

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE SALVATION ARMY HALL
AT 19.40 HOURS ON MONDAY 19 NOVEMBER 07**

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

ALSO PRESENT: Mrs. K Bell (Clerk)

APOLOGIES: Cllrs. Gardner & Relf

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Councillor Shead declared an interest in item 7b on the grounds that he was president of the East Peckham Silver Band.

2. **Reports of County Councillor**

Mr Long gave an update on the KCC campaign to save Kent Post Offices and informed members that KCC were considering a legal challenge to the proposed closures. Mr Long was provided with an update on the current highway issues.

3. **Parish Council**

a. **Minutes of the meeting held on 15 October 07**

RESOLVED: The minutes were approved as a correct record and signed by the Chairman.

b. **Matters Arising**

Minute 3b, Invitation for Hop Farm Representatives to attend a PC meeting

It was reported that no response had been received. Cllr. Mrs Macdonald informed members that she would be approaching The Hop Farm in order to ascertain whether any use of the facilities could be offered to the youth of the village at either a non or negligible charge.

Minute 3i, Best Front Garden Competition – Possible liaison with the Gardeners Association

It was reported that a response had not yet been received.

Minute 5e, Rainbow Pre-School

Cllr. Crowley informed members that the Pre-School had taken the decision to relocate and would not be returning to the Sports Hall.

Cllr Crawford informed members that a request had been made from one of the parents who had attended the meeting asking it to be made clear that their attendance at the meeting was primarily driven after voicing their concerns to the EPPFC and the belief that their concerns were not being given due consideration.

Minute 8d, 2008/09 Special Works Applications

It was reported that the application had been submitted in the order of priority agreed by the PC and that the receipt of the applications had been acknowledged by TMBC. TMBC had asked for clarification on the PCs contribution towards the projects and had been advised that the PC would possibly match fund any TMBC funding but a decision would not been made until the level of TMBC funding had been ascertained and discussions held with the organisations to find out the level of funding that they themselves would be committing towards their projects.

Minute 10d, EA Maintenance Work

It was reported that a response had not yet been received.

c. **Casual Vacancy**

Members were advised that Mrs Kearns had resigned and that the resignation had taken effect from 18 October 07. Procedures had been followed and a Vacancy Notice placed on the PC notice board. TMBC had advised that, as no election had been requested within the statutory period the PC could fill the vacancy by co-option and that no further notice was necessary. Members were advised that Mr David Ireland had expressed an interest in being co-opted. It was then proposed by Cllr. Crowley, seconded by Cllr. Bearman and:

RESOLVED: That Mr Ireland be co-opted.

Cllr. Ireland was welcomed to the PC and invited to join his colleagues. In order to allow Cllr. Ireland the time to peruse the Code of Conduct it was:

RESOLVED: That Cllr. Ireland would not be expected to complete his written undertaking and Declaration of Acceptance of Office until the next meeting of the PC.

d. **Installation of CCTV**

(i) **Attention was drawn to the following:**

- An initial training session had been held with further sessions planned.
- Manuals would be produced shortly.
- A draft policy statement had been prepared (copied to members).
- The signs had been ordered and would be erected shortly.
- The CCTV system had been registered with Data Protection
- Discussions had taken place with the Police who had confirmed that as soon as the signs had been installed, data protection registration had been completed and policies in place the PC had fulfilled all legal requirements and the CCTV system could 'go live'.

