

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Miss. E Ellis
East Peckham Jubilee Hall, Pippin Road, East Peckham, Kent, TN12 5BT
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Minutes of East Peckham Parish Council Meeting on Wednesday 28th September 2022 at 7PM in Meeting Room at Jubilee Hall.

1. **Apologies for absence:** Cllrs L. Browning, T. Fryer, S. North, R. Mewett, T. Eastwood. KCC Councillor S. Hudson
Absent: Community Warden, PCSO, Borough Councillors
Present: Cllrs M. Williams (Chairman), D. Seal (Vice Chairman), M. Ferguson, M. Joannes, M. Barton
Also present: E. Ellis (Clerk), J. Perretta (Assistant Clerk)
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.
M. Ferguson declared an interest in the Village Hall application for funding
3. **Elections and Vacancies**
 - 3.1 **Councillor vacancies:** 1 vacancy for Parish Councillor to co-opt
[Interview candidate not present so deferred to next meeting](#)
4. **Reports from County Councillor, Borough Councillors, PCSO & Community Warden**
[County Councillor S. Hudson is attending a KCC funding meeting](#)
5. **To adjourn in order to enable members of the public to address the meeting**
 - 5.1 To receive correspondence from residents
[Exercise equipment damage reported – item has been removed prior to the meeting date. Assistant Clerk to review prices for replacements.](#)
 - 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 18th July 2022
[D. Seal proposed and a show of hands resolved to agree that the minutes be signed](#)
7. **Allotments**
 - 7.1 To confirm AGM date and time
[7th October, 6PM, Meeting Room](#)
8. **Groups & Organisations:** Members who attended any committee meeting of the Parish Council will be invited to give a brief report.
 - 8.1 To receive a report from the Events Sub-Committee Chairman and discuss and agree any spend (including garden competition)
[Chairman not present, Vice Chairman M. Barton notified those present that the Christmas Light Switch On is in profit, the Halloween event is getting a regular trickle of bookings. Garden competition to be discussed by Events Sub-Committee.](#)
 - 8.2 To receive a report from the Climate Change & Community Resilience Committee Chairman and agree any spend#

Chairman not present, J. Perretta reported that solar panels, LED street lights and water saving devices are currently being reviewed.

8.3 To receive a report from the Planning & Transport Committee Chairman and Local Development Sub-Committee Chairman

Chairman not present. Cllrs present stated that the Local Development Sub-Committee is reviewing the Local Plan.

8.4 To receive a report and approve any actions from Council Assets Committee Chairman

Chairman not present. M. Williams reported that they had reviewed a number of assets and maintenance issues for Jubilee Hall. J. Perretta presented quotes not approved by committee and returned to full council. After a lengthy discussion, D. Seal proposed that Committees approve expenditure at their relevant meetings, as per Standing Orders. M. Ferguson seconded this with the clause that if 1 item costs more than 25% of the annual budget, the decision must come back to full council. M. Joannes seconded this and proposed that expenditure under £1,000 does not need to be referred back to full council. M. Ferguson seconded the £1,000 limit and a show of hands resolved to agree that this rule be enforced.

8.5 To approve Terms of Reference for all committees and sub-committees

No objections to Terms of Reference from any Cllrs present. A show of hands resolved to agree that they be adopted and signed by the Chairman of each Committee/Sub-Committee at the relevant meetings.

9. Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.

9.1 To receive important notes and feedback on any trainings undertaken

None

9.2 Dementia Friends Community update

E. Ellis reported that the DFC held an afternoon tea party which was popular and well enjoyed. Residents of the village and of the care home specifically attended.

10. Finance

10.1 Bank Reconciliations as at 1st July and 1st August, 1st September (To follow)

See transaction list with agenda

10.2 Financial Transactions for approval

None. Transactions can be viewed on documents in line with 10.1

10.3 Financial Transactions that have not been approved or minuted

None.

10.4 To discuss and approve donation and grant requests

Including: North & West Kent Citizens Advice, Village Hall windows, PW Advice Centre

It was proposed by M. Ferguson and resolved to agree by a show of hands that Citizens Advice and PW Advice Centre received £250 each.

It was proposed by M. Williams and resolved to agree by a show of hands that the Village Hall receive £500 towards their window replacement costs.

10.5 To discuss and approve quotes received

To install an outdoor tap for £150. Proposed by M. Barton, seconded by M. Ferguson and resolved to agree by a show of hands that the tap be installed.

