

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 19.45 HOURS ON MONDAY 23 APRIL 07**

**PRESENT:** Cllrs: Bearman, Boyle, Crawford (Chairman), Crowley, Mrs. Curry, Gardner, Gress, Shead, Street & Whiteside

**ALSO PRESENT:** Mrs. K Bell (Clerk), 5 residents, County Councillor Long, Borough Councillors Mrs Holland and Rogers

**APOLOGIES FOR ABSENCE:** Received and accepted from Cllr. Poole

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

2. **The following verbal reports were received:**

a. **County Councillor**

Attention was drawn to the following:

- Confirmation that the KHS Spreadsheets had been suspended for the month of April. Cllr Shead requested County Councillor Long to pursue with KHS the overdue cutting back of the vegetation on the Brookside roundabout.
- Confirmation that the East Peckham Playing Field Company had been listed at Companies House. Cllr. Crowley thanked County Councillor Long for his work on this issue.

b. **Borough Councillor**

Both Borough Councillors were present and drew attention to the following:

- Borough Councillor elections would be taking place on 03.05.07
- Attention was drawn to offensive graffiti at the Sports Hall. Cllr Crowley confirmed that the matter would be dealt with.

3. **Parishioners Question Time**

a. **Correspondence from Residents:** Attention was drawn to the following

- A letter had been received from a resident who was concerned with the amount of rubbish discarded around the village and an increase in dog fouling. The Clerk had replied to the resident and sent a letter to TMBC Environmental Health Department who had advised that the Boroughs Dog Warden would carry out additional patrols and review the provision of dog bins and notices. Additional inspections of the village would also be undertaken which may lead to the introduction of increased litter cleaning frequencies.
- A resident had made a complaint regarding bonfires; the Clerk had replied to the resident and referred the matter to TMBCs Environmental Health Department.
- A resident had provided the PC with copies of his correspondence with Sir J Stanley MP and the EA regarding the maintenance of the Coult's Stream

b. **Parishioners Questions:** A Parishioner present drew attention to the following

- Overgrown ditches in Hale Street. The matter would be referred to UMIDB.
- Bench at Smithers Lane was seriously in need of repair. The matter would be referred to the HA.
- Thanked the PC for its patience and efforts in attempting to resolve his issues of concern.

4. **Parish Council**

a. **Minutes of the meeting held on 19 March 2007**

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

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

**Minute 5b, 2006/07 Donations to Organisations**

It was reported that a letter of appreciation had been received from Age Concern Malling. It was noted that no acknowledgement had been received from the CAB.

**Minute 10d, TMBC Easy Access Guide**

The Clerk reported that response to the Easy Access Questionnaire from businesses had been slow and that 23 village premises would require a visit. The task would be completed shortly.

c. **To consider formation of Village Youth Panel**

Following a discussion, the PC was keen to form a Youth Panel and it was:

**RESOLVED:**

- In the first instance the Clerk would write to all village youth organisations inviting them to join the panel.
- If there was sufficient interest then the PC would set up a panel
- PC and EPPFC representatives would be on the panel, which could meet on a regular basis and report to the PC.

d. **ACRK Affordable Rural Housing Initiative**

Members recalled that a representative from ACRK had attended a previous meeting and provided information on the Affordable Rural Housing initiative. The first stage of the initiative consisted of exploring the housing needs of village residents by means of a postal survey and if the survey showed a need for such housing the next stage would be to find a suitable area for such a development. Following a discussion, members expressed their interest in exploring the housing needs of residents but felt that a site should be located as the next stage of the process rather than the survey and it was suggested that the site behind the Rose & Crown PH could be a potential site for affordably housing. Following a discussion, it was:

**RESOLVED:** That ACRK would be advised of the PCs interest and asked to identify a potential site as the next phase of the process. If the site could be identified then the PC was willing for ACRK to proceed with the postal survey.

e. **To receive letter from widow of former Parish Councillor Mr T Keily Dec'd**

It was reported that a letter of appreciation had been received from Mrs Keily thanking the PC for its donation to the medical charity in Mr Keilys' memory.

f. **2007 Election**

It was reported that formal notification of the election result had been received; the following were confirmed:

- The election was uncontested
- Ten members were elected: Raymond Bearman, Peter Crawford, John Crowley, Alan Gardner, Bill Gress, Nikki Kearns, Jenny MacDonald, David Poole, Terry Shead and Peter Street.

