

EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent TN12 5BT

Clerk to the Council, Mrs M Piscina , Telephone 01622 871309

Website: www.eastpeckham-pc.gov.uk Email: councilmanager@eastpeckham-pc.gov.uk Twitter @East PeckhamPC

Minutes of the Annual meeting of the Full Parish Council held on Wednesday 15th May 2024 in the Meeting (Committee) Room at the East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT at 7.00 p.m.

MINUTES

1. **Welcome and Introductions**

Councillor M. Williams welcomed all in attendance to the meeting and explained that as it is the Annual Parish Council Meeting, the Chair and Vice Chair would be elected at the meeting, along with the acceptance of numerous policies and documents for the next financial year.

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

In accordance with legislation, the roles of Chair and Vice Chair were open for nomination and the below nominations were proposed and agreed. Declaration of Acceptance of Office was signed.

Chair – M. Williams

Vice Chair – D. Seal

Proposed: S. North Seconded: M. Joannes Show of Hands

3. **Apologies for absences and absentees:**

Apologies received for Councillors D. Seal, R. Mewett, T. Fryer, A. Courtney-Jones

Present – M. Williams, T. Eastwood, D. Fairless, S. North, M. Joannes, M. Piscina, M. Boughton, 2 residents

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

None

5. **Minutes of the previous meeting -** To confirm the accuracy of the minutes of the meeting held on Wednesday 17th April 2024

The minutes were agreed to be a true and accurate record.

Proposed: M. Joannes Seconded: T. Eastwood All in favour

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

Roof repairs – a further quote has been received and both will be covered under **13.7: Quotes**

The 2024/25 Meeting Schedule has been updated and recirculated to all councillors

7. **Elections and Vacancies**

Councillor vacancies: There are currently 2 vacancies.

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

Borough Report – M. Boughton – TMBC Annual meeting took place on Tuesday 14th May 2024 and M. Boughton will continue as leader of TMBC. In the past year the bin collection service has greatly improved, the council has been winning Planning Appeals more regularly, more affordable homes are being built, there has been an increase in schemes working on more healthy lifestyles. In the past month, there has been an introduction of the Community Enforcement Team, to help enforce Public Space Protection Orders and reduce anti-social behaviour such as nuisance drivers at night. The Brunswick Yard issues are currently being dealt with and the decision for the Church Lane development will be made shortly. The next stage of the Local Plan should be announced in the next month or so.

M. Boughton to send contact details for local police contact to M. Williams

M. Boughton also referred to correspondence just received from Planning regarding to a request for a decision on naming for a new development at Little Rhoden Farm Bells Farm Road East Peckham Tonbridge Kent TN12 5NA. The Developers require an urgent response in order to gain a postcode and be able to sell the properties.

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The Proposed names were: Appleyard Close
Pembleton Close
Baldwins Close

It was resolved to respond that the Council do not have a preference over the pre-fix ' but request the use of 'Drive' as opposed to 'Close'.

Proposed: S. North **Seconded:** M. Williams **All in Favour**

Community Warden – No report has been received. Clerk reported that it has been officially confirmed that Diane Wakeling has retained her post following the Warden Consultation and will continue to support the community in Tonbridge and Malling area.

Suspend standing orders to enable members of the public to address the meeting

9. Residents

9.1 To receive correspondence from residents

Parish Clerk: the main correspondence received from residents has been responses from residents regarding the various traffic pre-consultations EPPC has been holding recently regarding Snoll hatch / Addlestead Road, the Freehold / Orchard Road and Church Lane / Bush Road by the school. The pre-consultations have had varying responses to the suggested options, but equally have appreciated the opportunity to comment and make suggestions. All responses have been passed to M. Williams to collate and feedback to Kent Highways in due course.

Under Correspondence, Parish Clerk highlighted that she had received an email from Dell regarding a breach in their database and that some of our previous order details had been viewed by the hackers. This did not include sensitive data such as address, bank details etc, so felt no further action required at this time.

9.2 To take questions from residents
(Councillors will not have a discussion or debate on the residents' issues. They will decide if the issue is to be placed on the next Full Council Meeting Agenda or if the Clerk could reply to the resident)

Resident addressed the meeting regarding Snoll Hatch Road improvements and a timeline for them. M. Williams confirmed EPPC has yet to receive the final drawings of proposed improvements, so cannot comment for the moment. Resident stated that he is keen to have the flashing speed signs that show the speed a driver is going at. M. Boughton commented that the ATC showed 85% of drivers weren't excessively speeding although the outlying speeds were particularly high.

