

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.50 HOURS ON MONDAY 15 NOVEMBER 2010

PRESENT: Parish Cllrs. P. Crawford, J. Crowley, Mrs. P. Graham, W. Gress, Mrs. J. Macdonald, Mrs. L. Picknett, D. Poole (Chairman) & P Street (Vice-Chairman)

ALSO PRESENT: Mrs. K Bell (Clerk), Mrs. E. Holland (Borough Cllr.), Ms. S. MacKay (Community Warden) & 5 residents

APOLOGIES: Mrs. L. Baseden (Parish Cllr) & Mr. H. Rogers (Borough Cllr.)

Cllr. Poole opened the meeting and welcomed everyone present.

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

2. **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:

- The trainers had finally been removed from the BT overhead line at The Pound.
- Her monthly report would be copied to members.
- A cyber bullying talk would be held on 18 November 2010.

3. **Minutes**

The Minutes of the meeting held on 18 October 2010 were approved and signed as a correct record.

4. **Matters Arising not covered elsewhere on the agenda**

Minute 8c, Revised Financial Regulations: 2010 Annual Review: Members had each received a copy.

Minute 11d, Local Elections May 2011

TMBC would be holding a briefing session for Clerks in the New Year where information would be provided about the elections, the implications for the Clerk and Parish Council and an update on other matters in the light of recent government guidance. It was noted that:

- All Parish seats including those filled following a casual vacancy since the last elections would be up for election on 05 May 2011.
- A casual vacancy arising on or after 10 November 2010 would not trigger a by election and casual vacancies occurring during this period could remain unfilled.

Minute 12b, S136 Expenditure on Village Halls & Open Spaces: Paving outside the Methodist Church.

It appeared from Parish archives that the land was transferred from PC ownership to KCC in 1997.

Minute 12c, Renewal of Data Protection Registration: The ICO had confirmed the renewal of the registration.

Minute 14, Opening of Primary School renovated swimming pool.

Cllr Poole and the Clerk had attended the opening ceremony and an article had appeared in the Courier.

Minute 14, Flytipping at Pierce Mill Lane: The flytipped rubbish had been removed by TMBC.

Minute 14, Missing inspection hatch outside the surgery in Old Road

A KHS inspection had been concluded that the fault was on private land. The landowner had been notified.

5. **Public Questions, comments and representations** - Attention was drawn to the following:

- The recent crash at the second road narrowing at The Harp, Hale Street which resulted in a young motorcyclist suffering severe injuries. It was agreed that in view of the fact that the PC had campaigned for many years for its removal on safety grounds and owing to the appalling record of collisions and near misses a letter would be sent to KHS requesting in the most strongest terms the immediate removal of the road narrowing feature the letter would be copied to both the County Councillor and MP..
- A resident requested an update regarding the clearance of the Coult Stream. The resident was advised that the EA should have recently carried out the work.
- A resident requested an update regarding a cycle reroute between East Peckham and Paddock Wood. The resident was advised that there had been no response from either KHS or TMBC.
- A resident requested an update regarding the diversion of HGV's from Hale Street. The resident was advised that no response had been received from KHS.
- A resident asked why KHS had not used a low noise and high drainage surface in the recent resurfacing works on the East Peckham Bypass Surfacing Works. KHS would be asked to explain.
- A resident advised that the crisis at the East Peckham Social Club should be addressed by the end of November 2010.

6. **Business Items**

a) **Co-option**

It was reported that expressions of interest had been received from three residents, Messrs. C. Silver & G. Haycock and Mrs. P. Relf who were interested in becoming co-opted members. Following a discussion, it was:

RESOLVED: That information about all 3 candidates would be circulated in confidence to members and a decision would be made on who would be co-opted at the next meeting.

b) **Revised Standing Orders: 2010 Annual Review**

Following a discussion, it was:

RESOLVED: That the draft document as prepared by the Clerk would be perused by members and following further revision the new document would be considered at future meetings. It was further **RESOLVED** that the revised document would be approved before the end of the current financial year.

c) **Sports Hall & Playing Fields**

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

Emergency alarm & Outdoor Lighting: The annual inspection had been carried out and the inspector found no faults

Unauthorised Access onto Playing Fields: A letter had been received from the resident who had gained unauthorised vehicular access onto the playing fields. The contents of the letter were noted and members approved the Clerks response.

