

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.30 HOURS ON MONDAY 16 JULY 07**

**PRESENT:** Cllrs: Bearman, Crawford (Chairman), Crowley, Gress, Mrs. Kearns, Poole, Mrs Relf & Street

**ALSO PRESENT:** Mrs. K Bell (Clerk), Borough Councillor Mrs Holland & 2 residents

**APOLOGIES:** Accepted from Cllrs. Gardner, Mrs. Macdonald & Shead

Cllr. Crawford opened the meeting and welcomed everyone present.

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

2. **Report of Borough Councillor**

Mrs Holland drew attention to the expansion of the green waste recycling service.

3. **Parish Council**

a. **Minutes of the Meeting of the Parish Council held on 18 June 07**

**RESOLVED:** That the minutes of the meeting, which had been copied to members, be approved as a correct record and signed by the Chairman.

b. **Clerks report on matters arising not covered elsewhere on the agenda**

**Minute 4b 9ii), Invitation for UMIDB & EA Representatives to attend a meeting**

It was reported that UMIDB would defer attending a meeting until the maintenance programme had been completed. It was noted that the EA had not responded.

**Minute 4b (iv), Litter**

It was reported that TMBC had been made aware of the litter problems and were discussing the situation with their contractor.

**Minute 5b, ACRK Affordable Rural Housing Initiative**

It was reported that TMBC would coordinate a programme of surveys, which would be undertaken by ACRK and that ACRK had requested that East Peckham be amongst the first to carry out the survey. It was noted that ultimately the responsibility for coordinating the programme of surveys was TMBCs.

**Minute 5b, MVCP: Riverside Communities Project**

A project update had been received and copied to members.

c. **New Code of Conduct**

It was reported that whilst the PC had approved the adoption of the Revised Model Code of Conduct the Standards Board had advised that the PC was able to make local additions to the Code and was of the opinion that the code should be adopted without alteration except that the PC should formally consider paragraph 12(2) which although not mandatory for parishes would allow members with a prejudicial interest the same rights as members of the public to speak to a meeting on an issue and leave before the main discussion and vote. It was noted that although the model code, which had been adopted by the PC, included paragraph 12(2), the resolution should specify its inclusion to indicate that the non mandatory provisions had been considered. Following a discussion, it was:

**RESOLVED:** That the Revised Model Code of Conduct adopted by the PC would include paragraph 12(2).

It was noted that as members had already given a written undertaking that they would observe the code of conduct they would not be required to make a further declaration upon the adoption of the revised code. However in order to comply with the requirements of the code members must complete a new declaration of interests form which the Monitoring Officer would supply.

**d. CCTV**

Following a discussion, in view of the fact that planning permission had been obtained it was:

**RESOLVED:** That the project would proceed. However prior to an order being placed for the work a site meeting would be held between the contractor and PC which would clarify the project costs and specifications.

**4. Planning Committee: Minutes of Meetings held on 18 June 07 and 02 July 07**

**RESOLVED:** That the minutes which had been copied to members be **RECEIVED, NOTED & APPROVED**

**5. East Peckham Playing Fields Company**

**a. 2007/08 Sports Hall & Playing Field Grant**

The information, which had been prepared by the Clerk and copied to members, was APPROVED. It was noted that as at 30 June 07, the position with regard to the 2007/08 grant was as follows:

2007/08 Grant	£11,000
Less Expenditure (includes £114 from 2006/07)	£2,378
Net Grant available to 31.3.08	£8,622

**b. Sports Hall Repairs**

**(i) Category A Repairs**

It was reported that the electrical and mechanical works had been completed and certificates in respect of the sterilisation and analytical reports for the hot and cold-water services had been received for inclusion in the EPPFC Health & Safety file

**(ii) Category B Repairs Funds**

It was reported that the PWLB had provisionally approved the loan and that this would be subject to a confirmation telephone discussion with PWLB which would take place on 19 July 07. All being well the funds would be released on 23 July 07.

