

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.00 HOURS ON MONDAY 13 DECEMBER 2010

PRESENT: Parish Cllrs. P. Crawford, J. Crowley, Mrs. P. Graham, W. Gress, G. Haycock (from item 8(a)), Mrs. L. Picknett, D. Poole (Chairman), C. Silver (from item 8(a)) & P Street (Vice-Chairman)

ALSO PRESENT: Mrs. K Bell (Clerk), Mr. R. Long (County Councillor), Ms. S. MacKay (Community Warden), Mr. S. Liston (PCSO) & 3 residents

APOLOGIES: Cllr. Mrs. J Macdonald

Cllr. Poole opened the meeting and welcomed everyone present.

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

2. County Councillors Report

Mr. R. Long was welcomed to the meeting. He drew attention to the following:

- Traffic chicane at The Harp PH, Hale Street. Mr. Long empathised with the Parish Councils over its safety concerns and would put pressure on KHS to either remove or modify it.
- The routes allocated to farmers to plough in a snow emergency had been made available. In order to ascertain the effectiveness of the system, Mr. Long requested some feedback from the parishes.

3. Police

PCSO Liston was welcomed to the meeting. He drew attention to the following:

- Speed checks in the vicinity of The Harp PH, Hale Street had been abandoned as the police had been unable to find a safe place from where to carry out the checks.
- He was aware of the recent accident at The Harp PH which resulted in a young motor cyclist receiving severe injuries and that the accident was being investigated. He would ascertain the extent of the police investigation and what information he was able to disclose.
- The village police representatives had signed up with the EA to receive flood alerts.
- He would ascertain the extent of police participation in the EA's forthcoming Exercise Watermark.
- Crime statistics were down and they would in future be published in the Parish Magazine together with details on crime reduction precautions.
- He was aware that during the recent snow emergency snowballs had been thrown at vehicles in Hale Street and that a snowball had been thrown in Old Road resulting in damage to property. He asked that any further incidents be reported to the Police Control room.

4. Community Wardens Report

Ms. MacKay was welcomed to the meeting. She stated that all appeared quiet in the village and drew attention to the following:

- During the recent snow emergency she had been seconded to work nearer her home but when she had been able to work in the village her work had involved checking on vulnerable people.
- Her monthly report would be copied to members.
- The cyber bullying talk due to be held on 18 November 2010 had been postponed and would now be held at the end of December 2010.

5. Minutes

The Minutes of the meeting held on 15 November 2010 were approved and signed as a correct record.

6. Matters Arising not covered elsewhere on the agenda

Minute 6f, Possible Twinning with Chereng

Attention was drawn to the following:

- The Primary School would be interested in participating should the twinning proceed.
- Chereng were in the process of forming a Friendship Circle and if there was sufficient interest from East Peckham representatives from Chereng would be happy to attend the 2011 Annual Meeting.

Minute 10b, 2010 Poppy Appeal Donation: The 2010 Village Appeal had raised £2,937.49.

Minute 10c, 2011/12 Village & Churchyard Grounds Maintenance: Headland Garden Services had signed the 2011/12 contract.

7. Public Questions, comments and representations

- A Hale Street resident had sent an email requesting details of alternative schemes for the chicane at The Harp PH. The resident was advised that the PC would consider any viable alternatives proposed by KHS.
- A resident requested an update on the renovation of the war memorial. The resident was advised that whilst the Diocese of Rochester had endorsed the renovation works and the funds earmarked within the PC's reserves the village historian had not yet completed her research.
- A resident requested an update regarding an improved cycle route from East Peckham to Paddock Wood. The resident was advised that KHS were examining the issues raised and would report to the PC shortly.
- A resident reported missing marker posts village wide. KHS would be advised.

8. Business Items

a) Co-options

It was reported that Messrs. C. Silver and G. Haycock wished to become co-opted members. It was proposed by, seconded by Cllr. Street and:

RESOLVED: That Messrs. Silver & Haycock be co-opted with immediate effect to fill the two vacancies.

b) Revised Standing Orders: 2010 Annual Review

Following a discussion, it was:

RESOLVED: That the revised document would be approved before the end of March 2010.

c) Sports Hall & Playing Fields

(i) **Current issues** - Attention was drawn to the following:

Bookings: A booking had been made for a weekly Tai Chi Club which from 05 January 2010 would be held on Tuesday mornings and a two hour Monday morning booking had been made for a period of 6 weeks commencing on 17 January 2010 for the Hadlow Children's Centre. The Gym Club had also enquired about an additional session.

Holes in the school Fence: Mr. Edwards had been asked to carry out the work.

