

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.05 HOURS ON MONDAY 19 OCTOBER 2009

PRESENT: Cllrs. Ms L Baseden, P Crawford (Chairman), J. Crowley, Mrs. B. Curry, A. Gardner, B. Gress, Ms. L. Picknett, D. Poole, T. Shead & P. Street.

ALSO PRESENT: Mrs. K Bell (Clerk), County Councillor. R. Long, Borough Councillor. H. Rogers, Community Warden, Ms. S. MacKay & 1 resident

APOLOGIES: Cllr. Mrs Macdonald & Borough Councillor. Mrs. E. Holland, Acting Sgt. Sergeant

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** Cllrs: Crowley & Gress declared an interest in item 11b(vi).

2. **County Councillor**

Mr Long was welcomed to the meeting; he clarified the misleading article which appeared in the Courier on 15th October 2009 and advised that a more balanced article would be in the Courier on 22 October 2009.

3. **Borough Councillors**

Mr Rogers was welcomed to the meeting; he drew attention to the following:

- The unauthorised mobile home at Pinkham Lane was due to be determined by the Area 2 Planning Committee on 28 October 2009.
- TMBC was undertaking a Double Yellow Lines Consultation.
- Planning Applications from The Hop Farm continued to be received on an ad hoc basis. Efforts were being made by TMBC in order to determine them en bloc in conjunction with the Master Plan.

4. **Community Warden**

Ms MacKay was welcomed to the meeting; Ms Mackay had prepared a report outlining her warden activities over the past month which was copied to members. The report was **NOTED WITH INTEREST**.

5. **Police Liaison**

Although Acting Sgt. Sergeant could not be present, he had submitted a report to Cllr. Street: attention was drawn to the following:

- Crime levels were maintaining their low status.
- Sgt. Sergeant would be carrying out spontaneous speed checks.

6. **Minutes**

a. **Minutes of the meeting held on 21 September 2009**

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

b. **Matters Arising**

Minute 6b, Christmas Lights Energy: Part Refund of 2007 account

It was reported that matter remained outstanding.

Minute 7b, Co-option of Cllr. Mrs. B. Curry

It was reported that Cllr. Mrs. B. Curry had completed her Declaration of Acceptance of Office

Minute 9f, 2009 Bash the Trash

It was reported that the Community Warden had been thanked for organising a Bash the Trash Event. The post event report was **NOTED WITH INTEREST.**

Minute 9k, 2009 Village Tree Inspection

It was noted that PC and EPPFC representatives would be meeting TMBCs Tree Inspector on 20th October 2009 at 10.00 a.m.

Minute 15h (iii), 2009 Playscheme

It was reported that TMBC had confirmed that the Playscheme ran at the Village Hall from 27 July 2009 - 21 August 2009 with a total of 60 children attending over the 4 week period. It was noted that during the scheme the children enjoyed a number of activities including arts, sports, crafts, jewellery making, sewing, badges, mask making, treasure hunts, and competitions. In addition there were several themed projects such as space, underwater and animals. It was further noted that of the 60 children who took part 25 were from East Peckham and the attendance levels for each of the weeks out of a possible 40 were as follows:

Week 1	17 (2 standby)	Week 2	28 (standby 2)
Week 3	20 (standby 0)	Week 4	23 (standby 6)

Members were pleased to note that TMBC had provided a varied and stimulating playscheme but were concerned that attendance levels had once again been low. TMBC would be asked to make every effort to increase the take up and/or reduce the number of places available for 2010.

Minute 16, TMBC Here & Now Article

It was reported that the source of the information used by TMBC in their article was the EA.

7. Councillor Vacancies: Co-option

As TMBC had confirmed that there had been no request for a parish election within the statutory period and therefore the vacancy created by the resignation of Mrs. G. Singleton could be filled by co-option. Members were advised that two applications had been received from persons seeking co-option namely Ms L Picknett and Mr C Catt. Ms Picknett was present at the meeting and was introduced to members; unfortunately Mr Catt could not be present but had submitted a CV which had been circulated in confidence to members. Following a discussion, it was, proposed by Cllr. Street, seconded by Cllr. Crowley and:

RESOLVED: That Ms Louise Picknett is co-opted.

