

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.55 HOURS ON MONDAY 18 OCTOBER 2010

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

ALSO PRESENT: Mrs. K Bell (Clerk), Ms. S. MacKay (Community Warden) & 1 resident

APOLOGIES: Parish Cllr. J. Crowley, County Cllr. R. Long & Borough Cllr. Mrs. E. Holland

Cllr. Poole opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllr. Mrs Baseden declared an interest in item 8g (Dog Control Orders).

2. County Councillors Report

It was reported that Mr Long had made enquiries with KHS regarding the winter plan. KHS had advised that whilst parts of the plan had been agreed, parishes would receive a copy of the completed plan when it had been finalised. It was noted that the winter service plan would include salted routes, salt bins, routes to be ploughed by local farmers and plans for delivery of emergency and targeted supplies of salt and sand when snow falls

3. Borough Councillors Report

Mr Rogers was welcomed to the meeting; he drew attention to the following:

- A borough wide increase in spam telephone calls.
- The East Peckham Character Appraisal a draft of which would be prepared shortly for approval and consultation. It was noted that the document would include an introductory paragraph explaining why it only covered part of the village and when adopted by TMBC it would offer supplementary planning guidance.

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:

- Her monthly report which would be attached to the minutes.
- Cold callers were rife in the village.
- There has been an escalation in telephone and email scams.
- She would be on duty over Halloween and Bonfire Night.
- During November she would be making a presentation to the village youth on Cyber Bulling.

5. Minutes

The Minutes of the meeting held on 20 September 2010 were approved and signed as a correct record.

6. Matters Arising not covered elsewhere on the agenda

Minute 10b, Summer Playscheme

It was reported that Yalding PC had stated that as 5 children from East Peckham had attended the Yalding Playscheme would the PC consider making a contribution of £25 per head for each child from East Peckham who attends the Yalding 2011 summer playscheme. It was noted that TMBC had advised that this year the East Peckham Summer Playscheme had been attended by 20 children who resided in East Peckham, 6 from Wateringbury, 4 from Paddock Wood and Five Oak Green and 1 each from Yalding, Maidstone and Larkfield.

Minute 10c, TMBC 2011/2012 Financial Allocation under the scheme of Financial Arrangements

It was reported that the financial arrangements as outlined in TMBC's letter of 06 August 2010 had been agreed by TMBC members and that (subject to call in) the amount to be received by East Peckham was £12,850.

Minute 12c, BTCV donation: It was reported that a letter of appreciation had been received.

Minute 12f, Streetlight Maintenance

During the month 3 streetlight failures had been reported to PFL all of which had been attended to promptly.

7. Public Questions, comments and representations:

Attention was drawn to the following:

- The cycle route from East Peckham to Paddock Wood needed to be improved. TMBC would be advised.
- Missing marker posts in Smithers Lane, Hale Street (west side) and Church Lane. KHS would be advised.
- KHS plans to divert Sat Navs from rural roads in East Peckham. KHS would be asked to provide an update.
- Hale Street was still being used as a 'rat run' by HGV's. KHS would be advised and asked to consider restricting the width of the Hale Street passing points and to deleting East Peckham from the signpost at Brookside so that more HGV's were directed towards the bypass and not the village.

8. Business Items

a) Co-option

It was reported that the vacancies could be filled by co-option. A discussion took place during which Cllrs. Mrs Macdonald and Street informed members that they were aware of two people who might be interested in being co-opted. Following a discussion, it was:

RESOLVED: That the matter would be considered 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 the next meeting.

c) Revised Financial Regulations: 2010 Annual Review

Following a discussion, it was:

RESOLVED: That the document as amended would be adopted with immediate effect.

d) Sports Hall & Playing Fields Report, including maintenance and renovation issues

Attention was drawn to the following:

Emergency alarm & Outdoor Lighting: The annual inspection would be carried out on 20 October 2010.