- The PC had until 22 June 07 in which to co-opt an additional member. If the PC failed to do so then TMBC could exercise its power and order a fresh election to fill the remaining vacancy.

**5. Annual Parish Meeting**

- a. Minutes of the meeting held on 02 April 07  
**RESOLVED:** That the minutes which had been copied to members be **RECEIVED, NOTED & APPROVED**

**b. To receive belated apologies and letter from resident**

It was reported that belated apologies had been received from County Councillor Richard Long, TMBC Chief Executive David Hughes and Mrs Magan (resident); a copy of Mrs Magans' letter had also been copied to members.

**c. Matters Arising**

**Minute 5**

It was reported that the alleged speeding along Old Road had been referred to KHS and the alleged works at 19 Addlestead Road had been referred to TMBC.

**6. Planning Committee: Minutes of Meetings held on 19 March 07 and 16 April 07**

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

**7. East Peckham Playing Field Committee**

**a. Update on current issues**

(ii) **Management Committee**

It was reported that confirmation had been received from Companies House that East Peckham Playing Fields Company had been incorporated under the Companies Act 1985 as a private company and that the company was limited. The Clerk confirmed that she had arranged for a rating expert to peruse the contents of the document and he was satisfied that the criteria in order to be eligible to claim Rating Relief had been met.

(iii) **Terms of Reference & Responsibilities for the EPPFC**

Cllr Crowley reported that work was continuing on the documentation. Now that the Management Company had been formed the documentation would be finalised shortly.

**b. Sports Hall Repairs**

It was reported that separate quotations in respect of the Category A and B works had not been received but Peter Clymer had confirmed that his company was in the process of obtaining quotations for the work and these should be available for the next meeting of the PC. Specific updates on the Category A and B repairs were given as follows

**Category A Repairs**

Mr Clymer was aware that funds were in place for these works. Cllr Crowley confirmed that he was meeting with Mr Clymer in order to begin making arrangements for them to be carried out along with the urgent electrical and mechanical items or repair.

**Category B repairs**

The Clerk was in the process of submitting an application to the PWLB for a Public Works Loan to finance the work, however it was noted that the first stage of the process was an application to KAPC seeking borrowing approval, which would need to be approved by the PC prior to submission. Following a discussion, it was:

**RESOLVED:** That the application for borrowing approval would be delayed until the estimates had been received and the PC was aware of how much the project was likely to cost and the likely borrowing requirement.

**c. 2006/07 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 March 07 the final position with regard to the 2006/07 grant was as follows:

2006/07 Grant	£12,784
(Included £2,000 virement from contingency approved at the September PC meeting)	
Plus refunds	£3,279
Less Expenditure up to 31.03.07 (excl VAT, incl £1 in lieu of rent)	£15,949
Less anticipated DD payments in respect of Gas supply to 31.3.07 (to be collected during April 07)	£114
Net Grant available to 31.3.07	£0

**d. Play Projects: Submission to TMBC for inclusion in the bid to the big Lottery Fund**

It was reported that TMBC had secured access to an allocation of £223,000 from the Big Lottery Funds Children's Play Initiative and that the PC had been asked to identify a project for inclusion in the bid to the Big Lottery Fund. It was noted that projects were not restricted to just children's play areas or equipment however it was envisaged that this aspect would form the basis of a number of projects taken forward. The projects could take place over the next three years and would be judged by the Tonbridge and Malling Play Partnership. It was noted that the deadline for applications was 01 May 07 although this had been extended at the Clerk request to 15 May 07. Cllr. Crowley confirmed that he was keen to submit a bid in respect of play equipment for the older children's play area.

