

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE EAST PECKHAM SPORTS HALL AT 19.50 HOURS ON MONDAY 21 JUNE 2010

PRESENT: Cllrs. Mrs. L. Baseden, P. Crawford, Mrs. P. Graham (from item 7a), W. Gress, Mrs. J. Macdonald, Ms. L. Picknett, & P Street (Vice-Chairman)

ALSO PRESENT: Mrs. K Bell (Clerk), County Cllr. R. Long, Borough Cllr. H. Rogers and Community Warden. Ms. S. MacKay

APOLOGIES: Cllrs. J. Crowley, D. Poole & T. Shead and Borough Cllr. Mrs. E. Holland

In the absence of Cllr. Poole it was **RESOLVED** that the meeting be chaired by Vice-Chairman. P. Street. Cllr. Street opened the meeting and welcomed everyone present.

1. Declarations of Interests

Cllr. Gress declared an interest in item 13c. Cllr. Street declared an interest in item 13e.

2. County Councillors Report

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

- KCC was expecting budget cuts of £180m from a total budget of £2b.
- The Children's & Families District Teams would be reduced from 24 to 12.
- Mr Long would support a PC funding bid to KCC in respect of either a members or capital grant application towards the conversion of the existing Sports Hall Meeting room and changing room to create a new office and community meeting hall.
- Mr. Long remained of the opinion that there ought to be a Parish Council representative on the East Peckham Primary School Governing Body.

3. Borough Councillors Report

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

- The Borough Council were monitoring developments at the former Hale Street garage.
- TMBCs recent Interim Financial Statement had been encouraging.
- It was unlikely that TMBC would be reintroducing Special Works Grants for the foreseeable future although parishes could still submit funding applications for consideration under exceptional circumstances.

4. Community Wardens Report

Ms. MacKay was welcomed to the meeting; Ms Mackay had prepared a report outlining her activities over the past month. The report was copied to members and **NOTED WITH INTEREST**. Ms. MacKay was thanked for all her work in the village.

5. Minutes

a) Minutes of the Annual Meeting of the Parish Council held on 10 May 2010

RESOLVED: That the minutes of the meeting be approved and signed by the Vice-Chairman as a correct record.

b) Minutes of the meeting of the Finance Committee held on 24 May 2010

RESOLVED: That the minutes of the meeting be approved and signed by the Vice-Chairman as a correct record.

c) **Matters Arising not covered elsewhere on the agenda**

Minute 6b, The Hop Farm Premises License

Attention was drawn to the following:

- Cllrs. Poole & Street and the Clerk had been invited to meet the Hop Farms new CEO during July 2010.
- A meeting would be held on 30th June 2010 at the Hop Farm with the Music Festival organisers.
- The Music Festival organisers had provided a dedicated telephone number that would be used throughout the festival and this had been widely distributed, i.e. members, notice boards and website.

Minute 14, TMBC's Street Cleansing Vehicle (unsocial hours)

It was reported that TMBC had modified the operatives hours of work and therefore there should not be a future disturbance by the use of the vehicle within the village during unsocial hours and on bank holidays.

Minute 3 (i) & 3 (ii) from the Finance Committee held on 24 May 2010

It was reported that the documents had been forwarded to District Audit.

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

Attention was drawn to the following:

- A complaint had been received from a resident regarding speeding motorbikes on Seven Mile Lane and the East Peckham bypass. The complaint had been forwarded to the Police and Community Warden.
- An anonymous complaint had been received regarding the emptying of the dog bin on the footpath between Golding Gardens and the playing fields. The complaint had been forwarded to TMBC.
- A resident had contacted the Parish Council regarding the erection of a permanent memorial along the River Medway for her daughter. The memorial would consist of a tree carved into a bench with a plaque. The resident was advised to contact the MVCP and that the PC might be able to assist in sourcing a suitable tree (tree at 21 Pippin Road which KHS had been asked to fell). Members were supportive of the memorial project.

7. **Business Items**

a) **Co-options**

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 Mr. Gardner & Mrs. Curry, they could be filled by co-option.
- Mrs. P. Graham who was present at the meeting had expressed an interest in being co-opted.
- Two other residents had also expressed an interest in becoming a member.

Following a discussion, it was proposed by Cllr. Ms. L. Picknett, seconded by Cllr. P. Street and:

RESOLVED: That Mrs Graham would be co-opted. It was further resolved that the remaining vacancy would be considered at the next meeting.

b) **Sports Hall & Playing Fields**

Attention was drawn to the following:

Handover to the PC

Although Cllrs. Crowley and Gress were involved with the Sports Hall & Playing Fields until mid June 2010, the handover of documents had taken place on 17 May 2010. In order to comply with the Code of Conduct, Cllrs. Gress and Crowley would complete and forward (within 28 days) to TMBC's Monitoring Officer a Change of Circumstances form in respect of their Declarations of Financial and Other Interests .

