

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.50 HOURS ON MONDAY 17 SEPTEMBER 07

PRESENT: Cllrs: Crawford (Chairman), Crowley, Gardner, Gress, Mrs Macdonald (until item 10), Poole, & Street

ALSO PRESENT: Mrs. K Bell (Clerk)

APOLOGIES: Cllrs. Bearman, Mrs Relf & Shead

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs Crowley declared an interest in item 12 d, (Annual Review of Allotment Rents). Cllrs Crowley & Gress declared an interest in item 5 c (i) (Purchase of security key system for the Sports Hall).

2. **Report of County Councillor**

County Councillor Richard Long was welcomed to the meeting; he drew attention to the following:

- Polytunnels. There was some adverse reaction to polytunnels a situation difficult to address given that the countryside was also a place of employment and farmers were under increased pressure to extend the growing season albeit artificially in order to compete on the open market.
- He was currently involved in two KCC initiative, Rural Board being one the other being the Save Village Post Offices campaign
- The PC was urged to submit funding applications in respect of either the small communities grant or the members grant as soon as possible.

County Councillor Long was thanked for his kind words following the villages' success in this years Village of the Year Competition.

3. **Parish Council**

a. **Minutes of the meeting held on 16 July 07**

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

b. **Matters Arising:** There were none

c. **New Code of Conduct**

It was reported that TMBCs Monitoring Officer had advised that as PCs within the Borough had adopted the revised code with adoption dates ranging from June to September it was difficult for him to arrange for a notice to appear in a local newspaper and that the PC should place its own public notice in one of the local newspapers. The Clerk had therefore made arrangements for a notice to appear in the Courier and additional notices would appear in the Parish Magazine and placed on the PC Notice board. Cllr Poole requested that a copy be forwarded to him so that it could be included on the website.

It was further reported that correspondence from TMBCs Monitoring Officer had been received in which he stressed the importance of the timely filing of declarations of interests; the correspondence was copied to members.

A discussion followed on whether the Standards Board should accept anonymous complaints. Members were of the opinion that if a complaint was made against them then it was right that they should know the name of their accuser. It was therefore:

RESOLVED: That these views would be conveyed to TMBCs Monitoring Officer

d. **2008 Annual Meeting Guest Speaker**

It was reported that a letter had been received from Mr Wheeler thanking the PC for inviting him to be Guest Speaker. Mr Wheeler advised that he finished in the role of High Sheriff on 06 April 08 and was intending to go to Ghana immediately afterwards. He was 95% certain that this would not be 07 April 08 in which case he would be delighted to accept the invitation.

e. **Councillors Training**

It was reported that various Training Days had been offered by KAPC the next one would be a Councillors Information Day on 22.09.07. Members were asked if there was any interest in this or further events in which case they were to inform the Clerk.

f. **Councillors Contact Details**

The amended details as prepared by the Clerk and copied to members were noted. Cllr. Crowley requested that his work telephone number be available for members and the Clerks use only.

4. **Planning Committee: Minutes of Meetings held on 16 July 07, 13 August 07 and 10 September 07**

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

5. **East Peckham Playing Field Company**

a. **Terms and Conditions for the new Management Company**

It was reported that the draft document would be available and circulated to members shortly. The document would be discussed at the next meeting of the Parish Council.

b. **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 31.08.07 the position was as follows:

2007/08 Grant	£11,000
Less Expenditure (includes £114 from 2006/07)	£3,849
Net Grant available to 31.3.08	£7,151

c. **Sports Hall Repairs**

(i) **Update (Category A & B Repairs)**

It was reported that the Category A repairs had been completed and the Category B repairs were likely to be completed by 29 September 07. The completion date has been delayed as it had been found necessary to re-point the building and whilst the building was closed the opportunity would be taken to restore the Sports Hall floor. A KCC Members Grant application would be submitted in respect of the flooring project.

