

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.30 HOURS ON MONDAY 17 DECEMBER 07

PRESENT: Cllrs: Bearman, Crowley, Gardner, Gress, Mrs. Macdonald, Poole (Vice-Chairman), Relf, Shead, & Street

ALSO PRESENT: Mrs. K Bell (Clerk)

APOLOGIES: Cllrs. Crawford (Chairman) & Ireland, County Councillor Long, Borough Councillors Mrs Holland & Rogers, Community Warden, PCSO Miss Wilkes, Police Representative Andy Sergeant

In the absence of Cllr. Crawford, the meeting was chaired by Cllr. Poole (Vice Chairman). Cllr. Poole opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** There were none.
2. **Reports of County Councillor**
In his absence Mr Long had provided a news release (copied to members) in respect of the KCC campaign to save Kent Post Offices.
3. **Parish Council**
 - a. **Minutes of the meeting held on 19 November 07**
Following a discussion, it was
RESOLVED: That minute 5e(i) would be amended to read ' ... Cllr. Crowley confirmed that there would be no financial loss to the EPPFC as the rent paid by the Pre-School hardly met...' . The minutes were then approved as a correct record and signed by the Vice-Chairman.
 - b. **Matters Arising**
Minute 3b, Invitation for Hop Farm Representatives to attend a PC meeting, Best Village Front Garden Competition (Possible liaison with the Gardeners Association) & EA Maintenance Work
It was reported that no response had been received in respect of the afore mentioned items.

Minute 6e, Allotments
It was reported that all allotment holders had renewed their rents and that there were only two vacant plots.

Minute 8: Environmental Visual Audit
It was reported that the Community Warden wanted it to be known that his absence was caused by a diary clash and that he had attended an event at the Primary School, which had been held on the same date and time.

Minute 9e, 2008/09 Grounds Maintenance Contract
It was reported that Headland Garden Services had accepted the contract and that whilst they understood that payment would be effective from April 08 they would prefer to carry out the work between January and December and were keen to begin work during January 08. It was noted that a letter of appreciation had been sent by Rev'd Carr to Hever Landscapes thanking them for their work over the past few years.

Minute 9h, Payment to BTCV (Kent Tree and Pond Warden Schemes)

It was reported that a letter of appreciation had been received.

Minute 9h, Payment to Information Commissioner

It was reported that Information Commissioner had confirmed the PCs entry in the Data Protection Register

Minute 11d, Parking on verges

It was reported that the matter had been referred to TMBC, KHS & to the police. It was noted that as parking was dealt with under 'obstructions' it was a police matter. In addition letters highlighting the problem had been sent to the residents of Pound Road.

Minute 11e, Bogus Christmas Delivery Scam

It was reported that the scam was closed down two years ago but the 'warning' kept on circulating around the Internet.

Minute 11e, KCC Strip of Land in Church Lane

It was reported that the matter would be considered by the Primary School Governors at their next meeting during February 08.

- c. **Co-option: Cllr. Ireland to complete his Declaration of Acceptance of Office.**
In his absence, it was agreed that Cllr. Ireland would complete the document at the next meeting.
- d. **Revised Standing Orders**
The information, which had been prepared by the Clerk & and copied to members, was **APPROVED**. Following a discussion, it was:
RESOLVED: That the Standing Orders would be perused by members with a view to them being adopted at the next meeting. The document would be subject to an Annual Review.
- e. **Revised Financial Procedures**
The information, which had been prepared by the Clerk & and copied to members, was **APPROVED**. Following a discussion, it was:
RESOLVED: That the Financial Procedures would be perused by members with a view to them being adopted at the next meeting. The document would be subject to an Annual Review.
- f. **Risk Assessment: As At 30 November 07**
The information, which had been prepared by the Clerk & and copied to members, was **APPROVED**.
- g. **Installation of CCTV**
Attention was drawn to the following:
- The CCTV signs were in the process of being installed.
 - An instruction manual had not yet been received
 - As soon as the signs had been installed and the manual received the system would be able to 'go live.

h. 2007 Christmas Lighting

Attention was drawn to the following:

(i) Christmas Lights Switch On Event

It was reported that a letter of thanks had been received from Mr N Wheeler the High Sheriff of Kent and that many compliments had been received together with requests for the event to become an annual one.

(ii) Christmas Motifs

It was reported that two of the Christmas motifs were faulty one of which had been dismantled. In addition 12 of the light bulbs were damaged upon delivery. Discussions were taking place with Gala Lights to in order to appropriate a refund on the defective goods.