8. Public Questions, comments or representations

a. Correspondence from residents: There was none

b. Questions from Parishioners

- A resident reported that TMBC had withdrawn the 20% discretionary relief on the Village Halls NNDR demand.

- A resident requested an update on the direction signs in respect of the Village Hall. The resident was advised that KHS were dealing with the matter.

9. Business Items

a. Installation of Village Bus Shelters: Lower end of Old Road

Attention was drawn to the following:

- The applications to TMBC and KCC had been successful in that both had approved grants of £1,633.
- Subject to TMBC and KHS agreeing to the proposed locations, the shelters were due to be installed at the end of November 2009.
- A letter had been received from a resident opposing the installation of the new shelters. The letter had been copied to the Chairman and a reply sent to the resident. It was noted that TMBC and KCC had been asked for their views on the proposed installation sites and whilst TMBC had no problem and were completely satisfied a response from KCC had not yet been received. It was further noted that it was Section 4 of the Local Government (Miscellaneous Provisions) Act 1953 conferred on local councils the power to install and maintain bus shelters. Following a discussion, it was:

RESOLVED: That members were satisfied with the Clerks reply to the resident. The Clerk would ask the installation company to ensure that the solid section of the bus shelter did not abut the resident's property.

b. Community Payback

It was reported that 27th September 2009 was the last Sunday until spring 2010 when a Sunday Community Payback crew would be assigned to East Peckham. It was noted however that a crew might be assigned on an ad hoc basis for specific projects.

c. East Peckham War Memorial Renovation

Attention was drawn to the following:

- Both the Diocese and the PCC had given their approval to the planned renovations which involved inseting bronze plaques into a recess and that the typeface would echo the existing lettering. Final approval would be given following the receipt and acceptance of plans and drawings depicting the proposed work.
- Burlite had confirmed that they would submit plans and drawings shortly and that they would clean the war memorial and re-enamel the names in advance of the 2009 Remembrance Service. It was further noted that they would be supplying at no additional cost six small pillars to surround the memorial.
- Headland Garden Services had confirmed that they would tidy up the ground surrounding the memorial in advance of the 2009 Remembrance Service.
- Mrs Lawrence would be advised on the progress of the project.

d. **2010 Annual Parish Meeting**

It was reported that Mr Newton and his colleague from Burlite (War Memorial) Ltd had accepted the Parish Councils invitation to be guest speakers at the Annual Parish Meeting to be held on 29 March 2010.

e. **2009 Village Christmas Event – 08 December 2009**

Attention was drawn to the following:

- The Street Singers, the East Peckham Silver Band and the Salvation Army had confirmed their availability to attend.
- Application forms had been received in respect of the street collector's licence these would be completed and submitted to TMBC. It was noted that Hospice in the Weald were happy for a street collection to be carried out and that a response from MND had not yet been received.
- Two quotations had been received in respect of the installation and dismantling of the Christmas Lights with details as follows:

Eton Electrical (2008 Contractor)	£1,795.44
PFL (Current streetlight maintenance contractor)	£1,033.00

It was noted that both quotations included lighting the Christmas tree

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

RESOLVED: That the work would be offered to PFL Electrical Ltd.

f. **2010 Churchyard & Village Grounds Maintenance Requirements**

Following a discussion, it was:

RESOLVED: That no changes would be made to the Holy Trinity Churchyard and Village Grounds maintenance requirements for 2010 and that quotations would be sought in respect of the Parish Councils Churchyard & Village Grounds Maintenance Requirements for 2010/2011.

It was noted that the Friends of St Michaels arranged directly with their preferred contractor for the St Michaels churchyard maintenance work to be carried out.

g. **Parish Office**

(i) **Office Hours**

Following a discussion, it was:

RESOLVED: That the Parish Office hours would be amended as follows:

MONDAY 8.30 a.m–9.30 a.m, 2.30 p.m–4.30 p.m

TUESDAY 9.00 a.m–12.00 p.m., 6.30 p.m–7.30 p.m.

