

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.30 HOURS ON MONDAY 10 MAY 2010

PRESENT: Cllrs. Mrs. L Baseden, P Crawford, J. Crowley, W. Gress, Mrs. J. Macdonald, Ms. L. Picknett, D. Poole (Chairman), T. Shead & P Street

ALSO PRESENT: Mrs. K Bell (Clerk) & County Cllr. R. Long

APOLOGIES: Community Warden, Ms. S. MacKay

Cllr. Crawford opened the meeting and welcomed everyone present.

1. Election of Chairman for 2010/2011

Cllr. Crawford stated that having served as Chairman for four years he did not wish to be re-elected. It was then proposed by Cllr. Crawford, seconded by Cllr. Crowley and **RESOLVED** that Cllr. Poole be elected Chairman for 2010/2011. There were no other nominations. Cllr Poole accepted the nomination and duly completed his Declaration of Acceptance of Office.

Cllr. Poole took the Chair and began by thanking Cllr. Crawford for his period of leadership of the PC.

2. Election of Vice-Chairman for 2010/2011

It was proposed by Cllr. Poole, seconded by Cllr. Crawford and **RESOLVED** that Cllr. Street be elected Vice-Chairman for 2010/2011. There were no other nominations. Cllr. Street accepted the nomination.

3. Declarations of Interests

a. Disclosures of personal and prejudicial interests

Cllrs. Crowley and Gress declared an interest in item 8a.

b. Review of Declarations of Financial & Other Interests

It was **RESOLVED** that members would undertake a review of their declarations which had been lodged with TMBC's Monitoring Officer. It was noted that copies of the document were held in the Parish Office.

4. County Councillors Report

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

- KHS: Work still continuing to improve service delivery
- East Peckham Primary School: Remained keen for the PC to be represented on the Governing Body.

5. TMBC Dog Wardens Report

Cllr. Baseden reported and drew attention to the following:

- A 'Bag it and Flag it Day' would be on 11 May 2010.
- Several recent dog biting incidents within the village which were being investigated with police assistance.
- The dog bin outside the Primary School (Playing Field side) had been relocated to Bush Road.
- TMBC were looking at ways in which to promote and clarify the Dog Fouling law so that dog walkers were aware that dogs were not permitted to foul either a footway or either side of a footway.

6. **Minutes**

a) **Minutes of the meeting held on 26 April 2010**

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

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

Minute 7a, Resignation of Alan Gardner

It was reported that TMBC had confirmed that if there had been no call for an election by 21 May 2010, the PC could co-opt. It noted that an expression of interest had been received from a resident interested in becoming a member.

Minute 12b, The Hop Farm Premises License

It was reported that whilst the Hop Farm had not yet responded, TMBC's Legal Services & Licensing Partnership Managers were keen to meet with the PC. Following a discussion, it was:

RESOLVED: That the TMBC Officers would be invited to the meeting of the Planning Committee which would be held on 24 May 2010. It was further resolved that the Clerk would contact the Hop Farm again.

Minute 13g, Village Tree Work:

It was reported that work had been carried out.

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

It was reported that a letter had been received from the Methodist Church requesting the PC to repair the brick paving outside the Curran Hall and refer the external buffer boards to TMBC. The Clerk confirmed that she had asked the Methodist Church to provide further information in respect of the brick paving including why it was felt that the PC should pay for the repairs and that with regard to the external buffer boards, as these did not fall within the PC's remit, the Methodist Church had been advised to liaise with TMBC directly.

8. **Business Items**

a) **Sports Hall & Playing Fields**

Attention was drawn to the following:

Handover to the PC

It was reported that the handover would take place on 17 May 2010 and that all monies held by the EPPFC would be transferred to the PC. Following a discussion, it was:

RESOLVED: That the transferred funds would be earmarked specifically towards the Sports Hall and Playing Fields.

NNDR

It was reported that TMBC had granted 100% rate relief in respect of the EPPFC liability, however, the PC as a precepting authority would not be entitled to rate relief when it assumed responsibility for NNDR.

Planned Renovations

Cllr. Poole thanked members for visiting the Sports Hall to learn more about the planned renovations.

Litter Clearing

It was reported that the Litter Warden had asked if the PC required litter clearing work carried out at the Sports Hall Car Park and Playing Fields. Following a discussion it was:

RESOLVED: That the litter warden would be asked to work an additional 2 hours per month, the extra hours to be spent specifically on litter clearing the Sports Hall Car Park and the Playing Fields.