(iii) TMBC Grant Aid

It was reported that a request had been submitted to TMBC for the release of the grant aid, which amounted to £3,560.

i. Members Contact Details: Revised list

The information, which had been prepared by the Clerk & and copied to members, was **NOTED**. Following a discussion, it emerged that further amendments were required. A revised list would therefore be prepared and copied to members.

J. Councillors Areas of the Village

In the absence of Cllr. Ireland it was:

RESOLVED: That confirmation of Councillors areas of the village would be deferred until the next meeting.

Cllr. Mrs. Relf informed members that she was quite keen to have an alternative area assigned to her so that she would not then be required to call upon her pupil's homes.

k. East Peckham Primary School: PC Governor Co-option to consider

It was reported that Mrs. Boyle wished to resign from her role as the PCs co-opted School Governor. Both Cllrs. Crowley and Mrs. Macdonald expressed an interest in taking on the role subject to further information being received.

4. Planning Committee: Minutes of Meetings held on 19 November 07 and 03 December 07

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

5. East Peckham Playing Field Company

a. Finance

(i) 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 31.11.07 the position was as follows:

| | |
|-----------------------------------------------|---------------|
| 2007/08 Grant | £11,000 |
| Less Expenditure (includes £114 from 2006/07) | £6,206 |
| Net Grant available to 31.3.08 | £4,794 |

(ii) **Financial Report from EPPFC**

A brief statement of the accounts for the current financial year was copied to members. The main details of the report were summarised as follows:

| | | |
|--------------------|-----------------|---------|
| Balance at 31.3.07 | Credit Account | £15,623 |
| | Deposit Account | £26,450 |

| | |
|-----------------------------|---------|
| 2007/08 Income to date | £7,580 |
| 2007/08 Expenditure to date | £12,170 |

| | | |
|--------------------------------|-----------------|---------|
| Balance at 30.11.07 | Credit Account | £5,840 |
| | Deposit Account | £19,772 |
| Forecast balance as at 31.3.07 | Credit Account | £8,265 |
| | Deposit Account | £20,000 |

As at 30.11.07, the following represented a list of major outgoings for 2007/08:

| | |
|----------------------------------|--------|
| Services not covered by PC grant | £675 |
| New entrance barrier | £1,500 |
| Lock mechanisms to main entrance | £255 |
| Playing Field Maintenance | £1,004 |
| Toddlers Play Park | £7,902 |
| Speed ramps in car park | £1,060 |
| Strimmer | £234 |
| Resurface car park exit | £364 |
| New sign | £979 |

b. **Sports Hall Repairs**

(i) **Update**

Attention was drawn to the following:

- Apart from minor snagging the repairs had been completed.
- One of the contractors did not anticipate replacing edge fillers to the entire building and only the edge fillers to the main ridge and east elevation flashing had been replaced. It had been estimated that it would cost in the region of £800 plus VAT to replace the fillers to the whole of the building and that the work would be carried out.

(ii) **Repair Fund**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that as at 17.12.07, the position was as follows:

Budget

| | |
|----------------|---------|
| Parish Council | £8,000 |
| TMBC S136 | £6,307 |
| PWLB | £43,975 |

Total Budget available **£58,282**

Less repayment of PWLB due during 2007/08 £2,944

Less payments made as at 17.12.07 £51,100

Net Budget available **£4,238**

It was noted that the expenditure included the sum of £3,796 in respect of the hall floor, £2,500 of which might be met by a KCC Members Grant and a decision on this was expected by March 08. Following a discussion, it was:

RESOLVED: That as the surplus Sports Hall Repair fund would be in the order of approximately £5,000, rather than return this to the PWLB the excess fund would be held in Reserves specifically earmarked to meet future Sports Hall Repairs.

c. To receive report from representative on any other issues

Cllr. Crowley reported and drew attention to the following:

- Approaches continued to be made to external organisations such as Age Concern offering the hall as a venue.
- The Wednesday afternoon toddler group 'Ikkle Pikkles' was doing well.
- There had been approach by another village group interested in hiring the hall on a Wednesday morning.
- Football teams had been asked to remove all litter from the playing fields at the end of each game.