WEDNESDAY CLOSED (appointment only)

THURSDAY CLOSED (appointment only)

FRIDAY 8.30 a.m–9.30 a.m, 2.30 p.m–4.30 p.m

(ii) **Parish Office Accommodation**

A discussion took place regarding the Parish Office which was becoming too small to meet the current needs and demands of a vibrant modern Parish Council. Various options were considered and members were of the opinion that it would be difficult to find an alternative location offering the same excellent central facilities. However, it was:

RESOLVED: That in the first instance storage facilities would be reviewed with a view to archiving obsolete files and the use of enhanced internal storage systems and external storage facilities.

Attention was also drawn to the poor decoration and outdated furniture, following a discussion it was:

RESOLVED: That as soon as the storage problem had been resolved the office would be updated.

h. East Peckham Playing Field Committee: Post May 2010

Cllrs. Crowley and Gress confirmed that as well as standing down from their roles as Chairman and Treasurer of the EPPFC they would be resigning from the East Peckham Playing Field Committee and would no longer be directors of the East Peckham Playing Field Company. Cllrs. Crowley and Gress were thanked for their commitment and dedication to the Sports Hall and Playing Fields over the past few years, a discussion then followed on the way forward, following which it was:

RESOLVED: That in the first instance legal advice would be sought followed by the setting up of a small committee to discuss the changes and make recommendations to the full council. The matter would then be considered by full council at an Extraordinary Meeting.

i. 2009 Poppy Appeal

Attention was drawn to the following:

- The 2009 collection would take place between 24th October and 10 November 2009.
- With the exception of Old Road and Bush Road areas (which were being covered by Mrs. Buckland and Mr. Whiteside), members would carry out a house to house collection and collect from the Industrial Estates whilst the Clerk would do the Saturday morning collection in the Village Centre.

j. Village Sign Restoration

It was reported that the Clerk had been in contact with Village Signs Society and was in the process of contacting their recommended craftsmen's with a view to obtaining some suggestions and quotations for restorative and enhancement work to the village Sign.

k. Downs Mail for East Peckham

It was reported that the Clerk had written to the editor of Downs Mail regarding the distribution of the publication within East Peckham and was awaiting a reply.

I. East Peckham 2012

Following a discussion, it was:

RESOLVED: That provisions would be made within the 2010/11 and 2011/12 budgets in order to fund 2012 Olympic and golden Jubilee village activities.

m. Bag and Flag Dog Fouling Enforcement Day

It was confirmed that the event would be held on 27 October 2009 between 7.00 a.m. – 10.30 a.m. and 2.00 p.m. – 5.00 p.m. Members would attend if they were able to do so.

n. 2009 Best Village Front Garden Competition

The results were confirmed as follows:

LARGE GARDENS

1 st	136 Hale Street
2 nd	164 Bush Lane
3 rd	4 Strettitt Gardens

MEDIUM GARDENS

1 st	50 Westwood Road
2 nd	84 Old Road
3 rd	51 Westwood Road

SMALL GARDENS

1 st	27 Westwood Road
2 nd	106 Old Road
3 rd	122 Old Road

TUBS

1 st	9 The Freehold
2 nd	1 Cotman Way
3 rd	160 Bush Lane

HANGING BASKETS

1 st	4 Fellmead
2 nd	50 Westwood Road
3 rd	34 Fellmead

OVERALL WINNER 136 Hale Street

RUNNER UP 50 Westwood Road

It was reported that the Prize Giving evening held on 05 October 2009 had been an enjoyable and pleasant occasion. Thanks were extended to Cllrs. Gress, Street and Shead for judging the competition and the Clerk for arranging the presentation evening.

o. Free Trees Application

It was reported that the Friends of East Peckham Primary School had submitted an application for hedging plants in respect of the lower school boundary but required 75 hedging plants, i.e. three separate applications. KCC had advised that within the rules of the scheme, the Parish Council and the EPPFC could submit applications on behalf of the school for the additional 50 hedging plants. Following a discussion, it was:

RESOLVED: That as the EPPFC would not be submitting an application, the Parish Councils application would be amended thus enabling the Primary School the opportunity to acquire the hedging plants required.

