

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Mrs M Piscina,
East Peckham Jubilee Hall, Pippin Road, East Peckham, Kent, TN12 5BT
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Minutes of the Full Parish Council Meeting duly convened and held on Wednesday 21st June 2023 at 7pm

MINUTES

Present: Councillors M. Williams, D. Seal, M. Barton, S. North, T. Eastwood, R. Mewett, D. Fairless, M. Joannes, Parish Clerk M. Piscina (Minute taker) County and Borough Councillor S. Hudson and Borough Councillor M. Boughton

1. **Apologies for absences and absentees:** To receive and approve any apologies.

Apologies: Councillors T. Fryer, S. North, D. Seal and S Hudson

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

None declared

3. **Minutes of the previous meeting** - To confirm the accuracy of the minutes of the meeting held on 10th May 2023

To be added to the minutes: To note that the Internal Auditor is Stuart Pollard and the appointed External Auditor is Mazars.

Minutes approved; **Proposed:** M. Joannes, All in favour

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

R. Mewett has received a quote for the supply of new units and worktops, to include all plinths, panels and doors: £3764.87. It was resolved that R Mewett would do a full spec quote and pass to the clerk to get quotes. Proposed: T. Eastwood, All in favour

Cost of Living Support Grant – M Williams successfully applied for the grant and monies have been received. M Williams to liaise with the Village Stores and the Newsagents as to how the process will work in terms of residents receiving the food package / energy top up and subsequent payment made to the Village Stores / Newsagents from the grant.

5. **Elections and Vacancies**

5.1 Councillor vacancies: 1 vacancy

6. **Reports from County Councillor, Borough Councillors, PCSO & Community Warden**

6.1 Update on current local policing provision for East Peckham – PCSO Levi Caruana attended the meeting briefly to introduce himself. He is based in Tonbridge and will cover East Peckham, Hadlow and Watringbury. My Community Voice is the new tool from Kent Police and is a fast and interactive way to get information to the police, particularly about specific issues. PCSO Caruana will endeavour to make regular visits to the village and meet residents and businesses; will email his contact details to the council.

6.2 Update on future of Community Wardens – Councillor Boughton provided an update; KCC will start the consultation process from July to October of this year. KCC need to reduce their budget by £2m. There is concern that the cut in the service will have a significant knock-on effect on other services that other local councils will then have to pick up / pay for.

Councillor Boughton gave a brief update on behalf of Councillor Hudson, who was attending a KCC meeting and so unable to attend. Councillor Hudson has been attending meetings on Devolution, the community Warden Service and the widening of the A228 in Mereworth, with updates to follow.

Councillor Boughton gave an update on the Litter Enforcement contract, with the outsourcing to continue as is. Since October 2022, 1500 people have been fined for littering, and there have been 8 for instances of fly-tipping; The Co-op at Branbridges was recently bought by ASDA however the Competition and Markets Authority view it as anti-competitive in nature and so it has again been put up for sale. He recognises the uncertainty this causes to local employees and staff and will be monitoring the situation; A second caravan has now been placed on the site by Khan Spice. The original appeal is currently with enforcement and the second mobile home does not affect the original notice. Councillor Boughton asked if EPPC would like the parking issues within the centre of the village adding to the consultation list under Parking Action Plan. It was resolved to say yes.

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

No residents present or correspondence received.

8. To receive a report from the Chairman / Clerk.

Clerk offered a report in section 13.1 of the agenda under the new website.

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

Assets – T Eastwood carried out a short feasibility study on the need for public toilets at the playing fields, has spoken to local residents, childminders, dog walkers who all felt that there was a need for them. Having reviewed previous quotes that suggested extra buildings would be required, has proposed an alternative suggestion of using the old referee's changing room. He noted that 24/7 access would increase possibility of vandalism, and also that the Disability Act 2014 of the need for disabled access to it. It was resolved that T. Eastwood would continue to look at prospective options for access. **Proposed:** M. Joannes, **Seconded** M. Barton, all in favour

9.2 To discuss and resolve placement of the refurbished benches

It was resolved that the benches would be placed around the multi-trunked tree at the playing fields. **Proposed:** T. Eastwood, **Seconded:** M. Joannes, all in favour

9.3 To receive an update and to resolve any decision regarding the Jubilee Hall kitchen upgrade
The fridge freezer has been ordered and delivered but is too small, so will be returned and a larger one ordered in its place.

9.4 To discuss and resolve potential requirements for car park resurfacing quotes

1 quote has been received so far, with others to follow. It was resolved to include more disabled bays and diagonal parking for safer entry and exit of spaces, and to look at options for trimming the hedge back. Fire hydrants to be identified and painted yellow – action to ask D. Seal of their locations.

