

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 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.

MINUTES

1. **Welcome and Introductions**

Councillor M. Williams welcomed everyone to the meeting, giving a brief outline of the various tasks the council were required to do this evening.

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

It was resolved by unanimous vote to re-elect Mark Williams as Chair:

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

It was resolved by unanimous vote to re-elect David Seal as Vice-Chair

Proposed: M. Joannes, Seconded: D. Fairless, All in favour

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

Attendees: M. Williams, T. Eastwood, D. Fairless, M. Joannes, J. Scorey, A. Courtney-Jones, Parish Clerk

Apologies received for David Seal (on holiday) and TMBC Councillor M. Boughton due to a prior meeting.

Absent: S. North

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

M. Joannes declared an interest in Point 14.6 – Grant requests

5. **Minutes of the previous meeting**

It was resolved to accept the minutes of the meeting held on Wednesday 16th April 2025 as 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**

None

7. **Elections and Vacancies**

Councillor vacancies: There are currently 3 vacancies, Council has received one application, currently deferred to June at the applicant's request.

Standing orders were suspended to enable members of the public to address the meeting

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

Report received from Borough Councillor Matt Boughton, PC Myers and Community Warden Diane Wakeling.

A full copy of the reports can be found in the appendix, at the end of the minutes.

9. **Residents**

9.1 To receive correspondence from residents

Parish Clerk reported that most correspondence received was regarding the Community Garden and offers of donations, along with thanks for the VE Day Anniversary Celebrations.

9.2 To take questions from residents

No residents were present

Standing Orders reconvened

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

Council voted to agree the TOR's for the following Committees, and confirmed appointment of members to the Committees, as follows:

Allotments: M. Joannes, D. Seal, M. Williams

Climate: M. Joannes, A. Courtney-Jones

Council Assets: T. Eastwood, D. Seal, M. Joannes, M. Williams

Finance: M. Williams, T. Eastwood, S. North, M. Joannes, D. Seal

Local Development: M. Williams, D. Seal

Planning and Transportation: M. Williams, S. North, T. Eastwood, D. Fairless, D. Seal, J. Scorey, A. Courtney-Jones

Staffing: D. Seal, M. Joannes, J. Scorey

Village Events & Youth & Community: M. Joannes, D. Seal, A. Courtney-Jones, J. Scorey

Proposed: M. Joannes, Seconded: A. Courtney-Jones, All in favour

A sheet was circulated for Councillors to assign themselves areas of the village to be responsible for in terms of delivering leaflets / information when required.

11. To review appointment of the Council's representation

It was resolved to appoint the following councillors as Council's representation at the following meetings:

- Kent Association of Local Councils - M. Williams, D. Seal

- TMBC Parish Partnership Panel (PPP) – M. Williams

- TMBC Transportation Board – M. Williams

- TMBC Joint Standards Committee – M. Williams

- Dementia Friendly – T. Eastwood

Proposed: M. Joannes, Seconded: D. Fairless, All in favour

12. To recommend to Council:

12.1 Approval of policies and procedures, including but not limited to: 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. It was resolved to approve all of the above listed, copies of which can be found on the Parish Council website.

Proposed: T. Eastwood, Seconded: D. Fairless, All in favour

12.2 Approval of review of inventory of land and other assets including building and office equipment (Asset Register) – deferred due to an issue with Scribe (account package)

12.3 Approval of updated Contractors List:

It was resolved to approve the updated Contractors List as follows:

Voltage Electrical – Electrics

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

Paynes Property Maintenance – Building / assets 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

Mark Gurnett – Gardening (Community Garden)

Proposed: M. Joannes, Seconded: D. Fairless, All in favour

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12.4 To note arrangements are in place for all insurable risks: Noted, currently policy expires in October 2025.

13. Chair and Clerk's Reports

Parish Clerk reported to the meeting that a new member of staff had started that week, D. Brighthouse, in the role of Facilities Maintenance, and was settling in well. The Ved day anniversary celebrations had gone very well and the office has received lots of positive feedback and thanks to all involved. Clerk and Parish Clerk attended a Playground Inspection training course last week, and are currently updating the weekly checklists accordingly. The Annual Parish Meeting will take place tomorrow evening from 7pm.

14. Finance

14.1 To review and approve Accounts and Bank Reconciliation as at 30th April 2025.

The accounts were reviewed and approved by M. Williams, which council noted and accepted.

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

14.2 To review and approve Schedule of Upcoming Payments

It was resolved to approve the Schedule.