Bookings: An enquiry had been received from a resident who was considering starting up a Tai Chi club in the village. The resident had been advised of booking costs and hall availability.

Gym Club: Further repairs to the gym club store were required and these would be carried out shortly by the original contractor.

Showers: The footballers had commented that the showers were not working properly. A plumber had advised that new shower heads might improve the situation but was of the opinion they would not make a significant difference. A further inspection was subsequently carried out which found that the shower pump had not been switched on. The problem had been resolved.

Football Posts: Due to the long gap between home matches these had been removed from the pitches. East Peckham Juniors would re-erect the posts when needed for home matches.

Holes in the school Fence: These would be repaired as soon as practicable.

Keys: Some users had experienced difficulty in using their keys. On investigation it appeared that there was no problem but the Clerk had offered to swap keys over on request. No response had been received from Tonbridge Casuals.

Sports Hall, Car Park & playing Field expenditure 2010/2011

Sports Hall Grant	£10,055 (Balance of 2010/2011 grant £1,940)
Sports Hall income	£6,092 (post May 2010)
Repairs	£3,784
Salaries incl on call	£3,555

Annual Inspection of the Play Equipment

- The work to the junior & toddler play areas (excluding the junior swing) had been carried out.
- The junior swing would be replaced in April 2011.
- Arrangements would be made for Fresh Air Fitness to replace the missing and faulty parts to the fitness equipment.

(ii) Planned renovations and Maintenance requirements

Attention was drawn to the following:

- Mr Clymer had agreed to Project Manage the work.
- A job specification had been received which highlighted the required maintenance work. It was noted that the work included repairs to the damp proofing, guttering and brickwork.
- It was considered that the maintenance work was essential in order to bring the building up to date and to provide continued use of the building.
- An initial estimate for the renovations and maintenance work had calculated that the work would cost approximately £54,000.
- Expressions of interest in the work had been received by 5 contractors who would now be asked to submit full tenders.
- At a peppercorn rate, the PC had acquired many items of equipment including tables and chairs which would be used to refit the new public spaces.
- It was reported that the CDM Regulations 2007 required the PC to appoint Planning Supervisor who would deal with issues of safety both in the execution of the works and that the PC's Project Manager, Mr Clymer had recommended that John Purle Associates who specialised in providing this type of service be appointed. It was noted that the fees would be approximately £1,600

Following a discussion, members expressed the opinion that the amount of £54,000 for the renovation and maintenance work together with the amount expended on maintenance works 4 years ago was the amount that should have been spent on the building in its lifetime and that the problems had been caused by many years of lack of maintenance and neglect to the building by a former Management Committee. The following decisions were:

- RESOLVED:**
1. That at the next meeting members would consider the tenders, contract information and how the maintenance and renovations work would be funded.
 2. That the long term aim for the PC would be the construction of a purpose built sports and office complex.
 3. That Mr Clymer's project fees and contract documentation would be accepted.
 4. That John Purle Associates be appointed as the CDM Coordinator under the CDM Regulations 2007.

(iii) Extraordinary Meeting of the PC to discuss the Sports Hall

Following a discussion, it was:

- RESOLVED:** That whilst it was felt that the issues could be dealt with during a normal Parish Council meeting. The item would remain on the agenda in case it was felt that a meeting dedicated to the sports hall was considered necessary in the future.

d) Christmas 2010 Lights & Festivities

Attention was drawn to the following:

- A £560 Christmas Lighting Grant would be available from TMBC provided that an equivalent sum was raised locally including a minimum contribution from the PC of £200.
- Letters had been sent to major businesses in East Peckham requesting donations.
- £2,142 had been included within the 2010/2011 budget. There was also an additional under spend from 2009/10 following PFLs decision not to charge for the 2009 electrical work.
- Brookside Garden Centre had been asked to provide the Christmas tree.
- The East Peckham Silver Band had given a provisional acceptance to attend the event on 16 December 2010 at 6.30 p.m.
- TMBC had issued a street collectors licence.
- Mr Ridley had agreed to be 'Father Christmas' the costume to be provided by Mr Cox.
- The Village Stores had agreed to provide all the sweets for 'Father Christmas' to hand out.
- A village catering company had been asked to attend and provide hot dogs, burgers and hot drinks for residents to purchase, in doing so there would be no financial outlay to the PC.
- Having investigated the possibility of solar lights being used on this year's Christmas tree it had been ascertained that these would not provide the wattage required and therefore Gala Lights would be providing professional outdoor LED lights.
- The quotation received from Gala Lights for the sum of £2,703 had been accepted in respect of the provision and installation of strung lights outside the parade of businesses at The Pound and the Village Stores. It was noted that included within the quotation of £2,703 was the lighting products, infrastructure for the new lights and the installation and take down of the new lights and existing motifs.
- A UMISO Certificate had been obtained in respect of the unmetered energy that would be used.