**e. Representatives Report**

Cllr Crowley reported and drew attention to the following:

- A new barrier at the Pippin Road entrance to the Sports Hall Car Park was due to be installed during week commencing 23.04.07.
- The EPPFC were looking at installing rubber speed ramps in the Sports Hall Car Park. It had been estimated that the work would cost approximately £1,000 and would eliminate handbrake turns being carried out in the Car Park.
- The toddlers play area had been installed. The fencing would be finished and signs installed during week commencing 23.04.07.

**8. Community & Police Working Group**

Cllr. Gardner reported and drew attention to the following:

- A well-attended meeting had been held on 29.03.07.
- Police Constable Andy Sergeant had officially taken over his duties in the village (shared with Hadlow)
- Holly Wilkes was the village PCSO.
- The new village community warden would be taking up his duties on 07.05.07.
- The first police surgery would take place on 02.05.07 at 9.30 a.m. in the library.

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

Cllr Street reported that the next meeting would be held on 30.04.07.

**10. TMBC**

**a. East Peckham Flood Risk: update**

Attention was drawn to the following:

- (i) A response not yet been received from Sir John Stanley MP.
- (ii) A letter had been received from TMBCs Director of Planning, Transport & Leisure confirming that:
  - There was to be a meeting of the Steering Group of the East Peckham Flood Relief Partnership possibly during early May.
  - The Steering Group would respond to the need for a maintenance plan for the various watercourses, ditches and culverts in and around the village. The maintenance plan would clarify the maintenance responsibilities of the various agencies and landowners. The plan would also identify what works should be carried out on a continuing basis.
  - Short-term arrangements had been put in place for some maintenance to take place in one or two of the locations, which had suffered during recent heavy rain.
  - Whilst TMBC had relatively limited direct responsibilities for some of the matters, it remained their intention to put in place an identified approach to maintenance that would complement the works that had been achieved.

**b. Local Play Strategy**

It was reported that TMBC in liaison with the newly formed Tonbridge and Malling Play Partnership had developed a draft Local Play Strategy (LPS). Attention was drawn to the following:

- The aim of the LPS was to ensure a strategic and co-ordinated approach to play provision in the area and also provide some input into the LDF.
- The document considered different types of children's play, current provision, the outcome of research undertaken with young people and an assessment of play facilities across the borough
- The LPS identified key issues arising from the research and identified gaps in provision. The LPs also included an action plan, which looked at ways in which participation could be increased, new play opportunities provided and for younger people to be involved.

**c. Parish Partnership Panel**

**(i) Meeting held on 08 March 07**

It was reported that the minutes and copies of presentations made at the meeting had been received for information. The information was noted

**(ii) Meeting to be held on 31 May 07**

It was noted that the next meeting would be held on 31 May 07 and that the PC had been invited to submit items for the agenda and/or items to be raised with the police representatives. Following a discussion, it was:

