

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 20th November 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.

14.11.2024

MINUTES

1. **Attendees, apologies for absences and absentees:**

Present: Parish Councillors M. Williams, D. Seal, M. Joannes, T. Eastwood, J. Scorey, D. Fairless, Parish Clerk

Apologies: Councillors R. Mewett, S. North, A. Courtney-Jones, County Councillor S. Hudson and Borough Councillor M. Boughton

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

None

3. **Minutes of the previous meeting**

It was resolved to accept the minutes of the meeting held on 20th November as a true and accurate record.

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

4. **To receive an update on items discussed and resolved at previous Full Council meetings**

The following Committee members and numbers for quorate were confirmed as below:

Youth And Community / Events will combine, Quorum of 3 – MJ, DS, DF, A C-J,

Staffing – MW, DS, MJ, Quorum is 2

Assets – TE, DS, MJ, RM, – Quorum of 3

Climate – Resolved to defer for now, Parish office to advertise the committee and see if can gain any parishioners on board

Finance – MW, DS, TE, SN, Quorum of 3

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

5. **Elections and Vacancies**

Councillor vacancies: There are currently 2 vacancies.

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

Reports were circulated, see appendix 1

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,
Report received from M. Boughton, see appendix

It was resolved to ask residents their views on the racers and installation of cameras on the bypass.

Proposed: M. Williams **Seconded:** D. Seal **All in favour**

7.2 To receive correspondence from residents
Reports circulated

7.3 To take questions from residents
None present

Standing Orders to reconvene

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8. To receive a report from the Chairman / Clerk

Clerk report – see appendix

9. Groups & Organisations: To receive reports from the Chairman of Committees, Sub-Committees and Working Groups that have met since the last Full Council Meeting

Reports received from Events Committee regarding plans for the Christmas Lights Switch On

Staffing Committee – have reviewed and propose to implement several policies as per Agenda Point 14, and noted the national annual Staff pay increase as per Green Book terms.

10. To receive reports from members who attended any meeting on behalf of EPPC not included elsewhere on the agenda

Councillor M. Williams gave an update on Parish Online regarding new products, new mapping system

Asst Clerk attended training sessions on Planning Applications and Budget / precept setting.

11. Finance

11.1 To note the approval of Bank Reconciliations and Accounts for October 2024

Deferred to December due to Clerk having been on leave

11.2 To review and approve the Schedule of Upcoming Payments

It was resolved to approve the payments listed below:

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

One Touch Cleaning	£636 (Public toilet deep clean)
One Touch	£480 (JH Deep Clean)
KCS	£213.62
KCS	£135.18
Business Stream	£115.37 (waste water)
OTS	£870 (Trees maintenance)
Colin Coley Pest Control	£360
PPL PRS	£55.17 music licence for Light Switch On
Brightspark	£102
SLCC	£450 (CilCA for J. Perretta)
Mulberry	314.04
Engie - JH	£166.39
Veolia	£130
HMRC	£829.53
Nest	£TBC
Castle Water	£41.79
Engie – PC's	£167.56
British Gas	£59.95
Grassland Services	£1290 (circa)
Domestic Rates (TMBC)	£523.50 (November)
BT phone & B.band	£40.95
PC Matters	£101.54
Mark Edwards	£nothing received to date
Salaries	£3255 * Will increase in December due to backpay and increase in hourly rate for all staff. Final figure tbc

11.3 To discuss and resolve any requests for grants and donations

None received

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11.4 To discuss and resolve any quotes received

