

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 a meeting of the Full Parish Council held on Wednesday 19th June 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. **Apologies for absences and absentees:**

Present: M. Williams, D. Seal, R. Mewett, T. Eastwood, A. Courtney-Jones, M. Joannes, Parish Clerk, M. Perretta, 3 residents

Apologies: T. Fryer, D. Fairless, S. North, KCC S. Hudson, TMBC M. Boughton

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

M. Joannes and D. Seal stated Interest in item 12.3 in relation to a grant request

3. **Minutes of the previous meeting**

It was resolved that the minutes of the meeting held on 15th May 2024 were a true and accurate record

Proposed: T. Eastwood **Seconded:** M. Joannes **Show of hands**

4. **To receive an update on items discussed and resolved at previous meeting**

D. Seal gave an update on the beacon lighting at St Michael's on 6th June, where 2 bellringers from Hadlow attended, along with approximately 20 residents to see the lighting of the beacon, as part of a national celebration. He also thanked everyone who helped to plan and host the Village Picnic on Sunday 9th June, most notably the Assistant Clerk, J. Perretta. It was a very successful and well attended event.

5. **Elections and Vacancies**

Councillor vacancies: There are currently 2 vacancies.

6. **Reports from Police & Community Warden**

None received

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

7. **County Councillors, Borough Councillors, Residents,**

7.1 To receive reports from County Councillor, Borough Councillors

None received

7.2 To receive correspondence from residents

Parish Clerk: Main correspondence has been regarding the recent clearing of bushes and plants along the patch of land along Hale Street – lots of concern over damage to habitats, especially in the middle of nesting season, as well as lack of any planning permission, despite reports new owner plans to build on the land. This issue has been reported to Planning Enforcement and the Police / Rural Task Force.

Received a couple of reports of overgrown hedges and verges etc, which have been reported to TMBC / PROW as appropriate.

7.3 To take questions from residents

Resident spoke regarding Planning for Pam's Pantry – are still waiting for it to be called in. EPPC confirmed that resident and EPPC should be notified in advance of the meeting. Clerk stated many meetings have currently been postponed until after the election which may be part of the delay.

Concern that Pam's Pantry is waiting for it to be demolished once Brunswick Yard has been completed. Also asked why it had to be demolished for vehicular access, when the other end by Co-op is narrower.

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Currently, builders want to knock the front of Pam's Pantry down, whilst awaiting planning permission for complete removal. Resident stated a party wall agreement is in place, but concerned that if permission isn't granted, the building won't be made good. Also concerned about the security of their house as a side door will then potentially provide easy access to break into the house. R. Mewett to visit site on Friday morning and report back to council.

Resident – Coult Stream, concerned regarding the state it has been left in following the building works on Brunswick Yard. R. Mewett to visit site on Friday morning with resident and report back.

Standing Orders to reconvene

8. Presentation of the Parish Online Tool

M. Perretta gave a brief demonstration of the updates made to the East Peckham maps and potential uses. Has currently added: all the trees and the species, the street light locations and defined if KCC / EPPC owned, benches, CCTV locations, dog bins, allotments, outdoor gym and exercise equipment, defibrillators, bollards etc. The What3Words location has been added for each item.

Clerk to enquire cost of more than 1 licence and if able to provide read-only access. Also to find out if can access other Parish's info and if you can import into it.

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

M. Williams – possibility of purchasing the land of the old allotments, in discussion with the new owner. Attended presentation by the Standards Committee (online) one aspect to note is that EPPC use the NALC standards for any complaints and 7 Nolan Principles, whilst TMBC use the Kent code and there are slight difference between the two. So when complaints are received by them, they have to compare to see if the complaint is valid according to the relevant codes.

Clerk reported that the recently planted Blossom trees had been damaged during the upkeep of the playing fields, by a trimmer. It has been reported to the contractor, who will replace the trees that don't survive, in due course. R. Mewett reported some of the graves at St Michael's appear to be showing damage, also potentially by trimmers. Clerk to report to contractor.

Clerk reported very happy with the job the new cleaners are doing. Also reported that magpies are emptying the bins at the playing fields and making a mess each day. Waiting to see if continues, and will contact TMBC waste services if so.

Clerk's Catch up – having previously been approved, this will finally take place over the summer, once the councils have submitted the AGAR and are less busy. It was resolved to approve a small budget of £25 to cover the costs of refreshments for it.

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

10. Groups & Organisations: To receive reports from the Chairman of Committees, Sub-Committees and Working Groups that have met in the last 4 weeks

Events: M. Joannes - gave a brief update re D-Day in terms of notes for next year, plus confirmation that the Halloween event will be taking place again at the end of October, with more details to follow in due course.