Unauthorised Access onto Playing Fields

During week commencing 11 October 2010, unauthorised vehicular access onto the playing fields had been gained by residents of 100 Pound Road. The Clerk had written to the residents informing them that they had gained unauthorised vehicular access and that they would be asked to pay for any damage. Letters would now be sent to the residents of even numbered houses in Pound Road (No 98 onwards) advising them that unauthorised vehicular access onto the playing fields was not permissible, neither was the depositing of garden refuse onto the playing fields and that the Parish Council would reserve the right to charge for the cost of removal of refuse and to reclaim from residents the cost to repair any damage incurred to the Parish Councils land. It was noted that Mr M Edwards had been asked to permanently concrete in the barriers to prevent them being removed and that Cllr. Gress had already hammered in some reinforcement nails to prevent the barrier being removed.

Gym Club

- Emergency door repairs had been carried out to the gym club store. It was noted that some additional door repairs were required.
- The Gym Club had advised the cleaning and maintenance team that they were actively looking for alternative premises.

Annual Inspection of the Play Equipment

- The grounds maintenance work had been completed.
- The work to the junior and toddler play areas (excluding the junior swing) would be carried out shortly.
- 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.

Renovations

Cllr. Poole reported that he had met with Mr Clymer who had agreed to act as project manager and that a quotation would be obtained for member's consideration in respect of the planed renovation works.

Maintenance

Cllr. Poole reported and drew attention to the following:

- The fence surrounding the junior play area required repairing and repainting or replacing.
- It was obvious to both himself and the Clerk that a property maintenance company ought to be employed on an ongoing basis to properly maintain the Sports Hall. Maintenance items which required attention included the following:
 - Some ceiling tiles in the Sports Hall needed to be replaced.
 - Gutterings required attention.
 - Brickwork required attention.
 - An outdoor light had been damaged and required replacing
- A building maintenance survey of the building would be undertaken and a quotation in respect of maintenance items would be obtained.

Football Pitches

It was reported that the East Peckham Juniors were all over the age of 16 and even though there was a 1st and 2nd team they were only using 1 pitch per home game.

Ikkle Pikkles Toddler Group

It was reported that at the present time Ikkle Pikkles were the only parent and toddler group operating in the village and whilst they wished to continue to run the group they were experiencing problems as many of the older children had left in July to school. Consequently there were operating difficulties as attendance levels had fallen significantly and despite raising their costs from £2 to £2.50 per family they were not taking enough money to cover hall hire and meet other running costs. It was noted that the majority of children attending were from East Peckham. Following a discussion, it was:

RESOLVED: That in view of the current difficulties, Ikkle Pikkles would receive a 50% rate reduction off the normal hall hire charge. It was further resolved that the discount would be reviewed on a quarterly basis and would revert to the full rate when attendance levels had increased sufficiently for the group to pay the full hall hire rate of £8 per hour. It was noted that any similar requests for a hall hire rate reduction by other hall hires would be considered an individual basis.

Key Deposits: A letter had been sent to Tonbridge Casuals requesting the return of the key.

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

Sports Hall Grant	£8,471 (Balance of 2010/2011 grant £3,529)
Sports Hall income	£4,856 (post May 2010)
Repairs	£3,334
Salaries incl on call	£2,849

e) Christmas 2010 Lights & Festivities

Attention was drawn to the following:

- £560 would be available from TMBC by way of a 2010 Christmas Lighting Grant provided that an equivalent sum was raised locally including a minimum contribution from the PC of £200.
- £2,142 had been included within the 2010/2011 budget. There was also an additional sum of £1,512 which was an underspend from 2009/10 following PFLs decision not to charge for the 2009 electrical work.
- Brookside Garden Centre had been asked to provide this year's village Christmas tree.
- The East Peckham Silver Band had given a provisional acceptance to attend the event on 16 December 2010 but they would however be performing at an event in Hormonsden later that evening.
- 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 confectionary 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.
- The Clerk had met with a representative from Gala lights with a view to more lights being installed in the village centre. Owing to the lack of infrastructure the representative had recommended the installation of strung lights and two quotations had been received with details as follows:
 - Lights outside the Village Stores, Parade of businesses at The Pound, Methodist Building, Merry Boys Public house and the Oriental Gourmet Kitchen £4,483.50
 - As above but outside the Village Stores and Parade of businesses at The Pound £2,703.00