Cllr Crowley reported that there were about 100 keys to the sports hall, which could be copied by anyone. He stated that discussions had been held regarding the replacement of the keys and current entry arrangements with a master key system. The idea being that there would be one master key and each user would be issued with one key, which could not be copied. The new keys would allow them to access only the parts of the building that should be available to them. The cost of the security key system would be approximately £1,000. Following a discussion it was proposed by Cllr. Poole seconded by Cllr. Mrs Macdonald and:

RESOLVED: That the PC would fund the installation of the security key system.

(ii) **Funds**

It was reported that the PWLB had been received and credited to the PCs Bank Account on 23.07.07. The first repayment of £2,943.84 would become due on 23.01.08.

Category A and Category B repair Fund

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that as at 17.09.07 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 17.09.07	£25,867
Net Budget available	£29,471

(iii) **Contract**

It was reported that the contract documentation had been received and a copy was in the Parish Office.

d. **Older Children's Play Equipment**

It was reported that a funding application had been submitted to COMMA and that the EPPFC were expecting to hear the result of that application shortly.

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

- (i) Recent correspondence between Cllr Gress and a resident.
- (ii) A recent confrontation between Cllr. Crowley and a resident who was requested to stop children in his care from playing golf on the playing fields.
- (iii) New signage which would be installed shortly
- (iv) Thanks were extended to the Pc for arranging the Bash the Trash event. Cllr Crawford confirmed that a small thank you gift would be given to each child who participated. The gifts would be funded from his Chairman's allowance and would consist of stationery items.

6. **Groups & Organisations**

a. **Community & Police Working Group**

Cllr. Gardner reported that the next meeting would be held on 19.09.07 and that a report from that meeting would be given at the next meeting.

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

Cllr Street reported and drew attention to the following:

- (i) The meeting had been held earlier during the day and the minutes were not yet available.
- (ii) The meeting discussed acquiring for the area a 'bank' of chains, which would be used to securely attach purses and wallets to either handbags or a belt. Funding for the chains was being sought and Cllr Street would be designing a promotional poster for the product.

c. Parish Plan

Cllr Street reported that an outline and design work for the document had been prepared, work was in progress and he was confident that the document would be published by 31.03.08.

d. Village Youth Panel

Cllr. Mrs Macdonald reported that discussions had been held with the older youth in the village who when asked what facilities they would like had asked for a sheltered meeting place. Cllr. Mrs Macdonald was asked to prepare a presentational report outlining short, medium and long-term aims which would provide detailed plans and would be used as a focal point for future discussions.

7. 2007 Best Village Front Garden Competition

a. To receive competition results

It was reported that Cllrs. Street & Shead and the overall 2006 winner had judged this years competition. Cllr Street announced the competition results as follows:

Large Gardens

1 st	517 – 519 Bullen Lane
2 nd	28 Snoll Hatch Road
3 rd	4 Strettitt Gardens
Highly Commended	Two Ashes, Bush Road

Small Gardens

1 st	35 Golding Gardens
2 nd	50 – 51 Westwood Road
3 rd	84 Old Road
Highly Commended	1 Golding Gardens
Highly Commended	27 Westwood Road

Tubs and Hanging Baskets

1 st	50 – 51 Westwood Road
2 nd	37 Old Road
3 rd	10 – 11 Bine Close

Overall Winner 517 – 519 Bullen Lane

Cllrs. Street & Shead were thanked for their work in judging this years competition.

b. To confirm prize-giving arrangements

Following a discussion, it was:

RESOLVED: That the prize giving would take place on 01.10.07 at 8.00 p.m. immediately after the meeting of the Planning Committee.

8. Action with Communities in Rural Kent

a. Kent Village of the Year Competition

(i) To receive competition results

The results for this years competition were copied to members, it was noted that East Peckham was winner in the Business Category, Runner Up in the Environment Action category and commended in the IT category. Thanks were extended to the Clerk for preparing and submitting this years entry and all Cllrs. who had participated in meeting with the judges and attending the presentation evening. It was noted that the overall winner for 2007 was Smarden.