To hire a portaloos for the Halloween Event if the hall is unusable as the floor is being resealed: Proposed by M. Williams, seconded by M. Joannes and resolved to agree by a show of hands that the toilet is hired from Euroloo.

To clean and repair the paintwork on the green shelter in the Playing Fields at a cost of £600. Proposed by M. Williams, seconded by D. Seal and resolved to agree by a show of hands that the shelter be repaired and cleaned by One Touch Kent.

To repair/replace fencing/fence panels between Jubilee Hall Car Park and the adjoining house in Pippin Road. Proposed by M. Williams, seconded by M. Barton and resolved to agree by a show of hands that Elm Fencing install.

To replace benches that have been removed due to damage/wear and tear. Following discussion, it was proposed by M. Ferguson and seconded by M. Barton that under Section 101 the purchase of 2 picnic benches and 2 seat benches be delegated to E. Ellis and J. Perretta.

10.6 To receive information from the Clerk on how Councillor Allowances work and how they are calculated

E. Ellis explained that Councillor Allowances at Parish level are calculated as a percentage of Borough allowances. They are usually decided by an Independent Panel, which TMBC is currently putting together. Councillors can either have an allowance or claim expenses. D. Seal proposed that Cllrs not take allowances but claim expenses when necessary. A show of hands resolved to agree to defer this matter until an update is available or budgeting requires a decision.

10.7 To review Community Fridge initiative and agree to apply for funds for an additional fridge freezer

M. Williams proposed, M. Joannes seconded and a show of hands resolved to agree that E. Ellis identify an appropriate fridge freezer for the space available and apply for funding to KCC through S. Hudson

10.8 To review insurance renewal

Insurance renewal acknowledged as current long term agreement lasts another 2 years.

11. Parish Council training requirements: To consider training opportunities for members/clerks

Playground Inspection	21 st September, 1-5:30PM	In Elham
Dynamic Councillor	27 th September, 10AM-1PM 24 th November, 6PM 23 rd March, 6PM	Online
Building a Two-Way Conversation with your Community	28 th September, 5:30-7:30PM	Online
Intro to planning	29 th September, 6-9PM	Online
Parish Highways seminar (KCC)	4 th October, 9.30AM 6 th October, 9:30AM 11 th October, 9:30AM 13 th October, 9:30AM	Online
Finance Conference	19 th October, 10AM	Bethersden Village Hall
Chairmanship Conference	3 rd November, 10AM	
KALC AGM	19 th November	Ditton Community Centre

NALC events: <https://www.nalc.gov.uk/our-events>

KALC bitesize training: https://www.kentalc.gov.uk/Bitesize_Training_31970.aspx

M. Joannes requested he be informed of next playground inspection course and booked onto November Dynamic Councillor course

12. Parish Online, Newsletter and Website

12.1 To receive any updates

13. Policies

13.1 To adopt new or review out of date policies and agree to remove any that are not necessary

Aims and Objectives (2017) – To be removed as irrelevant due to date

Aims and Objectives Strategy (2017) – To be removed as irrelevant due to date

Appraisal policy (2017) – to be replaced with NALC's template Performance and Improvement Policy to ensure compliance

Clerk's Year Procedures (2017) – To be removed as not a policy and irrelevant for the public Code of Conduct (2012) – to replace with Scribe's template policy

A show of hands resolved to agree that Aims and Objectives, Aims and Objectives Strategy and Clerk's Year Procedures be removed, Appraisal Policy be replaced with Performance and Improvement Policy and, following a discussion, the Code of Conduct be replaced by the Kent Members Parish/Town Council Code of Conduct.

14. Church: To receive any updates or information

14.1 To receive an update on any agreements for grass cutting and outdoor maintenance

M. Joannes proposed, D. Seal seconded and a show of hands resolved to agree that the Churches Conservation Trust also sign a grass cutting agreement for their half of St Michael's for 10 cuts per year organised and paid for by the Parish Council.

14.2 To review and agree any actions for sale of land outside Methodist Church

No information available.

15. Matters for discussion in private:

15.1 To receive staffing update and decide on actions

15.2 To review and vote on councillor application

Noted.

Date and Time of next meeting: To confirm as 17th October 2022 at 7.00 p.m. To confirm by email as 5 councillors not present.