

# 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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13<sup>th</sup> February 2023

Dear East Peckham Parish Councillors,

**YOU ARE HEREBY SUMMONED TO ATTEND** a Full Council Meeting of the Parish Council on Monday 20<sup>th</sup> February 2023 in the Meeting Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 7pm

J. Perretta, Assistant Parish Clerk

## Minutes

1. **Apologies for absences and absentees:** To receive and approve any apologies.  
**Present** – Cllrs M. Williams, D. Seal, T. Fryer, T. Eastwood, M. Barton, S. North, L. Browning, M. Joannes, Assistant Clerk, , Borough councillor M. Boughton and County councillor S. Hudson, 1 x resident.
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). None.***
3. **Elections and Vacancies**
  - 3.1 **Councillor vacancies:** 3 vacancies  
**Note:** elections in May (online training is available).  
It was agreed by all Cllr's they would arrange a workshop to assist each other to complete the election paper work. Clerk does not need to be present.
4. **Reports from County Councillor, Borough Councillors, PCSO & Community Warden**

**Report given from county councillor S. Hudson** - KCC will have very little government support available so they will increase the children's Kent saver bus pass will increase to around £600 per child. Adult social care eats up most of the budget therefore they are looking at possible cuts such as community wardens and their long term future. Hudson has 300 samplings to give away each year so has offered some to the PC for social spaces. D. Seal will check this and report back to councillor.

**S. Hudson has spoken to Inspector M. Summerfield about the boy racers situation on Hale Street and the bypass. Cameras have been put on the bypass by police. These use ANPR recognition. To utilise S. Hudson would like to be notified of when race nights are taking place and she will report straight away to the police.**

**Borough report from M. Boughton**– The borough is not in debt however there is significant saving challenges.£350.00 savings target just met 22-23. Waste service looking at new fleet service. Terminating current lease on existing vehicles and invested in a new fleet this year. This will be voted on 21.02.2023.

5. **To adjourn in order to enable members of the public to address the meeting**
  - 5.1 To receive correspondence from residents – R. Mewett has reported a sharp piece of wood sticking out in Church Lane. JP has confirmed this needs to be removed.
  - 5.2 To take questions from residents
  
6. **Full Council Minutes - To confirm the accuracy of the minutes of the meeting held on 16<sup>th</sup> January 2023.**  
**Proposer – D. Seal**  
**Seconder – L. Browning**  
**Show of hands.**
  
7. **To receive a report from the Chairman/Assistant Clerk.**
  - 7.1 **To give update on CAB energy saving event** – M. Williams reported that no one attended the event. Council to look at this in the future.
  - 7.2 **To discuss the South East water refund of £7,500 and decide how it is spent** – Deferred until EP primary school has offered a report on how they would spend a donation.
  - 7.3 **To discuss and decide how to spend the £453.82 Currys refund (fridge).** It was agreed the assistant clerk can proceed in purchasing another fridge.
  - 7.4 **To update all present on the future refurb plans for the methodist church and to decide if the PC will proceed in the sale of the land.** It was agreed to allow the church to remove the bushes outside of the church entrance and for the PC to retain the land. JP will write to the church to confirm this.  
**Proposer – T. Eastwood**  
**Seconder – M. Joannes**  
**Show of hands.**
  - 7.5 **To discuss and decide how to proceed with the cleaning/ managing of the public toilets.-** It was agreed the toilets would be repaired and reopened and Cllr M Joannes will open and close (times to be decided) for one month and council will reassess. JP will present quotations for CCTV and electric gates at next meeting.
  - 7.6 **To discuss and decide on the kitchen & cooker refurb quotations.** D. Seal has updated all present on the style of kitchen and who will fit the kitchen. D. Seal & M. Barton will go to Magnets to look and purchase kitchen already agreed by the asset committee.  
**Proposer – M. Barton**  
**Seconder – T. Eastwood**  
**Show of hands.**
  - 7.7 **To discuss and resolve a decision to proceed with a neighbourhood plan. It was discussed and agreed we do not proceed with the neighbourhood plan.**  
**Proposer – S. North**  
**Seconder – D. Seal**  
**Show of hands**
  
8. **To offer a report on items discussed and resolved at the last meeting**
  - 8.1 Facebook posts actioned regarding identification needed to vote in May. Thefts of catalytic converters.
  - 8.2 Assistant clerk offered a report to TMBC due to the lack of salt in salt bins + planning breach in Smithers Lane.as reported by a resident.
  - 8.3 Number 6 bus will continue to be in service.
  - 8.4 Methodist church donation of £50.00 paid.

**9. Groups & Organisations: Members who attended any committee meeting of the Parish Council will be invited to give a brief report.**

**9.1 To receive reports from the Chairman of Committees, Sub-Committees and Working Groups that have met in the last 4 weeks.**

T. Fryer offered a report on the Climate committee meeting. All updated that the solar panels are still waiting to be commissioned due to an external phase issue with N Power.