(ii) **To receive report of presentation evening held on 03.09.07**

It was reported that Cllrs., Poole, Street and Shead together with the Clerk had attended the presentation evening where they received certificates, a cheque for £250 and a tree voucher to the value of £15. It was an enjoyable event shared with representatives from many other Parish Councils.

(iii) **Prize**

A discussion took place and many suggestions were put forward including putting the prize towards festive lighting, the planting of spring bulbs or a wrought iron circular bench in the centre of the village. It was noted that the clerk was liaising with Oakover Plants in order to establish the type of tree, which might be acquired with the tree voucher. Following the discussion, it was:

RESOLVED: That the Clerk would obtain costings for the planting of spring bulbs and a wrought iron circular bench and a decision would be made at the next meeting.

b. **Rural Housing Needs**

The Clerk reported that she had been in contact with TMBC seeking clarification on a couple of key points and had asked that a response be forthcoming in time for this evenings meeting. In the absence of additional information it was:

RESOLVED: That the matter would be deferred until the next meeting

9. **KCC Local Board: Report of meeting held on 04.09.07**

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

10. **Medway Valley Countryside Partnership - Riverside Communities Project**

It was reported that as part of the project, the MVCP would like to place one of the interpretation boards that link to the River Medway in the centre of the village. The Clerk had suggested that subject to PC approval the board could be installed on the PC owned land in the centre of the village. Following a discussion, it was:

RESOLVED: That the interpretation board could be installed in the centre of the village subject to the PC receiving and approving details of the size, materials and colour of the board.

11. **TMBC**

a. **Parish Partnership Panel: Report of meeting held on 13.09.07**

There was no report as unfortunately no representative had been able to attend the meeting.

b. **Out & About in Tonbridge & Malling**

It was reported that TMBC was working in conjunction with the Kent Tourism Alliance to promote the borough and its attractions to residents and visitors and had invited two PC representatives to attend a familiarisation visit, which would be held on 03 October 2007. The familiarisation visit would begin at Tonbridge Castle and would visit The Hop Farm Country Park, Ightam Mote and Haysden Country Park. Two places had been reserved on the familiarisation tour and Cllr Poole confirmed that he and Mrs Poole would like to attend.

12. **Finance**

a. **Bank Reconciliation as at 31.08.07**

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

b. Internal Audit 2006/07

It was reported that the internal audit report had been received; a summary was copied to members. It was noted that the Internal Auditors report had confirmed in writing his conclusions 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 Internal Report was noted and in response to the internal auditors recommendations, the Clerk would draw up an action plan, which would form the basis of the internal audit for 2007/08.

c. 2008/09 Financial Arrangements with TMBC

It was reported that advice had been received from TMBC, detailing how the allocation to East Peckham would be calculated for the financial year 2008/09. The following were noted:

- (i) The basic allocation would be calculated based on an electorate of 2,564.
- (ii) The allocation for the churchyards would be calculated based on the assumption that Holy Trinity had an area of 7,787sq m and St Michaels an area of 5,600 sq m
- (iii) The streetlight allocation would be based on 66 eligible streetlights
- (iv) The deadline for Special Works Grants had been set as 26 October
- (v) Key dates for the 2008/09 financial year were noted.

d. Annual Review of Allotment Rents

The following were noted:

(i) Review of Expenditure for 2006/07

Total Expenditure	£570
Total received	£423
Total Budget approved	£500

(ii) Review of Expenditure for 2007/08

Expenditure to date	£92
Anticipated expenditure to 31.3.08	£450
Anticipated income	£450

- (iii) There were two vacant allotment plots
- (iv) Rents were currently £16 for a large plot (2 smaller plots) and £12.50 for a smaller plot

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

RESOLVED: That the rent for a large plot (2 smaller plots) would increase from £16.00 to £17.00 while the rent for smaller plot would increase from £12.50 to £13.00.