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

9.5 To discuss and resolve increasing the Assets Committee spend limit to £1000

It was resolved that the limit would be increased to £1000. **Proposed:** T. Eastwood, **Seconded** M. Joannes, all in favour

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
T. Eastwood expressed an interest in attending Fundraising Training

- 10.2 To receive an update or report for any external or other meetings attended
R. Mewett will be attending the Regulation 18 Consultation meetings
D. Seal has attended an online meeting regarding a resilience plan, of the 27 Parishes represented, EPPC appear to be the only one with the first drafts of a plan.

11. Finance

- 11.1 Bank Reconciliations to be approved for April and May 2023 - deferred due to focus having been on completing the AGAR ahead of the deadline. Training also required for assistant clerk to understand the reconciliation process, which the clerk will provide.

- 11.2 To review and approve Schedule of upcoming payments

Parish Online	£205.20
KS Cleans	£725.00
Laddingford Engineering	£450.00
Pest Control	£90.00
EJP Fire Protection Ltd	£164.40
Grassland Services	£TBC
Mark Edwards	£TBC

It was resolved to approve the schedule of payments, **Proposed:** M. Joannes, **Seconded:** M. Barton

- 11.3 Current budget spend to date was handed out, the clerk noted that councillors need more time to review, will send out ahead of the meetings going forward.

- 11.3.1 M. Barton requested if there was sufficient budget for grass cutting at St Michael's Church, as is done at Holy Trinity. M Williams responded that not currently budgeted for, and referred to the minutes taken on 18th July 2022, Item 14: Reviewed grass cutting at the church. Resolved that it be done max 10 times a year at Holy Trinity, but not St Michael's. Clerk to look into and report back at next meeting.

- 11.2 To discuss and resolve received and proposed requests for grants and donations
Grant request received from The Friends of East Peckham Primary School for £100 towards the cost of providing full first aid cover at their Summer Fest Music Event on 8th July. It was resolved to approve the grant request; **Proposed:** M. Barton, **Seconded** T. Eastwood, all in favour

- 11.3 To discuss and resolve quotes received, including playground gates, adult gym equipment inspection vs replacement of current equipment.
It was resolved to approve the quote for the annual play equipment inspection and receive the report before deciding upon works to be carried out. **Proposed:** R. Mewett, **Seconded:** M. Joannes, all in favour
Adult gym equipment – awaiting further quotes, deferred to next month

- 11.4 To review and Approve 2022/2023 AGAR
a) To receive the Internal Auditor's Report and note its contents: Received and noted
b) To receive the Annual Internal Audit Report for 2022/23: Received and noted.
c) To approve the Annual Governance Statement 2022/23 (Section 1) and accompanying report prepared by the Clerk and be signed by the Clerk and Chair.
d) To approve the Accounting Statements 2022-23 (Section 2):
e) To set the commencement dates for the exercise of Public Rights: Wednesday 28th June 2023 to the Tuesday 8th August 2023 inclusive.

It was resolved to approve the Annual Governance and Accountability Return for the year ending 31 March 2023: **Proposed:** M. Joannes, **Seconded:** T Eastwood, all in favour

- 12. 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
Scribe – organising successful community events.
<https://www.scribeaccounts.com/blog/scribe-academy-tm-season-4-free-webinars-for-local-council-clerks-and-councillors>
- 13. Parish Online, Newsletter, Website, Communications and Office –** To receive any updates.
13.1 Update on the new Parish Council website.
The clerk informed the council that the new website is now up and running and the last few teething issues are being ironed out. Training for the clerk to be able to update the website with agendas, articles, events and general information will take place in early July. Noted some small details need updating, where the new host had copied information from the previous website that had since changed.
- 13.1.1 Conformation to Accessibility Standards of website and documents posted on it.
The clerk highlighted that previous documents and the design of the old website did not conform to Accessibility Standards, but that great care has been taken to ensure the new site is as compliant as possible, and that the formatting of agendas and minutes etc will be reviewed in due course to ensure they also do as far as possible. Potential training on it is available, at a cost, with the website host.
- 14. East Peckham Playing Fields Development**
14.1 - Football pitch lining
M Williams raised the need for a new pitch liner, with two options available that would suit the council's needs: Option 1: £265 + VAT Option 2: £431.99 +VAT
It was resolved to purchase option one. **Proposed:** R. Mewett, **Seconded:** D. Fairless, all in favour
It was resolved to purchase goal nets for the junior pitch, for £80. **Proposed:** L. Browning, **Seconded:** R. Mewett, all in favour
- 14.2 - Public toilets
Covered under Assets
- 14.3 – Potential development of facilities available
Deferred to the Youth and Community and Assets Committees.
- 15. Bye Laws and Public Spaces Protection Order**
A copy of the Bye Laws was provided by M. Williams for the Council to consider and review
- 16. Matters for discussion in private**
- 17. Matters to be discussed and decided at the next meeting.**
Deferred Accounts and Bank reconciliations
Bye Laws

Date and Time of next meeting: *Wednesday 19th July at 7pm*

Meeting closed at 8.54pm