Football

It was reported that a team had requested the use of a football pitch for 5 home games but that as the team was not East Peckham based and only 2 of the players resided in East Peckham the request had been declined. Members reiterated the PC's policy that football pitches would only be hired to East Peckham based teams.

Staff Issues

It was reported that advice had been sought from KALC and attention was drawn to the following:

- Staff being transferred to the PC would be liable for PAYE and that if remuneration exceeded £100 p.a. it should be reported to HMRC by both the PC and the employee. It was noted that employees transferred to the PC would be entitled to normal benefits of employment including a salary within the NJC scale.
- With regard to the possible transfer of some staff to contract basis, KALC had advised that if the PC varied an employee's employment status dramatically then a formal legal opinion should be sought either via KALC or NALC. However there should be no problem if the PC contracted out work on more favourable terms and conditions than the existing employment status.

On Call Keyholder

It was reported that the existing cleaner and maintenance operative (husband & wife team) had agreed to take on the role preferably on a contracted out basis. Following a discussion it was proposed by Cllr. Poole, seconded by Cllr. Street and:

RESOLVED: That the work would be contracted out to the existing cleaner and maintenance operative on a retainer of £100 per month. In addition, up to 4 hours per month would be paid in respect of on call hours worked.

It was further:

RESOLVED: That a contract would be drawn up which would include the existing duties of the cleaner and maintenance operative.

Fencing Work

It was reported that within a week of installation, the fence had been deliberately damaged and that on investigation it appeared that vehicle tracks led from the damaged fence to the scaffolding yard. It was noted the incident had been reported to the police. The Community Warden would be asked if she had received any information regarding the incident.

'Glad to be Grey'

It was reported that the social group would be visiting the village on Wednesday 12th May and would be spending time at both Heavenly Glaze and on the Fitness Equipment.

Financial Information

2009/10 PC Grant: Information as at 30.04.2010

It was noted that the position was as follows:

2010/11 Grant	£12,000	
Less Expenditure		£283
Less adjustment in lieu of rent	£1	
Balance of 09/10 grant	£11,716	

EPPFC Financial statement as at 30.04.2010: Not available

b) Best Village Front Garden Competition

A discussion took place during which attention was drawn to lukewarm support of the competition by residents and the fact that not all prizes were claimed. Following the discussion, it was proposed by Cllr. Crowley, seconded by Cllr. Mrs. Baseden and:

RESOLVED: That there would be no competition during 2010.

It was further:

RESOLVED: That the money which would have been spent on the competition would be spent on planting areas of the village with bulbs.

Cllrs. Mrs Macdonald and Mrs Baseden volunteered to survey the village and recommend areas of the village to members which would benefit from such plantings. The Community Warden and Litter Warden would also be asked to suggest areas.

c) Members Contact Information: Amended as required.

d) Membership of Committees & Panels

Following a discussion, it was:

RESOLVED: That the 2010/2011 membership of committees and panels would be as follows:

Planning Committee	All Councillors
Allotment Panel	Jenny Macdonald & Peter Crawford

e) Local Organisations & Groups

Following a discussion, it was:

RESOLVED: That the 2010/2011 membership of local organisations and groups would be as follows:

KALC	D. Poole & J. Crowley
Action with Communities in Rural Kent	D. Poole
Malling Age Concern	P. Street
Allotment Panel	J. Macdonald & P. Crawford
Village Tree Warden	T. Shead
Community and Police Working Group	P. Crawford & P. Street

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Emergency Planning	D. Poole
Parish Partnership Panel	TBA
Village Transport Representative	Chair of Planning
Multi-Steering Flood Committee	D. Poole
Tonbridge Crime Reduction Panel	P. Street
Website	D. Poole & P. Street
Village Youth Panel	L. Baseden & J. Macdonald
Parish Plan	P. Street

f) Meeting Dates for 2010/2011

RESOLVED: That meeting dates for 2010.2011 would be as follows:

Parish Council: 21 June 2010, 19 July 2010, August – no meeting, 20 September 2010, 18 October 2010, 15 November 2010, 13 December 2010, 24 January 2011, 14 February 2011, 21 March 2011, 18 April 2011