10. Planning Committee

RESOLVED: That the minutes of the meetings held on 21 September and 05 October 2009 which had been copied to members be **RECEIVED, NOTED AND APPROVED.**

11. Groups & Organisations

a. Amended representation

Cllr. Mrs Curry would replace Cllr. Street on the Village Hall Management Committee

b. Reports from Representatives

(i) Community & Police Working Group

Cllr. Gardner reported that a meeting had been held and that the minutes would be available shortly.

(ii) Crime Prevention Partnership

Cllr. Street reported that the CPP had recently held a very successful Internet Awareness Day. It was noted that the next meeting would be held in December 2009.

(iii) Parish Plan

Cllr. Street reported that progress was delayed pending the receipt of contributions. It was noted that the ACRK Parish Plan Advisor was keen to meet with the group as soon as the Parish Plan was nearing completion.

(iv) Youth Panel

Cllr. Ms. Baseden reported that she had been in contact with Wrotham PC who had successfully installed a youth shelter and was keen to arrange for their recommended manufacturer and installer to come to a meeting of the Parish Council to discuss the various options available on a no obligation basis in respect of a village youth shelter.

(v) East Peckham Primary School

It was reported that the Primary School had recently discussed the proposed East Peckham Children's Centre with KCC and that the discussions did not include any revisions to the parking provision for visitors and users who it was believed would instead be asked to use the Sports Hall Car Park.

(vi) East Peckham Playing Fields Committee

• 2009/10 PC Grant: Information as at 30.09.09

It was noted that the position was as follows:

2009/10 Grant	£11,897
Less Expenditure	£7,115
Less adjustment in lieu of rent	£1
Plus Refund	£1,008
Balance of 09/10 grant	£5,789

-3474-

- **EPPFC Financial statement as at 30.09.09**

A statement was provided, summarised as follows:

Balance at 31.03.09	Credit Account	£13,764
	Deposit Account	£20,442
2009/10 Income		£7,428
2009/10 Expenditure		£18,464
Deposit Account Interest		£9
Balance	Credit Account	£9,728
	Deposit Account	£13,451

Note: £7,000 had been transferred from the Deposit a/c to the credit a/c.

- **Sports Hall Repairs: Chlorination Testing**

It was reported that having considered the back correspondence it appeared that the chlorination testing was neither carried out nor invoiced. Peter Clymer has commented and the views of Thermodiffusion were being sought prior to drawing a conclusion and making a recommendation. It was noted that if the Chlorination work had not been carried out the sum of £4,335 had been carried forward from 2008/09 and had been specifically earmarked towards Sports Hall Repairs.

(vii) **Allotments**

Attention was drawn to the following:

- The allotment holders AGM had been held on 02 October 2009 attended by eight allotment holders, the Clerk & Cllr. Mrs Macdonald.
- There were no vacant plots with four people on the waiting list.
- The allotment holders were advised that the PC was in the process of consulting with the Allotments Society and KALC regarding the use of Polly tunnels
- The allotment holders had asked if some parking spaces could be coned off and reserved for allotment holders for Sunday parking. Without having someone on site to monitor the parking this could not be administered.
- The allotment holders had also requested use of Sports Hall toilets when open. Again without having someone on site this could not be administered.
- It was noted that there had been the theft of some produce from the allotments and that the Community Warden had been made aware of the incidents.
- Generally the allotment holders were happy and the plots were all being worked.

A discussion followed on the possibility of creating additional allotments from some of the underused playing field land. Whilst members would like the Parish Council to be able to provide additional allotments it would not be cost effective and it was hoped instead that those on the allotment waiting list would consider participating in the Parish Councils Adopt a Garden Scheme whilst waiting for an allotment to become available.