(ii) **Ongoing Expenses**

Following a discussion it was:

RESOLVED: That ongoing expenses such as energy costs would be reimbursed to the Merry Boys PH subject to the receipt of itemised expense claims.

e. **2007 Christmas Lighting**

Attention was drawn to the following:

- The new Christmas lighting stock had been delivered.
- The new Christmas lighting stock had been included in the insurance schedule. The insurers had confirmed that as the pro rata insurance premium due was less than £25 there would be no additional insurance premium due until renewal.
- As at 19.11.07 donations towards the project had been received from J Clubb Ltd (£100), Village Stores (£50) and Woodlands Health Centre. In addition Travis Perkins had pledged £200.
- The Christmas lights would be switched on on 3rd December 07

Following a discussion, it was:

RESOLVED:

- EPPFC would arrange to deliver the existing lights to Ditton Electrical.
- The PC would host a switching on event on 3rd December 07 between 6.30 p.m. and 7.30 p.m. The venue would be held at the Merry Boys Public House, seasonal refreshments would be provided and invitations issued accordingly.

f. **Policies**

The Clerk reported that in response to a recent request for information she had prepared for member's perusal the following draft policies:

- Complaints Policy
- Sports Hall Lettings Policy
- CCTV Policy

In addition she had also prepared draft policies in respect of Age Discrimination and Health & Safety. Following a discussion, it was:

RESOLVED: That the policies as prepared by the Clerk be adopted as general statements of intent. The policies would be considered working documents and would be subject to regular review.

4. **Planning Committee: Minutes of Meetings held on 15 October 07 and 05 November 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**

A draft document outlining the terms and conditions between the PC and the EPPFC was copied to members. Following a discussion, it was proposed by Cllr. Street, seconded by Cllr. Poole and:

RESOLVED: That the document be adopted. The document would be considered a working document and would be subject to regular review.

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 31.10.07 the position was as follows:

2007/08 Grant	£11,000
Less Expenditure (includes £114 from 2006/07)	£5,733
Net Grant available to 31.3.08	£5,267

c. **Sports Hall Repairs**

(i) **Update**

It was reported that apart from minor snagging the repairs had been completed.

(ii) **Repair Fund**

The information, which had been prepared by the Clerk and copied to members, was **APPROVED**. It was noted that as at 05.11.07 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 05.11.07 £46,649

Net Budget available **£8,689**

Thanks were extended to all concerned for the successful completion of the project, which was below the anticipated budget. Following a discussion, it was proposed by Cllr. Poole, seconded by Cllr. Crawford and:

RESOLVED: That when all the Sports Hall repair invoices had been received and paid, arrangements would be made subject to the PWLB conditions to refund the balance of the PWLB loan.

d. COMMA Grant: Funding application - Older Children's Play Equipment

Cllr Crowley reported that unfortunately the application had been unsuccessful and that alternative sources of funding were being investigated.

e. To receive report from representative on any other issues

Cllr Crowley reported and drew attention to the following:

- (i) The departure of the Rainbow Pre-School had created the opportunity to let the Sports Hall to a wider range of village and outside organisations. EPPFC were in the process of advertising and liaising with other organisations such as Age Concern and Help the Aged. Cllr Crowley confirmed that there would be no financial loss to the EPPFC as the rent paid by the Pre-School hardly met the running costs of the Pre-Schools hire of the premises.
- (ii) The EPPFC were reviewing the existing Playing Field Byelaws. Ultimately any amendments would have to be approved by the PC and forwarded to the SoS.
- (iii) An order had been placed with KCC in respect of the marking out of a 5-a-side pitch.
- (iv) The EPPFC were considering re-marking the tennis court.

6. Groups & Organisations

a. Community & Police Working Group

Cllr. Street reported that the next meeting would be held during December and indicated that the current level of criminal activity in the village was very low.

b. Tonbridge & Malling Crime Reduction Partnership

Cllr. Street reported that the next meeting would be held on 26 /November 07 and informed members that he was still completing the artwork for the various projects with which the CRD was engaged with.

c. Parish Plan

Cllr Street reported and drew attention to the following:

- The outline and artwork of the document had been completed.
- Photographs had been chosen.
- Work was currently being undertaken on the content and editing
- It was hoped to recruit respected village residents to the project.
- The Parish Plan should be published by 31 March 08 and presented to residents at the Annual Parish Meeting on 07 April 08.

