

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.30 HOURS ON MONDAY 18 JUNE 07

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

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor Long and 2 residents

Cllr. Crawford opened the meeting and welcomed everyone present.

1. 2007 Election

Cllr. Mrs Relf completed her Declarations of Acceptance of Office, which included her Written Undertaking to observe the Parish Councils Code of Conduct

2. Declarations of Interests: There were none

3. Reports from County Councillor & KCC Community Warden

a. County Councillor Long

Attention was drawn to the following:

- (i) Service delivery received from KHS. County Councillor Long undertook to raise the problems still being encountered directly with KHS.
- (ii) Tour de France. As the PC had not received specific details of road closures, County Councillor Long undertook to arrange for details to be provided ahead of the event.

b. KCC Community Warden

It was noted that the Community Warden, Steven Taylor had completed his induction training and his post was effective from 29.5.07. Following comments made by a resident and Cllr. Shead, it was agreed that Cllrs. Gardner and Street as members of the Community & Police Working Group would discreetly suggest to the Community Warden that he becomes more approachable to residents and village businessmen.

4. Parishioners Question Time

a. To receive correspondence from Parishioners

It was noted that the following correspondence had been received:

- (i) A request from the Friends of St Michaels for a link to the PC website which was agreed.
- (ii) Letters from residents concerned with overgrown vegetation (Brookside Roundabout), footpaths (MR538 & MR539) & Coult Stream maintenance. KHS & PROW had already been made aware of these issues.
- (iii) A request for a dancing school to be advertised on the website. The request had been declined on the basis that the PC could not be seen to support any commercial business enterprise.
- (iv) Email from a resident keen for the village businesses to stop issuing plastic bags. The suggestion had been forwarded to TMBC who advised that there was no legal requirement for businesses to comply with the request and any code of practice to stop issuing plastic bags would be up to individual businesses and customers.
- (v) Hop Farm Noise. A complaint had been received and forwarded to the Hop Farm who had issued assurances that measures would be taken to reduce future noise pollution problems.

b. Parishioners Questions

Attention was drawn to the following:

- (i) Highways Issues
 - Traffic Calming (Hale Street). A resident expressed his disagreement with the views of the PC and those expressed by many residents that the northern gateway by The Harp PH needed to be moved to improve lines of sight. It was noted that a sign needed to be reinstated. The PC remained of the opinion that additional traffic calming was required along Hale Street.
 - Kerb markers. Needed to be reinstated at Hale Street, Smithers Lane, Church Lane and Tonbridge Road.
 - A request was made for traffic calming on Snoll Hatch Road. This would be referred to KHS on the next spreadsheet.
 - Overgrown vegetation. The complaints were noted and would be referred once again to KHS.
- (ii) Flood Prevention
 - It was suggested that representatives from UMIDB & the EA be invited to attend a meeting to discuss the maintenance of the Coult Stream.
- (iii) Summer Playscheme
 - Subject to OFSTED registration the alternative venue for the 2007 Summer Playscheme would be the Village Hall.
- (iv) Litter
 - Hale Street, Ash Path, Bardsely Close, Smithers Lane and Old Road were highlighted as areas with specific litter problems.

5. Parish Council

- a. Minutes of the Annual Meeting of the Parish Council held on 21 May 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. Clerks report on matters arising not covered elsewhere on the agenda

Minute 1, Declarations of Interests

It was reported that most forms had been lodged with TMBCs Monitoring Officer and that copies were available in the Parish Office.

Minute 8b, 2006/07 Donations to Organisations

It was reported that no acknowledgement had been received from the CAB.

Minute 8b, TMBC Easy Access Guide

The Clerk reported that the task would be completed by the end of June 2007.

Minute 8b, ACRK Affordable Rural Housing Initiative

It was reported that whilst ACRK had agreed with the PC that identifying a site before doing the survey would avoid raising false hopes and perhaps gain more support from the community. TMBC Planners favoured an approach of trying to estimate the potential scale and nature of housing need first. TMBC advised that 6 parishes had expressed an interest in having a survey undertaken and the next step would be for the matter to be referred to the Strategic Housing Advisory Board during July. It was noted that TMBC might be able to fund a small programme of 2 to 3 housing needs surveys per year and once they had an agreed programme of surveys they would liaise with the Parish Councils, Planners and Rural Housing Enabler with a view to agreeing tactics for the survey. Following a discussion it was:

RESOLVED: That in order to discuss a way forward for the project further liaison would take place with ACRK.