**Contract**

It was reported that the contract had been prepared with Total Building Care as the contractor and John Purle Associates as the CDM Co-ordinator. The contract documentation consisting of the following documentation was signed at the meeting:

Minor Works Building Contract  
Schedule of Works (Total Building Care)  
Schedule of Works (Purle Associates Ltd)  
Appendices 1, 2 & 3

### **Preliminary Arrangements**

It was reported that a meeting had been held between the Peter Clymer Partnership, Total Building Care and the EPPFC, the meeting finalised the arrangements for the project, which included a works programme, access, storage areas etc. Works would commence on 23 July 07.

**c. Big Lottery Fund: Application in respect of Older Children's Play Equipment**

It was reported that unfortunately the application had not been successful and that alternative funding opportunities would be sourced.

**d. Other issues: Attention was drawn to the following**

#### **Dogs**

It was reported that two complaints had been received regarding dogs using the playing fields. One complaint included a request for a reimbursement of veterinary fees following an alleged incident where a dog hurt a paw on cut glass. The other complaint involved an incident where a dog had allegedly attacked an elderly dog. Both complaints had been passed to the EPPFC.

#### **Car Park Closure**

It was reported that the car park would not be closed while the Category B works were carried out instead a portion of the car park would be cordoned off for the use of the building contractors.

#### **Toddlers Play Area**

It was reported that the opening of the toddlers play area took place on 21 June 07 and was well attended.

**6. Organisations & Groups; Representatives Reports**

**a. Community & Police Working Group**

Cllr Street reported and drew attention to the following:

- A well attended meeting had taken place.
- From September the Community Warden would be able to work variable shift patterns.
- In order to stimulate interest in the Neighbourhood Watch project it was currently undergoing a reorganisation.

**b. Tonbridge & Malling Crime Reduction Partnership**

Cllr Street reported and drew attention to the following:

- A new Chairman had been appointed.
- The aims of the Partnership would remain unchanged.
- Chains were being issued to members of the public, which they could use to securely attach purses to handbags.

**c. Parish Plan**

Cllr. Street reported that the design of the Parish Plan was in place and that he was consulting with Mr Whiteside regarding the actual content of the document.

**d. Village Youth Panel**

Cllrs. Mrs Reif reported that a meeting would be held shortly.

7. **KCC Joint Local Board: Report of Meeting held on 12.07.07**

Cllr. Crawford reported that he had attended the meeting and that the main topic of discussion was Climate Change, how it affected residents in Kent and ways in which the county and borough councils could work together to lessen the impact.

8. **Neighbourhood Policing Launch held on 05.07.07**

Cllr Street to reported and drew attention to the following:

- He and Cllr. Gardner had attended this interesting event.
- It was noted that T & M was one of the safest places in the country to reside.
- Nearly every crime in the village was solved.
- Attention was drawn at the event to the recent protest made by Rev'd Carr at Tonbridge Police Station over the recently introduced ban on smoking in public places.

9. **TMBC**

a. **Parish Partnership Panel**

It was reported that the next meeting would be held on 13.09.07 and that the PC had been invited to submit items for the agenda or issues to be raised with the police representatives. Following a discussion, it was:

**RESOLVED:** That there were no items either for inclusion on the agenda or to be raised with the police representatives.

b. **2007 Summer Playscheme**

It was reported that subject to OFSTED registration being receiving the Playscheme would take place at the Village Hall. It was noted that as at 02 July 07 the registration levels were as follows:

	Places Booked	Places Remaining
Week 1	19	21
Week 2	29	11
Week 3	29	11
Week 4	25	15

c. **Borough Leisure & Arts Strategy**

It was reported that TMBC was undertaking a review of its Leisure Strategy and the PC had been invited for its views on leisure and arts within the parish specifically in relation to the key areas which were healthy living, young people, crime and disorder reduction, caring for the environment, tackling climate change, quality and excellence, working in partnership, risk management, public access and involvement and fair access for all. Following a discussion it was:

**RESOLVED:** That the information be noted with interest and that members could respond on an individual basis should they wish.