The Clerk confirmed that Action with Communities in Rural Kent had been provided with a progress report.

d. Youth Panel

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

- The huge variety of activities, which took place in the area. And the Youth Panel would be designing some posters so that these could be advertised locally.
- A meeting which she had had with the Girls Brigade at which members of the Girls Brigade had come up with some suggestions for improving the village, the suggestions included; more litter bins and more frequent emptying, picnic benches,

new goalposts, more challenging apparatus such as scramble nets and wooden fort suitable for young teens, running Track, skate park and go-kart tracks, covered all weather games facility, leisure centre ideally with swimming pool, sauna and hot tub, home from home centre, improved village toilet facilities

- Cllr. Mrs Macdonald drew attention to some negatives which had been expressed at the meeting and these included the village toilets which required improvement, some intimidation caused by youths hanging around the village after school and poor access for the disabled into the village shops.

e. Allotments

Attention was drawn to the following:

- (i) There were 3 vacant plots
- (ii) Four allotment holders had not yet paid their rents
- (iii) The Annual Allotment Holders meeting took place on 19.10.07. The meeting was well attended and there were no major issues.
- (iv) A working party was held at the allotments on 04.11.07.
- (v) Allotment holders were keen for the fence to be replaced on the footpath edge of the site and a quotation for this would be obtained for member's future consideration.

7. TMBC

a. Parish Partnership Panel

It was reported that the minutes of the meeting held on 07 November 07 had been received and were available for member's perusal. Attention was drawn to the following issues, which were discussed at the meeting:

- (i) Police Liaison
- (ii) Presentation on domestic abuse initiatives by women's support services
- (iii) Presentation by MVCP Partnership
- (iv) Parking on pavements
- (v) Improving footpaths and bridleways
- (vi) Draft climate change strategy (copied to members)
- (vii) Update on concessionary travel scheme
- (viii) Summer Playscheme feedback
- (ix) Parish and Town Council presentation on Standards committee (copied to members)
- (x) Kent County Council Services Update
- (xi) Polly Tunnels (copied to members)
- (xii) It was noted that the next meeting would be held on 06 March 2008

b. Capital Grant Application: East Peckham Silver Band

It was reported that the East Peckham Silver Band had submitted a Capital Grant Application for the sum of £1,375 towards the £5,500 purchase of new instruments and uniforms. As part of the application process, the PC had been asked to comment on the application. The Clerk had sent an interim response confirming the PC's support of the application. Following a discussion, it was:

RESOLVED: That the PC would confirm its support.

c. 2007 Playscheme

It was reported that a report on the 2007 Playscheme had been received. Attention was drawn to the following:

- (i) 96% of parents had rated the scheme as very good or good with parents feeling that there was a sufficient selection of workshops available.
- (ii) Improvements to the programme for 2008 were being explored.
- (iii) The PC was thanked for its support and had been asked for its fourth week contribution, which for 2007/08 was £900.38.

- (iv) Regarding attendance levels out of a maximum of 800 sessions, 705 had been booked which equated to an 88% take up.
- (v) The Playscheme had been held in the Village Hall and TMBC had asked the PC to indicate whether it would prefer the 2008 Playscheme to be held in either the Village Hall or the Sports Hall. Members whilst of the opinion that both venues would be ideal felt that it was up to TMBC to decide.

d. Tonbridge & Malling Youth Forum

It was reported that the TM youth Forum had been running for two years and was proving successful. The aim of the forum was to give young people the opportunity to have their say on issues that concerned their lives. To ensure the continuity of the Forum with all young people having the opportunity to make their voices heard it was the Forums wish that each establishment/organisation had two representations that could feed back on the work of the forum. Following a discussion, it was:

RESOLVED: That Cllrs. Mrs Macdonald and Mrs Relf would discuss nominations to the Youth Forum at the next meeting of the Youth Panel and advise the PC of their nominations shortly thereafter.

