

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Mrs Michelle Piscina
East Peckham Jubilee Hall, Pippin Road, East Peckham, Kent, TN12 5BT
Telephone: 01622 871309 Email: councilmanager@eastpeckham-pc.gov.uk

Minutes of the Annual Parish Council Meeting duly convened and held on Wednesday 10th May 2023 at 7pm

MINUTES

Present: Councillors M. Williams, D. Seal, M. Barton, S. North, T. Eastwood, T. Fryer, R. Mewitt, D. Fairless, M. Joannes, Parish Clerk M. Piscina (Minute taker)

1. **Welcome and Introductions**

2. **Election of Chair (to sign Declaration of Acceptance Office) & Vice Chair**

M Williams Nominated as Chair – **proposed by** T. Fryer, **seconded** S.North, **all in favour**
D Seal nominated as Vice Chair – **proposed by** M. Joannes, **seconded by** T. Eastwood, **all in favour**

3. **Apologies for absences and absentees:** To receive and approve any apologies.
Councillors Lisa Browning, Sarah Hudson and Matt Boughton

4. **Declarations of Interests and/or lobbying**

Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the Agenda.
None declared

5. **Minutes of the previous meeting** - To confirm the accuracy of the minutes of the meeting held on 26th April 2023

T. Eastwood clarified his comments regarding building works done on behalf of the council at the previous meeting.

6. **To offer a report on items discussed and resolved at the last meeting**

Solar panels pack now received from New Era energy, clerk to forward on with details.

Kitchen quote - £7365 heat resistant. Stain resistant. Previous quotes were £9k+ not including fitting.
Commercial kitchen quote never received, despite chasing.

R. Mewitt suggested DIY kitchens, offered to measure up and get a quote. All in favour.

Wooden benches – defer

Cost of Living support grant – resolved to discuss with the Salvation Army / Community Warden and consider potential application

7. **Elections and Vacancies**

7.1 Councillor vacancies: 1 vacancy

8. **To receive reports from County Councillor, Borough Councillors, PCSO & Community Warden**

None present

9. **To adjourn in order to enable members of the public to address the meeting**

9.1 To receive correspondence from residents

9.2 To take questions from residents

None present

10. **To review the Terms of Reference** and appointment of members to existing committees, including election of chairpersons, and responsible areas of the village (see Excel sheet)

Terms of Reference accepted – **Proposed:** D. Seal, **Seconded:** M. Barton, **All in favour**

Committee Members:

Full Council - All Councillors

Planning and Transportation – M. Williams, S. North, D. Seal, D. Fairless, M. Barton, T. Eastwood, T. Fryer, R. Mewitt

Allotments – T. Fryer, L. Browning, M. Williams

Climate – R. Mewitt, D. Seal, T. Fryer

Council Assets – T. Eastwood, M. Joannes, D. Seal, R. Mewitt, M. Williams

Finance – M. Williams, T. Eastwood, S. North, M. Joannes

Local Development – D. Seal, S. North, T. Fryer, R. Mewitt, M. Williams

Staffing – L. Browning, D. Seal, M. Joannes

Youth and Community – L. Browning, M. Barton, D. Fairless, T. Fryer, M. Joannes

Sub Committee: Events – L. Browning, M. Barton, D. Fairless, D. Seal, M. Joannes

Please see Appendix 1 at the end of the minutes for the list of roads each Councillor is responsible for.

11. **To review appointment of the Council's representation**

- Kent Association of Local Councils - MW
- TMBC Parish Partnership Panel (PPP) - RM
- TMBC Transportation Board - RM
- TMBC Joint Standards Committee - MW
- Dementia Friendly - MW

12. **To recommend to Council:**

12.1 Approval of policies (full list under Appendix 2)

All approved, **Proposed:** T. Eastwood **Seconded:** M. Barton, **All in favour**

12.2 Approval of review of inventory of land and other assets including building and office equipment (Asset Register) – **Approved,** Proposed: D. Seal **Seconded:** S. North **All in favour**

12.3 Approval of updated Contractors List

Voltage Electrical – Electrics

KS Cleans – Cleaning

Bingham Security Solutions – CCTV

HOCU – Plumbing

One Touch Cleaning – External Building Maintenance

Mark Edwards – Village Maintenance and Grass Cutting

Kent Grassland Services – Grass cutting

Approved, **Proposed:** D. Seal, **Seconded:** M. Joannes

12.4 It was noted that arrangements are in place for all insurable risks.

13. **Finance**

13.1 To review and approve Annual Accounts and Bank Reconciliation as at 31st March 2023.

13.2 To approve and review any previous month's outstanding Accounts and Bank Reconciliations

13.3 To receive and note the Internal Auditor's year-end report

13.4 To recommend approval of Annual Governance Statement 2022/23 (Section 1)

13.5 To note the Responsible Finance Officer (the Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2022/23 present fairly the financial position of the Parish Council.

