

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE HALL MEETING ROOM AT 19.00 HOURS ON MONDAY 20 JANUARY 2020

COUNCILLORS PRESENT: M. Barton, J. Bates, D. Fairless, M. Ferguson, J. Hockey, C. Matthews, S. Watson & E. Wilkinson

OFFICER PRESENT: K Bell

OTHERS PRESENT: S. Edmonds (Community Warden)

APOLOGIES: S. North (Parish Cllr), M Williams (Parish Cllr), M. Balfour (County Cllr), H. Rogers (County Cllr), J. Sergison (Borough Cllr), J. Anderson (Borough Cllr) & L. Baker (PCSO)

ABSENTEE: R. Harvey

Miss Watson opened the meeting and welcomed everyone present.

010/20 Declarations of Interests and lobbying: There were none

011/20 Policing - PCSO's Report

011/20.1 The Report for January was **RECEIVED AND NOTED.**

011/20.2 A warn and inform message received from Kent Police had been widely disseminated.

012/20 Community Warden's Report: Ms Edmonds was welcomed to the meeting; she drew attention to the following:

- Welfare demands were increasing within the village
- She was liaising with TMBC Planners regarding two caravans which were being occupied in Branbridges Road.
- Plans were taking shape for the Family Fun Day which was being held on 16 May which would raise awareness of dementia.

013/20 Correspondence & Questions from Residents: Concerns raised regarding the Coult's Footpath. Referred to KCC PROW.

014/20 Minutes

014/20.1 Full Council: RESOLVED that the minutes of the Meetings held on 16 December 2019 and 06 January 2020 be approved and signed by the Chairman as a correct record.

014/20.2 Update on any action identified in the minutes not on the agenda

331/19.2 Website Statistics December 2019: 405 visits, 941 page views

331/19.2 Village Centre Land: No new information received from KCC.

331/19.2 Public Conveniences: No new information received from TMBC.

331/19.2 Redevelopment of the Pound Road Methodist Building: The Parish Council had been advised that funding was in place and that a planning application would be prepared for submission to TMBC in the Spring.

Signed:

Chairman

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337/19.2 Grants to Community Groups and Organisations: Letter of appreciation received from the PWCAC, Little Mill Defibrillator Fundraising Organiser, Table Tennis Club and East Peckham Village Hall

015/20 Planning Committee

015/20.1 Minutes from Meeting held on 06 January 2020: RESOLVED that the minutes be RECEIVED AND NOTED.

015/20.2 Planning Applications for Consideration

RESOLVED to comment as follows to TMBC

TM/19/03017/LB Internal alterations at The Barn, 26 Church Lane
NO OBJECTION

TM/19/03018/LB New en-suite in annexe at The Barn, 26 Church Lane
NO OBJECTION

016/20 Finance Committee

016/20.1 Minutes of the Meeting held on 06 January 2020

RESOLVED: That the minutes be approved and signed by the Chairman as a correct record.

016/20.2 Formal Ratification of 2020/2021 Budget and Precept

RESOLVED: That the expenditure budget be set at £197,555 which required a precept of £146,000 which was an increase of 2.8% on the 2019/2020 Precept which was £142,000.

017/20 Jubilee Hall & Playing Fields

017/20.1 Occupancy Levels: Booking levels remained consistent. There had been an increase in casual booking enquires and confirmed bookings.

017/20.2 Maintenance

- TBC would be undertaking car park maintenance work shortly; the recent wet weather had unfortunately delayed progress. TBC was aware of the council's preference for heat sealed rubber to be used for relining and not paint.
- KCC had been asked to carry out some maintenance work to the path near the Primary School.
- Whilst the heating was working again, in order to improve the efficiency of the heating system additional work was required to clear radiator blockages.
- TBC was investigating a suspected water leak in the former changing room
- The Clerk was discussing the next phase of building improvements with TBC. It was likely that the next phase would include replacing the external doors.

017/20.3 Risk Assessments: Up to date, weekly visual checks were being undertaken to the external and internal areas.

017/20.4 Dogs

017/20.4.1 Dog Fouling and Dog and Flag Awareness Event: No information from TMBC. The matter was being pursued and TMBC was aware of EPPC's general dissatisfaction.

