERS

05 October 2007

FINANCE COMMITTEE

14 January 2008

ANNUAL PARISH MEETING

07 April 08

13. Councillors Areas of Village

Following a discussion it was **RESOLVED** that Councillors areas of the village would preliminary 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	Pauline Relf
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	Ray Bearman
Westwood & Drage Roads, William Luck Close, Cotman Way, Medway Meadows & Beltring Road	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 and Bullen Lane	Nikki Kearns
Seven Mile Lane (incl. Court Lodge Farm & Court Lodge, Forge Farm, Cottages, Roydon Hall Road, Roydon Hall & Maidstone Road	Alan Gardner

14. Planning Committee: Minutes of Meeting held on 23 April 07

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

15. **East Peckham Playing Field Company**

a. **Representatives report including an update on current issues**

- The graffiti kit, which had been supplied by TMBC, had been partially successful in the removal of the graffiti however the graffiti 'buster' van would remove the more permanent graffiti.
- A grant application had been submitted to TMBC in respect of the Big Lottery Fund. The application was in respect of three pieces of play equipment for the older children's play area, installation, seating and safety surfacing
- Terms & Conditions for the Management Company would be finalised shortly.
- The new Pippin Road entrance barrier had been installed.
- Further discussions were taking place regarding new speed bumps.
- Apart from some minor alterations to the Hop Scotch activity, the new toddlers play area had been completed and the grant aid received from TMBC. The Committee would be arranging a formal opening of the facility.
- Discussions were taking place with Charlton Football club regarding the Charlton Athletic Community Scheme of youth diversionary engagement programmes
- The Committee would be meeting with TMBC Environmental Health with a view to improving the litter services. The dog bins would also be reviewed and replaced/repaired where necessary.

b. **2007/08 Sports Hall & Playing Field Grant**

The information, which had been prepared by the Clerk and copied to members, was APPROVED. It was noted that as at 30 April 07, the position with regard to the 2007/08 grant was as follows:

2007/08 Grant	£11,000
Less Expenditure (includes £114 which refers to 2006/07)	£680
Net Grant available to 31.3.08	£10,320

c. **Sports Hall Repairs**

Category A repairs

It was confirmed that the work would be carried out during May half term and that all hall users had been informed that the building would be closed whilst the works were carried out. It was noted that the work would include repairs and maintenance to the mechanical and electrical items, which had last been inspected some 5 – 6 years ago.

Category B repairs

It was reported that Mr Clymer (The Peter Clymer Partnership) had identified five contractors who had expressed an interest in the work and had written to them requesting that they submit tender documentation. Although a firm quotation had not yet been received, Mr Clymer has suggested that the work would cost in the region of £40,000 with a 10% additional cost in respect of his companies Management Services fee, which had been agreed at a previous meeting. The Clerk had therefore prepared a borrowing approval application for the sum of £44,000. A discussion took place, following which, it was proposed by Cllr Poole, seconded by Cllr. Street and:

RESOLVED: That in order to finance the Category B repairs of the Sports Hall which were identified in a recent survey a Borrowing Approval application would be submitted to the Kent Association of Parish Councils for the sum of £44,000. The Clerk and Chairman signed the application.

It was noted that subject to Borrowing Approval being obtained and the loan application being approved by the PWLB works would be carried out during the period 23 July 07 and 17 September 07. It was noted that the Sports Hall would be closed whilst the works were being carried out and that the hall users had been informed and were making alternative arrangements.

16. Community & Police Working Group

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

- (i) The next meeting would be held on 19.06.07.
- (ii) The first police constable surgery would be held on 04.06.07 in the library
- (iii) With the arrival of the new community warden, PCSO and Police Constable, the village had better community policing support than Tonbridge and the village was starting to see real improvements.
- (iv) The culprits responsible for the Curran Hall graffiti had been identified and dealt with by the police.

17. Tonbridge & Malling Crime Reduction Partnership

Cllr Street reported that crime statistics for the village were low and that the next meeting of the T & M Crime Reduction Partnership would be held shortly.

18.. TMBC

a. Litter: to consider 'walkabout' with TMBC to identify local hot issues and to develop an action plan for service improvements.

It was reported that in response to the Parish Councils concerns regarding litter in the village TMBCs Environmental Health Department had offered to meet members and carry out a 'walkabout' in order to identify local 'hot issues'. The aim of the meeting would be to develop an action plan for service improvements. Following a discussion, it was:

RESOLVED: That members were in favour of the 'litter walkabout' and arrangements would be made with TMBC for this to take place.

b. 2007 Borough Council Election

It was reported that Borough Councillors Mrs Holland & Rogers had been re-elected.

19. Finance

a. 2006/07 Accounts

The unaudited accounts and supplementary documentation for the year ended 31 March 07 was copied to members. The accounts and supplementary documentation consisted of the following:

- Receipts & Payments summary for the year ended 31.03.07
- Receipts & Payments Account for the year ended 31.03.07
- Notes to support the accounts for the year ended 31.03.07
- S137 report for the year ended 31.03.07
- VAT statement for the year ended 31.03.07
- Proposed Annual Return for the year ended 31.03.07
- Asset List as at 31.3.07
- A review of the deeds, land holdings, leases and tenancy agreements held by the Parish Council at 31.03.07

Attention was drawn to the following:

- The accounts had been prepared in accordance with the guidelines expressed in the Governance & Accountability in Local councils in England and Wales – a Practitioners Guide, The Accounts and Audit Regulations 1996 (As Amended) and CIPFA guidelines.
- As the PCs expenditure was below £200,000, the accounts had been prepared on a Receipts and Payments Basis
- Fund balances at 31 March 07 amounts to £63,889, which included the earmarked reserves.