12. MVCP: Riverside Communities Project

It was reported that the finale event would be held on 03 November 2009 and that during the day animated story tellers would visit the pre-schools and Primary School to tell the story Wind in the Willows followed by an arts and crafts. It was noted that there would be no cost to the three organisations and that in total approximately 230 children would be entertained.

13. The Hop Farm

a. Liaison between the Hop Farm and the Parish Council

Attention was drawn to the following:

- A reply had not yet been received from Mr Bull regarding the resumption of liaison meetings between the Parish Council and The Hop Farm.
- The Parish Council had been offered 10 tickets to the press day (14 November 2009) of the Hop Farms 2009 Santa Magical Kingdom.

Following a discussion, it was:

RESOLED: That the tickets be accepted and if not used by representatives of the Parish Council would be offered to the Salvation Army and the Community Warden for allocation within the village.

b. The Hop Farm Festival 2009 – Post Festival Report

The post festival report which had been copied to members was **NOTED WITH INTEREST.**

14. Finance

a. Bank Reconciliation as at 30.09.09

The information, which had been prepared by the Clerk & copied to members, was **APPROVED.** It was noted that as at 30.09.09 the balances held were; Current Account £690, Reserve Account £99,737 and Capital Account £14,563.

b. Budgetary Control as at 30.09.09

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

c. Waitrose Community Matters

It was reported that the amount raised in the August Waitrose Community Matters Scheme for the extension of the Playing Field Fitness Park was £350.

d. Kent Highway Fund

It was reported that the Kent Highway Fund was a new fund set up in 2009 for a two year trial where KCC Members had £25,000 to spend on highway issues. It was noted that KCC were unable to give details of the type of projects which might fall within the rules of the scheme as it had only been in force since July and this information was not available.

-3476-

e. **Financial Transactions:** The following transactions were **APPROVED**

Receipts

Sep/Oct	Allotment Rents	£284.50
11.09.09	TMBC 2009/10 Precept 2 nd half	£35,771.00
28.09.09	Nat West Interest	£15.29
30.09.09	Waitrose Community Matters	£350.00
Total		£36,420.79

Automated payments

04.09.09	*EDF Energy Sports Hall Electric Supply 2009/10	£340.00
24.09.09	*British Gas Sports Hall Gas Supply 2009/10	£137.00
Total		£477.00

The following cheque payments were approved (includes VAT where applicable)

Mrs K Bell	Clerks Salary plus expenses less Deductions	£826.85	Chq 3016/3029
Mr P Street	BVFG Photographs	£54.00	
	Travel Expenses	£88.05	£142.05 Chq 3017
PFL	Streetlight maintenance		£293.25 Chq 3018
KCC (KCS)	Stationery	£19.74	
	*Sports Hall Supplies	£100.05	£119.79 Chq 3019
Headland Garden Services	Churchyard maintenance		
	St Michaels	£750.00	
	Holy Trinity	£299.25	
	Village grass cutting	£127.00	£1,176.25 Chq 3020
Mr P Hartley	Litter Warden Salary: October 09	£72.00	Chq 3021
EDF Energy	Streetlight Energy	£674.80	Chq 3022
SLCC	Publications (Local Council Finance Law of Parks & Open Spaces & Clerks Manual updates)	£50.45	Chq 3023
Kent Grassland Services	*Playing Field Maintenance	£632.50	Chq 3024
EP Methodist Church	Hire of hall & office	£333.23	Chq 3025
Burlite	War Memorial cleaning & Maintenance	£312.80	Chq 3026
Information Commissioner	Date Protection Renewal	£35.00	Chq 3027
Hills Office Services	Stationery/office equipment	£273.11	Chq 3028
SLCC	Regional Conference Fee	£112.70	Chq 3030
TOTAL			£5,054.78