It was noted that the Annual Meeting of Allotment Holders would be held on 19 October rather than 05 October as previously advised.

e. Festive Lighting

It was reported that TMBC had advised that the grant for 2007/08 would be a maximum of £560, which would be dependent on an equivalent sum being raised focally including a minimum contribution of £200 from the PC. TMBC had also advised that a capital grant of £3,000 would also be made available which would allow the PC to upgrade the existing display equipment. The grant was designed to encourage centres to upgrade light bulbs to low energy brands or where appropriate

to establish additional Christmas display material, which was non-illuminated. The capital grant would have to be match funded with a 25% contribution of £750.

The following were noted:

(i) Review of Expenditure for 2006/07	
Purchase of 5 motifs	£1,275
Electrical work	£1,665
Energy costs	£99
Insurance	£29
Total cost for 5 motifs	£3,068
(ii) Consideration for 2007/08 project	
Budget available	
PC Contributions	£2,000
TMBC Revenue Grant	£560
TMBC Capital Grant	£3,000
Local fundraising as at 17.09.07	£0
Total fund available	£5,560
(iii) Anticipated costs for existing equipment	
Replacement light bulbs standard	£84
Energy costs standard	£100
Replacement light bulbs low energy	£312
Energy costs low energy	£20
Installation and take down costs	£620
Estimated costs for existing equipment	
Standard bulbs	£814
Change to low energy bulbs	£952
(iv) Budget available for new equipment - Low energy option	£4,608
6 motifs @ 315 each	£1,890
Low energy light bulbs	£374.40
Installation and take down costs	£2,000
Energy	£20
Insurance	£35
Contingency	£288.80
Balance	£0
(v) Budget available for new equipment Standard option	£4,756
8 motifs @ £265	£2,120
Standard light bulbs	£46
Installation and take down costs	£2,000
Energy	£260
Insurance	£35
Contingency	£295
Balance	£0

- (vi) As well as reducing the carbon footprint, long term running costs in the form of energy and light bulbs will be lower in the long run if low energy equipment is purchased.

Following a discussion, it was proposed by Cllr Poole, seconded by Cllr Crowley and:

RESOLVED: That the bulbs in the existing motifs would be replaced with low energy bulbs and 6 new low energy motifs would be purchased. The eleven motifs would then be displayed in Old Road, the village centre and Pound Road.

It was further reported that the village business community would be asked to financially support the PC in the provision of the 2007 Festive Lighting.

f. CCTV

It was reported that a further site inspection had been held and that the costs for the project had been revised from £22,187 to £22,837 mainly because two additional cameras were required in order to adequately cover the sports hall car park. Electrical work had also been identified which had been estimated to cost £1,965. The revised budget for the project was therefore as follows:

CCTV

Equipment (Secure Engineering)	£22,837
Electrical Work (RBS Electrical Contractors Ltd)	
Sports Hall	£1,275
Merry Boys	£690
Total Project Costs	£24,802

Budget available

PC approved budgetary allocation	£13,563
TMBC Special Works Grant	£8,620
Shortfall	£2,619
Total	£24,802

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

RESOLVED: That the project would proceed on the basis of the costs identified above and that the shortfall would be met from the 2007/08 contingency fund.

g. Financial Transactions

RESOLVED: That the following transactions would be approved

Automated Receipts

23.07.07	PWLB - loan in respect of Sports Hall repairs (S19)	£43,975.00
24.07.07	Customs & Excise – Refund of VAT	£4,037.83
03.09.07	ACRK – Village of the Year Prize	£250.00
Total		£48,262.83

Automated payments

05.07.07	*EDF Energy Sports Hall Electric Supply 2007/08 (S19)	£325.00
23.07.07	*British Gas Sports Hall Gas Supply 2007/08 (S19)	£114.00
06.08.07	*EDF Energy Sports Hall Electric Supply 2007/08 (S19)	£325.00
22.08.07	*British Gas Sports Hall Gas Supply 2007/08 (S19)	£114.00
Total		£878.00