Keys: One user had experienced a difficulty in using their key. An investigation was carried out but there appeared to be no problem. The Clerk had offered to swap the key over and meet the user on site.

Tonbridge Casuals: Had advised that they returned their key to the former EPPFC and although they had received a refund of their key deposit the cheque was presented to the bank after the EPPFC accounts had been closed and had subsequently been returned to the payee. The cheque would be reissued by the PC.

Gym Club Store: As soon as the store cupboard doors had been painted the carpenter would return to carry out the additional repairs.

Sports Hall, Car Park & playing Field expenditure 2010/2011 as at 30 November 2010

Sports Hall Grant	£ 10,664 (Balance of 2010/2011 grant £1,336)
Sports Hall income	£6,447 (post May 2010)
Repairs	£3,984
Salaries incl on call	£4,475

Annual Inspection of the Play Equipment

- Fresh Air Fitness had been asked to provide a quotation in respect of the repair and replacement of the missing and faulty parts.
- Mr. Edwards had been asked to look at the fencing and if it was something that he could repair he would provide a quotation for the PC's consideration.

(ii) Renovations and Maintenance

- **Briefing Summary**

It was reported that a recent survey had been undertaken which had identified urgent maintenance work and that it was considered more cost efficient to carry out the work at the same time as the renovations to create a new office and meeting hall. It was noted that having received tenders for the work which would be considered by members a little later on in the meeting it was evident that the work would cost in the region of £80,000 and not £54,000 which was originally envisaged. A discussion then took place regarding the future of the Sports Hall, following which, it was:

RESOLVED: That the Sports Hall was for the benefit of the community and it was desirable to keep it refurbished, functioning and open. It was further:

RESOLVED: That the cost of the renovation and maintenance work together with the amount expended on maintenance works 4 years ago was the amount which should have been spent on the building in its lifetime and that the problems had been caused by many years lack of maintenance and neglect to the building by a former Management Committee

- **Tender Consideration**

It was reported that tender documentation had been issued to four contractors who had confirmed interest in the work all of whom had subsequently submitted bona fide tenders for consideration. It was noted that having examined the contracted prices and adjusted them for arithmetical errors they were between £62,710 and £98,374. Following a discussion, it proposed by Cllr. Poole, seconded by Cllr. Crowley and:

- RESOLVED:**
- (i) That the work would be offered to the contractor who had submitted the lowest quotation, i.e., Total Building Care in the order of £62,710. It was noted that Total Building Care had carried out previous work to the building.
 - (ii) A budgetary provision of £8,000 was required in respect of the mechanical and electrical work.
 - (iii) A budgetary provision of £10,000 was required in respect of the provision of heating for the office and meeting room.
 - (iv) A total budgetary provision of £80,710 was required in order to finance the works.

- **Funding of the work**

Having decided upon which tender to accept, members then discussed how the work would be funded and options considered included taking out a PWLB for all or some of the costs, to wholly fund the work through the 2011/12 precept, possible grant sources and the use of reserves. Following the discussion, it was proposed by Cllr. Crowley seconded by Cllr. Haycock and

RESOLVED: That up to £25,000 would be put towards the project from reserves and the remainder of the costs would be met through the 2011/12 precept.

- Funding of the work through grants would be difficult as most funding schemes excluded ongoing costs such as repairs and maintenance work and that most schemes were intended for community or voluntary groups and the Parish Council fell within the statutory sector and was therefore able to raise funds through the precept.
- County Councillor Long had indicated that he might be able to secure a grant of £5,000 towards the work which had been specifically identified in respect of the new disabled access and meeting hall.

d) Christmas 2010 Lights & Festivities

Attention was drawn to the following:

- A £560 Christmas Lighting Grant would be available from TMBC.
- Donations had amounted to 3 'in kind' donations and a disappointing £125 from village businesses.
- The East Peckham Silver Band, the Street Singers and the Primary School choir and orchestra would be attending the event on 16 December 2010.
- The installation and switching on of the Christmas Lights and the lighting up of the Christmas tree had been delayed due to the snow emergency but these had now been switched on.
- Hospice in the Weald would be providing the street collection buckets.
- Invitees to the event on 16 December 2010 included former Councillors, East Peckham Primary School, businesses who had contributed towards the celebrations, Borough and County Councillors, the Salvation Army, the Community Warden and Rev. Carr.

e) Dog Control Order (DCO) for East Peckham

Following a discussion, it was:

RESOLVED: That the matter would be deferred until the next meeting.

9. Planning Committee

RESOLVED: That the minutes of the meetings held on 15 November 2010 and 06 December which had been copied to members be **RECEIVED & NOTED**.

