

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE HALL MEETING ROOM AT 19.00 HOURS ON MONDAY 17 FEBRUARY 2020

COUNCILLORS PRESENT: M. Barton, D. Fairless, M. Ferguson, J. Hockey, C. Matthews, S. North, S. Watson & M. Williams

OFFICER PRESENT: K Bell

OTHERS PRESENT: S. Edmonds (Community Warden), M. Balfour (County Councillor) & 2 residents.

APOLOGIES: E. Wilkinson (Parish Councillor) & J. Sergison (Borough Councillor)

ABSENTEE: J. Bates & R. Harvey

Miss Watson opened the meeting and welcomed everyone present.

036/20 Declarations of Interests and lobbying: There were none

03720 County Councillors Report: M. Balfour was welcomed to the meeting; he drew attention to the following:

- The future of Sessions House was being discussed within KCC.
- More funding was being earmarked towards maintaining and improving the highways drainage network.
- Emergency Plans were in place to deal with a localised outbreak of coronavirus
- KCC's budget for 2020/2021 had been approved.
- New regime was settling in well
- KCC would be undertaking an internal reorganisation.

038/20 Borough Councillors Report: No report

039/20 Policing - PCSO's Report: No report

040/20 Community Warden's Report: Ms Edmonds was welcomed to the meeting; she drew attention to the following:

- Plans were taking shape for the Family Fun Day which was being held on 16 May which would raise awareness of dementia.
- She was continuing to work closely with the PCSO.
- There had been a spate of thefts in Hadlow and she was concerned that East Peckham might become the next targeted community and she was therefore advising residents to be on the alert for intruders and any unusual activities.
- Nuisance youths had been apprehended in the Branbridges Industrial Area.

041/20 Correspondence & Questions from Residents

- **Installation of double yellow lines at Medway Meadows, Hale Street and Old Road:** In response to concerns expressed by residents. TMBC Officers, Borough Councillors and County Councillor had been invited to discuss with members and residents at the meeting of the P & T Committee which would be held on 03 March 2020. It was noted that a TMBC Officer had declined meeting with the Parish Council regarding the issue until later this year.

Signed: Date: 16 March 2020

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- **Land adjacent to Primary School and Playing Fields:** Enquiry was received from Primary School who wished to use the land. Referred to KCC as landowner.

042/20 Minutes

042/20.1 Full Council: RESOLVED that the minutes of the Meeting held on 20 January 2020 be approved and signed by the Chairman as a correct record.

042/20.2 Update on any action identified in the minutes not on the agenda

014/20.2 Website Statistics January 2020: 436 visits, 1,134 page views; a 10% increase in website traffic

014/20.2 Village Centre Land: No new information received from KCC.

014/20.2 Public Conveniences: No new information received from TMBC.

014/20.2 Redevelopment of the Pound Road Methodist Building: No new information received.

043/20 Planning Committee - Minutes from Meeting held on 03 February 2020: RESOLVED that the minutes be **RECEIVED AND NOTED**.

044/20 Jubilee Hall & Playing Fields

044/20.1 Occupancy Levels

- Booking levels remained consistent.
- There had been an increase in casual booking enquires and confirmed bookings, one of which was the Weald of Kent Gym Club who were returning to use the Jubilee Hall in May and June 2020.
- An enquiry received from Pembury Football Club.

044/2 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.
- The heating system was working again with no problems.
- The Clerk was discussing the next phase of building improvements with TBC which would include the replacement of the external doors.
- RBS Electrical had adjusted the timings on the external lights following a recent power outage.
- Enquiries would be made for the installation of an electric vehicle charging station for consideration at a future meeting.

044/20.3 Risk Assessments: Weekly visual checks undertaken to external and internal areas.

044/20.4 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. Following a discussion, it was:

RESOLVED: That a quotation would be sought in respect of fencing an area of the playing fields for the exclusive use of dogs and their owners..