e) Water Fountain for East Peckham Village Centre

Following a discussion, it was:

- RESOLVED:** That Cllr. Mrs. Macdonald would ascertain the acquisition, installation and ongoing costs of installing a water fountain and the matter would be considered at the next meeting.

f) Possible Twinning with Chereng, France

Following a discussion, members expressed the opinion that the twinning opportunity was very laudable but that the Parish Council's role should be limited to that of a watching brief and that now was the time to ascertain whether there was interest in the village to form a Friendship Circle. It was:

RESOLVED: That an article would be placed in the Parish Magazine and on the website informing residents of the twinning opportunity and if there was sufficient interest the matter would be placed on the agenda for discussion at the Annual Parish Meeting.

g) Dog Control Order (DCO) for East Peckham

At the meeting of the PC held on 18 October 2010, members considered the many complaints which had been received regarding dog fouling village wide and dogs off leads on the playing fields. Members were of the opinion that the PC ought to consider a DCO for land in PC ownership and it was agreed that in the first instance T & M parishes would be contacted to ascertain some feedback from their experiences. Attention was drawn to the following:

- Some parishes reported that DCO's whilst successful had been controversial and had polarised communities.
- Some parishes considered employing their own enforcement person but rejected it on the grounds of affordability and how an enforcement person would be managed. Some parishes were of the opinion that DCO's would only work if there was effective enforcement and felt that enforcement could be more trouble and expensive than it was worth.
- Some parishes had grassed areas set aside as a 'dog loo' for dogs to use and groundstaff would treat the area with chemicals to disperse deposits.
- Some parishes had designated areas for dog walkers to exercise their dogs off their leads.
- Some parishes whilst having similar problems to East Peckham were not considering DCO's.

A discussion followed, during which members expressed the opinion that they were not anti dog and wished to work with dog owners to achieve benefits for the village as a whole, it was:

RESOLVED: That further information would be obtained from TMBC especially with regard to the benefits that could be derived from the Parish having DCO's.

h) The Kent Men of the Trees - Trees in the Village Competition 2010

It was reported that the judges had been impressed with the trees in the village as well as their care and maintenance and that East Peckham had been considered by the judging panel to be in the top ten villages in the County of Kent. In recognition a prize consisting of a £15 tree voucher had been awarded and it was hoped that the Parish Council would select an indigenous species. The village had been commended on its splendid achievement. It was noted that the judge's report had been received with recommendations on how the village trees could be further enhanced. Following a discussion, it was:

RESOLVED: That a report of the success of the village in this year's completion would be included in the 2011 Annual Report and that the prize would part fund a wayfarer (aka Chequer) tree which would replace one of the failing trees in Old Road.

7. Planning Committee

RESOLVED: That the minutes of the meetings held on 18 October 2010 and 01 November 2010 which had been copied to members be **RECEIVED & NOTED.**

8. Groups & Organisations

a) **Community & Police Working Group:** There was no report

b) **Crime Reduction Partnership:** There was no report

c) **Parish Plan:** There was no report

d) **Youth Panel: East Peckham Youth Club**

Cllr. Mrs. Macdonald reported that a leaflet would be produced for village wide circulation as soon as a venue had been found for a possible youth club.

e) **Report of KALC AGM held on 13th November 2010**

Cllr. Mrs Macdonald reported that she had prepared some briefing notes which the Clerk would include in the agenda papers for the next meeting and that she would present a report at the next meeting.