A second resident commented that the existing lines need to be reinstated and maintained, as well as all drivers need to be reminded to slow down and advise drivers of the dangers of that corner. Also to consider if additional restrictions need to be imposed, such as a 7.5 Tonne Limit.

M Willams explained the recent report received from Kent Highways stated that the solid white lines and 7.5 tonne limit will not be supported, and that we are still awaiting final design. M. Boughton stated S. Hudson is the best person to pass on their suggestions for road improvements, and she can in turn pass to the correct person at Kent Highways. He also explained how the ATC results have been used to help decide on appropriate action.

Standing Orders to reconvene

10. To agree the Terms of Reference and appointment of members to existing committees, including election of chairpersons, and responsible areas of the village.

Allotments: (3 Councillors) M. Joannes, A. C-J, M. Williams
Climate: (3-4 Councillors) R.M, T.F, D.S,

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Council Assets:	(3-5 councillors) T. Eastwood – Chair, D. Seal, M.J.
Finance:	(3-5 Councillors) S. North, D. Seal, M. Williams , T. Eastwood, M. Joannes
Local Development	(4 -5 Councillors) M. Willimas , D. Seal, T. Eastwood, S. North, R. Mewett
Staffing	(3 Councillors) M. Williams, D. Seal, M. Joannes
Village Events	(3 Councillors) D. Fairless, M. Joannes , A. C-J,
Youth & Community	(4 Councillors) M. Joannes, D. Seal, A. C-J, D. Fairless, M. Williams

The Terms of Reference were reviewed and it was resolved for them to be agreed, and signed by M. Williams
Proposed en block: S. North Seconded: T. Eastwood All in Favour

It was resolved the above councillors to be part of the committees as listed above.

Proposed: M. Joannes Seconded: S. North All in Favour

11. To review appointment of the Council's representation

- Kent Association of Local Councils – M. Williams
- TMBC Parish Partnership Panel (PPP) – M. Williams / R. Mewett
- TMBC Transportation Board – not required
- TMBC Joint Standards Committee – M. Williams
- Dementia Friendly – Michelle Piscina

Proposed: M. Joannes Seconded: S. North All in Favour

12. To recommend to Council:

12.1 Approval of policies: Data Protection, Dog Policy, Emergency Dependents Leave, Expenses, Financial Regulations, Learning & Development, Internal controls, Model Financial Regulations, Risk Assessments, Performance Approval and Appraisal, Scheme of Delegation, Standing Orders,

The above policies were approved en block:

Proposed: S. North Seconded: T. Eastwood All in Favour

12.2 Approval of review of inventory of land and other assets including building and office equipment
(Asset Register)

Proposed: S. North Seconded: M. Joannes All in Favour

12.3 Approval of updated Contractors List

Voltage Electrical – electricians

One Touch Cleaning – JH & Public Convenience Cleaning, External Building Maintenance

Bingham Security Solutions – CCTV

HOCU – plumbing

Paice – Legionella Testing

Bright Sparks – Streetlight Maintenance

Mark Edwards – Village Maintenance and Grass Cutting

Kent Grassland Services – Grass Cutting and Playing Field Maintenance

PC Matters – IT Support and Software Provision

KCS – Office and Cleaning Supplies

M&M – Office Supplies

It was resolved to approve the above list of contractors for the next financial year

Proposed: Seconded: All in Favour

12.4 To note arrangements are in place for all insurable risks.

Noted

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13. Finance

13.1 To review and approve Accounts and Bank Reconciliation as at 30th April 2024.

It was resolved to approve the April accounts and bank reconciliation.