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The following payments were approved (includes VAT where applicable)

RBS Electrical Contractors	Sports Hall Repairs (S19)	£110.00	Chq 2652
Royal Mail	Redirection renewal (S111)	£71.90	Chq 2653
KCC	(S19) *Sports Hall Supplies	£69.40	
	(S111) Stationery	£18.45	£87.85 Chq 2654
Mrs. K Bell	(S137) BVFG Expenses	£200.00	Chq 2655
			/2661
Auditing Solutions Ltd	(S111)2006/07 Internal audit fee	£211.50	Chq 2656
Total Building Care	Sports Hall Repairs (S19)	£8,493.54	Chq 2657
Mr. P Street	BVFG Expenses (S137)	£50.00	Chq 2659
Secure Engineering Ltd	CCTV (S31)	£15,275.00	Chq 2660
			/2662
Mrs. K Bell	(S111) Clerks Salary - September 07		
	plus expenses	£973.04	Chq 2658/
	Less deductions		2661/2663
EDF Energy	(S10) Streetlight maintenance		
	September 07	£340.32	Chq 2664
Sweepclean	(S137) Litter Clearing August 07	£88.13	Chq 2665
Hever Landscapes	(S112)Village/churchyard maintenance	£600.00	Chq 2666
Kent Grassland Services	*Playing Field Maintenance		
	July & August 07 (S19)	£669.75	Chq 2667
Mid Kent Water	(S19)*S/Hall Water Rates	£132.91	
	S26) Allotment Water Rates	£56.97	£189.88 Chq 2668
Total Building Care	Sports Hall Repairs (S19)	£11,193.75	Chq 2669
Headland Garden Svcs	(S26)St Michaels Maintenance	£750.00	Chq 2670
RBS Electrical Contractors	(S31) CCTV Electrical Installation	£1,275.00	Chq 2671
Peter Clymer P/ship	Sports Hall Repairs (S19)	£1,701.31	Chq 2672
BT	Parish Office Telephone (S111)	£149.71	Chq 2673
Ordnance Survey	Paper Map copying license (S111)	£55.81	Chq 2674
TOTAL		£42,486.49	

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

The Clerk informed members that Nat West Bank had not yet updated the revised mandate, which was deposited at the end of June 2007, which meant that former Parish Councillors were still listed as cheque signatories and new members were not. She was liaising with the bank regarding the matter.

13 Correspondence

It was reported that the following items had been received:

- a. **Hospice in the Weald:** Hospice News (Summer 07)
- b. **Medway Valley Countryside Partnership**
 - (i) Annual Report 2006/07
 - (ii) Working with your Countryside: Questionnaire (Completed & returned by the Clerk)
- c. **NALC**
 - (i) Cracking The Code, details of seminar held on 19.07.07
 - (ii) 2007 Conference Details
 - (iii) Local Council Review (September 07)