**RESOLVED:** That the date of the meeting be noted. There were however no items to submit for inclusion on the agenda.

11. **Lord Lieutenant of Kent: Annual Civic Service & Installation of High Sheriff for Kent:**  
Cllr Crawford reported that he had attended these functions. He drew attention to the following:
- The functions were well-attended and pleasant occasions.
  - He was pleased that the High Sheriff of Kent was a resident of East Peckham but it was a shame that not more people had been aware that they were able to attend the High Sheriffs Installation ceremony.
12. **Medway Valley Countryside Partnership: Riverside Communities Project:**  
It was reported that additional information had been received and attention was drawn to the following:
- East Peckham Primary School was involved in the project. An artist would be visiting the school and it was hoped to tie in the work at the school with the project.
  - Artists had been visiting schools and taking the children along the River Medway to gather images and information found in the natural and man made features by the river. Images were then taken back to the classroom where they were redrawn and made into prints. These images would be used in panels for the benches and way markers along the Medway Valley Walk.
  - It was hoped that one of the benches and way markers would be located in the East Peckham area and the PC had been invited to suggest potential sites for these. Sketches of the proposed benches and way markers had been received. It was suggested that a bench could be located at Sluice Weir Lock and the waymarker in the centre of the village.
  - A drop in session was held in the library which allowed people the opportunity to reminisce about the River Medway
  - The MVCP had been working on circular walks and were hoping to have one of the recommended routes based around East Peckham.
13. **Finance**
- a. **Bank Reconciliation as at 31.03.07:** The information, which had been prepared by the Clerk and copied to members, was **APPROVED**
- b. **Budgetary Control Statement as at 31.03.07:** The information, which had been prepared by the Clerk and copied to members, was **APPROVED**
- c. **Try Angle Awards 2007**  
It was reported that the Try Angle Awards was again searching for young people aged 10 – 18 years whose efforts and achievements in school and the community deserved recognition. It was noted that the Try Angle Awards had raised the profile of young people in the community who try to do their best. The Try Angle Awards Ceremony would take place on 21 June 07 and the PC had been invited to support the event either by nominating a young person or by making a donation. Following a discussion, it was proposed by Cllr. Crawford, seconded by Cllr Boyle and **RESOLVED:** That the PC would support the event with a £50 donation.
- d. **Financial Transactions**  
**Receipts since 19.03.07**
- |              |                     |                |
|--------------|---------------------|----------------|
| 30.03.07     | Nat West – Interest | £395.49        |
| <b>Total</b> |                     | <b>£395.49</b> |

**Automated payments made since 19.03.07**

None

*Note: It was noted that due to an error by British Gas, the payment due on 22.03.07 in respect of the direct debit of £114.00 for the Sports Hall was delayed and would be debited during April 07 along with the normal payment due for that month.*

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

Marvillion Court	(S10/144) Festive Lighting donation	
	2006/07 Chairman's Allowance	£10.00 Chq 2588
Longs Solicitors	(S19) Legal Fees and EPPFC	
	Registration	£470.00 Chq 2589
EDF Energy	(S10) 2006/07 Streetlight energy	
	charges	£103.79 Chq 2590
TMBC	(S111) 2006/07 Annual Reports	£489.12 Chq 2591
Mrs. K Bell	Clerks Expenses March 07 & Billy Can	
	Shield engraving (S112/S111)	£51.86 Chq 2592
Mrs K Bell	(S15/S34) 2007/08 Chairman's Allowance	
	Gifts to former Parish Councillors	£75.00 Chq 2593
Mrs K Bell	Clerks Salary April 07 plus tax refund &	
	Expenses less deductions(S112/111)	£917.71 Chq 2594
EDF Energy	Streetlight energy charges (S10))	£618.51 Chq 2595
NALC	2007/08 Direct Information Service	
	Subscription renewal(S111)	£105.75 Chq 2596
EDF Energy	Streetlight Maintenance (S10)	£340.32 Chq 2597
E P Methodist Church	Hire of Hall	£76.50 (S111)
	Hire of Office	£289.47 (S111)
		£365.97 Chq 2598
KAPC	2007/08 Subs. Renewal (S111)	£844.81 Chq 2599
ACRK	2007/08 Subs. Renewal (S1110)	£35.00 Chq 2600
Southern Water	*2007/08 Sports Hall Water Rates	
	(S19)	£403.93 Chq 2601
TMBC	(S111) 2007/08 NNDR due on	
	Parish Office	£123.48
	CCTV Planning Fee	£67.50 £190.98 Chq 2602
Shaw & Sons	(S111) Publications	
	12 x Parish Councillors Guide	
	1 each of Local Council Clerks Guide, Local	
	Council Finance & Law of allotments	£190.45 Chq 2603
KCC	*Sports Hall Supplies (S19)	£56.22 Chq 2604
<b>TOTAL</b>		<b>£5,165.63</b>