10. Groups & Organisations

Following a discussion, it was:

RESOLVED: That reports would be presented to members at the next meeting.

11. Finance

a) Bank Reconciliation as at 30 November 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30 November 2010, the balances held were; Current Account £382, Reserve Account £140,868 and Capital Account £14,570.

b) **Budgetary Control as at 30 November 2010**

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

c) **Donation to members of the East Peckham Boys Brigade for hand salting vulnerable parts of the village during the recent snow emergency**

Following a discussion, it was:

RESOLVED: That a donation of £25 each would be awarded to Joseph Boyle and Ryan Parks in appreciation of their work and efforts on behalf of the village.

d) **2011/12 Street Light Maintenance**

Following a discussion, it was:

RESOLVED: That the matter would be deferred and considered during the meeting of the Finance Committee on 17 January 2011.

e) **2011/12 Budget**

Following a discussion, it was:

RESOLVED: That members would advise the Clerk of specific items which they wished to be provided for in the 2011/12 budget by 17 December 2010.

f) **Financial Transactions:** The following were **APPROVED**

Receipts

12.11.10 – 10.12.10	Sports Hall Rental	£516.00
Nov 10	Christmas light donations	£125.00
12.11.10 – 10.12.10	Allotment rents	£27.00
Nov 10	TMBC – S136 2 nd half	£6,275.50
TOTAL		£6,943.50

Payments (includes VAT where applicable)

EDF Energy	S19	Sports Hall Electricity	£160.00	dd
British Gas	S19	Sports Hall Gas	£117.00	dd
Mrs K Bell	S111/112	Clerks Salary & expenses	£1,333.77	Chq 3231/3236 3244
Royal British Legion	S137	Donation	£110.00	Chq 3232
Mr P Clymer	S19	Sports Hall QS Fees	£3,965.64	Chq 3233
Purle Associates	S19	Sports Hall CDM Fees	£1,590.00	Chq 3234
Mr D Townsend	S19	Football pitch line marking	£56.00	Chq 3235
Miss Jenner & Mr Kent	S19	Sports Hall Maintenance	£694.44	Chq 3237
Mr P Hartley	S137	Litter Clearing	£87.50	Chq 3238
SLCC	S111/112	2010 Subscription Renewal	£135.00	Chq 3239
Tonbridge Casuals	S19	Refund of key deposit	£25.00	Chq 3240
EP Parish Magazine	S111/112	Advertising	£140.00	Chq 3241
Mr M Edwards	S19	Playground repairs	£575.75	Chq 3242
Inland Revenue	S111/112	Salary Deductions	£687.53	Chq 3243
PFL	S10/3	Streetlight Maintenance	£299.63	Chq 3245
Headland Garden Svcs	S101	Village & Churchyard maintenance	£426.25	Chq 3246
Pams Pantry	S111/112	Village Christmas Lights Celebration	£75.00	Chq 3247
Aon	S111/112	Additional Insurance Premium – Christmas Lights	£9.81	Chq 3248
Mr P Street	S111/112	Retirement gift for Mr. Shead	£55.00	Chq 3249
TOTAL			£10,543.82	

12. Correspondence

The following items were **RECEIVED AND NOTED:**

- a. Dis: Issue No: 747 (12.11.10) & 748 (26.11.11)
- b. Local Gov.co.uk: e bulletins dated 05.11.10, 09.11.10, 11.11.10, 16.11.10, 17.11.10, 19.11.10, 23.11.10, 25.11.10, 30.11.10 & 02.12.10
- c. Kent Association of Local Councils: Minutes of meeting held on 16 September 2010 and agenda in respect of meeting being held on 16.12.2010
- d. TMBC
 - (i) Here & Now (Winter 2010)
 - (ii) Minutes of Council, Cabinet & Committee Meetings 2010, Vol. 4 – 13.07.10 – 28.10.10
 - (iii) Parish Partnership Panel: Notice of cancellation of meeting & possible rescheduling of meeting to 27 January 2011
- e. Office of HM Lord Lieutenant of Kent: Invitation to 2011 Civic Service
- f. West Kent Watch: Issues November & December 2010
- g. Emergency Planning Society (information emailed to Cllr Poole)
- h. NALC: Legal Briefing Document 'The Independence of Parish Councils Internal Audit'
- i. Government Computing (December 2010): Passed to Cllr. Poole
- j. Arbor: The Journal of the Kent Men of the Trees (Autumn 2010)
- k. Community Safety Partnership
 - (i) Minutes from meetings of T & M CRP held on 20 September 2010 and 29 November 2010
 - (ii) Agenda in respect of meeting held on 29 November 2010
 - (iii) Monthly Bulletin (December 2010)
- l. Goods & Service Information: Received from the following
 - (i) Essential Planning Ltd: Planning Training
 - (ii) Local Works.org: Sustainable Communities Act campaign literature
 - (iii) HadLOW CARBON: Seminar 'How to make listed buildings more energy efficient'
 - (iv) Hadlow Tower Action Group: Tower News (November 2010)
 - (v) Journal of Local Planning
 - (vi) H M Revenue & Customs: Online Filing information
 - (vii) UK Power Networks (Formerly EDF Energy Networks)
 - (viii) Local Government News: Subscription Information
 - (ix) Fire Training International
 - (x) Secure Engineering: CCTV
 - (xi) Scribe 2000: User Support information & New Accounts 2010 application
 - (xii) Lappset Playworld: Play equipment
 - (xiii) Cascade: Community Housing & Village Amenities
 - (xiv) SMP: Play equipment
 - (xv) Aon: Charity & Voluntary Organisation Insurance