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044/20.5 Jubilee Hall & Playing Field Financial Statement 01.04.19 – 31.01.20 £

2019/2020 Budget	£
Fund carried forward from 2018/2019	34,334
Plus 2019/2020 Receipts	*13,689
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	107,523

**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 bought up to date and cleared by 31 March 2020.*
- *Includes energy refund of £1,417*

LESS 2019/2020 EXPENDITURE

JH Running Costs	7,911
Deposit refunds	187
Playing Field Maintenance	10,827
Building & Asset Maintenance Budget	6,282
Jubilee Hall Upgrade Budget	1,895
Car Park Maintenance Budget	0
JH Staff costs	8,103
Outdoor Equipment Repairs	487
Outdoor Equipment – New Activity Budget	2,500
NNDR	5,555
TOTAL EXPENDITURE	43,747
BALANCE	63,776

044/20.6 Consideration of proposal to let part of the Playing Fields to a private enterprise for the purpose of creation a Dog Welfare Business: The Parish Council had been approached by a private business who was interested in renting part of the playing fields to create a Dog Welfare Business. Following a discussion, it was:

RESOLVED: That the Playing Fields were a publicly accessible area paid for by the residents of East Peckham through the Council Tax and were therefore not available for letting to a private business.

045/20 Groups & Organisations (includes Panels, Local Organisations and Working Groups):

Members who attended any meeting on behalf of EPPC were invited to report

045/20.1 KALC Health & Well Being Conference: The Clerk was accompanied by the Community Warden at the event where they were guest speakers and spoke on the East Peckham DFC.

045/20.2 Café and Craft: The Café was held on 20 January 2020; it was well attended. The Clerk had submitted a funding application to Bluebird Care for a grant of £250.00 which if approved would be used by the group towards craft materials and outdoor picnic equipment.

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045/20.3 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.
- The groundsman and allotment holders would be tackling the overgrown brambles near the groundsman's container and allotment site.

046/20 Bank Reconciliations as at 31 January 2020: The bank reconciliations were **RECEIVED, NOTED AND APPROVED**. The bank balance was £354,621.90 (Nat West £231,051.88, Unity Trust £123,570.02. The bank and reconciliation statements were signed by the chairman and a non-signatory member of the council.

047/20 Financial Transactions: RESOLVED that the following transactions be **APPROVED**

Receipts 01.01.20-31.01.20

Hall Hire	£1,294.76
TMBC Christmas Lighting Grant	£560.00
HMRC Refund of VAT	£2,325.40
Nat West Interest	£39.15
TOTAL	£4,219.31

Payments (includes VAT where applicable)

Direct Debits

British Gas S19 Jubilee Hall Energy	£490.72
Haven Power Ltd S19 Jubilee Hall Energy	£267.23
Castle Water S19 Allotments Water Rates	£13.45
Haven Power Ltd S136 Streetlight Energy (January 2020)	£260.77
Haven Power Ltd S136 Streetlight Energy (February 2020)	£267.23
TOTAL	£1,299.40

Cheque payments (includes VAT where applicable)

TMBC S111/112 125 th Project – TEN application	£21.00	301210
Total Building Care S19 JH Maintenance	£1,819.00	301211
Briar Table Tennis S137 Grant (Table Tennis)	£576.00	301212
N Tait S19 Hall Hire Deposit Refund	£50.00	301213
Miss D Jenner & Mr P Kent S19 JH & PF Janitorial	£893.68	301214
Mr M Hayes S137 Litter wardens' salary	£165.06	301215
HMRC S111/112 Salary Deductions	£792.13	301216
Mrs K Bell S111/112 Clerks Salary & exps	£2,201.88	301217
KCC S19 JH Supplies	£30.36	301218
Miss D Jenner & Mr P Kent S19 JH & PF expenses	£22.93	301219
Community Heartbeat S137 Grant	£1,437.00	301220
PSR Lighting & Signs S136 Streetlight Maintenance	£282.00	301221
PC Matters Ltd S111/112 Office 365	£61.08	301222
KCC S111/112 Office Equipment	£168.12	301223
TMBC S111/112 Printing	£41.84	301224
Vision ICT S111/112 Website	£102.00	301225
BT S111/112 Parish Office Telecoms	£9.60	301226
RBS Electrical Contractors S19 JH Maintenance	£54.00	301227
TOTAL	£8,727.68	

048/20 ACRK 2020/2021 Membership Renewal (Cost £80.00): Following a discussion, it was **RESOLVED:** That the subscription would not be renewed.