\*Denotes charged to the Sports Hall PC Grant for 2006/07

**14. Correspondence**

It was reported that the following items had been received:

**a. KAPC**

- Membership Information Pack 2007/08 - copied to members
- Publications Order Form
- Parish News (March 07) – copied to members
- Clerks Information Day: Details of event being held on 16.05.07

- b. **NALC & The Electoral Commission**
  - All about parish and town councils – A booklet for anyone wanting to know more about parish and town councils and the role of local councillors
  - All about parish and town councils: A toolkit for parish and town councils
  - How politics affects your local area: poster
- c. **Department for Constitutional Affairs:** Information received on memorial safety – copied to Holy Trinity & St Michaels Churches
- d. **Emergency Planning Society**
  - Blueprint: The Magazine of the Emergency Planning Society (passed to Cllr. Poole)
  - Annual Conference 2007: Details received
- e. **TMBC**
  - Performance & Finance 2006/08: Leaflet
  - Minutes of Council, Cabinet & Committee Meetings 2007 (Dec 7<sup>th</sup> – Feb 14<sup>th</sup>)
  - Here & Now April/May 07 (3 copies)
  - Gardening for Wildlife Award Scheme 2007 & Gardening Seminar invite (event being held on 16.4.07 which clashed with the Planning Committee) passed to members
  - Details of Smokefree seminar available to all businesses across the borough to be held on 01 July 07
- f. **Kent & Medway Fire & Rescue Authority:** Council Tax 2007/08 (Leaflet)
- g. **KHS**
  - Newsletter March 2007 (Information emailed to members)
  - Helping you with your journeys (leaflet)
- h. **The Kenward Trust:** Newsletter Issue 1 2007
- i. **EDF Energy:** Details received regarding public lighting maintenance charges 2007/08
- j. **Government Computing Magazine:** April 2007 (passed to Cllr. Poole)
- k. **Applause Rural Touring:** Menu of 2007 events
- l. **GEO:** Proposed roadwork's (Information emailed to members)
- m. **National Statistics:** Quarterly Vacancies Inquiry (completed & returned)
- n. **Le Tour de France in Kent:** Promotional posters
- p. **Myasthenia Gravis Association:** Details received of Tunbridge Wells Sponsored Heritage Trail Walk to be held on 29 April 07
- q. **Local Councils update (April 07)**
- r. **Product Information received from:** Techniform (Product catalogue 2006/07), ShacklefordTurf (lawns), British Gas, Glasdon (environmental products & new cigarette bins to comply with smoking ban & details of 10% discount offer) and Nat West (Banking Information)

- s. **NALC:**
  - Review of the Quality Town and Parish Council Scheme – copied to members
  - Direct Information Service (Issue 50 dated 23 April 07)
- t. **KCC:** Your Council Tax 2007/08: Leaflet
- u. **Tonbridge & Malling Crime and Disorder Reduction Partnership:** Newsletter (March 07) 4 copies received passed to Cllrs. Crawford, Gardner & Street)
- v. **Emergency Planning Society:** Nomination forms for officer positions 2007 (passed to Cllr. Poole)
- w. **Medway Valley Countryside Partnership:** Details received late regarding River Rubbish Round Up event held on 21/22 April 07

15. **Matters for future Discussion**

Cllr Whiteside drew attention to the following:

- Informed members that as he would no longer be a Parish Councillor he would be stepping down from the East Peckham Flood Steering Group and the Standards Board Committee.
- Informed the PC that the festive lights were stored in the Sports Hall attic.
- He would like the opportunity to accompany the PC on its forthcoming visit to the CHP Plant in Allington.

**Cllr Crawford**

Presented to retiring members, Cllrs, Boyle, Mrs Curry and Whiteside gifts representing the Parish Councils appreciation for all their hard work whilst members of the council

16. **Date of Next Meeting:** Confirmed as the Annual Meeting of the Parish Council, which would be held on 21.05.07 at 19.30 hours. It was noted that no meeting would be held on 09.05.07.

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