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- (xvi) Pear Technology Services Ltd: Digital Mapping for Town and Parish Councils
- (xvii) Matta Products: Play Equipment
- (xviii) Hills Office Services: Office Equipment
- (xix) Hags: Play Equipment

- m. KCC
 - (i) Trading Standards Alerts (November 2010)
 - (ii) 2009/10 Annual Performance Report
 - (iii) Bold Steps: KCC's Medium Term Plan for 2011/2015
 - (iv) Kent Parish Website Update
 - (v) Rail Fare Rises: Statement of objection
 - (vi) 'Growth without Gridlock', Transport Delivery Plan: Invitation to seminar held on 01 December 2010
 - (vii) Definitive Map: Alterations (Not affecting East Peckham)

- n. Clerks & Councils Direct (November 2010)

- o. Kent Fire & Rescue Service: Towards 2020 (Draft Plans) and public survey

- p. Action for Market Towns: Promotional literature

- q. Broomfield & Kingswood Parish Council: Change of email address

- r. WK NHS
 - (i) Invitation to a meeting of voluntary and community organisations on the future development of Eastern and Coastal Kent Community Health NHS Trust
 - (ii) Consultation on NHS White Paper proposals
 - (iii) Prioritising Treatments in West Kent

- s. CPRE
 - (i) Fieldwork (December 2010)
 - (ii) Countryside Voice (Winter 2010)

- t. Farming & Wildlife Advisory Group: Fundraising events

- u. Action with Communities in Rural Kent
 - (i) Oast to Coast (Autumn 2010)
 - (ii) Rural News (November 2010)
 - (iii) 2009/10 Annual Summary
 - (iv) Funding Buddies: Website
 - (v) Community Halls Advisory Session

- v. Local Councils Update: November & December 2010

- w. Fundraising Information: Demelza House

- x. The Rochester Bridge Trust: 2009/10 Annual Review

- y. Society of Local Council Clerks
 - (i) The Clerk (November 2010)
 - (ii) 2011 Conference & Training Programme
 - (iii) Subscription Information
 - (iv) Practitioners Conference 2011

13. Matters for future Discussion

Cllr. Mrs Graham drew attention to the following:

Exercise Watermark

Members were advised that the East Peckham Flood Group had registered to participate in Exercise Watermark a DEFRA project that was running from 04 – 11 March 2011. Exercise Watermark was a national emergency planning exercise and the Flood Group were planning on using the week to test the village's preparedness for a flood event, to use the experience to improve their plan and to raise awareness of the need to consider flood resilience measures. The Flood Group hoped to work in partnership with the Parish Council and in this respect the Flood Group would be asked to clarify what they were planning and what they would like in the way of PC participation and involvement.

Little Mill Flood Scheme

Members were advised that the Little Mill Flood Scheme was to be discussed by the Regional Flood Defence Committee (RFDC) at a meeting which would be held on 12 January 2011. It was noted that the meeting was not one at which the PC or the East Peckham Flood Group were represented but the Flood Group wanted to strongly make the case to support the Little Mill Scheme as its funding was under threat. It was further noted that that the RFDC would decide which projects went ahead in the region.

Micro-Generation

Cllr. Mrs. Picknett drew attention to a micro-generation project which had been set up in Hadlow and reported that she had been asked if there was any interest in setting up a similar project in East Peckham. Cllr. Poole stated that he would pursue the matter.

14. Urgent Items: There were none.

15. Matters for consideration in Private: There were none

16. Date and Time of next meeting: Confirmed as 24 January 2011.

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