6. Groups & Organisations

a. Community & Police Working Group

Cllrs. Street reported and drew attention to the following:

- Criminal activity in the village was low.
- The next meeting of the Group would take place during January 08.
- A Police Surgery would be held on 02.01.08 between 10.00 a.m. – 11.30 a.m. in the East Peckham Library.

b. Tonbridge & Malling Crime Reduction Partnership

Cllr. Street presented to members his artwork in respect of the Purse Chain project and the CRD promotional poster, both of which were positively received by members.

c. Parish Plan

Cllr Street reported and drew attention to the following:

- He presented a draft outline of the Parish Plan. The draft document was positively received.
- Members were informed that the editor of the Parish Magazine had joined the project.

d. Youth Panel

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

- Cllr. Mrs Relf had carried out a survey amongst Year 6 Children at the Primary School. The survey indicated that on the whole the children were happy with the facilities provided within the village.
- The survey indicated that the children would like some form of dirt track provided possibly at the Hop Farm. Discussions would be held with the Hop Farm in order to ascertain the feasibility of a dirt track being provided for the free use of children from East Peckham.
- Cllr Street reiterated his offer to produce a poster of events and activities which the village youth might be interested in. The poster would be widely distributed in the village and would draw attention to the many activities, which were available throughout the borough.

7. **TMBC: Rural Housing Needs Survey**

It was reported that TMBC had advised that the PC could now participate in a Rural Housing Needs Survey for the reduced cost of £500. TMBC had stressed that it was important to realise that in the absence of robust evidence of housing need from a recognised survey it would not be possible for the council to support an application for housing outside the confines and TMBC was concerned that should the PC not proceed with the survey the PC would not have the opportunity to consider local housing needs given our initial enthusiasm for the project. Following a discussion it was:

RESOLVED: That TMBC would be informed that the PC remained of the opinion that the need for affordable housing could be demonstrated without the survey and as there was no guarantee that affordable housing would be provided the PC was not prepared to commit public funds towards the project.

8. **KCC: Tonbridge & Malling Local Board – Report of meeting held on 28 November 07**

Unfortunately as no member had been able to attend the meeting there was no report.

9. **Kent Police Authority: Policing Kent 2008/09 survey**

A copy of the survey was copied to members. Following a discussion, it was:

RESOLVED: That members could respond on an individual basis should they wish. It was noted that the deadline for responses was 23 January 2008.

10. **Finance**

a. **2006/07 Audit**

It was reported that the 2006/07 Audit had been concluded and that District Audit had certified the Annual Return for the financial year ended 31 March 2007. The report from District Audit stated *'On 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 requirements have not been met.'* The Clerk confirmed that she had posted the conclusion of audit notice on the PCs notice board.

b. **Bank Reconciliation as at 30.11.07**

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

c. **2008/09 Budget**

Members were advised that preparation work was in progress. Cllr. Mrs Macdonald had requested additional litter clearing work be undertaken and it was noted that each additional visit by Sweepclean would incur a cost of £75. It was:

RESOLVED: That financial provision for additional litter clearing would be included in the precept and members would advise the Clerk of any other items for inclusion in the 2008/09 precept by 31 December 07.

d. **Nat West Banking Arrangements**

An update was given with attention specifically drawn to the following:

(i) **Mandate**

Nat West had confirmed that the revised mandate instructions had been actioned and that all members with the exception of Cllrs. Ireland, Mrs. Relf and Mrs. Macdonald were signatories to the account.

(ii) **Interest**

It was reported that Nat West had agreed in principal to the PCs accounts attracting a higher interest rate of 4% but that this would be dependent on the PC setting up an alternative account, which would be linked to the existing accounts. Nat West had also agreed to backdate the interest to June 2007. Following a discussion, it was:

RESOLVED: That the PC would consider setting up a new higher bearing interest rate account when further details had been received on the interest payments made to the existing accounts.

(iii) **Statement Dates**

It was reported that statements were now provided for full calendar months.

e. **Financial Transactions**

The following transactions were approved:

Receipts

| | | |
|--------------|-------------------------------------------------|-------------------|
| Nov/Dec | (S26) Allotment rents | £31.00 |
| 22.11.07 | Customs & Excise – Refund of VAT | £6,821.81 |
| 24.11.07 | (S136) TMBC – S136 2 nd half 2007/08 | £6,307.00 |
| 24.11.07 | (S31) TMBC – CCTV Special Works Grant | £8,620.00 |
| Total | | £21,779.81 |

Automated payments

| | | |
|--------------|-------------------------------------------------------|----------------|
| 06.11.07 | (S19) *EDF Energy Sports Hall Electric Supply 2007/08 | £325.00 |
| 24.11.07 | (S19) *British Gas Sports Hall Gas Supply 2007/08 | £100.00 |
| Total | | £425.00 |