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049/20 Funding Applications: Applications had been received from the Baby & Toddler Group and the Carers Group who had requested free use of the Jubilee Hall.

East Peckham Baby & Toddler Group 2 hours per week during term time

Carers Group 2 hours per month

Following a discussion, it was proposed by D. Fairless, seconded by M. Ferguson and

RESOLVED: That both organisations would receive on a monthly basis a credit equivalent to two free hours of hall time backdated to 01 January 2020..

050/20 Correspondence: The following items were received during the period 11.01.20 - 07.02.20

a. TMBC

- (i) Licensing Activity (January 2020 / February 2020)
- (ii) Housing Services: SWEP Activation Alerts
- (iii) Area 2 Planning Committee – Agenda for meeting held on 22.01.2020
- (iv) Parish Partnership Panel – agenda for meeting held on 06.02.2020
- (v) Community Safety Partnership (Newsletter – February 2020)
- (vi) Keep Kent Clean – Duty of Care Campaign

b. KALC

- (i) KALC CEO Bulletins
- (ii) NALC Chief Executives Bulletins & Newsletters
- (iii) National CSSC Green Messages
 - Public Health England Bulletins 23.01.2020 & 27.01.2020
 - HM Environment Agency – Flood Action Week (20 – 26 January 2020)
 - UK Protect National Bulletin – 03.02.20
- (iv) VE Day 2020 – Armed Forces Event Form
- (v) Defibrillator and Accessories Purchase Offer
- (vi) Kent Police – Rural Task Force Report & Rural Matters Magazine (winter 2019/2020)
- (vii) Kent Downs AONB Tree Packs
- (viii) Event Alerts: Health and Well Being Conference – 06.02.2020
- (ix) KALC survey 2020
- (x) Protect UK – Counter Terrorism e-learning training package
- (xi) KALC News (January 2020)
- (xii) NALC – Rural Health Survey

c. Miscellaneous Information: Living Wage Foundation, M2 Junction 5 Improvements, Alzheimer's Association, Dementia Action Week 2020, Tom Tugendhat MP, Playforce, Dementia Friends, Utility Aid, Citizens Advice (Big Energy Saving Week), National Flood Forum Conference 2020, Littlethorpe (hardwood bus shelters), University of Kent (Spring and Summer short courses), Frontier Fireworks, Fantastic Fireworks, Scribe (2020 Pricing Information and end of year procedures)

d. SLCC: News Bulletins

e. ACRK: Community Engagement Workshop – Community Led Housing Event (March 2020)

f. SCAM Alerts: TV Licence & Amazon

g. KCC

- (i) Scam Alert – Amazon Prime
- (ii) Local Government Pension Scheme – Year End Workshops 2020
- (iii) Local Account for Adult Social Care (April 2018 – March 2019)
- (iv) Monthly Bus Service Update (January 2020)

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051/20 Community Resilience

051/20.1 East Peckham Flood Relief Scheme: No new information received.

051/20.2 Flood Action Group: No new information received.

051/20.3 Flood Warnings: Activated on a recurring basis throughout January and February. Conference Calls taking place regularly between the EA and TMBC. It was noted that sandbag containers remained open and accessible to residents 24/7 and that the village experienced some very near misses over the weekend of 15/16 February.

052/20 125th Anniversary of EPPC - 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.