10. **Finance**

a. **Bank Reconciliation as at 30.06.07**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**

b. **Budgetary Control Statement as at 30.06.07**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**

**c. Internal Audit 2006/07**

It was reported that the internal audit for the year ended 31 March 07 had been completed and whilst the Internal Audit report had not yet been received, the Internal Audit had been carried out in accordance with the PCs needs and planned coverage and on the basis of the findings in the areas examined the Internal Auditor had concluded that in all significant respects the PCs control objectives had been achieved throughout the financial year 2006/07 to a standard adequate to meet the needs of the council. The Annual Return and supporting documentation would now be submitted to District Audit so that the External Audit could be undertaken.

**d. CPRE (Campaign to Protect Rural England): 2007/08 Subscription Renewal**

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

**RESOLVED:** That the subscription for 2007/08 (£27.00) would be renewed.

**e. Financial Transactions: The following transactions were approved**

**Automated Receipts**

29.06.07	Nat West – Interest	£549.46
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**Automated payments**

06.06.07	*British Gas Sports Hall Gas Supply 2007/08	£114.00
06.06.07	*EDF Energy Sports Hall Electric Supply 2007/08	£325.00
<b>Total</b>		<b>£439.00</b>

**The following payments were approved (includes VAT where applicable)**

Mrs. K Bell	Clerks Salary July & August 07 plus expenses		
	Less deductions	£1,868.23	Chq 2636/2637
Mr Stephens	2007 Allotment site rent	£30.00	Chq 2638
EDF Energy	Streetlight maintenance July & August 07	£680.64	Chq 2639
Sweepclean	Litter Clearing June & July 07	£176.26	Chq 2640
SSG Emprise	* Security Services June & July 07	£498.98	Chq 2641
Hever Landscapes	Village/churchyard maintenance	£1,200.00	Chq 2642
EDF Energy	Streetlight Energy	£619.03	Chq 2643
EP Methodist Church	Hall Hire	£60.17	
	Office Hire	£289.47	£349.64 Chq 2644
Thermodiffusion	Sports Hall Category A repairs	£3,812.54	Chq 2645
ACRK	*Sports Hall Fire Safety Folder	£15.00	Chq 2646
KCC (KCS)	*Sports Hall supplies	£69.40	Chq 2647
TMBC	Uncontested election expenses	£140.82	Chq 2648
Purle Associates	Sports Hall Category A repairs	£763.75	Chq 2649
CPRE	2007 Membership Renewal	£27.00	Chq 2650
KCC (KCS)	*Sports Hall fire extinguisher Maintenance	£29.85	Chq 2651
<b>TOTAL</b>		<b>£10,281.14</b>	

\*Denotes charged to the Sports Hall PC Grant for 2007/08

**11. Correspondence**

It was reported that the following items had been received:

**a. Action with Communities in Rural Kent**

- (i) Strawberries & Cream Council Meeting 09.07.07 (Passed to Cllr Crawford)
- (ii) Oast to Coast (Summer 07)
- (iii) Parish Planning Seminar 30.06.07 & 12.07.07 (Passed to Cllr. Street & Mr. Whiteside)
- (iv) Details regarding COMMA The Community Aggregates Fund: Grants for voluntary groups & community projects (passed to Cllr. Crowley & Mr Sales)
- (v) Rural News (June 07)
- (vi) Home Improvement Grants for Homeowners (Passed to EP Parish Magazine & copied to members)

**b. Product Brochures Received from the following:**

- (i) Millennium Quest: Festive Lighting
- (ii) Bago: Hand tools for litter collection
- (iii) Proludic: Play equipment and play equipment seminars (Passed to Cllr. Crowley)
- (iv) Parkers: Dutch Bulbs (Wholesale catalogue autumn 2007)
- (v) Plan & Simple: Play equipment (Passed to Cllr. Crowley)
- (vi) Paul Fryer Group: Cleaning, landscaping and property management services
- (vii) Glasdon: Seating collection, Summer Sale offers & Summer 07 newsletter
- (viii) Minera: Roofing Materials
- (ix) SMP: Play Equipment (Passed to Cllr. Crowley)
- (x) Urbanscape: Product catalogue and details of cigarette disposal equipment
- (xi) Associated surfaces and materials: Play equipment (Passed to Cllr. Crowley)
- (xii) Oakover Plants: Special Occasion plants (a scheme operated by the Kent Men of Trees)