Football

A team had requested the use of a pitch but as the team was not East Peckham based the request had been declined.

Staff Issues

Ms Jenner & Mr Kent had signed the contract in respect of their cleaning, maintenance and on call roles. It was noted that they had been provided with a list of the PC's preferred contractors and the keys to the play equipment.

Contact List

A contact list had been posted on the notice board and a copy forwarded to the Parish Magazine.

Hall Hire

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

Insurance

A proposal form had been completed in respect of the insurance which would mean that the building, play equipment, fencing and contents all being transferred to and included within the Parish Councils insurance policy. It was likely that the insurance costs would increase.

Annual Inspection of the Play Equipment

Arrangements had been made for the inspection to be carried out during July 2010.

Sports Hall Floor

A user was concerned that the metal fixings used by the gym club were not flush with the floor. It was believed that the problem was caused by a build up of dust and the gym club and cleaner would be asked to clean them out.

Fencing Work

- The damage had been reported to the Police and Community Warden.
- The fence had been repaired and additional posts erected to strengthen the fence.
- A quotation for the sum of £876 had been received in respect of extending the fence across the existing barrier thus reducing the risk of vehicles gaining unauthorised access onto the playing fields. The quotation had been provided by Mr. M. Edwards who would also place some rubble and top soil behind the fence so preventing vehicular access. It was noted that the pedestrian access would be unaffected. It was proposed by Cllr. Crawford, seconded by Cllr. Street and:

RESOLVED: That the quotation would be accepted.

- Two residents had recently installed and painted fences backing onto the Playing Fields. As the work benefited both the PC and the residents, it was agreed that as a 'one off' the residents would be reimbursed for the cost of the paint used.

Financial Information

EPPFC Transfer of Funds

Forms had been sent to Alliance & Leicester requesting that the EPPFC account balances be transferred to the Parish Councils bank account

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- **2009/10 PC Budget: Information as at 30.05.2010**

It was noted that the position was as follows:

2010/11 Grant	£12,000
Plus Income	£326
Less Expenditure	£4,091
Balance of 09/10 grant	£8,235

8. **Planning Committee**

RESOLVED: That the minutes of the meetings held on 10 May 2010, 24 May 2010 and 07 June 2010 which had been copied to members be **RECEIVED & NOTED.**

9. **Groups & Organisations**

a) **Community & Police Working Group**

Cllr. Street reported that the new Group Chairman was Peter Crawford.

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

Cllr. Street reported that the next meeting would be held on 05 July 2010 and that he would report to the Parish Council on 19 July 2010.

c) **Parish Plan**

Cllr. Street reported that good progress continued to be made and that he hoped to incorporate statistics obtained at the 2010 Village Fete into the Parish Plan.

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

Attention was drawn to the following:

- Leaflets had been printed and would soon be delivered to all properties within the village.
- Cllr. Street was thanked for printing the leaflets and would be reimbursed his printing costs.

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

Cllr. Mrs Picknett reported that she had attended the pre meeting and had chosen the location for the PCs exhibit. Following a discussion, it was:

RESOLVED: That Cllr. Mrs. Picknett be given a cheque for £50 in respect of the approved expenditure for the PCs exhibit and that Cllr. Mrs. Picknett would provide receipts in respect of the cash advance and/or reimburse the PC should there be a project under spend.

11. **TMBC - Dog Fouling Bag & Flag:** Report of event held on 11 May 2010

Attention was drawn to the following:

- East Peckham was considered one of TMBCs favoured hotspots.
- There was a significant drop in the amount of dog fouling found, (39 incidents in May 2010 compared to 316 incidents in October 2009).
- Areas of the village covered included the playing fields, footpaths (co-op to the playing fields), Pinkham, Church Lane, Bush Road and the footpath from the playing fields to The Freehold.
- It was evident that the bag and flag was working and people were picking up.

12. **East Peckham Primary School**

a. **Crowning of the 2010 May Queen**

Cllr Poole had attended the event which took place on 21 May 2010

b. Paddock Wood & District Swimming Pool Fund

A letter had been received thanking the PC for donating its offer of £1,500 towards East Peckham Primary Schools pool renovation project. As a result of the PC's donation, the school received a total of £3,500 from the fund.

c. 2010 Citizenship Award

The PC would be advised shortly of the name of the 2010 recipient and the Chairman and Vice-Chairman had been invited to present the award at the Leavers Assembly on 22nd July at 9.30 a.m.