8. Policing: Report of Environmental Visual Audit (EVA) held on 07 November 07

It was reported that the EVA had been held on 07 November 07 and representing the PC had been Cllrs. Crawford and Poole and the Clerk. Attention was drawn to the following:

- (i) The Borough Councillors and County Councillor had also attended the EVA. There was some surprise that the Community Warden was not present.
- (ii) Overgrown vegetation at Chidley Cross Road by the Spice Cottage. It was agreed that the matter would be referred to KHS and that a letter would be sent requesting that the offending vegetation be cut back.
- (iii) Trees at Pound Road that required attention and the damaged fence at the rear of the Pound Road Car Park. Both matters had been referred to TMBC.
- (iv) Overgrown Vegetation in Church Lane. The matter had been referred to KHS.

9. Finance

a. Bank Reconciliation as at 31.10.07

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

b. Budgetary Control as at 30.09.07

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. It was:

RESOLVED: That members would advise the Clerk of any items for inclusion in the 2008/09 precept as soon as possible.

d. Nat West Banking Arrangements

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

(i) Mandate

Nat West had confirmed that all signatories were required to present themselves in person for the identification process to be completed and they were unable to accept Mrs. Relfs witness statement. If Mrs. Relf was unable to call into a branch of Nat West then the bank required a letter authorizing them to remove Mrs. Relf from the mandate and to amend the instruction to read two in eight signatories must sign payment orders. Following the receipt of this the new mandate instructions would be implemented.

(ii) **Interest**

It was reported that Nat West had agreed in principal to the PCs accounts attracting a higher interest rate and confirmation of the rate had yet to be received. The Clerk had asked for any interest to be backdated to at least April 07, which would mean that additional interest would be paid on the PWLB funds.

(iii) **Statement Dates**

It was reported that discussions were ongoing regarding statement dates to ensure that statements were provided for full calendar months.

(iv) **Change of Address Details**

It was reported that the change of address had finally been amended.

Following dissuasion, it was:

RESOLVED: That Cllr. Mrs. Relf would be removed from the signatory list and further discussions would take place at the next meeting when additional information would be available.

e. **Grounds Maintenance 2008/09**

It was reported that five quotations had been received with details as follows:

Kent County Council, Landscape Services	Village	£510
	Churchyard	£1,844
	TOTAL	£2,354
Headland Garden Services Currently carry out maintenance at St Michaels	Village	£850
	Churchyard	£2,400
	TOTAL	£3,250
Greenacre	Village	£780
	Churchyard	£2,625
	TOTAL	£3,405
Hever Landscapes (Current contractor)	Village	£1,045
	Churchyard	£3,295
	TOTAL	£4,340
Arbortec	Village)
	Churchyard)£5,000
	TOTAL	£5,000

The following were noted:

Notes:

1. 2007/08 TMBC grant was £2,591 in respect of the churchyard maintenance.
2. 2007/08 accepted quotation was £3,265 in respect of Holy Trinity
3. 2007/08 accepted quotation was £988 in respect of the village grasscutting.
3. Total contract price for 2007/08 was £4,253

The quotations were considered carefully, following which, it was proposed by Cllr. Crawford, seconded by Cllr. Shead and:

RESOLVED: That the 2008/09 Village and Churchyard Grounds Maintenance Contract would be offered to Headland Garden Services.

f. 2007 Poppy Appeal

Members were advised that recent donations to the Annual Appeal were as follows:

2006/07 £75 2005/06 £75 2004/05 £75 2003/04 £70

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

RESOLVED: That the 2007/08 PC contribution would be £80.

g. Village of the Year Prize Fund

It was reported that the Gardeners Association were keen to revitalize the centrally located amenity land situated at The Pound. Following a discussion, it was:

RESOLVED: Subject to receiving and approving plans and proposals for the land including details of proposed plantings, the £250 prize fund and tree voucher would be made available to the Gardeners Association to enable them to proceed with the project. The PC would pay invoices to the value of £250.