Minute 8, MVCP: Riverside Communities Project

It was reported that MVCP had agreed to install a bench on the village playing fields and that discussions were taking place with KHS with a view to installing the waymarker at Pinkham Lane where it met with Old Road.

c. New Code of Conduct

Following a discussion, it was:

RESOLVED: That the Revised Model Code of Conduct would be adopted and members would sign their Written Undertaking to abide by the Revised Code at the next meeting.

d. Members Contact Details

The information, which had been prepared by the Clerk and copied to members, was approved. Members and the Clerk were reminded to submit new or updated website profiles to Cllr Poole and to make arrangements with Cllr. Street for either new or updated photographs to be taken. The profiles and photographs would be included on the website.

e. Councillors Areas of the village

Subject to a minor amendment to Cllr. Gardner's area, the information, which had been prepared by the Clerk and copied to members, was approved.

f. Membership of organisations and groups

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

g. 2007/08 Meeting Dates

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

h. Village Youth Panel

Following the discussion, it was:

RESOLVED: That sufficient interest had been generated in the formation of a Village Youth Panel and Cllrs. Mrs Macdonald and Mrs Relf would liase with the respondents with the aim of holding the first meeting before the end of July 07.

6. Planning Committee: Minutes of Meetings held on 21 May 07 and 04 June 07

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

7. East Peckham Playing Field Company

a. Terms and Conditions for the new Management Company

It was reported that progress was being made and that the terms and conditions would be available in draft form at the September meeting.

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 May 07, the position with regard to the 2007/08 grant was as follows:

2007/08 Grant

£11,000

-3209-

Less Expenditure (includes £114 from 2006/07)	£1,726
Net Grant available to 31.3.08	£9,274

c. Sports Hall Repairs

(i) Category A Repairs

The electrical and mechanical works had been carried out. A maintenance schedule for the items would be drawn up for the future.

**(ii) Category B Repairs
Funds**

It was reported that the PC had received borrowing approval up to £44,000 in respect of the Category B Sports Hall Repairs. The next stage was to submit a loan application to the PWLB. To assist members in their decision-making, the Clerk presented details on repayments over periods from five years to 50 years. Following a discussion it was proposed by Cllr. Poole, seconded by Cllr. Street and:

RESOLVED That an application would be made to PWLB for the sum of £44,000 over the period of 10 years on a fixed rate annuity basis.

Contractor

Members were provided with copies of a report on tenders, which had been received, from The Peter Clymer Partnership. It was noted that three contractors had submitted tenders for the work and that these had been examined in detail by The Peter Clymer Partnership who had recommended that an order for the works be placed with Total Building Care in the sum of £31,718.17. Following a discussion, it was proposed by Cllr. Crowley, seconded by Cllr. Poole and:

RESOLVED: That the tender submitted by Total Building Care would be accepted.

It was noted that Cllrs. Gress and Crowley would be meeting with the contractor prior to the commencement of the Category B works.

Appointment of CDM Co-ordinator

Members were informed that the CDM Regulations 2007 required the PC to appoint a Planning Supervisor who would deal with issues of safety both in the execution of Works and the Works themselves. The PC's Project Manager, The Peter Clymer Partnership had recommended that John Purle Associates who specialised in providing this type of service be appointed. It was anticipated that the fees payable would be in the region of £1,530 (excl VAT). Following a discussion it was proposed by Cllr. Crawford, seconded by Cllr. Street and:

RESOLVED: That John Purle Associates be appointed as the CDM Co-ordinator under the CDM Regulations 2007.

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

It was reported that the application had been accepted and that the Tonbridge and Malling Play Partnership would consider it.

e. Other issues: Attention was drawn to the following

• Rainbows Pre- School

Cllr. Mrs Kearns informed members that the Rainbows Pre-School had expressed some concerns to her. In response, the Clerk had corresponded with the Pre-School who had responded by stating that they were grateful to the Playing Field Company for keeping them informed, would cooperate fully with any requests made and would direct any concerns in the first instance to the Playing Field Company.