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017/20.4.2 Enquiry from Dog Training School: An enquiry had been received from a business interested in renting a portion of the playing fields to run a dog training school. Following a discussion, in line with EPPC's policy to consider new initiatives and income streams, it was:

RESOLVED: That further information regarding the business proposal would be obtained for consideration at the next meeting.

017/20.5 Jubilee Hall & Playing Field Financial Statement 01.04.19 – 31.12.19 £

2019/2020 Budget		£
Fund carried forward from 2018/2019		34,334
Plus 2019/2020 Receipts		*12,265
Playing Field Maintenance Budget		13,500
Building & Asset Maintenance Budget		15,000
Jubilee Hall Upgrade Budget		3,500
Car Park Maintenance Budget		5,000
JH Staffing Budget		11,500
Outdoor Equipment Repairs Budget		3,250
Outdoor Equipment – New Activity Budget		2,500
NNDR Budget		5,250
TOTAL BUDGET		106,099

**Notes:*

- *Not including value of PC approved subsidised use of the JH Complex and Playing Fields*
- *Not including use of office and meeting room by EPPC similar facilities on the open rental market would cost approximately £12,500 p.a.*
- *One long term user was experiencing financial difficulties, the Clerk was working with the user to ensure that the account was brought up to date and cleared by 31 March 2020.*
- *Includes energy refund of £1,417*

LESS 2019/2020 EXPENDITURE

JH Running Costs	6,742
Deposit refunds	137
Playing Field Maintenance	10,215
Building & Asset Maintenance Budget	6,149
Jubilee Hall Upgrade Budget	1,895
Car Park Maintenance Budget	0
JH Staff costs	7,365
Outdoor Equipment Repairs	487
Outdoor Equipment – New Activity Budget	2,500
NNDR	5,555
TOTAL EXPENDITURE	41,045
BALANCE	65,054

017/20.6 Bike Track: Work had been suspended due to the recent and persistent wet weather. It was noted that the Playing Fields were starting to recover from the effects of the damaged caused by the HGV's when bringing in the soil.

018/20 Groups & Organisations (includes Panels, Local Organisations and Working Groups): Members who attended any meeting on behalf of EPPC were invited to report

018/20.1 Café and Craft: The Café was held on 20 January 2020; it was well attended.

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018/20.2 Twinning: New Year messages had been received from Chereng. Discussions were being held regarding 2020 Twinning Activities including the possibility of people from Chereng attending the Family Fun Day on 16 May.

018/20.3 Allotments

- No information from the allotment panel on a communal polly tunnel.
- There were currently no vacant plots; 2 people were on the waiting list.

019/20 Bank Reconciliations as at 31 December 2019: The bank reconciliations were **RECEIVED, NOTED AND APPROVED**. The bank balance was £354,945.89 (Nat West £230,770.97, Unity Trust £124,174.92. The bank and reconciliation statements were signed by the chairman and a non-signatory member of the council.

020/20 Financial Transactions: RESOLVED that the following transactions be **APPROVED**

Receipts 01.12.19-31.12.19

Hall Hire	£1,553.04
Nat West Interest	£40.26
TOTAL	£1,593.30

Payments (includes VAT where applicable)

Direct Debits

Unity Trust	S111/112	Bank Charges	£36.60
BT	S111/112	Parish Office Telecoms	£271.16
Haven Power Ltd	S19	Jubilee Hall Energy	£257.48
Haven Power Ltd	S136	Streetlight Energy	£258.45
TOTAL			£823.69

Cheque payments (includes VAT where applicable)

Mode Design	S19	Community Enhancements	£207.35	301190
Mrs K Bell	S111/112	Christmas Bonus	£400.00	301191
Mr M Hayes	S137	Christmas Bonus	£50.00	301192
Miss D Jenner & Mr P Kent	S19	Christmas Bonus	£120.00	301193
PWCAC	S137	Donation	£200.00	301194
KCC	S111/112	Stationery & PF Equipment	£31.80	301195
A. Wheddon	S19	Hall Hire Deposit refund	£50.00	301196
Miss D Jenner & Mr P Kent	S19	JH & PF Janitorial & expenses	£893.68	301197
Mr M Hayes	S137	Litter wardens' salary	£165.06	301198
Mrs K Bell	S111/112	Clerks Salary & exps	£2,159.36	301199
HMRC	S111/112	Salary Deductions	£792.33	301200
Kent Grassland Services	S19	PF Maintenance	£180.00	301201
RBS Electrical Contractors	S19	Christmas Lights & JH Maintce	£663.60	301202
PSR Lighting & Signs	S136	Streetlight Maintenance	£282.00	301203
PC Matters Ltd	S111/112	Office 365	£61.08	301204
KCC	S111/112	Stationery	£1.56	301205
RBS Electrical Contractors	S19	JH Maintce	£54.00	301206
PSR Lighting & Signs	S136	Streetlight Maintenance	£492.00	301207
BT	S111/112	Parish Office Telecoms	£9.60	301208
TMBC	S111/112	Printing	£54.09	301209
TOTAL			£6,867.51	