Following a discussion, it was **RESOLVED** that the accounts for the financial year ended 31 March 07 be APPROVED and Cllr. Crawford and the Clerk as RFO would sign the accounts and complete the Annual Return.

Attention was drawn to the statements contained in the Annual Governance Statement. Members responded positively to all statements following which it was **RESOLVED** that Cllr. Crawford and the Clerk as RFO would sign the Annual Governance Statement.

b. 2006/07 Audit

It was reported that the Independent Internal Audit would be carried out on 13 July 07 and that the date set by District Audit for the External Audit was 20 July 07.

c. Bank Reconciliation as at 30.4.07

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

d. New Bank Mandate

Following a discussion, it was **RESOLVED** that the completion of the new bank mandate would take place at the next meeting of the PC.

e. Clerks & Councils Direct

It was reported that the PC currently received one copy of the publication per quarter however additional subscriptions were available at the sum of £9.50 per annum. Following a discussion, it was:

RESOLVED: That no amendments would be made to the existing subscription arrangements

f. Malling Holiday Playscheme for Children with Special Needs: Request for financial assistance

It was reported that a letter requesting financial assistance had been received. It was noted that the organisation relied entirely on grants and donations, which enabled them to offer daytime respite facility to families carried for the children who were unable to be catered for by the council run schemes. Following a discussion, it was:

RESOLVED: That a decision on the matter would be deferred until it was known what arrangements had been made for the 2007 East Peckham Playscheme.

g. **Financial Transactions: The following transactions were approved**

Receipts since 23.04.07

13.04.07	TMBC	First Half 2007/08 Precept	£28,759.50
27.04.07	TMBC	Toddlers Play Equipment grant	£6,697.00
30.04.07		Customs & Excise Refund of 06/07 Vat 4 th Quarter	£1,771.73
Total			£37,228.23

Automated payments made since 23.04.07

11.04.07	*British Gas Sports Hall Gas Supply 2006/07	£114.00
22.04.07	^British Gas Sports Hall Gas Supply 2007/08	£114.00
Total		£228.00

Note payment made on 11.04.07 was the final payment for 2006/07, which was delayed. British Gas error

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

Mrs. K Bell	S112/S111 Clerks Expenses April 07 as receipted	£36.73 Chq 2605
Monkey Design House	S111 Website hosting & content management System	£258.50 Chq 2606
Wicksteed Leisure	S19 Installation of toddlers play Area (offset by matched KCC & TMBC Grants)	£19,618.98 Chq 2607
Mrs K Bell	S112/S111 111Clerks Salary May 07 plus expenses less deductions	£901.16 Chq 2608
EDF Energy	S10 Streetlight maintenance	£340.32 Chq 2609
Shaw & Sons	S111 Publication underpayment in Respect of Law of allotments	£11.80 Chq 2610
KCC	*(S19) Sports Hall Supplies £61.39	
	S111 Parish Office Stationery £27.89	£89.28 Chq 2611
Sweepclean	S137 Litter Clearing April 07	£88.13 Chq 2612
Hills Office Services	S111 Office equipment service to photocopier, printer and computer plus toner and print cartridges	£274.70 Chq 2613
Kent Grassland Services	*S19 Playing Field Maintenance April 07	£446.50 Chq 2614
SSG Emprise	* S19 Security Services April 07	£249.49 Chq 2615
KCC Youth Service	S137 Try Angle Award 2007 – Donation (Approved by PC in April 07)	£50.00 Chq 2616
Allianz Cornhill	S111 2007/08 Insurance Premium	£732.16 Chq 2617
Mr E Grenham	S26 Allotment expenses – weed killer	£5.00 Chq 2618
Hever Landscapes	Village/churchyard maintenance	£653.00 Chq 2619
Mr D Poole	website training	£79.47 Chq 2620
TOTAL		£23,835.22

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

20. **Correspondence**

It was reported that the following items had been received:

a. **RSS:** Play Information (passed to EPPFC)

b. **NALC**

- Local Council Review (May 2007)
- DIS Extra No. 656 (May 2007)

- c. **KAPC**
 - Minutes of Area Committee Meeting held on 22 March 07
 - Parish News (April 07) - copied to members
 - Councillors Information Day: Seminar to be held on 16.06.07 – copied to members
- d. **CPRE**
 - Kent Voice (Spring 2007)
 - Kent Diary (Summer 2007)
- e. **Shaw & Sons**: Publication order form
- f. **Clerks & Councils Direct** (May 2007)
- g. **Protec** (Product Information)
- h. **Government Computing** (May 2007) – passed to Cllr. Poole
- i. **Action with Communities in Rural Kent (ACRK)**: Rural News (May 07) (Attached)
- j. **The John Aspinall Foundation**: Fundraising literature
- k. **HAGS**: Play Product Portfolio (passed to EPPFC)
- l. **SLCC**: The Clerk (May 07)
- m. **The Kent Men of Trees**: Newsletter (passed to Cllr. Shead)
- n. **Handyman Services**: Product Information
- o. **Local Councils Update** (May 07)
- p. **EDF Energy**: Streetlight Energy Tariff 2007 - 2010
- q. **Charlton Athletic Community Scheme**: Details of youth diversionary engagement programmes (copied to EPPFC)
- r. **TMBC**: Standards Committee Annual Report 2006
- s. **FWAG**: Invitation to South Eastern Agricultural Show (passed to Cllr. Shead)

21. Matters for future Discussion

Councillor Poole

- Would advise the Clerk of any minutes that he required electronically in order that they could be included on the website
- Drew attention to the incorrect entry in the register of electors for Culpepper House, 5 Orchard Road which included people not resident at the property

22. Date of next meeting: Confirmed as 18.06.07

There being no additional business, the meeting concluded at 21.55 hours.