It was noted that the quotations included lighting products, infrastructure and take down

A discussion took place during which the possibility of installing solar powered lights was discussed, following which, it was:

RESOLVED: That the Chairman and Clerk would investigate the possibility of installing solar powered lights. In view of the tight timescale they would arrange for lights to be installed in the village centre provided that the cost of doing so was within a budget of £4,214 which in addition to the provision of the new lights was to provide for the annual village Christmas event, installation and take down of the existing motifs and the energy used throughout the Christmas lighting display.

f) Village Tree and Bulb Planting

Following a discussion, it was:

RESOLVED: That two grant of £100 would be made available. The first to East Peckham Primary School towards their gardening project outside the school gates and the second grant to the Community Warden to enable her to arrange a village bulb planting event for bulbs to be planted on the playing fields and on the land opposite the Methodist Church.

g) Dog Control Order for East Peckham

It was reported that many complaints had been received recently regarding dog fouling village wide and dogs off leads on the playing fields. The complaints and complainants had been referred to TMBC. A discussion followed during which members expressed the opinion that the PC ought to consider a Dog Control Order for land in PC ownership. It was noted that a Dog Control order would enhance the powers of TMBC's Dog Warden and that information on Dog Control Orders had been obtained from both DEFRA and TMBC. Following a discussion, it was:

RESOLVED: That information would be sought from T & M Parishes who already had Dog Control Orders and the matter would be discussed at the next meeting.

9. Planning Committee

RESOLVED: That the minutes of the meetings held on 20 September 2010 and 04 October 2010 which had been copied to members be **RECEIVED & NOTED.**

10. Groups & Organisations

a) **Community & Police Working Group:** The date of the next meeting had yet to be confirmed.

b) Youth Panel: East Peckham Youth Club

Following a discussion, it was:

RESOLVED: That the matter would be held in abeyance pending the confirmed location of a venue for the youth club.

c) Allotments: Report of Annual Allotment Holders Meeting held on 08 October 2010

Attention was drawn to the following:

- In the absence of an attending Parish Cllr, the meeting was chaired by the Clerk.
- Allotment holders present had paid their rents.
- There were no vacant allotments. There were 3 people on the waiting list.
- The allotments holders appeared happy but one or two wished to install a shed on their plots.
- About half a dozen allotment holders would be arranging for a communal delivery of manure. On a 'one off' basis the manure would be delivered via the gates at Pound Road.
- Allotment holders were in favour of continuing with the informal meetings being held on the last Sundays of March, June and September.

11. TMBC

a) Possible Twinning with Chereng

Attention was drawn to the following:

- Chereng representatives had thanked the PC for the information provided about East Peckham.
- Chereng were keen to engage with East Peckham and concurred with the PC's view that the main benefits of a partnership between the two villages would be to promote knowledge and understanding of the two cultures and environments by means of exchanges between the schools, sports association and cultural societies etc, that twinning would involve all generations, help the youth practice English and French and adults exchanging ideas.
- Chereng representatives were keen to visit East Peckham Parish Councillors to introduce themselves.
- All members of the Chereng team agree that East Peckham would be perfect for the partnership.
- TMBC had suggested that the PC discuss the twinning process with Mr David Packer, Chairman of the Heustenstamm Friendship Circle and Mr Packer had agreed to meet with members on 01 November.

Following a discussion, it was:

RESOLVED: That following the meeting with Mr Packer the matter would be discussed at the next meeting.

b) Launch of Tonbridge & Malling Seniors Forum

It was reported that the launch of the T & M Seniors Forum would take place on 01 November 2010 at 11.30 a.m. in the Council Chamber at TMBC's Officers. It was noted that event was open to Parish Councillors and any service users who might be interested. Following a discussion, it was:

RESOLVED: That the launch would be attended by the Clerk and Cllrs: Mrs. Baseden, Mrs Graham, Poole and Street.