Planning Committee: 07 June 2010, 21 June 2010, 05 July 2010, 19 July 2010, August no meetings, 06 September 2010, 20 September 2010, 04 October 2010, 18 October 2010, 01 November 2010, 15 November 2010, 06 December 2010, 13 December 2010, 10 January 2011, 24 January 2011, 07 February 2011, 14 February 2011, 07 March 2011, 21 March 2011, 04 April 2011, 18 April 2011, 09 May 2011

Finance Committee: 17 January 2011 & 16 May 2011

Annual Meeting of Allotment holders: 07 October 2010
Annual Parish Meeting: 28 March 2011
Annual Meeting of the Parish Council: 09 May 2011

g) Councillors Areas

Following a discussion, it was:

RESOLVED: That areas would be allocated as follows:

Hale Street, Bardsley Close, Hale Court, Medway Meadows & Cates Court	D. Poole
Smithers Lane, Pattenden Gardens, Hop Bine Close, Smithers Court, Beltring Road & Branbridges Road	P. Street
Old Road, Strettitt Gardens, Pinkham & Pinkham Gardens	L. Picknett
Addlestead Road, Chidley Cross Road, Caysers Croft & Tonbridge Road	P. Crawford
Pound Road, The Old Dairy & Snoll Hatch Road	B. Gress
The Freehold, Red Roses, Marvillion & Crown Acres (Odds)	J. Crowley

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Whitebine, Golding & Henham Gardens & Crown Acres (evens)	TBC
Fell Mead, Stockenbury, Bramley Road, Pippin Road & Russett Road	T. Shead
Hatches Lane, Bullen Lane, Bells Farm Road & Stanford Lane	J. Macdonald
Westwood Road, Drage Road, William Luck Close & Cotman Way	TBC
Court Lodge, Roydon Hall Road, Maidstone Road (A26), Grove Close, Seven Mile Lane, Bush Road, Martins Lane & Church Lane	L. Baseden

h) **Kent Village of the Year 2010**

It was reported that ACRK had invited entries into the 2010 Village of the Year Competition. Following a discussion, it was:

RESOLVED: That the PC would not participate

9. **Planning Committee**

RESOLVED: That the minutes of the meetings held on 26 April 2010 which had been copied to members be **RECEIVED & NOTED**.

10. **Groups & Organisations**

a) **Community & Police Working Group**

Cllr. Street reported that the next meeting would be held late May/early June and that in future he would report on a quarterly basis.

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

Cllr Street reported that there had not been a recent meeting and that in future he would report on a quarterly basis.

c) **Parish Plan**

Cllr Street reported that progress had been made but completion of the document depended on him receiving all outstanding contributions. Cllrs: Poole, Crowley and Mrs. Macdonald undertook to forward their contributions to Cllr Street as soon as possible.

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

Report from representative

Cllrs. Mrs Baseden and Mrs. Macdonald reported and drew attention to the following:

- Discussions had taken place between themselves and various Kent youth workers and items of equipment had been promised.
- The East Peckham Social Club had offered the use of their premises on either a Wednesday or Thursday.
- An 'army' of volunteers was required to help run the Youth Club.
- A letter would be sent to all properties within the village. The letter would introduce the project and invite volunteers to come forward. Cllr. Street offered to print the letter and Mrs. Macdonald would arrange for the letter to be delivered.
- It was hoped that the trained volunteers would be in place by the autumn when the Youth Club would start.
- Discussions would be held with Mr Fryer the organiser of a former village youth club.

Following a discussion, it was:

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RESOLVED: That Cllr. Mrs. Macdonald would draft a letter which would be printed by Cllr. Street and hand delivered to all properties within the village. A copy of the letter would also appear in the Parish Magazine.

It was further:

RESOLVED: That Cllr. Street would be reimbursed his printing costs,

11. East Peckham Salvation Army 2010 Flower Festival

Cllr. Mrs Picknett advised that she was intending to attend the pre event meeting on 25 May 2010. Following a discussion, it was:

RESOLVED: That the proverb for the Parish Councils contribution would be 'Many are called but few are chosen'.