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

14.3 To agree Bank Signatories and mandates for 2025/26

Unity Bank: M. Williams, D. Seal, M. Joannes, M. Piscina

NatWest Bank: M. Williams, D. Seal, M. Joannes, M. Piscina

Cambridge Banks: M. Williams, D. Seal, M. Joannes, M. Piscina

Proposed: T. Eastwood, Seconded: J. Scorey, All in favour

14.4 To approve Direct Debits / regular Faster Payments for 2025/26

Veolia (Waste collection)

BT (Phoneline & Internet)

British Gas (Gas)

Castle Water (Water)

Drax (Electricity)

Nest (Pensions)

Engie (Electricity)

Proposed: A. Courtney-Jones, Seconded: J. Scorey, All in favour

14.5 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") – **NOTED**

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

Grant request received from The Community Fridge for £350 to enable the purchase of a large fridge freezer in which to store extra stock: Request was approved

Proposed: T. Eastwood, Seconded: A. Courtney-Jones, All in favour

14.7 To discuss and approve quotes received:

CCTV quotes received: to replace stolen camera on the MUGA: £330 To install a new camera to cover the exterior of the new public toilet at the playing fields and upgrade the recorder at the Jubilee Hall to 16 channels to enable inclusion of the new additional camera: £665 To upgrade the software at the public toilets in the centre of the village: £225

It was resolved to accept the quotes, subject to Assets Committee reviewing and finalising.

Proposed: T. Eastwood, Seconded: D. Fairless, All in favour

Quote received for finishing the works on the Community Garden: £2000 for a further 125 hours, which Council voted to approve.

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

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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

Council had no objections: Proposed: T. Eastwood, Seconded: M. Williams, All in favour

16. 2025 Infrastructure Statement

It was resolved to include the upgrading of the playgrounds under potential projects in the 2025 Infrastructure Statement.

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

17. FA Funding for the Playing Fields Pitch Improvements

It was resolved to approve the signing of the Grass Pitch Maintenance Fund - Landlord and Tenant Form to enable East Peckham Juniors to receive the funding for the pitch improvement works.

Proposed: M. Joannes, Seconded: M. Williams, all in **favour**

18. Men's Shed Kent

Having met with a representative from TMBC, the Clerk gave feedback on how other Men's Shed's have been established and how they work, in the local area. Suggestions on how an initiative could potentially run in East Peckham were given. It was resolved to pass this over to the Youth and Community Committee for further follow up.

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

19. Memorial benches in the Community Garden

Council agreed to seating benches being donated and placed in the Community Garden. Parish Office to confirm with resident and research appropriate styles and possible location within the garden.

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

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

Final draft of Bye-Laws, if finalised and ready for approval

Co-option of Councillors

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

Meeting closed at 20.36

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Appendix:

8. Reports received from County Councillor, Borough Councillors, Police & Community Warden

TMBC Councillor M. Boughton

The Hale Street survey results have been released, showing the average speed was 35mph. Further analysis will following due course.

Coults Close / Brunswick Yard outstanding issues are still being investigated.

The bike racing on the A228 bypass is being monitored; there are target operations being carried out across the borough, and the teams will be out and about over the next few weeks.

Is currently in contact with the EA regarding the River Bourne next to the Man of Kent Pub due to concern over the bank potentially subsiding into the river in one area.

Call for sites in the Local Plan was completed in March, and due to be published in Autumn.

PC Abbie Myers:

For 20th April – 20 May there were 47 calls to Kent Police for East Peckham. Of these only three are relevant. Two were for the nuisance vehicles on the A228, I am happy to report that police have been conducting extra patrols here and there has been a presence as a matter of course in the evenings/morning of Friday and Saturday. There will be a full report as to the success of this when we have completed a few more weeks. There is a PSPO in place which means that any vehicles can be disbanded and fined/arrested if they do not comply.

One report was for the pony and traps on the A228. There has been a drop in these reports over the last month and I am working with Maidstone and Tunbridge Wells local beat officers to see what we can do to tackle this issue. I believe it will be an on-going one with no easy fix but we will do what we can to deter any wrongdoing.

As always please shout if you need me for anything.

Community Warden Diane Wakeling:

Report: East Peckham – April 2025

Working Days: Tuesdays (part month)

Event	Number of occasions	Comment
Social welfare visits	4	Checking in with residents to reassure. Resident just out of hospital needed help.
Antisocial Issues Neighbour Disputes	1	
Community Groups	2	Engaged with residents at two groups. Attended the VE celebrations to be a visual presence
Projects	None	
Hot Spot Areas & Action Taken	2	Engage Community Payback to clear a few overgrown gardens belonging to Clarion.