9. **TMBC**

a) **Launch of Tonbridge & Malling Seniors Forum**

Cllr. Mrs. Graham reported that she had attended the event on 01 November 2010 and had become a member. Cllr. Poole confirmed that there would be a link to the organisation from the PC's website.

b) **2011/12 Council Tax Freeze**

It was reported that following the announcement of the Comprehensive Spending Review the Secretary of State for Communities and Local Government intended to work with Local Authorities to meet its commitment to deliver a council tax freeze in 2011/12. It was noted that Town and Parish Councils were not included in the scheme for Council Tax Freezes. It was further noted that if TMBC set its basic amount of council tax for 2011/12 at a level which was no more than its basic amount for 2010/11 it would be eligible to receive a grant equivalent to a 2.5% increase in its 2010/11 basic amount of council tax multiplied by the authorities tax base for 2011/12.

10. **Finance**

a) **Bank Reconciliation as at 29 October 2010**

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30 September 2010, the balances held were; Current Account £350, Reserve Account £141,052 and Capital Account £14,570.

b) **2010 Poppy Appeal Donation**

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

RESOLVED: That the Parish Councils 2010/2011 contribution towards the appeal would be £110.

c) **2011 Village & Holy Trinity Churchyard Grounds Maintenance**

It was reported that the present contractor Headland Garden Services was happy to continue with the work and had submitted a quotation for member's consideration. It was noted that for the third year running Headland Garden Services had not increased their charges which remained at £890 for the village grasscutting and £2,520 for Holy Trinity Churchyard (including strimming, weedkilling and the removal of the lime tree suckers). Following a discussion, it was proposed by Cllr. Poole, seconded by Cllr. Street and:

RESOLVED: That the quotation would be accepted. It was further **RESOLVED** that Headland Garden Services would be asked to remove some more suckers from the lime trees and to provide a quotation in respect of the removal of an elder which had sprung up at the base of the yew tree which had recently been removed.

d) **Old Road Bus Shelter: Recovery of insurance excess and administrative costs from Arriva**

It was reported that a response had been received from Arriva confirming that the matter had been referred to their claims handlers who would be dealing with the claim. However whilst the claims handlers had not yet communicated with the PC, they had advised the PC's insurers that they would not deal with the reimbursement of damages unless independent witness evidence could be provided confirming that it was one of Arrivas' buses which caused the damage. Arriva had also pointed out that they were not the only bus operator serving the bus stop. It was noted that the insurers had reimbursed the PC for the reinstatement costs of the bus stop less the insurance excess. Following a discussion, it was:

RESOLVED: That an article would be placed in the Parish Magazine and a notice posted at the bus stop requesting that any information regarding the incident to be passed to the Clerk.

e) **Summer Playscheme: To consider PCs 2011 contribution**

It was reported that TMBC had thanked the PC for its continued support of the summer playscheme and had advised that although costs for the 2011 Summer Playscheme would not be finalised until the New Year it was anticipated that the PC's costs for 2011 would be approximately £809.95 and TMBC had requested written confirmation that the PC would financially support the 2011 Summer Playscheme to this amount. Following a discussion, it was proposed by Cllr. Crowley, seconded by Cllr. Mrs. Macdonald and:

RESOLVED: That the PC would financially support the 2011 Summer Playscheme up to a limit of £809.95.

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

Receipts

16.10.10 – 11.11.10	Sports Hall Rental	£1,016.00
16.10.11 – 11.11.10	Allotment rents	£81.00
08.11.10	TMBC – NNDR Refund	£69.52
TOTAL		£1,166.52

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	£1,267.45 Chq 3212/3218
Eden Park (STMS) Ltd	S19	Line marking equipment	£70.15 Chq 3217
Miss Jenner & Mr Kent	S19	Sports Hall Maintenance	£493.81 Chq 3219
Headland Garden Svcs	S101	Holy Trinity £299.25	
		Grass cutting £127.00	£426.25 Chq 3220
Kent Grassland Svcs	S19	Playing Field Maintenance	£517.00 Chq 3221
PFL Electrical	S10/3	Streetlight Maintenance	£299.63 Chq 3222
Mr P Hartley	S137	Litter Clearing	£87.50 Chq 3223
Wicksteed Playscapes	S19	Play equipment repairs	£494.09 Chq 3224
Mr D Poole	S19	Sports Hall	£117.99 Chq 3226
KALC	S111/112	KALC AGM expenses	£8.50 Chq 3227
NKM Fire Protections	S19	Annual Insp. Fire Alarm & Emergency Lighting	£98.70 Chq 3228
SLCC Enterprises Ltd	S111/112	Regional Conference Fees x 2	£129.25 Chq 3229
RBS Electrical Ltd	S19	Sports Hall Repairs	£235.52 Chq 3230
Royal British Legion	S137	2010 Poppy Appeal	£110.00 Chq 3232
TOTAL			£4,632.84

