

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE EAST PECKHAM SPORTS HALL AT 20.35 HOURS ON MONDAY 19 JULY 2010

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

ALSO PRESENT: Mrs. K Bell (Clerk), County Cllr. R. Long, Borough Cllr. Mrs. E. Holland & 2 residents

APOLOGIES: Parish Cllrs. W. Gress, Mrs. L. Picknett & T. Shead, Borough Cllr. H. Rogers & Community Warden. Ms. S. MacKay

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:

- KHS had repaired over 93,000 potholes so far in 2010.
- KHS contracts with smaller local contractors seemed to be working well and a better service obtained for the money spent.
- The forthcoming road improvement works to the A228 which would commence on 25th July.

3. **Borough Councillors Report**

Mrs. Holland was welcomed to the meeting; she drew attention to the Branbridges Car Park. Enquires would be made in order to ascertain the public status of the car park.

4. **Community Wardens Report**

The Community Warden Ms Mackay had prepared a report outlining her activities over the past month. This was copied to members and **NOTED WITH INTEREST.**

5. **Minutes**

The Minutes of the meeting held on 21 June 2010 were approved and signed as a correct record.

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

Minute 13e (i) & (ii), Donations to Charlton Athletic Football Coaching Scheme & T & M CRP

It was reported that the PC had been thanked for its kind donations to these worthy initiatives.

7. **Public Questions, comments and representations**

Attention was drawn to the following:

- A resident had complained about overhanging branches from trees on the footpath opposite the Rose & Crown. The matter had been referred to both KHS and KCC PROW.
- The Coult Stream and the River Bourne were both 'choked'. Enquiries would be made with the EA regarding their clearance and maintenance.
- Sightlines at the Brookside roundabout were being compromised by overgrown vegetation. KHS would be informed.
- Roadside gutters of Tonbridge Road from Little Mill had not been swept for at least a year and vegetation was growing which would impede road drainage and increase the risk of potentially dangerous frozen puddles once summer was over. KHS had been informed.

- The public footpath from Pinkham Lane to the River Bourne/Medway junction was being used as a race track and off road motor cycle course by several motor and quad bikes. It was noted that motorbikes had also been seen in the Branbridges area. The police and Community Warden had been informed.

8. Business Items

a) Co-option

Attention was drawn to the following:

- TMBC had confirmed that as no election had been requested in respect of the vacancies created by the resignations of Mrs. Curry, it could be filled by co-option.
- No expressions of interest had been received from anyone interested in becoming a member.

Following a discussion, it was:

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

b) Sports Hall & Playing Fields

Attention was drawn to the following:

Hall Hire

- The gym club had made an enquiry regarding the availability of the Sports Hall on Sundays and during the summer holidays.
- A booking had been made for Wednesday mornings during the school summer holidays for a children's music and craft group.

Insurance

The Sports Hall insurance had been transferred to the PC's insurance policy. It was noted that the insurance costs had increased by approximately £1,000 mainly because the insurance cover now included all of the outdoor play equipment, gates, fences, street furniture, fixtures and fittings. It was noted that on commencement of the new insurance cover, the previous policy held by the EPPFC with Zurich Municipal had been allowed to lapse.

Infestation of Maggots

There had been an infestation of maggots in the Sports Hall. The area had been thoroughly cleansed and notices placed in conspicuous places around the hall asking all users not to dispose of all food wrappings in the building and to mop up any spills and sweep up all crumbs etc. There had not been a recurrence of the problem and it was believed that it was a 'one off'.

Annual Inspection of the Play Equipment

The annual inspection would be carried out during July 2010.

Company Dormancy

Cllr. Crowley and the Clerk would complete the necessary paperwork in order to register the Cle4rk as the Company Director.

Renovations

Cllr. Poole and the Clerk would work on the project with a view to consulting planners, obtaining quotations and submitting potential grant applications in respect of funding towards the work.

Financial Information

- **EPPFC Transfer of Funds**

It was reported that the sum of £13,464, represented by the current account balance held by the EPPFC had been transferred to the PC's bank account. It was noted that as at 30 June 2010, the deposit account balance had not yet been transferred to the PC's bank account.

- **2010/2011 PC Budget: Information as at 30.06.2010**

It was noted that the position was as follows:

| | |
|-----------------------------------|----------------|
| 2010/11 Grant | £12,000 |
| Plus Income | £14,811 |
| Less Expenditure | £8,256 |
| Balance of 2010/2011 grant | £18,555 |

c) **Councillors Areas & Contact Information**

Up to date information in respect of both Councillors Areas and Councillors Contact information had been prepared by the Clerk and copied to members.

d) **2010 Primary School Citizenship Award**

It was reported that the 2010 recipient would be Elena Gofton and that the award would be presented by Cllr. Poole at the Leaders Assembly on 22 July 2010.