The following payments were approved (includes VAT where applicable)

| | | |
|----------------------|-------------------------------------------------------------------------------|----------------------------------------------|
| RBS Electrical | (S19) Sports Hall Repairs | £85.00 Chq 2711 |
| Royal British Legion | (S137) 2007 Poppy Appeal | £80.00 Chq 2712 |
| Mrs. K Bell | (S111) Clerks Salary – Dec 07plus expenses & Christmas Lights refreshments | £990.93 Chq 2713/ 2714 less deductions |
| Inland Revenue | (S111) Salary Deductions Nov/Dec 07 | £668.09 Chq 2715 |
| SLCC | (S111) 2007 Subscription | £129.00 Chq 2716 |
| Mr N Stephens | (S26) Reissue of 06 Allotment Ground Rent | £30.00 Chq 2717 |
| Stock Signs Ltd | (S31) CCTV signs | £263.14 Chq 2718 |
| Sweepclean | (S137) Litter Clearing November 07 | £88.13 Chq 2719 |
| EDF Energy | (S10) Streetlight maintenance 07/08 | £340.32 Chq 2720 |
| KCC | (S111) Stationery & (S19) *Sports Hall supplies | £101.88 Chq 2721 |
| Sixpenny Services | (S31) Installation of CCTV signs | £47.00 Chq 2722 |
| Ditton Electrical | (S111/144) Christmas Lighting | £3,217.15 Chq 2723 |
| Granwood Flooring | (S19) Sports Hall repairs | £4,460.81 Chq 2724 |
| BT | (S111) Office telephone, fax & internet | £251.14 Chq 2725 |
| Mrs. K Bell | (S111) Clerks Christmas Bonus | £100.00 Chq 2726 |
| TOTAL | | £10,852.56 |

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

11. Correspondence

It was reported that the following items had been received

- a. DisExtra: Nos 670 (19.11.07) & 671 (03.12.07)
- b. Local Gov.co.uk: e bulletins dated 22.11.07, 29.11.07 & 06.12.07
- c. KAPC: Parish News (November 07) - copied to members
- d. CPRE
 - (i) Countryside Voice (Autumn 07)
 - (ii) 2007 Christmas Card range
- e. SE Regional Assembly: Update on the SE Plan (September 07)
- f. Local Councils Update November 07 & December 07
- g. SLCC
 - (i) The Clerk (November 07)
 - (ii) 2008 conference Programme
- h. KCC: Funding Opportunities (by email, forwarded to EPPFC)
- i. TMBC
 - (i) A – Z Guide To Services (2 copies)
 - (ii) Here & Now Winter 07 (2 copies)
 - (iii) Wise Up (Food, safety and health matters): Issue 11 December 07
 - (iv) 2008 Register of Electors
- j. J Clubb Ltd: 2007 Calendar
- k. Farming & Wildlife Advisory Group
 - (i) Farming & Wildlife (autumn/winter07)
 - (ii) Hedge Cutting: Information guide 'answers to 18 common questions'
- l. Kent Fire & Rescue Service: Risk Management Plan 2008/09
- m. Government Computing Magazine (December 07) – Passed to Cllr. Poole
- n. Moss Bros: 15% Corporate Discount Scheme – copied to members
- o. Demelza House: Christmas 07 Fundraising Project
- p. HM Revenue & Customs
 - (i) 07/08 Employer Annual Return Information
 - (ii) Employer Talk
- q. South East Water: Details of merger between MK Water and SE Water

- r. Christmas Cards Received from:
 - (i) Gala Lights
 - (ii) Leader of TMBC
 - (iii) RBS Auditing Solutions
 - (iv) KAPC
 - (v) MVCP
 - (vi) Peter Clymer Partnership

- s. Product Information received from the following:
 - (i) The Sports and Play Construction Association
 - (ii) Urbanscape
 - (iii) Fitzpatrick Woolmer
 - (iv) He Services
 - (v) TreesPlease
 - (vi) Glasdon
 - (vii) Shaws (Forms, books, records and registers)

12. Matters for future Discussion

Cllr Poole informed members that the deadline for contributions for the 2007/08 Annual Report was 31.01.08.

13. Parishioners Question Time

a. To receive correspondence from Parishioners

It was reported that residents from 40 – 46 Pound Road had contacted the PC in order to express their concerns regarding the HGVs using the access road adjacent to the Co-operative Store and the operating hours of the scaffolding yard. The Clerk had referred the matter to TMBC and to the Community Warden and had not yet received any positive feedback on whether any action could be taken to alleviate the problems. Members queried when the current HGV licence renewal was due to expire and investigations would be made in order to ascertain this information.

b. Parishioners Questions

A parishioner questioned whether the existing planning application in respect of the Garage Site at Hale Street had been determined. The resident was informed that no new information had been received and that TMBC Planners would be asked to provide a progress report.

14. Date of Next Meeting: Confirmed as 21 January 08

There being no additional business, the meeting closed at 21.30 hours.