Youth and Community: M. Joannes - the first set of cookery classes set to commence in September, with the attendees paying a small course cost to cover the ingredients used each week. Emma's Kitchen will be providing the staff to run the course.

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

D. Seal – working with members of the EPPC History Trust to create Route Cards for Footpaths and highlights around the village, to sell to residents and visitors. To include historical references on the cards.

D. Seal – The Methodist works are nearly done enough to allow the Community Fridge to move there mid-July. The Salvation Army and The Methodist Church will take over the running of the initiative once it moves, to help secure the future of it and enhance it. It will become a separate entity with its own bank account and will have

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it's own designated area.

M. Williams: Annual Parish Meeting took place on Thursday 23rd May at the Jubilee Hall. 17 residents turned up to the meeting and it went well. A few issues raised that the Parish Council are looking into and will liaise with the residents going forward. See minutes of meeting for more details.

12. Finance

12.1 To review and approve Bank Reconciliations and Accounts for May 2024

Deferred due to focus being on the 2023/24 AGAR

12.2 To review and approve Schedule of Upcoming Payments

One Touch Cleaning Awaiting invoice

Salaries £3,251.43 (subject to slight increase for event overtime)

Engie £107.52

Veolia £136.06

HMRC £671.17

Nest £240 *

Castle Water **£164.26 in credit**

Drax £480.08

British Gas £28.50*

Grassland Services £1488.00

Domestic Rates (TMBC) £524.00(5th instalment, July)

Mark Edwards £2172

Business Stream £1096.52 & £768.91 (waste water for next quarter)

* Awaiting current invoice for these Direct Debits

It was resolved to approve the payment schedule

Proposed: M. Joannes **Seconded:** R. Mewett **All in Favour**

12.3 To discuss and resolve requests for grants and donations

Grant requests received:

Community Fridge - £350 - approved

Methodist Church - £ 905 - declined

We are Beams - £500 – declined

The above grant requests were discussed and it was resolved to approve / decline as stated.

Proposed: D. Seal **Seconded:** M. Joannes **All in Favour**

12.4 To discuss and approve submission of The Christmas Lights Grant

It was discussed and resolved to apply for the TMBC Christmas Lights Grant.

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

12.5 To receive and note the Annual Internal Audit Report

The full report was received, reviewed and recommendations noted.

Proposed: M. Joannes **Seconded:** D. Seal **All in Favour**

12.6 To review and approve all documentation associated with the 2023/2024 AGAR

- The Annual Internal Audit Report for 2023/24 AGAR: Received and noted.
- The Annual Governance Statement 2022/23 (Section 1) prepared by the Clerk: Reviewed and approved for signing by the Clerk and Chairman.
- The Accounting Statements 2022-23 (Section 2) as prepared in advance by the Clerk, including an updated bank reconciliation as at 31 March 2024: Reviewed and approved for signing by the Chairman

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- The exercise of Public Rights was set from Monday 1st July 2024 to Friday 9th August 2024 inclusive.

It was resolved to approve the above and Annual Governance and Accountability Return for the year ending 31 March 2024:

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

13. Planning Applications for comment:

Application ref: 24/00896/PA

PROPOSAL: Proposed stationing of Domestic Ground Mounted Solar Panels

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

<https://planning.agileapplications.co.uk/tmbc/application-details/158028>

No objections: **Proposed:** R. Mewett **Seconded:** T. Eastwood **All in Favour**

Application ref: 24/00854/PA

PROPOSAL: Details of conditions (materials) and 3 (landscaping and boundary treatment) (submitted pursuant to planning permission TM/23/01672/FL (Section 73 to vary planning condition 2 (plans) of TM/21/02868/FL (appeal decision ref APP/H2265/W/22/3291933) to allow for alterations to internal layout, loft conversion, roof alterations, external materials and fenestration, refuse and garden store, boundary treatments and enhancements to biodiversity).

LOCATION: 28, WESTWOOD ROAD, EAST PECKHAM, TONBRIDGE, TN12 5DE

<https://planning.agileapplications.co.uk/tmbc/application-details/157982>

No objections: **Proposed:** D. Seal **Seconded:** T. Eastwood **All in Favour**

Application ref: 24/00862/PA

PROPOSAL: Proposed replacement of the present entry gate (an old farm type five bar gate) with a pair of automated black wrought iron gates in the same location

LOCATION: THE LONG ARM, 440, BULLEN LANE, EAST PECKHAM, TONBRIDGE, TN12 5LP

<https://planning.agileapplications.co.uk/tmbc/application-details/157990>

* Please note this also has a Listed Building Planning Application as part of it: ref: 24/00863/PA