- d. **Kent Association of Parish Councils**
- (i) Area Committee: Minutes of Meeting held on 14.06.07 (Passed top Cllrs. Crawford & Crowley)
 - (ii) Parish News (August 07) - copied to members
- e. **Tonbridge & Milling Crime & Disorder Reduction Partnership**
- (i) Newsletter: Issue 3 (3 copies received, passed to Cllrs. Street & Gardner)
 - (ii) Newsletter: Issue 5 (available from the website www.tmcriimereduction.org.uk, Cllrs. Street & Gardner notified)
- f. **Product Information: Received from**
- (i) SOS Systems Ltd: Photocopiers
 - (ii) IOG Saltex: Play Equipment (Passed to EPPFC)
 - (iii) Wicksteed Leisure: Play Equipment (Passed to EPPFC)
 - (iv) Cre8ive: 2008 Pantomime Tour (Passed to EP Village Hall)
 - (v) Nat West: Banking Information
 - (vi) BiiBox: Play Equipment (Passed to EPPFC)
 - (vii) Proludic: Play Equipment & invitation to attend promotional exhibition (Passed to EPPFC)
 - (viii) Monster Play: Play Equipment (Passed to EPPFC)
 - (ix) Kinder Grass Mat: Play Equipment (Passed to EPPFC)
- g. **TMBC**
- (i) Here & Now: August/September (3 copies received)
 - (ii) Green Lidded Bin Phase 7 of expansion to service – copied to members
 - (iii) 2007 Remembrance Day Parade: Copy of Road Closure Order received
 - (iv) New Model Code of Conduct: Copy received of code already adopted by the PC
 - (v) Heritage Open Days 8 & 9 September 07: Event Leaflet
 - (vi) The Standards Committee: Minutes of meeting held on 07.03.07 together with agenda papers for meeting held on 29.08.07
 - (vii) Grants to Voluntary & community Groups: Information received (Passed to EPPFC, EP Village Hall & Parish Magazine)
 - (viii) Wise Up (September 07): Information on food Safety & health matters
 - (ix) Food Safety Courses for 2007/08
- h. **Kent Police Authority:** Policing Kent – Our Plans for 2007/10 (20 copies received, 11 passed to members, 1 retained in Parish Office, 8 passed to EP Library)
- i. **East Peckham Scout Group:** Details regarding the 2007 Remembrance Day Parade
- j. **DisExtra:** Nos 662, 663 & 664
- k. **KCC**
- (i) Funding information (Copied to EPPFC)
 - The Phillips Fund
 - Inside Track
 - (ii) Explore Kent Issue 14 2007 (10 copies received)
 - (iii) Annual Plan
 - Performance in 2006/07
 - Priorities & Targets for 2007/08
- l. **Local Councils Update:** August 2007

- m. **Russett Homes**
 - (i) Annual Review 2006/07
 - (ii) Russett News: August 07
 - (iii) Annual Report & Accounts 2006/07
 - n. **Action with Communities in Rural Kent**
 - (i) Rural News: August 07 – copied to members
 - (ii) Rural Opinion Survey 2007 (Results)
 - o. **Highways: Helping you with your Journeys (SE Edition)**
 - p. **Government Computing Magazine: September 07 (Passed to Cllr. Poole)**
 - q. **SLCC: The Clerk (September 07)**
 - r. **Friends of St Michaels: Newsletter (September 07)**
 - s. **Give Blood: Promotional literature**
 - t. **Kent Community Safety Partnership: Police Contact telephone numbers – copied to members**
14. **Parishioners Question Time**
- a. **Correspondence from Parishioners**

It was reported that the following items had been received

 - (i) Letter from a resident requesting the Flood Relief Partnership to be reconvened. Forwarded to TMBC
 - (ii) Letter from a resident concerned with the Addlestead Road/Tonbridge Road Junction. Forwarded to KHS and included on the spreadsheet.
 - (iii) Letter of complaint regarding noise from Hop Farm events. Forwarded to the Hop Farm.
 - (iv) Letter from Rev'd Carr requesting financial assistance to dispose of green waste. Letter of reply sent suggesting that bulky refuse freighter be used, green waste composted etc.
 - (v) Letter of complaint regarding HGV operators licence at Tonbridge Road. Resident advised to contact The Traffic Commissioners.
 - b. **Residents Questions:** There were none
15. **Matters for future Discussion**
- Attention was drawn to the following:
- (i) Noise emanating from a recent Model Aircraft Display event, which was held at The Hop Farm Country Park. The complaint would be referred to The Hop Farm Country Park together with an invitation to the organisation inviting them to attend a meeting of the PC to discuss recent events.
 - (ii) The garden outside the Curran Hall, which was in need of pruning. The matter would be referred to the PCs Village Grounds Maintenance contractor.
 - (iii) The 'alleged' uneven footway outside of the Methodist Building, which was PC, owned land. The PCs Grounds Maintenance Contractor would be asked for his opinion.
16. **Date of next meeting:** Confirmed as 15.10.07

There being no additional business, the meeting closed at 22.50 hours.