c) Small Business Rate Relief

It was reported that with effect from 01 October 2010, the PC's small business rate relief entitlement had increased and that this entitlement was valid for one year. It was noted that as the PC's business rates for 2010/2011 had been paid in full there had been an overpayment of £69.52 which would be refunded.

d) Local Elections May 2011

It was reported that TMBC had started preparing for the 2011 local elections and had advised that at this stage neither actual costs or the elections which would be contested or the polls which would take place were known. However in the interests of providing the PC with indicative estimates of possible costs, TMBC had provided the following information:

Scenario 1	Contested Parish and Borough elections and a national referendum	£2,233.30
Scenario 2	Contested Parish elections, no other polls take place	£4,472.52
Scenario 3	Contested Parish election, no contested borough election and a national referendum takes place	£2,728.82

Following a discussion, it was:

RESOLVED: That in view of the fact that the probable outcome would be either scenarios 1 or 3, the sum of £2,728.82 would be included in the 2011/12 budget towards election costs.

12. Finance

a) Bank Reconciliation as at 30 September 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 £501, Reserve Account £144,181 and Capital Account £14,570.

b) S136 Expenditure on Village Halls and open Spaces: Damaged paving outside the Methodist Church

It was reported that following additional enquiries it was not yet certain who the landowner was. Cllr Poole confirmed that enquiries with Land Registry indicated that the PC owned 6m of the land from the road but an investigation of parish archives indicated that in February 1997 the land was transferred to KCC. Following a discussion, it was:

RESOLVED: That the matter would be considered following receipt of documentation from Land Registry.

c) Financial Transactions: The following were APPROVED

Receipts

21.09.10 – 15.10.10	Sports Hall Rental	£551.00
21.09.10 – 15.10.10	Allotment rents	£354.50
21.09.10 – 15.10.10	Centenary Book Sales	£60.00
30.09.10	Interest	£17.04
05.10.10	Mrs Picknett – Flower festival refund	£4.54
TOTAL		£987.08

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Payments (includes VAT where applicable)

EDF Energy	S19	Sports Hall Electricity		£160.00 dd
British Gas	S19	Sports Hall Gas		£117.00 dd
BTCV	S137	Tree and Pond Warden Scheme		£50.00 Chq 3193
Mrs K Bell	S111/112	Clerks Salary & expenses		£1,277.72 Chq 3192/3194/ 3213
Miss Jenner & Mr Kent	S19	Sports Hall Maintenance		£618.45 Chq 3195/3196/ 3197
Headland Garden Svcs	S101	St Michaels	£1,165.00	
		Holy Trinity	£299.25	
		grass cutting	£127.00	£1,591.25 Chq 3198
Kent Grassland Svcs	S19	Playing Field Maintenance		£810.75 Chq 3199
KCC (KCS)	S19	Play Equipment	£110.63	
	S111/112	Stationery	£28.78	£139.41 Chq 3200
PFL Electrical	S10/3	Streetlight Maintenance		£299.63 Chq 3201
Mr P Hartley	S137	Litter Clearing		£87.50 Chq 3202
Information Comm.	S111/112	Data Control renewal		£35.00 Chq 3203
EP Meth. Church	S111/112	Hall & Office Hire		£311.35 Chq 3204
EDF Energy	S10/3	Streetlight energy		£880.26 Chq 3205
Total Building Care	S19	Sports Hall Repairs		£354.85 Chq 3206
KALC	S111/112	Finance Conference		£70.50 Chq 3207
Southern Water	S19	Sports Hall water rates		£232.53 Chq 3208
Kirby Builders	S19	Sports Hall repairs		£147.58 Chq 3209
Mr D Townsend	S19	Football Pitch Line marking		£56.00 Chq 3210
Inland Revenue	S1112/112	Salary Deductions Sept & Oct 10		£641.58 Chq 3214
TOTAL				£7,881.36