Ref's Changing Room Conversion <u>Resolved to accept Quote 1</u> <u>Proposed: D. Seal</u> <u>Secounded: M. Joannes</u> <u>All in Favour</u>	Option 1 - £7664	Includes sourcing cubicle, wall panels, all plumping pipework & connections, exterior door, doorframe, handrail for ramp,
	Option 2 - £18,950	Does not include cubicle or wall panel. Does include new LED lighting & emergency pack, new wireless smoke detector, move existing lights as required on sensor
	Option 3 - £39,240	Also includes handrail around wheelchair ramp, welfare & site access, harris fencing around the works area, nonslip vinyl flooring installation, white UPVC wall panels for hygiene purposes
Fencing around Adult Play Equipment <u>Resolved to accept the increase</u> <u>Proposed: T. Eastwood</u> <u>Secounded: M. Joannes</u> <u>All in Favour</u>	Increase of £1,241.69 to original agreed cost, new total is £8778.55+VAT	To cover anti-neck trap to fencing, extra 3m fencing, extra piece of post.
Village Signposts (fingerposts) <u>Resolved to accept the quote, but for works to be carried out at a warmer time.</u> <u>Proposed: M. Williams</u> <u>Secounded: T. Eastwood</u> <u>All in Favour</u>	£816	<ul style="list-style-type: none"> - Repair Fingerposts where necessary - Fill & sand - Repaint using white gloss, hard wearing external paint - Repaint lettering using Black gloss, hard wearing external paint - Cut back vegetation covering finger post signs - Total of 7 Finger post signs
Various maintenance jobs Resolved to not go ahead with these quotes. assets to review the works <u>Proposed: D. Seal</u> <u>Secounded: M. Joannes</u> <u>All in Favour</u>	Installing Boot scrapers x 2, £1180 Works to the public toilets exterior £4200 Installing the 5 new bins in the playground / playing fields £2460 Relocation of memorial bench at the playing field - £1280.40	
Maintenance works to the men's urinals in the public conveniences	£510	<ul style="list-style-type: none"> • Isolate water to urinals • Remove syphon • Full deep clean of inlets/jets with flush • Install new Syphon

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Resolved to accept <u>Proposed: T. Eastwood</u> <u>Seconded: D. Seal</u> <u>All in Favour</u>		<ul style="list-style-type: none">• Install flow saver PIR urinal flush control kit.• Install Solenoid Filter and Isolation Kit• Set up times and flow settings• Test
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11.5 To resolve disposal of filing cabinets in Parish Office
It was resolved to offer the filing cabinets for free on the Residents Page on Facebook.

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

1.6 To note the recent Internal Auditors report and any recommendations contained within.
The minor recommendations were noted and will be actioned accordingly.

12. S106 Funding

It was resolved to apply for the S106 funding for the costs of converting the changing room to a public toilet, with any leftover to go towards the fencing around the adult exercise equipment, plus employ any planning assistance required.

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

13. Discuss and Resolve Application for registration of land as a Town or Village Green

Referring to the green piece of land in Westwood road, it was resolved to investigate and apply for registration as a village if appropriate.

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

14. Policy and TOR Approval

The following policies were reviewed by the Staffing Committee and put to Full Council:

Staff Appraisal (subject to Clerk appraisal being done afterwards)

Staff Disciplinary

Annual Leave Policy (further guidance to be sought).

Performance Review

Timesheet – resolved to run for 1 month as an exercise to help review workload

Staffing Committee TOR

It was resolved to accept the policies in general but defer to December for final approval once all finalised.

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

15. Planning Applications:

Ref: 24/01781/PA. **LOCATION:** 293, Hale Street, East Peckham, Tonbridge, TN12 5HZ

PROPOSAL: 1 x Ash (applicants ref: T1) - Reduce by 50% (as indicated on applicants annotated photo). T1 of Tree Preservation Order

Resolved that the council has no objections

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

Ref: 24/00190/EN **LOCATION:** 2, SPICE COTTAGE, Bullen Lane, East Peckham, Tonbridge, TN12 5LX

PROPOSAL: Containers

Enforcement so no decision to make

16. Matters for discussion in private

None

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

Speed cameras

Policy Approval for signing

18. Date and Time of next meeting: Proposed *Wednesday 18th December 2024 at 7pm*

Meeting closed 20.18