Signed:

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021/20 Investment Opportunities – CCLA Public Sector Deposit Fund Account: At the meeting held on 16 December 2019, it was resolved that EPPC would consider investment opportunities for its reserves. The Clerk had therefore reviewed and provided for members consideration information on the CCLA Public Sector Deposit Fund Account. Following a discussion, it was:

RESOLVED: That as the fund was not covered by the FSC Scheme and that EPPC might not get back all of its investment, members were unwilling to take a risk with public funds and would not be investing.

It was further

RESOLVED That the council would consider setting up additional bank held deposit accounts which were covered by the FSC Scheme so that its reserves were spread more evenly with no risk to public funds.

022/20 Refund of VAT – Quarter 3, 2019/2020: An application had been submitted to HMRC in respect of a refund of VAT for the period 01 October 2019 to 31 December 2019, it was noted that the refund due to the council was £2,325.40.

023/20 Budgetary Control – Quarter 3, 2019/2020: The budgetary control statement for the period 01 October 2019 to 31 December 2019 was **RECEIVED AND NOTED.**

024/20 East Peckham Primary School PTA (EPPS PTA): The Parish Council had been asked if the EPPS PTA could hire the Jubilee Hall free of charge on 01 April in order to hold a fundraising event. Following a discussion, it was proposed by J. Hockey, seconded by C. Matthews:

RESOLVED: That the EPPS PTA could have free use of the Jubilee Hall on 01 April 2020 in lieu of any other donation during 2020/2021.

025/20 Correspondence: The following items were received during the period 07.12.19 – 10.01.20

a. **TMBC**

- (i) Licensing Activity (December 2019 / January 2020)
- (ii) Housing Services: SWEP Activation Alerts

b. **KALC**

- (i) KALC CEO Bulletins
- (ii) NALC Chief Executives Bulletins & Newsletters
- (iii) KALC Area Committee – Minutes from Meeting held on 05.12.19
- (iv) Parish News – December 2019
- (v) 2019 Christmas Greetings
- (vi) National CSSC Green Message – UK Protect – ACT awareness e-learning
- (vii) Public Health Media Release
- (viii) KCC Select Committee on Affordable Housing
- (ix) Event Alerts
 - Health and Well Being Conference – 06.02.2020
 - Web Accessibility Workshops (20.01.2020 & 24.01.2020)

c. **Miscellaneous Information:** Living Wage Foundation, M2 Junction 5 Improvements, Chereng Newsletters and New Year Message, Oast to Coast (Winter newsletter from ACRK), Vision ICT (newsletter), The Red Box Scheme, aaedonate, Alzheimer's Association (Christmas Update), Dementia Action Week 2020, DAVSS Volunteer Initiative, NW Kent CAB (Emergency Contacts & Christmas Opening hours), Sovereign (Play Equipment), Tom Tugendhat MP (Thank you message), National Flood Forum (Bulletin 2019), Book Launch Invitation – Retrofitting for Flood Resilience by Ed Barsley, KFRS (Update on new proposals), Scribe (New Year Newsletter)

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- d. **SLCC:** 2020 Practitioners conference & News Bulletins
- e. **KCC**
 - (i) Employers Updates & Pension Forum presentation
 - (ii) Strategic Statement – Five Year Plan Consultation information
- f. **The Clerk Magazine** (January 2020)
- g. **Clerks & Councils Direct** (January 2020)

027/20 Community Resilience

027/20.1 East Peckham Flood Relief Scheme: The EA were in the process of contacting households who might be eligible.

027/20.2 Flood Action Group: Following the resignation of J. Hockey as Chairman and Group Member, it was agreed that M. Barton would join the Flood Action Group. The Group Chairman would be advised of the change in Parish Council representation.