h. Financial Transactions

RESOLVED: That the following transactions would be approved

Receipts

25.10.07	EP Post Office - Centenary Book Sales	£4.50
Oct/Nov	(S26) Allotment rents	£426.50
31.10.07	(S111/144) EP Stores – Festive Lighting Donation	£50.00
19.11.07	(S111/144) Woodlands HC -Festive Lighting Donation	£60.00
Total		£541.00

Automated payments

06.10.07	(S19)*EDF Energy Sports Hall Electric Supply 07/08	£325.00
24.10.07	(S19)*British Gas Sports Hall Gas Supply 2007/08	£114.00
Total		£439.00

The following payments were approved (includes VAT where applicable)

Peter Clymer Partnership	(S19) Sports Hall Repairs	£3,175.38	Chq 2696
Total Building Care	(S19) Sports Hall Repairs	£7,067.08	Chq 2697
Mrs. K Bell	(S111) Clerks Salary – November 07		
	Plus expenses	£1,076.34	Chq 2698
	& Salary increase less deductions		/2699
BTCV	(S137) Donations to Pond & Tree Warden Scheme (PC approved 15.10.07)	£50.00	Chq 2700
Hever Landscapes	(S124/112) Village/churchyard maint	£600.00	Chq 2701
TMBC	(S137) Summer Playscheme 4 th week	£900.38	Chq 2702
Sweepclean	(S137) Litter Clearing October 07	£88.13	Chq 2703
Information Commissioner	(S111) Data Protection Registration	£35.00	Chq 2704
Kent Grassland Services	(S19) *PF Maintenance Oct 07	£446.50	Chq 2705
Peter Clymer Partnership	(S19) Sports Hall Repairs	£668.24	Chq 2706
Gala Lights Ltd	(S111/144) 2007 Festive Lighting	£58.75	Chq 2707
EDF Energy	(S10) Streetlight maint 07/08	£340.32	
	Streetlight repairs 07/08	£229.02	£569.34 Chq 2708
KCC	(S19) Sports Hall Supplies	£100.59	
	Fire Extinguisher service	£78.41	
	Less Credit	£69.40	£109.60 Chq 2709
Sixpenny Services	(S111) Removal of old Notice board and replacement	£35.25	Chq 2710
TOTAL		£14,879.99	

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

10. **Correspondence**

It was reported that the following items had been received:

- a. **Action with Communities in Rural Kent:**
 - (i) Rural News (October 07) – copied to members
 - (ii) Annual Summary 2006-2007
 - (iii) The Phillips Fund - copied to members
- b. **Government Computing: November 07**(Passed to Cllr. Poole)
- c. **KAPC**
 - (i) Notice of 60th AGM (Passed to Cllrs. Crawford & Crowley)
 - (ii) Minutes of meeting of the Area Committee held on 20.09.07 (Passed to Cllrs. Crawford & Crowley)
 - (iii) Post Office Network Change Process: Additional Information Received
- d. **Medway Valley Countryside Partnership**
 - (i) Spotters Guides (Wildlife & Heritage): Information received
 - (ii) Kent Free Trees Scheme (4 copies received, to be tabled)
- e. **Haydons Lodge:** Letter of Introduction
- f. **Save Hadlow Tower:** Campaign literature (copied to members)
- g. **Hospice in the Weald**
 - (i) Hospice News (Autumn 2007)
 - (ii) Charity Christmas card selection 2007
- h. **Product Information:** Received from the following:
 - (i) Glasdon: Notice boards
 - (ii) SMP: Play Equipment (Passed to EPPFC)
 - (iii) S & C Slater: Play equipment (Passed to EPPFC)
 - (iv) Urbanscape: Street Furniture (Passed to EPPFC)
 - (v) FitzpatrickWoolmer: Notice boards
 - (vi) Wicksteed Leisure: Play Equipment (Passed to EPPFC)
- i. **DisExtra:** Issues 667 (08.10.07), 668 (22.10.07) & 669 (05.11.07)
- j. **Charis Grants:** Newsletter (October 2007)
- k. **Local Councils Update** (October)
- l. **TMBC**
 - (i) Summary of Accounts 2006/07
 - (ii) Household bulky Refuse Schedule Oct 07 – Jan 08 (copied to members)
- m. **English Rural Housing Association:** Investing in affordable village homes: Promotional literature
- n. **CPRE**
 - (i) Notice of AGM to be held on 23 November 07 & Minutes from AGM held on 24 November 06
 - (ii) Scenic Postcards
 - (iii) Kent Voice (Autumn 07)