11. **Correspondence**

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

- a. Dis: Issue Nos: 745 (15.10.10) & 746 (29.10.10)
- b. Local Gov.co.uk: e bulletins dated 12.10.10, 13.10.10, 14.10.10, 15.10.10, 18.10.10, 19.10.10, 20.10.10, 22.10.10, 26.10.10, 28.10.10, 02.11.10
- c. Kent Association of Local Councils
 - (i) 63rd AGM Information (Passed to Cllrs. Crowley and Poole)
 - (ii) Policing Kent 2011/14: Survey
 - (iii) T & M Area Committee: Minutes of meeting held on 16.09.10
- d. TMBC: Summary of Accounts leaflet for the year ended 31 March 2010

- e. West Kent Watch: Issues dated 12.10.10, 15.10.10, 19.10.10, 22.10.10, 26.10.10, 29.10.10, 02.11.10
- f. Emergency Planning Society (information emailed to Cllr Poole)
- g. Government Computing (November 2010): Passed to Cllr. Poole
- h. Community Safety Partnership
 - (i) Monthly bulletin (October & November 2010)
 - (ii) Newsletter: Autumn Edition 2010 (Passed to Cllr. Street)
- i. Goods & Service Information: Received from the following
 - (i) DirectTechServe: Streetlight Maintenance
 - (ii) Lumalite: Festive Lights
 - (iii) Kompan: Play Equipment
 - (iv) Alpha Blinds
 - (v) Littlethorpe of Leicester: Bus Shelters
 - (vi) Wateringbury ADSL: Voting Information
 - (vii) SE Cambridgeshire NHS: Ambulance Service Public Governor Elections
 - (viii) Record RSS: Play Equipment
 - (ix) Gary's Landscapes
 - (x) Swanley Town Council: First Aid at Work course
 - (xi) Unlock Democracy: Sustainable Communities Act Campaign information
- j. KCC
 - (i) Trading Standards Alerts (October & November 2010)
 - (ii) Understanding home Based Businesses in Kent (Emailed to members)
 - (iii) Locally Delivered Emergency Planning College Training: Forwarded to Cllr. Poole
- k. Clerks & Councils Direct (November 2010)
- l. In Touch with Communities: Promotional Information
- m. Action for Market Towns
 - (i) Marketing your Community Promotional information
 - (ii) Community owned enterprises seminar
 - (iii) Increasing footfall seminar
 - (iv) Organisation information
 - (v) Finance & Support for Community Projects
 - (vi) Destination Marketing Seminar
- n. CPRE: Campaign information
- o. Valuation Office Agency: Request for information
- p. Rural Services Network: Organisation information
- q. Farming & Wildlife Advisory Group: Update (October 2010)
- r. Monkey Design House: Confirmation that the PCs web domain had been renewed

- s. Fundraising Information
 - (i) Motor Neurone Disease
 - (ii) Hospice in the Weald
- t. Rev. Carr: Remembrance Service Information (Members advised at meeting of Planning Committee held on 01 November 2010)
- u. Society of Local Council Clerks: Subscription Information

12. Matters for future Discussion

Cllr. Gress Drew attention to signposts village wide which required cleaning, specific attention was drawn to those at the junction of Church Road/Pound Road and at Bush Road. The matter would be referred to KHS.

Cllr. Poole Drew attention to the following:

- That in order to avoid the duplication of work asked that if members brought items to the attention of the PC they were to be dealt with by the Clerk.
- A flooding problem remained at Hatches Lane and pictorial evidence was available confirming the extent of the problem. Cllr. Poole was in negotiations with the EA, TMBC and KHS regarding the issue.

13. Urgent Items: There were none.

14. Matters for consideration in Private: There were none.

15. Date and Time of next meeting: Confirmed as 13 December 2010 when mince pies and soft refreshments would be available.

There being no additional business, the meeting concluded at 21.46 hours.