13. Correspondence

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

- a. Dis: Issue Nos: 743 (17.09.10) & 744 (01.10.10)
- b. Local Gov.co.uk: e bulletins dated 07.09.10, 08.09.10, 09.09.10, 14.09.10, 16.09.10, 21.09.10, 23.09.10, 29.09.10, 01.10.10, 06.10.10, 08.10.10
- c. Kent Association of Local Councils
 - (i) Parish News (September 2010)
 - (ii) Legal Briefing 'The Independence of Parish Councils Internal Audit'
 - (iii) Finance conference 2010: Handouts
- d. TMBC
 - (i) Parish Partnership Panel: Minutes and handouts from meeting held on 09 September 2010 (incl: Medway Valley Countryside Partnership Annual Report, PowerPoint presentations from Kent Police and 2011 Census)
 - (ii) 2011 Census Information
- e. West Kent Watch: Issues dated 10.09.10, 14.09.10, 17.09.10, 21.09.10, 24.09.10, 28.09.10, 01.10.10, 04.10.10, 05.10.10, 08.10.10
- f. Emergency Planning Society (information emailed to Cllr Poole)

- g. Government Computing (October 2010): Passed to Cllr. Poole
- h. Community Safety
 - (i) Details of crime prevention event held at Kings Hill on 30 September 2010
 - (ii) Minutes of meetings of CRP held on 05 July 2010 and 20 September 2010
 - (iii) Agenda in respect of meeting of CRP held on 20 September 2010
- i. Action with Communities in Rural Kent:
 - (i) Parish Plan Newsletter (Autumn 2010)
- j. Goods & Service Information: Received from the following
 - (i) Action for Market Towns: Publicity material
 - (ii) Nat West: Banking Information
 - (iii) J. Parker: Bulbs
 - (iv) In touch with Communities
 - (v) Matthew Charles Turner: Building Company
 - (vi) Brooke Peek: Landscape Company
 - (vii) Maxplay: Play equipment
 - (viii) S & C Slatter: Play surfaces
 - (ix) IOG Conference Information
 - (x) Wicksteed: Play equipment
- k. KCC
 - (i) Trading Standards Alerts (July, August & September 2010)
 - (ii) Kent Health Watch
 - (iii) Letter from Group Managing Director
 - (iv) Around Kent (Autumn/winter 2010)
- l. NALC
 - (i) Publications
 - Being a Good Employer
 - Quality Parish Council
 - (ii) Events Bulletins (September & October 2010)
- m. Clerk to Downswood & Otham PC's: Change of email address
- n. Local Councils Update: October 2010
- o. Fundraising Information
 - (i) Hospice in the Weald
 - (ii) Victim Support
- p. WK PCT: Information regarding the following
 - (i) The Big White Wall initiative
 - (ii) Integrating Community Services
- q. Society of Local Council Clerks
 - (i) CPD & Regional Conference Programme (Autumn 2010)
 - (ii) Details of Branch Meeting: Canterbury 07.10.10
 - (iii) The Clerk (September 2010)

14. Matters for future Discussion
Cllr. Poole

Drew attention to the following:

- A permanently illuminated streetlight outside 12/14 Snoll Hatch Road. PFL would be informed.
- That he and the Clerk had attended the opening of the renovated swimming pool at the Primary School.
- That the holes in the school fence bordering the playing fields were to be repaired.
- The football goal mouth at the far corner of the playing fields was to be removed.

Cllr Mrs Macdonald

Drew attention to the following:

- Potholes on Pierce Mill Lane. KHS would be advised.
- Flytipping on private land in Pierce Mill Lane. TMBC would be advised.
- A lid missing from an inspection hatch outside the Surgery in Old Road. KHS would be advised.
- Requested that the PC consider a drinking fountain for the village centre at a future meeting.

Cllr. Mrs Graham

Drew attention to dislodged brickwork in the village centre. TMBC & KHS would be advised.

The Clerk

Drew attention to the following:

- The Kent Men of the Trees Annual report had been received and it was noted that East Peckham had been judged to be one of the top ten villages in Kent and had won a £15 tree voucher. The matter would be put on the agenda to be fully considered at the next meeting.
- Potholes at Westwood Road (near junction with Addlestead Road). KHS would be advised.

15. Urgent Items: There were none.

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

17. Date and Time of next meeting: Confirmed as 15 November 2010

There being no additional business, the meeting concluded at 22.03 hours.