9. **Planning Committee**

RESOLVED: That the minutes of the meetings held on 21 June 2010 and 05 July 2010 which had been copied to members be **RECEIVED & NOTED.**

10. **Groups & Organisations**

a) **Community & Police Working Group**

It was reported that the next meeting would be held on 12 August 2010 in the Sports Hall Meeting Room. The Clerk would provide Cllr. Street with a key to the premises.

b) **Tonbridge & Malling Crime Prevention Partnership**

Cllr. Street reported on an interesting meeting which had taken place on 19 July 2010 and drew attention to the following:

- The PC's donation of £75 had been gratefully acknowledged.
- A new home security DVD which had been created by the wardens.

c) **Parish Plan**

Cllr. Street reported that progress had been delayed pending the submission of contributions.

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

Cllr. Mrs. Macdonald reported that leaflets had been printed and would be distributed shortly. She was also hopeful that an article would appear in the August edition of the Parish Magazine but as the copy deadline had been missed she would be discussing the issue as a matter of urgency with the editor.

11. **East Peckham Salvation Army 2010 Flower Festival**

It was reported that the flower festival went very well and that the PC's submission had consisted of an arrangement of orange roses with deep purple/magenta flowers. The arrangement was non traditional and stimulated some reaction from the viewing public. Thanks were extended to May Picknett for preparing the arrangement on the PC's behalf and Cllr. Street for preparing a card to accompany the arrangement. It was noted that Cllr. Mrs. Picknett would be providing receipts in respect of the expenditure incurred.

12. The Hop Farm

a) 2010 Hop Farm Music Festival

It was reported that the Festival organisers were working on a 'debrief' for the Licensing Authority and the Promoter and that as soon as these had been completed the organisers would let the PC have detailed statistics regarding the number and nature of complaints and comments received over the festival period. It was noted no complaints had been received by the Parish Office and that for 2011 the organisers hoped to start up a youth volunteering programme aimed at the over 16's throughout the festival.

b) 2010 War & Peace

Attention was drawn to the following:

- The new Group CEO was fully aware of the impact on the local community and the Hop Farm would do everything within its ability to minimise inconvenience on local residents.
- During the build up to the event the Hop Farm could be contacted on 01622 872068 and from 22 July (for the duration of the event), the dedicated telephone number would be 0753 606 9923.

c) Meeting with the CEO

It was reported that Cllrs. Poole, Street and Mrs Macdonald and the Clerk would be meeting with the CEO on 26 July 2010.

13. TMBC

a) Twinning

It was reported that a request had been received from a representative of a French village which had recently set up a twinning committee. They were looking for a village in Kent that might be interested in twinning with them. The French village, Chereng was 15 miles from Lille in the Nord-Pas de Calais and had a population of about 3,000. Following a discussion, it was:

RESOLVED: That whilst there was an initial expression of interest more information would be sought such as benefits and cost implications for the PC.

b) 2010 Summer Playscheme

It was reported that despite reducing the number of places available each week from 40 to 30 there were still a large number of places available and that additional promotional activity was being undertaken in order to try and fill some of the available spaces available. It was noted that the take up of places as at 07 July 2010 was as follows:

| | | | | | | | |
|--------|----|--------|----|--------|---|--------|---|
| Week 1 | 20 | Week 2 | 16 | Week 3 | 5 | Week 4 | 9 |
|--------|----|--------|----|--------|---|--------|---|

c) Draft Statement of Licensing Policy

It was reported that the Licensing Act 2003 required the Licensing authority (TMBC) to prepare and publish every 3 years its statement of licensing policy and that the policy be kept under review and revised if required. It was further reported that a new proposed licensing policy which had been based closely on the Kent Model had been approved for consultation purposes and that TMBC had requested comments or observations on the document. Following a discussion, it was:

RESOLVED: That the document be **NOTED WITH INTEREST**.

e) Review of Polling Districts & Polling Places (Consultation 18 June – 06 August 2010)

It was reported that under the Representation of the People Act 1983, TMBC had a duty to divide the borough into polling districts and to designate a polling place for each district; it also had to keep the arrangements under review with the next review falling due for completion by 2011. As the review carried out in 2007 had been very thorough it was intended to keep changes to a

minimum and for this reason the review would only focus on polling districts and polling places. It was noted that no changes had been suggested for East Peckham. Following a discussion, it was:
RESOLVED: That the document be **NOTED WITH INTEREST**.