- More football teams had requested pitches than the number of pitches available. Whilst the arrangements to allocate pitches for 2007/08 could not be changed the system for allocating pitches would be changed from 2008/09 so that teams from East Peckham would receive priority.
- New litterbins would be installed and others relocated to other parts of the playing fields.
- The official opening of the Toddlers Play Park would be held on 21 June 07.
- Cllr Gardner thanked the EPPFC for their continued hard work and commitment to the Sports Hall and Playing Fields.

8. Community & Police Working Group

It was reported that a meeting would be held on 19 June 07.

9. Tonbridge & Malling Crime Reduction Partnership

Cllr Street reported the departure of Mr Williams who led the T & M Crime Reduction Partnership but that T & M Chief Executive, Mr Hughes was keen for the partnership to continue.

10. Parish Plan

Cllr. Street reported that he would be meeting Mr Whiteside on 20 June 07 and that work would soon commence on the compilation of a draft document.

11. TMBC

a. Parish Partnership Panel: Report of Meeting held on 31 May 07

The minutes from the meeting were RECEIVED AND NOTED. Attention was drawn to the following:

- (i) The new mayor for 2007/08 was introduced to the PPP.
- (ii) TMBC made presentations and provided updates on the following topics:
 - The Blue Planet August 07
 - 2007 Tour de France
 - Housing Assistance Policy
 - Green Waste
- (iii) Other presentations were made by:
 - Charlton Athletic Football Club (Positives Futures Project division)
 - Kent Police (update)
 - Speedwatch (Birling PC and Kent Police)
 - KCC (Small Communities Grant Application Process)
- (iv) It was noted that the next meeting would be held on 13 September 2007.

b. Litter: Report of meeting held on 15.06.07

Cllrs. Gardner and Mrs Macdonald and the Clerk represented the PC. Messrs. David Ayres, Dennis Gardner and Philip Beddoes represented TMBC. Attention was drawn to the following:

- A walkabout of the central village areas was carried out.

- A schedule would be provided on the litter services received in the village. It was noted that the centre of the village was litter cleared daily; the rear of the Curran Hall Car Park was litter cleared weekly (Thursday) and other village footpaths were cleared on a monthly basis.
- There were nine plastic recycling banks available within the borough; unfortunately there was no money available for an additional bank to be provided within the village but discussions were taking place at borough level regarding the expansion of the plastic recycling facilities, which could lead to either the introduction of a new kerb side collection or additional recycling banks.
- Overflowing bins and flytipping. The borough council would respond if they were made aware of specific problems.
- Information would be provided on the street monitor scheme
- The borough council would provide an up to date contact list.

c. Expansion of Green-lidded bin collection service

It was reported that in September 2007 the borough council planned to complete the extension of the green-lidded bin collection service. There would be some exclusions to this planned expansion which would mean that some flats, sheltered accommodation and properties that could only store one wheeled bin would remain on a weekly collection of their residual waste.

12. Finance

a. Bank Reconciliation as at 01.06.07

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

b. New Bank Mandate

It was reported that following the 2007 Election it was necessary for a new bank mandate to be completed and lodged with the PCs bankers. It was noted that all cheques, direct debits and standing orders authorised by the PC were to be signed by any two signatories. It was noted that the bankers would automatically remove previous signatories from the signatory record history as soon as the new mandate had been actioned. Following a discussion it was:

RESOVLED: That all members except Cllrs. Mrs Kearns and Mrs Macdonald would be signatories. The new mandate was completed at the meeting and new signatories were provided with new party identification forms, which they were required to complete and personally deliver to Nat West Bank in Paddock Wood for verification.

c. Financial Transactions: The following transactions were approved

Automated Receipts

03.05.07	TMBC	S136 2007/08 1 st half	£6,130.00
Total			£6,130.00

Automated payments

03.05.07	*British Gas Sports Hall Gas Supply 2007/08	£114.00
03.05.07	*EDF Energy Sports Hall Electric Supply 2007/08	£325.00
Total		£439.00

The following payments are to be approved (includes VAT where applicable)