T. Eastwood – offered a report on the assets meeting. It was discussed an asset register is required to document each individual asset belonging to the PC.

It was discussed and agreed to extend the tarmac to the footpath to the price of £5,800 + VAT

**Proposer – L. Browning**

**Seconder -T. Eastwood**

**Show of hands**

L. Browning has confirmed Coronation event will be on Monday 8<sup>th</sup> May and will have entertainers/ food stalls/vendors.

M. Williams offered a report from the finance committee – It was confirmed who signatories are and his application to The Cambridge to transfer £50,000 of reserves to cover current maintenance invoices.

**Proposer – T. Eastwood**

**Seconder – M. Joannes**

**All hands**

It was agreed the accounts need to have a process to be followed and a process to be documented for any future use.

**9.2 To receive an update from M. Joannes on the pump track funding & any relevant information.-** M. Joannes and M. Williams offered an update. Contractor has 2 plans to present however requires agreement first. Council agree they would like to know how the plan looks first and require the outer footpath to be included in the funding and plans. Council have resolved to invite contractor to a meeting which will include the chairman and a committee member from Assets and Youth. JP to arrange meeting and send invites to councillors.

S. North and 1 x resident will look into funding as an alternative if discussions are not successful.

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

**10.1 To receive important notes and feedback on any trainings undertaken –**

D. Seal attended a national flood forum. The environment are producing a document on what you can and cant do ref the environment. It was confirmed a volunteer has come forward to cover the Little Mill area.

M. Williams and J. Perretta attended a year end scribe training.

**10.2 To receive an update or report for any external or other meetings attended - None**

**11. Finance**

**11.1 Bank Reconciliations as at 20<sup>th</sup> February 2023.- Deferred**

**11.2 Financial Transactions that have not been approved or minuted**

Electrician to safety check cooker – £75.00

Lock smith to repair front door - £65.00

11.4 To discuss and agree to the purchase of – monitors for the office. It was resolved to agree JP can contact out IT provider for advice.

**Proposer – M. Joannes**

**Secunder – S. North**

**Show of hands.**

11.5 To discuss and agree to a donation to EP Primary school to support school trips. It was discussed the donation can not be for 1 family only however a donation given can be used at the schools discretion.

11.6 To discuss and resolve how to proceed with the current contractors and decide how to amend any contracts/rates. It was discussed and agreed all contractors must have invoices approved through the office and any additional costs without an invoice will not be paid.

11.6 To discuss and agree to the repair/replace clock belonging to the Methodist Church. It was discussed and agreed JP would arrange to get quotations to get the clock repaired and report back to council.

11.7 To discuss and agree to football pitch marking. Assistant clerk to present quotation. JP discussed quotation given and council agreed this was too expensive. It was agreed by all present going forwards football teams to mark their own pitches.

11.8 To discuss and agree to the external cleaning to gutters, drains, wall paint pointed out on the 5 year maintenance plan. It was discussed that the asset committee had discussed this quotation and approved this with the amendment of only 1 gutter clean to be included. Full council approved.

**Proposer – T. Eastwood**

**Secunder – M. Williams**

**Show of hands**

11 **Parish Council training requirements:** To consider training opportunities for members/clerks NALC events: <https://www.nalc.gov.uk/our-events>  
KALC bitesize training: [https://www.kentalc.gov.uk/Bitesize Training 31970.aspx](https://www.kentalc.gov.uk/Bitesize_Training_31970.aspx)  
Scribe – organising successful community events.  
<https://www.scribeaccounts.com/blog/scribe-academy-tm-season-4-free-webinars-for-local-council-clerks-and-councillors>

11.1 KALC awards – To agree to accept the award scheme.

**Proposer – M. Williams**

**Secunder S. North**

11.2 To discuss the nominations of R. Mewett & K. White.

**Agreed – 6**

**Against – 1**

**Undecided - 1**

12 **Parish Online, Newsletter, Website, Communications and Office** – To receive any updates. - None

13. **To review and agree staffing requirements –**

13.1 **To resolve to agree to a student undertaking work experience. 3<sup>rd</sup> – 7<sup>th</sup> July. Assistant clerk to confirm Gallaghers insurance information.**

It was agreed by all present to proceed with this.

**Proposer – L. Browning**

**Secunder – M. Joannes**

**Show of hands**

14 **To discuss and decide on staffing the weekly community fridge event and if a rota should be set up.** It was discussed and decided this will continue as it is.

**15 Matters for discussion in private** - Council to agree to the appointment of a new Clerk.  
Full council agreed to the appointment of M. Piscina as clerk starting on 27.02.23.  
**Proposer – T. Fryer**  
**Seconder – M. Joannes**  
**Show of hands.**

**15.1 Matters to be discussed and decided at the next meeting.**

**Date and Time of next meeting: Monday 20<sup>th</sup> March at 7pm.**