

# EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Mrs. K Bell  
East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT  
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## Circulated to County and Borough Councillors and Public

097 May 2020

## To all Members of East Peckham Parish Council

Dear Councillor

**YOU ARE HEREBY SUMMONED TO ATTEND** the ‘virtual’ Annual Meeting of the Parish Council on Monday 18 May 2020 at 7.00 p.m.

<https://us02web.zoom.us/j/89313590815?pwd=WEswMkFQdTBjS1AvbFZGRTdNekMxUT09>

Yours faithfully

*Karen Bell*

Karen Bell  
Parish Clerk

**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 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which enables the Parish Council to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

## AGENDA

### Time Guide

1. **Apologies for absences and absentees (19.00):** To receive any apologies.
2. **Declarations of Interests and/or lobbying (19.01)**  
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the Agenda.  
**Note:** *The clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct for more information. Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).*
3. **Election of Chairman for 2020/2021(19.03)**
4. **Election of Deputy Chairman for 2020/2021 (19.05)**
5. **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present (19.07)**

6. **To adjourn in order to enable members of the public to address the meeting (19.17)**
  - 6.1 To receive correspondence from residents
  - 6.2 To take questions from residents
7. **Full Council Minutes (19.27)**
  - 7.1 To confirm the accuracy of the minutes of the meeting held on 16 March 2020
  - 7.2 To receive an update on any matters arising not included elsewhere on the agenda
8. **Planning and Transportation Committee (19.30):** To receive the minutes of the meeting held on 04 March 2020.
9. **Finance Committee (19.35)**
10. **Committee Structure (19.40)**
  - 10.1 **Review of Delegation Arrangements**
  - 10.2 **Review of terms of reference for committees**
  - 10.3 **Appointment of Members to existing committees**
  - 10.4 **Creation of New Committees and/or Working Groups:** To consider
11. **Annual Review of Standing Orders (19.45)**
12. **Annual Review of Financial Regulations (19.47)**
13. **Land and Assets Annual review (19.49)**
14. **Review of Insurance Arrangements (19.51)**
15. **Review of Subscriptions (19.53)**
16. **Review of Policies and Procedures (19.55)**
17. **Councillors Areas (19.57):** To review
18. **Groups & Organisations (incl. Panels, Local Organisations and Working Groups) (19.59)**
  - 18.1 Members who attended any meeting on behalf of the Parish Council will be invited to give a brief report
  - 18.2 Arrangements for reporting back to EPPC: To confirm
19. **Jubilee Hall & Playing Fields (20.07)**
  - 19.1 Current Issues: To receive a report
  - 19.2 Financial Information as at 31 March 2020: To receive information
  - 19.3 Installation of Electric Car Charging Points: To receive information and to consider
  - 19.4 Installation of water bottle refilling station: To receive information and to consider
  - 19.5 Bike Track: To receive information
  - 19.6 CCTV: To receive information
20. **Finance (20.17)**
  - 20.1 2019/2020 Audit: To receive information
  - 20.2 Bank Reconciliations as at 31 March 2020 (Previously circulated) and 30 April 2020 (Attached)
  - 20.3 Annual Review of Allotment Rents
  - 20.4 Financial Transactions for Approval: Attached
  - 20.5 Donation to groups and organisations: To consider
  - 20.6 New Technology to support remote working of Parish Council: To consider purchase of new tablets for members and Clerk

- 20.7 Parish Bus Shelter Grant: To receive information
21. **Correspondence (20.27):** List of items received (Attached)
22. **Community Resilience (20.29)**  
22.1 Coronavirus Update  
22.2 Celebrate our Village: To consider village party to celebrate end of Coronavirus  
22.3 Flood Action Group: To receive information  
22.4 East Peckham regarded by KALC as a community which demonstrated best practice during the Coronavirus emergence: To receive information
23. **125<sup>th</sup> Anniversary of EPPC (20.39):** To receive information
24. **2020 Annual Parish Meeting (20.41):** To receive information
25. **Environmental Enhancements (20.42)**  
25.1 To receive information regarding current projects  
25.2 To consider requests for additional streetlights
26. **VE Day 2020 (20.45):** To receive information
27. **2020 Best Village Front Garden Competition (20.48):** To consider
28. **2020 Christmas Lights (20.51):** To receive information
29. **Matters for Future Discussion (20.53)**
30. **Matters for Consideration in Private (20.58)**
31. **Date and Time of next meeting (21.00):** To confirm as 15 June 2020 @ 7.00 p.m.  
<https://us02web.zoom.us/j/89313590815?pwd=WEswMkFQdTBJs1AvbFZGRTdNekMxUT09>