*Denotes charged to the Sports Hall PC Grant

15. Correspondence

The following items were **RECEIVED AND NOTED:**

- a. Dis: Issues 718(21.09.09) & 719 (05.10.09),
- b. Inland Revenue: Employers bulletin (Issue 33, September 2009)
- c. Local Gov.co.uk: e bulletins dated: 01.10.09 & 08.10.09
- d. East Peckham Primary School: Weekly newsletters
- e. Government Computing Magazine (October 2009) – Passed to Cllr. Poole

- f. Kent Association of Local Councils: CILCA Training information
- g. Product & Service Information:
 - (i) Proludic (Play Equipment): Forwarded to EPPFC
 - (ii) Rynat Ltd (Play Facilities); Forwarded to EPPFC
 - (iii) Nat West Banking information
 - (iv) Wicksteed (Play Equipment): Forwarded to EPPFC
 - (v) Monster Play Systems (Play equipment): Forwarded to EPPFC
 - (vi) BAGO: Litter Clearing equipment
- h. KCC
 - (i) Trading Standards Alerts (including BT Scam)
 - (ii) Mobile Library information
 - (iii) Pension Fund Information
 - (iv) Legal Services Procurement Law Seminar (Wednesday 2nd December 2009)
- i. TMBC
 - (i) Summary of Accounts and Review of 2008/09
 - (ii) Notice of next meeting of Parish Partnership Panel (05.11.09)
 - (iii) 2009/10 Diary Amendments
 - (iv) Wise Up: Food, Safety and Health Matters
 - (v) Standards Committee: Minutes of meeting held on 10 June 2009 and agenda in respect of meeting to be held on 20 October 2009
- j. NALC: Quality Council Seminars (Aylesbury on 30.10.09)
- k. SLCC: Membership Savings Scheme
- l. Local Councils Update: October 2009
- m. Hospice in the Weald
 - (i) Fundraising information
 - (ii) Christmas Card Selection 2009
 - (iii) Christmas Market information
 - (iv) Hospice News: Autumn 2009
- n. CPRE: Notice of 2009 AGM of Tonbridge & Malling Branch
- o. South East Region: ESF Community Grants
- p. Allianz Cornhill: Confirmation received of file closure relating to the bus shelter claim
- q. NHS West Kent Single Equality Scheme Consultation (September – December 2009)
– live consultation documentation can be found at www.westkentpct.nhs.uk or http://www.westkentpct.nhs.uk/share_your_point_of_view/Live_Consultaiton
- r. Rural Kent
 - (i) Village Hall Trustee seminar
 - (ii) Managing Village Halls seminar
 - (iii) Rural News (September 2009)
- s. Community Safety Partnership
 - (i) Minutes of meeting held on 21.09.09 (Forwarded to Cllrs. Gardner & Street)
 - (ii) Newsletter Autumn 2009 (Forwarded to Cllrs. Crawford, Gardner & Street)

16. Matters for future Discussion

Hedge at the Primary School

Cllr. Crowley advised that the hedge of the primary school had been cut by Kent Grassland Services and invoiced to the Parish Council in error. Kent Grassland Services would be advised to re-invoice the Primary School and to reduce the Parish Councils next invoice accordingly.

East Peckham Post Collection

Cllr. Poole advised that the last collection of post was not from the Village Centre. The Post Office would be asked to ensure that the post from the village centre was collected last each day.

Footpath between the allotments and the Playing Fields

Cllr Poole advised that the hedge was pushing the posts out of place and that the fence needed strengthening up. Mr Whiteside would be advised.

Bridge over the Stream

Cllr Poole reported that the bridge over the stream required attention. KCC PROW would be asked to carry out some remedial repairs.

KHS Parish Portal Training

Cllr Poole advised that the parish portal training that he had attended recently was quite interesting but that the system was not live yet and that it has been modified.

Guerrilla Gardeners

Cllr Poole suggested that a Guerrilla Gardening scheme be started up in East Peckham.

17. Urgent Items: There were none

18. Matters for consideration in Private: There were none

19. Date and Time of next meeting: Confirmed as 16 November 2009

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