13. Finance

a) Bank Reconciliation as at 28 May 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 28 May 2010, the balances held were; Current Account £250, Reserve Account £111,981 and Capital Account £14,566.

b) Internal Audit Report 2009/10

Attention was drawn to the following:

- The full internal audit report had been received and was available for member's perusal.
- The auditor was pleased to conclude that the PC operated effective financial control systems which helped ensure that transactions were accurately reflected in the Statement of Accounts.
- The auditor had made three recommendations with details as follows:
 - That bank reconciliations include pence rather than be rounded to the nearest £.
 - That care be continued to be exercised to ensure that the correct cost analysis was applied.
 - That the PC consider whether any increase was required to the fidelity guarantee cover.

c) 2010 Review of Fees & Charges

The following fees and charges were reviewed:

• **Allotment Rents (Currently £13.50 for a small plot and £19.00 for a large plot)**

It was proposed by Cllr. Mrs. Macdonald, seconded by Cllr. Crawford and:

RESOLVED: That allotment rents would remain unchanged.

• **Sports Hall hire charges currently £7.00 p.h. (frequent user) & £12.00 p.h. (casual user)**

Following a discussion, it was:

RESOLVED: That bearing in mind that the PC had only recently taken over the facilities, the matter would be considered at the next meeting when it was hoped that additional information would be available which would enable the PC to make a realistic assessment of the financial situation.

• **Meeting hall hire charges currently £7.00 p.h. (frequent user) & £10.00 p.h. (casual user)**

Following a discussion, it was:

RESOLVED: That bearing in mind that the PC had only recently taken over the facilities, the matter would be considered at the next meeting when it was hoped that additional information would be available which would enable the PC to make a realistic assessment of the financial situation.

- **Tables and Chairs Loan Hire**

Following a discussion, it was:

RESOLVED: That the tables and chairs were considered a community asset and no charge would be made for their loan. However hirers would be required to pay a deposit of £25 which would be returned upon the safe return of the hired equipment.

d) 2010/2011 S136 Halls & Open Spaces Projects

It was reported that the sum of £6,434 was available to allocate during 2010/11 towards village halls and open spaces and that the East Peckham Methodist Church had requested that the brick paving outside the Curran Hall be repaired. Following a discussion, it was:

RESOLVED: That the 2010/2011 S1236 Halls & Open Spaces Projects would be used to fund the following:

- The repairs to the brick paving outside the Curran Hall.
- The installation of a new multi-purpose recycling bin by the play area.
- Additional/replacement litter & dog signs around the playing fields and play areas
- The Sports Hall renovations to create a new office and community meeting hall.

It was further **RESOLVED** that if funding remained towards year end that consideration would be given towards the following:

- The installation of a water fountain in the village centre.
- Inviting village halls to submit funding requests.

e) TMBC Crime Reduction Partnership: Requests for financial assistance

(i) Charlton Athletic Football Coaching Sessions in East Peckham

It was reported that a request for financial assistance had been received from the TMBC CRP, attention was drawn to the following:

- The scheme aimed to divert young people from anti-social activities, promote healthy living and enrich local communities.
- The scheme focussed on improving behaviour, attitudes and lifestyles of the young people involved.
- A recent evaluation undertaken by Canterbury Christ Church University had shown that the scheme had an impact on the young people, the number of anti-social behaviour calls to the police decreased in areas where the schemes were runs and the numbers of unauthorised absences from schools were reduced.
- The East Peckham scheme saw on average 25 young people attending.
- TMBC CRP had advised that in the past PCs had funded between £200 - £500 but any amount would be appreciated.

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

RESOLVED: That a contribution of £250 would be made.

(ii) Crime Prevention Panel

It was reported that a funding request had been received from the T & M CPP, attention was drawn to the following:

- The T & M CPP was set up to encourage the discussion and publicity for crime prevention matters and comprised of PC representatives, residents of the borough, the police, KCC Community Wardens, neighbourhood watch, Kent Fire & Rescue Service and others.
- The Panel met every 2 months to discuss any problems of crime in the area and hopefully to come up with solutions to the problems.
- The Panel frequently arranged crime prevention events in various locations across the borough including the East Peckham Village Fete.

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- The Panel had recently distributed items such as purse chains and personal alarms.
- The Panel operated on a small budget and was seeking to become more involved in more projects.

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

RESOLVED: That a contribution of £75 would be made.

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

Receipts

19.05.10	Customs & Excise – Refund of VAT	£1,179.77
14.06.10	Bus Shelters – Insurance settlement	£1,004.00
07.06.10 – 16.06.10	Sports Hall Rental	£325.50
Total		£2,509.27

Payments (includes VAT where applicable)