027/20.3 December Flooding: Thanks, were extended to C. Matthews and S. Watson for coordinating the flood relief over the period 20 December to 22 December and for keeping residents advised throughout the emergency via Facebook. Both sandbag containers had been opened prior to the emergency which residents were able to avail themselves of. Whilst Old Road was underwater and closed on 22 December, no residential property was affected by flooding, other areas affected included, Medway Meadows, Little Mill, Martins Lane, Church Lane and Addlestead Road. It was noted that TMBC was in the process of replenishing the sandbag stock.

028/20 125th Anniversary of EPPC

028/20.1 Dementia Friendly Village: East Peckham now had 190+ dementia friends and the initiative was gaining momentum, the next phase for the core steering group was to engage with and hopefully obtain the support of the local businesses followed by the Community Dementia Awareness Fun Day which would be held on 16 May 2020.

028/20.2 Compassionate Neighbours Scheme: The Clerk had met with a representative from the Heart of Kent Hospice to find out more about the scheme which could provide community-led support to anyone living with a long term or terminal illness, was elderly, frail, socially isolated or nearing the end of life through age or illness. It was noted that the role of Heart of Kent Hospice would be to support and enable people to become Compassionate Neighbours in their community and that the hospice would receive referrals for people in the community who would like a Compassionate Neighbour who were then matched with someone who shared similar interests. It was hoped that an East Peckham Compassionate Neighbours Scheme would be launched in the Spring.

029/20 2020 KALC Community Awards Scheme: Following a discussion, it was proposed by M. Barton, seconded by J. Bates and:

RESOLVED: That the 2020 Awards would be awarded as follows

KALC Community Award	David Boyle
EPPC Award	Sandra Edmonds

Signed:

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030/20 Community Engagement within Councillors Areas: It was reported that D. Fairless had prepared a letter of introduction which he had delivered to residential properties in his area (Addlestead Road, Chidley Cross Road, Caysers Croft & Tonbridge Road), it was noted that the printing costs had been paid for by the Parish Council and it was hoped that the initiative would encourage more interaction between residents and EPPC. Following a discussion, it was:

RESOLVED: That the initiative would be rolled out to all councillor's areas if other members were interested in delivering a similar letter to residents in their areas

031/20 Sustainability Policy: In line with the EPPC Aims and Objectives Policy, approved in December 2019, members were asked to consider and approve a Sustainability Policy and Policy Statement. Following a discussion, it was:

RESOLVED: That the sustainability policy which had been prepared by the Clerk and copied to members be **APPROVED**

It was further:

RESOLVED: That the Policy Statements would be as follows, 'The vision of EPPC was for East Peckham to be a vibrant and prosperous hub of the local rural community, offering an attractive place to live, work and play for people of all ages.

EPPC was committed to preserving and protecting the environment by adopting an environmental and sustainability policy.

EPPC was committed to protecting the environment and the natural heritage of the Parish and recognised the importance and value of this environment and its contribution to quality of life for the village and wider community.

In carrying out its own activities EPPC would strive to make a positive contribution to protecting the local and wider environment.

In conjunction with businesses, community groups and the general public, EPPC aimed to help meet the needs of today's society without compromising future generations' ability to meet their own needs.

032/20 2020 Annual Parish Meeting (27 April 2020)

032/20.1 Guest Speakers

- Mr S Smith from the EA had confirmed his attendance and would be presenting the East Peckham Property Relief Scheme
- Mr M Boughton had confirmed his attendance and would be representing Mr T Tugendhat MP.
- Ms J Steer from the Heart of Kent Hospice had confirmed her attendance and would be presenting the Compassionate Neighbours Scheme
- Ms. S Edwards, Community Warden had confirmed her attendance and would be presenting the East Peckham Dementia Friendly Village
- The High Sheriff of Kent or the KALC Chairman had been invited to present the 2020 KALC Community Award.
- Mr D Boyle would be giving an update on the redevelopment of the Pound Road Methodist Building.

032/20.2 Refreshments: Confirmed that this would be cheese and wine

Signed:

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032/20.32020 East Peckham Annual Report: Contributions were invited by 13 February 2020.

033/20 Matters for Future Discussion: None

034/20 Matters for Consideration in Private: None

035/20 Date and Time of next meeting: Confirmed as 17 February 2020 @ 7.00 p.m.

There being no additional business, the meeting concluded at 20.40 hours.

Signed:

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