Mrs. K Bell	Clerks Salary June 07 plus expenses	
	Less deductions	£963.18 Chq 2621/2622
Inland Revenue	Salary Deductions April 07	
	– June 07	£831.80 Chq 2623
Monkey Design House	Website Training	£58.75 Chq 2624
EDF Energy	Streetlight maintenance	£340.32 Chq 2625
Sweepclean	Litter Clearing May 07	£176.26 Chq 2626
Hills Office Services	Parish Office equipment service	
	to printer, PC & mouse	£81.08 Chq 2627
SSG Emprise	* Security Services May 07	£249.49 Chq 2628
Hever Landscapes	Village/churchyard maintce.	£600.00 Chq 2629
UMIDB	*2007/08 Drainage Rates	£1.15 Chq 2630
Scribe 2000 Ltd	2007/08 Annual Licence	£245.00 Chq 2631
Peter Clymer Partnership	Project Management –	
	Sports Hall Repairs	£2,612.55 Chq 2632
BT	Parish Office telephone	
	Line rental/internet/calls	£140.70 Chq 2633
RBS Electrical	Sports Hall electrical	
Contractors Ltd	corrective works	£1,436.25 Chq 2634
PWLB	Cancelled cheque	
	Required for loan	
	Application	£0.00 Chq 2635
TOTAL		£7,736.53

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

13. Correspondence

It was reported that the following items had been received:

- a. **Kent & Sussex Farming & Wildlife Advisory Group**
 - (i) Details of 2007 Farm Walks – passed to Cllr. Shead
 - (ii) Farming & Wildlife (Spring/Summer 2007) – passed to Cllr. Shead
- b. **KCC**
 - (i) 2007/08 Small Community Capital Projects Fund Application Pack
 - (ii) Kent Volunteer Awards 2007: Information
- c. **DisExtra:** No 667 (21 May 07) and 668 (04 June 07)
- d. **Complete Weed Control:** Product & Service Information
- e. **CPRE:** Fieldwork (June 2007)
- f. **Medway Valley Countryside Partnership**
 - (i) Landscape Photographic Workshops: Details Received of events to be held during late June and July 07
 - (ii) Evening Riverside Safari: Details receive regarding event to be held on 18.07.07 – copied to members
- g. **Emergency Planning Society:** Notice of AGM to be held on 18.06.07 & Proxy Voting Form - passed to Cllr. Poole
- h. **Government Computing Magazine** (June 2007) - passed to Cllr. Poole

- i. **Kent Association of Parish Councils**
 - (i) Agenda for Annual Meeting of the T & M Area Committee to be held on 14.06.07 - passed to Cllrs. Crawford & Crowley
 - (ii) Training Courses (summer 07) – copied to members
- j. **Charis Grants:** Trust Funds Newsletter (June 07)
- k. **Kent Police Authority**
 - (i) Details received regarding Safer Kent Awards 2007, which celebrated outstanding community work
 - (ii) Invitation for PC representatives to attend the Tonbridge & Malling Neighbourhood Policing launch on 05 July 2007 (passed to Cllrs. Crawford, Gardner & Street)
- l. **Glasdon:** Product Information (Smoking Shelters)
- m. **TMBC**
 - (i) Here & Now June/July 07 (3 copies).
 - (ii) Smokefree England: Information literature received
- n. **Boormans Almshouses Trust:** List of current trustees

14. Matters for future Discussion

Cllr Shead

Informed members that the judging for this years Best Village Front Garden competition was about to get underway and asked that either he or Cllr. Street be informed of any potential prize winners.

Cllr Gardner

Drew attention to the following:

- Weeds outside Curran Hall. Hever Landscapes would be informed and asked to deal with the problem.
- Requested that an article be placed in the Parish Magazine to publicly thank and acknowledge the work done by the retired members of the council who were David Boyle, Robin Whiteside and Barbara Curry.

Cllr Crawford

Drew attention to the following:

- He would be attending the next meeting of the KCC Local Board.
- Suggested that Mr Wheeler be invited to be the guest speaker at the 2008 Annual Parish Meeting to talk about his year as the High Sheriff of Kent.

15. Date of next meeting: Confirmed as 16.07.07

There being no additional business, the meeting concluded at 23.00 hours