13.6 To recommend approval of The Accounts and Accounting Statements (Section 2) 2022/23

Accounts completed, awaiting final sign-off, points 13.1-13.4 deferred to June meeting.

- 13.7 To agree Bank Signatories and mandates

The current signatories were approved: **Proposed:** S. North, **Seconded:** T. Fryer, **All in favour**

Unity – M. Williams, M. Joannes, D. Seal

HSBC – M. Joannes, M. Williams

Cambridge – M. Williams, D. Seal. Access for M Piscina to be requested

- 13.8 To approve Direct Debits / regular Faster Payments for 2023/24

Veolia (Waste collection)

BT (Phoneline & Internet)

British Gas (Gas)

Castle Water (Water)

Drax (Electricity)

Nest (Pensions)

KS Cleans (Jubilee Hall & Public Toilets Cleaning)

Proposed: S. North, **Seconded:** T. Fryer, **All in favour**

- 13.9 It was noted that Section 137 expenditure allowance for 2023/24 is £9.92 in accordance with The Local Government Act 1972 ("the 1972 Act") -

- 13.10 To discuss and resolve any requests received for grants and donations

Evergreens request for a grant was discussed and approved – **Proposed:** M. Williams, **Seconded:**

S. North, **All in favour**

- 13.11 To discuss and approve quotes received

It was resolved that the quote for cleaning the green bus shelter at the Jubilee Fields was not required.

14. Matters for discussion in private

Proposed no action taken, other than to decline responsibility at this time: **Proposed** T. Eastwood, **Seconded:** R. Mewitt, **all in favour**

15. Matters to be discussed and decided at the next meeting.













None

Date and Time of next meeting: Wednesday 21st June at 7pm

Signed

Dated

Road Name	Qty of Houses	Councillor	Road Name	Qty of Houses	Councillor
Hale Street	80		Westwood Road	50	
Bardsley Close	8		Cotman Way	6	
Beechwood Close	5		The Old Dairy	7	
Cates Court Hale Street	8		William Luck Close	16	
Hale Court	9		Drage Road	42	
Hop Bine Close	19			121	D. Williams
Pattenden Gardens	19		Legion Close	4	
Smithers Court	22		Marvillian Close	16	
Smithers Lane	31		Orchard Road	21	
	201	D. Fairless	Peckham Court	7	
Addlestead Road	43		Red Roses Close	7	
Chidley Cross Road	24		The Freehold	55	
Snoll Hatch Road	55		Pinkham	5	
	122	T. Eastwood		115	M. Joannes
Bramley Road	34		Church Lane	20	
Fell Mead	36		Old Church Lane Court Lodge Cottages	7	
Pippin Road	22		Roydon Hall Road	9	
Russett Road	22		Old Church Road Twysden Cottages	7	
Stockenbury	12		Old Church Lane Worcester Cottages	2	
	126	T. Fryer	Martins Lane	3	
Bells Farm Road	24			48	D. Seal
Bullen Lane	39		Crown Acres	61	
Bush Road	24		Golding Gardens	60	
Hatches Lane	3		Henham Gardens	31	
Standford Lane	3		Whitebine Gardens	12	
	93	S. North		164	M. Barton
Beltring Road	11		Old Road	129	
Maidstone Road	12		Strettitt Gardens	15	
Grove Close	5		Medway Meadows	32	
Branbridges Road	10		Riverside Mews	2	
	38	D. Seal		178	R. Mewitt
			Pound Road	95	L. Browning

-  EPPC Communications PoDependents Leave PLEARNING AND DEV
-  Emergency
-  EAST PECKHAM
-  Data Protection May 2023.pdf
-  Standing Orders EPPC May 2023.pdf
-  Scheme of Delegation May 202
-  Risk Assesment May 2023.pdf
-  Performance Improvement and A
-  Model Financial Regulations 2019 fopolicy
-  Maternity leave policy May 2023.pdf
-  internal control May 2023.pdf
-  EPPC Expenses Policy May 2023.pdf

-  Local Development Committee.pdf
-  FINANCE COMMITTEE TERMS
-  Council Assets.pdf
-  Climate Committee.pdf
-  Allotments.pdf
-  Youth & Community.pdf
-  Village Events V2.pdf
-  Staffing Committee combined.pdf

Policies + Terms of Reference

Details

23/5/23

MHCC