Proposed: M. Williams **Seconded:** M. Joannes **All in Favour**

13.2 To review and approve Schedule of Upcoming Payments

The schedule of upcoming payments was reviewed and approved:

One Touch Cleaning	Awaiting amount due to delayed start of contract
Salaries	£3,251.43 (subject to slight increase for maintenance overtime)
Engie	£259.32
Veolia	£120*
HMRC	£654.77
Nest	£238.30 (May's figure)
Castle Water	£40*
Drax	£289.73
British Gas	£28.50*
Grassland Services	£1488.00
Domestic Rates (TMBC)	£524.00(4 th instalment, June)
Mark Edwards	£TBC
M&M Office Supplies	£507.85 payment held due to order query)
Gel Creative	£300.00

* Awaiting current invoice for these Direct Debits

Proposed: M. Joannes **Seconded:** T. Eastwood **All in Favour**

13.3 To agree Bank Signatories and mandates for 2024/25

Banks: NatWest (2 accounts) Cambridge (1 account) Unity (2 accounts)

5 Signatories agreed for each account: M. Williams, M. Joannes, T. Eastwood, S. North, D. Seal

2 signatories to be removed from Cambridge Account – M. Barton, M. Ferguson

Proposed: S. North **Seconded:** M. Joannes **All in Favour**

13.4 To approve Direct Debits / regular Faster Payments for 2024/25

Veolia (Waste Collection)

BT (Phoneline and Internet)

British Gas (Gas)

Castle Water (Water)

Drax (Electricity)

Engie (Electricity)

Nest (Pensions)

Proposed: M. Joannes **Seconded:** M. Williams **All in Favour**

13.5 To note Section 137 expenditure allowance for 2024/25 of £10.81 in accordance with The Local Government Act 1972 ("the 1972 Act")

Noted

13.6 To discuss and resolve any requests received for grants and donations

Grant request received for the recently formed East Peckham Junior's girl's football team for £800 towards their new kit. After discussion it was resolved to approve half the amount requested at £400.

Proposed: S. North **Seconded:** M. Joannes **All in Favour**

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13.7 To discuss and approve quotes received

Quote received from Bright Sparks for this year's installation / decommission of the Christmas Lights at a cost of £2,600.32. It was resolved to accept the quote.

Proposed: M. Joannes, **Seconded:** T. Eastwood **All in Favour**

A second quote has been sourced for remedial works to the Jubilee Hall Roof. As a specification of the works required was provided, and therefore quotes were like for like, it was resolved to accept the lower one; Quote A for £1450.00.

Proposed: S. North, **Seconded:** T. Eastwood **All in Favour**

Quote received for pitch overseeding, after a brief discussion it was resolved not to proceed at this time, but would revisit at a later date if required.

Proposed: M. Joannes, **Seconded:** T. Eastwood **All in Favour**

13.8 To note that a new internal auditor is to be appointed for the 2024/25 financial year

It was resolved for the Clerk to speak surrounding councils for recommendations

Noted

14. **Planning Applications received for comment to TMBC:**

LOCATION: BELLS FARM, 501, BELLS FARM ROAD, HADLOW, TN11 0JR

PROPOSAL: ref 24/00730/PA and 24/00729/PA Listed Building Application: Proposed demolition of existing Pole Barn and erection of a detached garage to Bells Farm House

It was resolved to defer to the next Planning and Transportation Meeting

Proposed: T. Eastwood **Seconded:** S. North **All in Favour**

15. **Highways Improvement Plan (HIP) copy previously circulated to all councillors before the meeting.**

15.1 To receive a brief update on the HIP following recent meeting with Kent Highways

M. Williams gave a brief outline of the updates following recent meeting with Kent Highways. Consultations have been sent out to residents along The Freehold and Orchard Road, Little Mill, and to all school parents and staff regarding possible improvements to traffic issues, with lots of responses received so far. The school remains on the agenda as Bush Lane needs to be taken into account given it's proximity to the school. Consultation to be posted online regarding double yellow lines along the bend of Old Road, just past the chemist.

15.2 To review the proposal for traffic calming in the hamlet of Snoll Hatch, following receipt of the ATC report and subsequent response received from Kent Highways

Whilst EPPC is still awaiting the final drawings for the proposed improvements, Kent Highways have stated that they will not support a solid white line being implemented, nor the introduction of a 7.5 tonne weight limit at this time. Given that response, and that a plan for improvements is already in motion, it was resolved that there is no point in adding Snoll Hatch / Addlestead Road to the HIP at this time.

Proposed: M. Joannes **Seconded:** M. Williams **All in Favour**

16. **Matters for discussion in private**

None

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

Cyber Insurance

Parish Online demonstration

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18. Date and Time of next meeting: Proposed *Wednesday 19th June 2024*

Meeting closed at 20.46