f) East Peckham Character Area Appraisal

It was reported that TMBC was in the process of preparing Character Area Appraisals of the main urban areas and larger rural settlements in the borough and that work was about to commence on the East Peckham Character Area Appraisal. The appraisal would be undertaken by Tony Fullwood Associates who had already prepared appraisals of Tonbridge, Hildenborough, Hadlow and Borough Green and would start with an initial meeting where the consultants would explain the process and purpose of the appraisal and share ideas on how the village should be broken down into separate Character Areas. The aim of the meeting would be to get an agreement on the way in which the village should be sub divided and to make arrangements for the subsequent walkabout around the village. It was emphasised that the appraisal would deal only with the main area as defined in TMBC's LDF as a Rural Service centre and would not include the separate settlements of Snoll Hatch and Hale Street it would however include a Conservation Area Appraisal of Bullen Lane. It was noted that the initial briefing would be by invite only and would take place on 25 August at 7.30 p.m. in the Sports Hall Meeting Room. It was further noted that invitees would include all Parish Councillors, Borough Councillors and the Village Historian.

14. Finance

a) Bank Reconciliation as at 30 June 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30 June 2010, the balances held were; Current Account £250, Reserve Account £115,289 and Capital Account £14,568.

b) Completion of 2009/10 Audit

It was reported that the 2009/10 Audit had been concluded and that District Audit had certified the Annual Return for the financial year ended 31 March 2010. The report from District Audit stated that 'o the basis of our review, in our opinion the information contained in the Annual Return is in accordance with the Audit Commissions requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met' Distinct Audit had however advised that:

- (i) The PC review its level of fidelity guarantee cover to ensure that cover was provided for reserves plus half precept.
- (ii) That Standing Orders & Financial Regulations continued to be reviews annually ensuring that they reflected current legislation and regulations.
- (iii) That all assets held even those with a nil value were assigned a value.

c) Streetlight Energy

It was reported that the Annual Streetlight Energy Contract was due for renewal and that in this respect a competitive quotation had been received from EDF Energy. Following a discussion, it was proposed by Cllr. Poole, seconded by Cllr. Crowley and:

RESOLVED: That the quotation would be accepted and the contract with EDF Energy renewed.

d) 2010 Review of Sports Hall Hire Charges

The Clerk had prepared and copied to member's income and expenditure details in respect of the financial year ended 31 March 2010 and for the period 01 April 2010 to 30 June 2010 together with the cost of hiring other halls within the village. It was noted that there had not been an increase in hire charges since 2008. Following a discussion, it was proposed by Cllr. Mrs Macdonald, seconded by Cllr. Street and:

RESOLVED: That with effect from 01 September the Sports Hall hire charges would be as follows:

| | | |
|--------------|-------------------------|-------------------------|
| Sports Hall | Regular user £8.00/hour | Casual user £15.00/hour |
| Meeting Room | Regular user £8.00/hour | Casual user £10.00/hour |

e) Financial Transactions: The following were APPROVED

Receipts

| | | |
|---------------------|---------------------------------|-------------------|
| 22.06.10 – 12.07.10 | Sports Hall Rental | £1,022.00 |
| 23.06.10 | EPPFC Current A/C Fund Transfer | £13,463.93 |
| 28.06.10 | EDF Refund – Streetlight energy | £2,047.28 |
| 30.06.10 | Nat West – Interest | £15.19 |
| Total | | £16,548.40 |

Payments (includes VAT where applicable)