Mrs K Bell	S111/1122	Clerks Salary plus expenses less Deductions	£1,203.55 Chq 3124/3128/ 3131/3145
Queensbury Shelters	S4	Bus Shelters	£1,326.86 Chq 3125
TMBC	S111/S19	Sports Hall NNDR	£3,545.88 Chq 3126
KCC	S111	Stationery	£77.57 Chq 3127
Mr P Hartley	S137	Litter Warden Salary (June & July)	£178.00 Chq 3129/3139
Mr E Grenham	S26	Allotment Expenses	£82.50 Chq 3130
Aon Insurance	S111	2010/11 Insurance Premium	£1,393.08 Chq 3132
EDF Energy	S10/3	Streetlight Energy	£289.00 Chq 3133
Hills Office Services	S111	Stationery	£205.75 Chq 3134
Kent Grassland Svcs.	S19	Playing Field Maintenance	£540.50 Chq 3135
The Double Glazing Dr.	S19	Sports Hall entrance doors	£2,324.00 Chq 3136
Headland Garden Svcs.	S101/164	Village & Churchyard Maintce.	£646.25 Chq 3137
PFL Electrical	S10/3	Streetlighting	£299.63 Chq 3138
Auditing Solutions Ltd	S111	2009/10 Internal Audit Fee	£235.00 Chq 3140
D. Jenner & P. Kent	S19	Sports Hall Cleaning & Maintce	£478.40 Chq 3141
Brookside Garden Ctr.	S19/137/96	Compost for Pippin Road	£16.00 Chq 3142
Mr D Poole	S111	Travel Expenses	£46.71 Chq 3143
Mrs E Smith	S19/137	Playing Field Fence painting	£41.97 Chq 3144
M A Edwards	S19	Village Fencing Works	£293.75 Chq 3146
TOTAL			£13,224.40

14. Correspondence

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

- a. Dis: Issue No. 733 (30.04.10) & 734 (14.05.10)
- b. Local Gov.co.uk: e bulletins dated: 06.04.10, 05.05.10, 07.05.10, 11.05.10, 13.05.10, 18.05.10, 21.05.10, 27.05.10, 01.06.10, 04.06.10, 08.06.10 & 10.06.10
- c. Kent Association of Local Councils
 - (i) Power of Well Being: Training Courses 2010
 - (ii) Parish News (May 2010) – copied to members
 - (iii) Area Committee: Agenda in respect of meeting held on 17.06.10 – Passed to Cllrs. Poole & Crowley

- d. KCC
 - (i) Trading Standards Alerts
 - (ii) Return to Teaching Course Information
- e. TMBC
 - (i) Register of Electors – Notice of Alterations (April – June 2010)
 - (ii) Review of polling districts and polling places (Notice of Review)
 - (iii) Cancellation notice in respect of the meeting of the PPP to have been held on 20.05.10
- f. West Kent Watch: Issues dated 30.04.10, 07.05.10, 11.05.10, 14.05.10, 18.05.10, 21.05.10, 25.05.10, 28.05.10, 02.06.10, 04.06.10 & 08.06.10
- g. Society of Local Council Clerks
 - (i) Community Engagement & Governance Course
 - (ii) CPD & Regional Conference Programme 2010
 - (iii) The Clerk (May 2010)
- h. Clerks & Councils Direct (May 2010)
- i. Emergency Planning Society
 - (i) AGM information
 - (ii) CPD Scheme
- j. Crime Reduction Panel
 - (i) Monthly Bulletin (May & June 2010)
 - (ii) Crime Prevention Events (June/July 2010)
 - (iii) Minutes of meeting held on 19.04.10
 - (iv) Safer Number Plate Event: Details of event held in Snodland
- k. Government Computing (June 2010) - Passed to Cllr. Poole
- l. Goods & Service Information: Received from the following
 - (i) Automated Marketing Ltd
 - (ii) Record RSS
 - (iii) UrnArium
 - (iv) Whitehouse Enterprises
 - (v) Littlethorpe of Leicester
 - (vi) United Medicare
 - (vii) Royal British Legion Industries Ltd
 - (viii) Fair Play for Children e-letter
- m. Farming & Wildlife Advisory Group
 - (i) Campaign against accidental and illegal poisoning: Information
 - (ii) Update: May 2010
 - (iii) Annual Meeting & Summer Walk: Stone-in-Oxney, 29 June 2010
 - (iv) Newsletter: May 2010
- n. Kent Police: Speedwatch information
- o. NALC: Events Bulletin (May 2010)

- p. NHS
 - (i) SE Cat Ambulance Service: Shaping the Future Information Days
 - (ii) Carers Week 2010: Information
- q. The Municipal Year Book: Information
- r. Local Councils Update (June 2010)
- s. ACRK: Rural News (May 2010)
- t. Volunteer Centre (Tonbridge): Invitation to Annual General Meeting

**15. Matters for future Discussion
Community Payback**

It was reported that Community Payback were in the village on 17th June and worked predominantly on clearing the overgrown village PROWS and litter clearing the PROWS and the playing fields.

16. Urgent Items: There were none.

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

18. Date and Time of next meeting: Confirmed as 19 July 2010

There being no additional business, the meeting concluded at 21.50 hours.