No objections: **Proposed:** T. Eastwood **Seconded:** D. Seal **All in Favour**

Application ref: 24/00949/PA

PROPOSAL: Proposed erection of single storey side and rear extension

LOCATION: 24, FELL MEAD, EAST PECKHAM, TONBRIDGE, TN12 5EQ

<https://planning.agileapplications.co.uk/tmbc/application-details/158081>

No objections: **Proposed:** T. Eastwood **Seconded:** R. Mewett **All in Favour**

Application ref: 24/00830/PA

PROPOSAL: Details of conditions 4 (hard and soft landscaping and boundary treatment) and 20 (car charging points) pursuant to planning permission TM/21/00286/FL (Demolition of existing buildings, including a dwelling house (34 Pound Road), and erection of a residential development comprising of 10 dwellings and associated works, parking and alterations to the access points to Pound Road (**Renewal of planning permission TM/16/03380/FL**))

LOCATION: DEVELOPMENT SITE AT BRUNSWICK YARD, POUND ROAD, East Peckham, Tonbridge

<https://planning.agileapplications.co.uk/tmbc/application-details/157958>

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No objections subject to Condition 11 being adhered to of application TM/21/00286/FL

Proposed: R. Mewett Seconded: D. Seal **All in Favour**

Planning Application 23/01385 condition 11 – Culvert at Brunswick Yard

TMBC Enforcement have confirmed that that the culvert has to be fully opened and that the case will remain open until all planning conditions have been complied with: *Case Ref 24/00020: The enforcement case will not close until we have confirmation anything built falls in line with the planning approval including the conditions attached."*

14. Establishment of public right of way from Drage to Westwood Road

D. Seal provided a map of the area (1969/70 map) to the council showing the area of Drage Road, Westwood road and an entrance to the carpark and then onto footpath joining the two together. If the council can prove 20+ years of a right of way, then an application to have the Public Right of Way officially recorded likely to be approved. It was resolved that the council would apply to KCC PROW, once residents have completed relevant form, to make the application on behalf of the residents:

Proposed: M. Williams Seconded: R. Mewett All in Favour

15. Potential options for alternative crossing point along Church Lane

Discussion was had on suggestions of alternative crossings of Church Lane, in order to provide safer access to / from the school and church. It was resolved to contact the Village Hall Trustees to request they discuss at their next meeting, a proposal of using the strip of land behind the church yard, that comes under their tenancy, to access the Village Hall. This would potentially enable a safe crossing point from just outside the school to the other side of the road.

Proposed: R. Mewett Seconded: D. Seal All in Favour

16. Perimeter Footpath

M. Williams updated the council on the response from Planners; the council either has to withdraw or resubmit the plan as the current proposed line of the footpath appears to be very close to trees around the majority of the park, therefore an arboricultural report is required to be submitted which includes a tree survey, tree protection plan and method statement for all of the trees within or adjacent to the recreation ground that could be impacted by the scheme. Following discussion, it was resolved to withdraw current application and review alternative routes. Parish Clerk to clarify with the Planners: close proximity – how close is close?

Proposed: M. Williams Seconded: T. Eastwood All in Favour

17. Emergency access to the playing fields

It was discussed how to provide vehicular access to the playing fields outside of office hours, in case of emergency. T. Eastwood proposed a key safe be placed at the allotments with the code made available to the allotment holders, and also at the playing fields, with the football teams given the code for emergency access. Prestige Security in Church Lane to also hold keys.

The above was resolved, subject to approval from insurance company. Clerk to contact insurance company.

Proposed: T. Eastwood Seconded: M. Williams All in Favour

18. To review and approve proposed policy on Contractor Health and Safety

The draft policy was reviewed; it was resolved to check against HSE website to ensure all points covered and an updated version sent via email. Final version to be approved at the July Full Council Meeting.

19. Holiday Hub

After discussion, it was resolved the Holiday Hub would not be held this summer. Last year took too much time to set up / clear down for the Parish Office. It was resolved that the Youth and Community Committee would look to discuss under their remit and consider options for running with temporary staff next year.

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

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20 Matters for discussion in private

Staffing: It was resolved to increase the Maintenance Role hours from 5 to 7 hours, once a fortnight.

Proposed: D. Seal, **Seconded:** M. Joannes **All in Favour**

Holiday Cover for Assistant Clerk: It was resolved to find a locum or agency staff to help cover annual leave.

Proposed: D. Seal, **Seconded:** M. Joannes **All in Favour**

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

Contractors Policy

Update on PROW

22. Date and Time of next meeting: Wednesday 18th July 2024 at 7pm

Meeting closed