

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Miss. E Ellis
East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT
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Circulated to County and Borough Councillors and Public

22nd February 2022

To all Members of East Peckham Parish Council

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council to be held on Monday, 28th February in the Meeting (Committee) Room at the East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT at 7.00 p.m.

Yours faithfully

Emily Ellis

Parish Clerk

FILMING OF MEETINGS – It is possible that this meeting may be recorded by third parties. If members of the public do not wish to be filmed, please contact the Clerk before the meeting starts.

AGENDA

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The meeting is open to the press and public.

1. **Apologies for absences and absentees:** To receive any apologies.
2. **Declarations of Interests and/or lobbying**
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the Agenda. *Please note that the clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct for information. Councillors are responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).*
3. **Councillor vacancies:** 2 vacancies for Parish Councillors
 - 3.1 To introduce and interview Mr A. Eastwood, if present, as a potential new councillor
4. **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present**
5. **To adjourn in order to enable members of the public to address the meeting**
 - 5.1 To receive correspondence from residents
 - 5.2 To take questions from residents
6. **Full Council Minutes**
 - 6.1 To confirm the accuracy of the minutes of the meeting held on 24th January 2022

- 6.2 To receive an update on any matters arising not included elsewhere on the agenda
- 7. Allotments**
- 7.1 To receive an update from the committee: sapling removal, contractor works
- 7.2 To discuss and decide on any other matters arising
- 7.3 To discuss and approve the cost of pipe connection from SE Water, planning costs, poly tunnel costs
- 7.4 Clerk to confirm number of vacant plots and number on waiting list
- 8. Jubilee Hall & Playing Fields**
- 8.1 To discuss and approve quotations from Clerk for window covers
- 9. Village matters**
- 9.1 Clerk to report back on interest in continuing loyalty scheme from village shop owners
- 9.2 To receive an update on the relocation of the sandbag container in The Pound and to approve costs to move it.
- 10. Groups & Organisations:** Members who attended any committee meeting of the Parish Council will be invited to give a brief report.
- 10.1 To receive an update from the Village Events Committee
- 10.2 To receive an update from the Youth Committee
- 10.3 To receive an update from the Climate Change Committee
- 10.4 To receive an update from the Local Developments Committee
- 10.5 To receive an update from the Finance Committee
- 10.6 To receive an update from the Building Maintenance Committee
- 10.7 To receive an update on: Welcome Back Fund update from Clerk
- 11. Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.**
- 11.1 Nurses fund update from D. Seal
- 12. Finance**
- 12.1 Bank Reconciliations as at 1st January 2022 and 1st February 2022 (To follow)
- 12.2 Financial Transactions for approval
- 12.3 Financial Transactions that have not been approved or minuted.
- 12.4 Unity Trust Bank Online banking update: paperwork to be signed for pre-approved debit card
- 12.5 Update regarding Natwest Bank Account
- 12.6 Update on Cambridge Bank Account: signatures required on paperwork, statement received
- 12.7 To approve quotes received, including: CCTV, footpath to school, car park, Jubilee Hall floor
- 12.8 To approve the renewal of the fire equipment maintenance contract
- 13. Community Resilience and Environment**
- 13.1 Community Emergency Plan final update: D. Seal
- 14. Parish Council Training requirements:** To consider training opportunities for members and clerks
- 14.1 Bitesize training from KALC
- 14.2 Conferences
- 15. Parish Online, Newsletter and Website**

- 15.1 Newsletter: Written and submitted by Clerk/Asst Clerk. To receive an update to what Cllrs would like to see included.
- 15.2 Parish Online: update to be received
- 15.3 Councillors to ensure profiles are up-to-date (including registers of interest)
- 15.4 To adopt any updated policies
- 16. Policies**
 - 16.1 Policies are currently being updated/rewritten to be readopted. The Clerk welcomes feedback from Councillors on content.
 - 16.2 To approve or amend Expenses Policy and Allotment Policy
- 17. Church**
 - 17.1 To receive any updates or information
- 18. Planning and Transportation**
 - 18.1 See separate agenda for planning and transportation matters
- 19. Matters for Future Discussion**
 - 19.1 Annual Report: could all councillors prepare a short report on the life of a councillor
 - 19.2 The redecoration of the inside of Jubilee Hall building
 - 19.3 To consider how to promote hall hire: Futsal team
- 21. Matters for Consideration in Private**
 - 21.1 Staffing update
 - 21.2 To review and decide upon Cllr application
- 22. Date and Time of next meeting:** To confirm as 21st March 2022 at 7.00 p.m.

NOTES:

- a) The meeting is open to the press & public.
 - b) The Parish Council allows a short period of time at meetings of the Full Council when residents can put questions to the council. At other times the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders so as to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature
 - c) Mobile phones are to be turned off during the meeting.
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