**c. SLCC**

- (i) 2007 Conference Details
- (ii) 2007 Membership Campaign
- (iii) The Institute of Local Council Management (Initial Membership details - Institute taking applications from January 8)
- (iv) The Clerk (July 07)

**d. The Kent Men of Trees**

- (i) Cancellation notice regarding Linton Park excursion (Passed to Cllr. Shead)
- (ii) Arbor: Summer 07 (Passed to Cllr. Shead)

**e. KCC**

- (i) 2007 Local Board Grants (Additional Information received)
- (ii) Open 4 community: Newsletter (June 07)
- (iii) Go Cycle Kent 2007 (leaflet copied to members)
- (iv) County Print Copying Unit: Details received on available service

**f. Kent Association of Parish Councils**

- (i) Parish News: June 07 (Copied to members)
- (ii) Kent Volunteer Awards 2007 (Promotional leaflet)
- (iii) What is the SE England Regional Assembly (Promotional leaflet)
- (iv) Information relating to the 2007 Tour de France

- g. **Environment Agency:** River Basin bulletin (June 2007)
- h. **Medway Valley Countryside Partnership:** River View Photography Competition (Copied to members and the EP Parish Magazine)
- i. **DisExtra:** Nos 659 (June 07), 660 (July 07) & 661 (July 07)
- j. **Blueprint (Summer 07):** The Magazine of the Emergency Planning Society (Passed to Cllr. Poole)
- k. **Local Councils Update** (June & July 07)
- l. **NALC:** Local Council Review (July 07)
- m. **TMBC**
  - (i) Street Monitor Scheme: Details Received (Copied to members and the EP Parish Magazine and placed in the Library)
  - (ii) Weekend Household Bulky Refuse Schedule June – September 07 (Copied to members and EP Parish Magazine and placed on the PC notice board)
  - (iii) Corporate Performance Plan 2007/08
  - (iv) Residents Panel: Second Newsletter June 07 (Copied to members)
  - (v) The Blue Planet: Further information received (Copied to members and passed to EP Parish Magazine and the Library)
- n. **CPRE**
  - (i) Countryside Voice (Summer 07)
  - (ii) 2007 Raffle (Details received)
- o. **Clerks & Councils Direct** (July 07)
- p. **Kenward Trust:** Newsletter & New Life (Issue 2 2007)
- q. **Government Computing Magazine** July/august 07 (Passed to Cllr Poole)
- r. **English Rural Housing Association:** The Bulletin (Summer 07)
- s. **Cre8ive:** Details of Dick Whittington Touring Pantomime (January 08)

## 12. Parishioners Question Time

- a. **Correspondence from Parishioners**

Attention was drawn to the following:

  - (i) 3 complaints had been received regarding noise disturbances arising from events held at The Hop Farm. Forwarded to The Hop Farm and TMBC.
  - (ii) 1 complaint had been received regarding speeding along Hale Street. Forwarded to KHS.
  - (iii) 1 complaint had been received regarding maintenance of the Coult Stream. Forwarded to UMIDB and the EA.
  - (iv) 3 complaints had been received regarding the Erotic Dancing at The Harp PH. Forwarded to KHS, TMBC & the Police Licensing Officer.
  - (v) A resident had provided copies of his correspondence to Sir J Stanley MP regarding the maintenance of the Coult Stream

**b. Residents Questions**

Attention was drawn to the following:

- (i) Residents remarked that the village was a safe place to live and the PC was asked to ensure that current policing levels were maintained.
- (ii) Attention was drawn to an overgrown hedge in Church Lane. The matter had been referred to KHS.
- (iii) A resident informed the PC that he was happy to continue with voluntary litter picking in Hale Street.

**13. Matters for future Discussion**

**Cllr. Mrs Relf**

Informed members that the recipient of this years PC sponsored East Peckham Primary School Citizenship Award was Joseph Boyle.

**Cllr. Poole**

Raised a question regarding festive lighting. The Clerk confirmed that TMBC had been contacted regarding this years grant application and that letters would be sent to all village businesses inviting them to sponsor the 2007 festive lighting.

**14. Date of next meeting:** Confirmed as 17.09.07

There being no additional business, the meeting concluded at 21.30 hours