| | | | |
|-----------------------|----------|---|--------------------|
| Mrs L Picknett | S111 | Flower Festival | £50.00 Chq 3148 |
| BT | S111 | Parish Office telecoms | £132.09 Chq DD |
| Aon Insurance | S111/19 | Sports Hall insurance | £3,788.06 Chq 3149 |
| Mrs K Bell | S111/112 | Clerks Salary July & August 2010 plus expenses less deductions | £2,938.45 Chq 3150 |
| Homebase | S111/19 | Playing Field Maintenance | £56.65 Chq 3151 |
| Somerfield | S111/19 | Sports Hall Maintenance | £15.52 Chq 3152 |
| Express Keys & Locks | S19 | Sports Hall Maintenance | £44.43 Chq 3153 |
| EP Methodist Church | S111 | Hall & Office Hire | £344.17 Chq 3154 |
| KCC | S111 | Sports Hall Maintenance | £76.46 Chq 3155 |
| Mr P Hartley | S137 | Litter Warden Salary (August) | £87.50 Chq 3156 |
| EDF Energy | S10/3 | Streetlight Energy | £609.67 Chq 3157 |
| Kent Grassland Svcs. | S19 | Playing Field Maintenance | £646.25 Chq 3158 |
| Headland Garden Svcs. | S101/164 | Village & Churchyard Maintce. | £852.50 Chq 3159 |
| PFL Electrical | S10/3 | Streetlighting | £599.26 Chq 3160 |
| Audit Commission | S111 | 2009/10 Audit Fee | £646.25 Chq 3161 |
| D. Jenner & P. Kent | S19 | Sports Hall Cleaning & Maintce | £956.80 Chq 3162 |
| T & M CRP | S111 | Donation | £75.00 Chq 3163 |
| TMBC | S111 | Donation (Charlton Ath. Football coaching) | £250.00 Chq 3164 |
| Inland Revenue | S111/112 | Salary deductions (April – August 10) | £1,631.32 Chq 3165 |
| TOTAL | | | £13,800.38 |

15. Correspondence

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

- a. Dis: Issue No. 736 (14.06.10) & 737 (28.06.10)
- b. Local Gov.co.uk: e bulletins dated 16.06.10, 17.06.10, 18.06.10, 22.06.10, 24.06.10, 28.06.10, 29.06.10, 01.07.10, 02.07.10, 06.07.10 & 08.07.10
- c. Kent Association of Local Councils
 - (i) Parish News (June 2010) - copied to members

- (ii) KALC Website: 2010/2011 login information for members
- d. TMBC: Register of Electors – Notice of Alterations (July 2010)
- e. West Kent Watch: Issues dated 11.06.10, 15.06.10, 18.06.10, 22.06.10, 25.06.10, 29.06.10, 02.07.10 & 06.07.10
- f. Society of Local Council Clerks
 - (i) Kent Branch Newsletter (June 2010)
 - (ii) Community Engagement and Governance Course details
 - (iii) Manual Handling Course details
 - (iv) The Clerk (July 2010)
 - (v) 2010 CPD & Regional Conference Programme
- g. Clerks & Councils Direct (July 2010)
- h. Emergency Planning Society: Review of branches survey information (Copied to Cllr Poole)
- i. Community Safety
 - (i) Leaflet Summer 2010 – copied to members
 - (ii) Crime Reduction Panel: Minutes of meeting held on 19.04.10, Agenda for meeting held on 05.07.10 and feedback from 2010 East Peckham Fete
 - (iii) Monthly Bulletin (July 2010)
 - (iv) Community Safety Unit (Newsletter May 2010)
- j. Action with Communities in Rural Kent
 - (i) Notice of July 2010 Council Meeting of ACRK (copied to Cllr. Poole)
 - (ii) Village Halls Seminar: Details of event to be held on 21 July 2010
 - (iii) Kent Action for Rural Retailers: Information factsheet
 - (iv) Oast to Coast (Summer 2010)
- k. Government Computing (July/August 2010) - Passed to Cllr. Poole
- l. Goods & Service Information: Received from the following
 - (i) J. Parker (Wholesale bulb catalogue)
 - (ii) Fawns (Play equipment)
 - (iii) S & C Slatter Ltd: Play Surfaces
 - (iv) Petwise (Travelling Zoo)
 - (v) Kalev (Street light maintenance)
 - (vi) Yellow Pages
 - (vii) British Tennis LTA (Mini Tennis (Kids Zone) Facilities)
 - (viii) Miracle Design & Play Ltd (Community Play Areas)
- m. The National Training Strategy for Town & Parish Councils: Handbook 'Being a Good Employer'
- n. NALC
 - (i) Events Bulletin (June 2010)
 - (ii) Local Council Review (Summer 2010)
- o. NHS: GP Choice promotional information

- p. Action for Market Downs: Promotional information
- q. Unlock Democracy: Promotional information
- r. Communities and Local Government: Gypsy & Traveller Policy
- s. Hospice in the Weald
 - (i) Fundraising information
 - (ii) News (Summer 2010)

16. Matters for future Discussion

Cllr. Mrs. Macdonald requested that the PC discuss the possibility of installing a water drinking fountain in the village centre at the next meeting.

Cllr. Poole drew attention to a faulty streetlight at Cotman Way/Westwood Road.

17. Urgent Items: There were none.

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

19. Date and Time of next meeting: Confirmed as 20 September 2010

There being no additional business, the meeting concluded at 21.49 hours.