

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

To Members of East Peckham Parish Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Full Parish Council to be held on Wednesday 21st May 2025 in the Meeting (Committee) Room at the East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT at 7.00 p.m.

Yours faithfully.

Michelle Piscina, Parish Clerk.

16.05.2025

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

- The meeting is open to the press and public and may be filmed. If members of the public do not wish to be filmed, please contact the Clerk before the meeting starts.
- Mobile phones must not be used during meetings
- The meeting will adjourn for 15 minutes to take questions from the public and each speaker will have 3 minutes. The public may not speak at any other time unless invited to do so by the Chairman
- Only one conversation may happen at a time, councillors who wish to speak should raise their hand and await acknowledgement from the Chairman
- All decisions require a proposer and a show of hands, a seconder is recommended.
- Councillors are reminded of the seven Nolan Principles and Code of Conduct for conduct of people in public life.

AGENDA

1. **Welcome and Introductions**
2. **Election of Chair (to sign Declaration of Acceptance of Office) & Vice Chair**
3. **Apologies for absences and absentees:** To receive and approve any apologies.
4. **Declarations of Interests and/or lobbying**
5. **Minutes of the previous meeting** - To confirm the accuracy of the minutes of the meeting held on Wednesday 16th April 2025
6. **To offer a report on items discussed and resolved at the last meeting**
7. **Elections and Vacancies**
Councillor vacancies: There are currently 2 vacancies.
8. **To receive reports from County Councillor, Borough Councillors, Police & Community Warden**

Suspend standing orders to enable members of the public to address the meeting
9. **Residents**
 - 9.1 To receive correspondence from residents
 - 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)
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.**

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Allotments, Climate, Council Assets, Finance, Local Development, Staffing, Village Events & Youth & Community

11. To review appointment of the Council's representation

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

12. To recommend to Council:

- 12.1 Approval of policies and procedures, including but not limited Model Standing Orders Allowances & Expenses, Communications, Data Protection, Data Retention, Dog policy, Health & Safety Internal Controls, Investment, Learning and Development, Freedom of information, Risk Assessments, Scheme of Delegation
- 12.2 Approval of review of inventory of land and other assets including building and office equipment (Asset Register)
- 12.3 Approval of updated Contractors List
- 12.4 To note arrangements are in place for all insurable risks.

13. Chair and Clerk's Reports

14. Finance

- 13.1 To review and approve Accounts and Bank Reconciliation as at 30th April 2025.
- 13.2 To review and approve Schedule of Upcoming Payments
- 13.3 To agree Bank Signatories and mandates for 2025/26
- 13.4 To approve Direct Debits / regular Faster Payments for 2025/26
- 13.5 To note Section 137 expenditure allowance for 2025/26 of £11.10 per elector in accordance with The Local Government Act 1972 ("the 1972 Act")
- 13.6 To discuss and resolve any requests received for grants and donations
- 13.7 To discuss and approve quotes received

15. Planning Applications received for comment to TMBC:

Ref: 25/00589/PA LOCATION: 101, HALE STREET, EAST PECKHAM, TONBRIDGE, TN12 5HN
PROPOSAL: : Side extensions, new porch, parking and turning area

16. 2025 Infrastructure Statement

To review 2024 Statement and discuss and approve potential projects to be included in the 2025 Statement.

17. FA Funding for the Playing Fields Pitch Improvements

Council to review the Grass Pitch Maintenance Fund - Landlord and Tenant Form and determine if approve the signing of it on behalf of the council in order for East Peckham Juniors to receive the funding for the pitch improvement works.

18. Men's Shed Kent

Clerk to feedback on information received from meeting with TMBC and council to consider if wish to investigate how this initiative could potentially run in East Peckham.

19. Memorial benches in the Community Garden

Council to consider whether they will be allowing memorial benches in the Community Garden, following a request from resident to donate one in honour of their father who recently passed away

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

21. Date and Time of next meeting: Proposed *Wednesday 18th June 2025*