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- (iv) Kent Diary 2007/08
- (v) Accounts for the period ended 31 March 07
- (vi) The 400 Club: Details of fundraising initiative

- o. NALC:** local Council Review (November 07)

- p. Society of Local Council Clerks**
 - (i) Continuous Professional Development, a National Training Strategy Booklet
 - (ii) Clerks & Councils Direct (November 07)

- q. Kent Youth:** Invitation to a Service of Lessons and Carols to be held on 01 December 07 – copied to members

- r. Arbor (Autumn/Winter 2007):** The Journal of the Kent Men of The Trees (Passed to Cllr. Shead)

- s. Farming & Wildlife Advisory Group**
 - (i) Invitation to a Free Event to be held on 28.11.07 at Little Goldsmiths Farm
 - (ii) Invitation to Ferret Racing Event to be held on 28.11.07

11. Matters for future Discussion

- a. The Clerk**

Drew attention to the following issues:

 - A Planning Briefing would be held on 13 December at Kings Hill at 7.30 p.m. Members would advise the Clerk by 03 December 07 if they were interested in attending.
 - St Michaels Christmas Tree Festival to be held over the weekend of 06 – 08 December. The information was noted with interest.
 - A meeting of the Tonbridge & Malling Local Board which was to be held on 28 November 07 at 7.30 p.m. at the Angel Centre, Tonbridge

- b. Cllr Poole**

Drew attention to the following issues:

 - A streetlight, which was permanently lit at Seven Mile Lane. The matter would be referred to KHS.
 - Overgrown fir trees at 124 Pound Road. The matter would be referred to KHS and a letter would be sent to the occupiers.

- c. Cllr Mrs. Macdonald**

Drew attention to the following:

 - Requested that schedules be obtained by both TMBC and Sweepclean in order to ensure that cleansing operatives were covering the area adequately and visits were not too closely scheduled together.
 - Litter at Pinkham Lane.

- d. Cllr Crowley**
 - Drew attention to vehicles parking on the grass verges at 70 – 74 Pound Road, which were blocking the sight lines to vehicles existing Bramley Road. The matter would be referred to KHS and letters would be sent to the occupiers.
 - Vehicles parking on footways at Snoll Hatch. The matter would be referred to KHS.

e. **Cllr. Gress**

Drew attention to the following:

- The unused strip of KCC land at Church Lane and asked whether the Primary School could consider converting this into a car park. The matter would be forwarded to the school.
- A bogus Christmas delivery scam. The details had been noted and copied to members by email.

12. **Parishioners Question Time**

a. **To receive correspondence from Parishioners**

It was reported that further correspondence had been received from a resident concerned with the junction at Brookside Roundabout and Hale Street. The letter had been forwarded to KHS.

b. **Parishioners Questions**

- A resident expressed his disappointment that no poppy collector called at his home. The resident was informed that all areas of the village had been covered in the doorstep collection arrangements.
- A resident drew attention to a number of highways issues all of which had already been referred to KHS.
- An increase in litter. The matter would be referred to TMBC.

13. **Date of Next Meeting:** Confirmed as 17 December 07

There being no additional business, the meeting closed at 22.45 hours.