NOTES:

- a) The meeting is open to the press & public.
- b) The Parish Council allows a short period of time at meetings of the Full Council when residents can put questions to the council. At other times the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders so as to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature
- c) Mobile phones are to be turned off during the meeting.
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## PARISH COUNCIL (18.05.20): CORRESPONDENCE

The following items have been received during the period 07.03.20 – 07.05.20

- a. **TMBC**
  - (i) Licensing Activity (March - 2020)
  - (ii) Housing Services: SWEP Activation Alerts
  - (iii) Electoral Register Changes (April 2020)
  - (iv) Household Waste Recycling Centre Update – Coronavirus closures with effect from 24.03.20
  - (v) A message from the leader of TMBC re Coronavirus Outbreak
  - (vi) Information regarding TMBC Coronavirus Community Hub
  - (vii) Covid 19 – Information regarding funding available to local organisations and DA Isolation Poster
  - (viii) Community Groups and Coronavirus Community Groups GDPR guidelines
  - (ix) Grants Online – Latest information on Covid 19 Funding
  - (x) Garden Waste – Service Resumed
  - (xi) Household Waste Recycling Service: Centres Reopening with effect from 15.05.20
  
- b. **KALC**
  - (i) KALC CEO Bulletins
  - (ii) NALC Chief Executives Bulletins & Newsletters
  - (iii) COVID -19 Updates
  - (iv) NALC Covid 19 Advice for Parish Clerks
  - (v) Information regarding open/active burial grounds
  - (vi) T & M Area Committee – Minutes from meeting held on 05 December and notification of cancellation of meeting held on 16 April 2020
  - (vii) Anti-Fraud Guidance -Bank Mandate fraud
  - (viii) KALC News – Easter 2020
  - (ix) Updates regarding examples of local councils supporting their communities
  - (x) NHS & Medway Community Bulletins
  - (xi) Kent PCC's Spring Newsletter 2020
  - (xii) Mental health crisis support via text
  - (xiii) Launch of New Mental Wellbeing Support Info Hub
  - (xiv) KALC News (April 2020)
  - (xv) Funeral Standards for Kent and Medway during Covid 19
  
- c. **Miscellaneous Information:** Living Wage Foundation, M2 Junction 5 Improvements, Alzheimer's Association (Postponement of Dementia Action Week 2020 & Volunteer Help toolkit), Tom Tugendhat MP, Dementia Friends, Hospice in the Weald, Creative Play, Utility Aid (Coronavirus Update), Arbor (Spring 2020, The Journal of the Kent Men of the Trees), Play force, Came and Company (Coronavirus Update), PWCAC (Coronavirus Statement), Age UK (Coronavirus – practical help and local services), EA Fly tipping hotline), Co-op (Helping the Community), Paddock Wood Community Advice Centre (Stakeholders newsletter), Nat West (Notification of interest rate reduction), Came and Company (latest insights from the insurance industry). North and West Kent CAB (Updated information re Coronavirus) , British Gas (Consumer Advice), Hospice in the Weald
  
- d. **SLCC**
  - (i) Webinar Training Sessions
  - (ii) News Bulletins
  
- e. **The Clerk Magazine (March and May 2020)**
  
- f. **Clerks & Councils Direct (May 2020)**
  
- g. **KCC**
  - (i) LGPS Employer Update
  - (ii) KCS Data Breach
  
- h. **ACRK:** Coronavirus Keep in Touch ideas
  
- i. **Kent Police:** Scams targeting the community & Parish Newsletter (May 2020)