12. Finance

a) Bank Reconciliation as at 30 April 2010

The information, which had been prepared by the Clerk & copied to members, was **APPROVED**. It was noted that as at 30 April 2010, the balances held were; Current Account £250, Reserve Account £115,319 and Capital Account £14,566.

b) Village War Memorial Publication: Consideration of funding request submitted by the Village Historian

It was reported that no new information had been received.

c) 2010/2011 Subscription Renewal to Local Council Review

Following a discussion, it was:

RESOLVED: That the subscription would be renewed at the cost of £13.50.

d) Financial Transactions: The following were APPROVED

Receipts

06.05.10	TMBC – S136 1 st ½	£6,275.50
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Payments (includes VAT where applicable)

Mrs K Bell	S111	Clerks Salary less deductions	£1,005.81	Chq 3104
	S111	Expenses	£37.62	Chq 3115
Mr P Hartley	S137	Litter Warden Salary	£72.00	Chq 3116
KCC	S136	EP Boys Brigade 08/09 Grant	£100.03	Chq 3117
PFL Electrical	S10	Street lighting	£299.63	Chq 3118
NALC	S111	Local Council Review subscription	£13.50	Chq 3119
Scribe 2000 Ltd	S111	Licence Renewal	£287.88	Chq 3120
Headland Garden Svcs		Grounds maintenance	£426.25	Chq 3121
Marchants	S19	Sports Hall Car Park repairs	£1,415.88	Chq 3123

NET TOTAL

£3,658.60

The following payments were charged to the Sports Hall PC Grant

Southern Water	S19	*Sports Hall Water Rates 2009/10	£232.54	Chq 3114
KCC	S19	*Sports Hall Maintenance	£39.81	Chq 3117
Kent Grassland Svcs	S19	*Playing Field Maintenance	£517.00	Chq 3122

TOTAL

£789.35

13. Correspondence

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

a. Dis: Issue No. 732 (19.04.10)

- b. Local Gov.co.uk: e bulletins dated: 20.04.10 & 23.04.10
- c. Kent Association of Local Councils
 - (i) Power of Well Being: Training Courses 2010
 - (ii) Area Committee: Minutes of meeting held on 19.03.10 – Passed to Cllrs. Crawford & Crowley
- d. KCC
 - (i) Explore Kent (Spring/Summer 2010)
 - (ii) Explore Kent Walking Festival: 24.04.10 – 31.07.10
 - (iii) Community Climate Change Conference (Details)
 - (iv) National Family Week
- e. TMBC
 - (i) Parliamentary General Election Notices
 - (ii) Minutes of Council, Cabinet & Committee Meetings 2010 (18.02.10 – 13.04.10)
- f. NALC: 2010 Event Programme
- g. West Kent Watch: Issues dated 20.04.10 & 23.04.10
- h. Society of Local Council Clerks: CPD Course Details – Working with Your Council
- i. Government Computing (May 2010) - Passed to Cllr. Poole
- j. Hadlow Parish Council: Parish Emergency Plan
- k. UMIDB: Newsletter 2010
- l. Goods & Service Information: Received from the following
 - (i) SMP: Play Equipment
 - (ii) Towns.org.uk: The Basics of Employment Law – Taster Session
 - (iii) Kompan: Play Equipment
- m. CPRE:
 - (i) Countryside Voice (Spring 2010)
 - (ii) 2010 Membership Information

14. Matters for future Discussion

Poly Tunnels at Seven Mile Lane

Cllr. Baseden reminded members that Hugh Lowe Farms would be hosting a drop in information day on Saturday 15th May at Mereworth village Hall between 10.00 a.m. – 2.00 p.m.

Street Cleansing

Cllr. Gress reported that TMBC's street cleansing vehicle had recently visited the village on 7 out of 11 days and that many of the visits had been at unsocial hours and on bank holidays. The matter would be referred to TMBC

East Peckham Primary School: Crowning of 2010 May Queen

It was reported that the Chairman had been invited to the ceremony which would take place on 21 May 2010 at 11.00 a.m. Cllrs. Poole and Street confirmed that they would attend if able to do so. It was noted that the Mayor of Tonbridge and Malling would be attending the event.

15. Urgent Items

Recent Resignations

It was reported that Mrs. B. Curry had resigned from Parish Council and that TMBC would advise in due course whether the vacancy could be filled by co-option. Following the recent resignations of Mr. A. Gardner and Mrs. B. Curry it was agreed that both would be invited to join members prior to the meeting of the Planning Committee on 24 May 2010 when they would be formally thanked for their service and be presented with a small gift in appreciation of for their service to the village.

16. Matters for consideration in Private: Confidential Minutes Refer

17. Date and Time of next meeting: Confirmed as 21 June 2010

There being no additional business, the meeting concluded at 22.09 hours.