053/20 2020 Annual Parish Meeting (27 April 2020)

053/20.1 Guest Speakers

- The EA would be presenting the East Peckham Property Relief Scheme
- Mr M Boughton would be representing Mr T Tugendhat MP.
- The Heart of Kent Hospice would be presenting the Compassionate Neighbours Scheme
- The Community Warden, the Clerk and Chairman would be presenting the East Peckham Dementia Friendly Village
- The KALC Deputy Chairman would be presenting the 2020 Community Award.
- Mr D Boyle would be giving an update on the redevelopment of Methodist Building.

053/20.2 Refreshments: Would consist of cheese and wine

053/20.3 Annual Report: Submitted to TMBC for printing

054/20 Environmental Enhancements

054/20.1 2020 Village Centre Planting: Following a discussion, it was

RESOLVED: That the 2020 planting scheme for the village centre would consist of the summer and winter hanging baskets and the DFC planter which would have some summer planting within it.

054/20.2 Memorial Bench: Following the closure of The Merry Boys Public House, the Parish Council had been contacted by those who had collectively contributed towards a commemorative war memorial bench which they would like to gift to the village. The bench had been previously installed at the Merry Boys and their preferred location would be in the village centre adjacent to Heavenly Glaze. They had indicated that they would provide all materials but would like the Parish Council to pay for installation using the council's contractor. Following a discussion, it was:

RESOLVED: That the Parish Council would not pay for the installation of the bench on private land but would be willing to consider the installation costs if the installation site were to be on land in public ownership.

055/20 Website Content and Accessibility Guidelines: In order to be fully compliant with the website content accessibility guidelines 2.1 introduced in 2018, an Accessibility Statement had been added to the website at the cost of £102.00 (including VAT).

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056/20 **2020/2021 Meeting Dates:** Following a discussion, it was:

RESOLVED: That the 2020/2021 Calendar of Meeting Dates would be as follows:

PLANNING COMMITTEE	FINANCE COMMITTEE	PARISH COUNCIL
02 March 2020		16 March 2020
06 April 2020		20 April 2020
18 May 2020	18 May 2020	18 May 2020 (AMPC)
08 June 2020		15 June 2020
06 July 2020		20 July 2020
August – No Meetings		
07 September 2020		21 September 2020
05 October 2020		19 October 2020
02 November 2020		16 November 2020
07 December 2020		14 December 2020
04 January 2021	04 January 2021	18 January 2021
01 February 2020		22 February 2021
01 March 2021		15 March 2021
19 April 2021		19 April 2021
10 May 2021	10 May 2021 <i>or</i> 24 May 2021	24 May 2021 (AMPC)
Annual Meeting of Allotment Holders		02 October 2020
2020 Annual Parish Meeting		27 April 2020
2021 Annual Parish Meeting		26 April 2021

057/20 **VE Day 2020**

057/20.1 Lighting the Beacon, The Nations Tribute & The Nations Toast: Following a discussion, it was:

RESOLVED: That the event would take place on the evening of Friday 08 May at the Jubilee Hall.

57/20.1 Fireworks: It was noted that several companies specialised in offering a VE Day Fireworks Display. Following a discussion, it was:

RESOLVED: That whilst fireworks would not form part of the Parish Councils VE Day 2020 commemorations, enquires would be made for consideration at a future meeting regarding a fireworks display which would close the Family Fun Day on 16 May 2020.

057/20.3 Memorial Plaque: The plaque been commissioned and was being made to the Parish Councils bespoke requirements in time for the unveiling during the VE Day 2020 commemorations.

057/20.4 Commemorative Memorabilia: The availability of various items of commemorative memorabilia was noted. Following a discussion, it was:

RESOLVED: There would be no purchase of commemorative memorabilia.

058/20 **2020 Christmas Lights:** Members considered the Parish Councils requirements for 2020. Following a discussion, it was:

RESOLVED: That as the Parish Council had an adequate supply of Christmas Lights, it was not necessary to order any new Christmas lights.

It was further

RESOLVED: That a 2020 Switch On Event would depend on a sufficient number of community volunteers willing to help fundraise and organise the event.

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Members were advised that the Little Mill Community would like Christmas Lights. Following a discussion, it was:

RESOLVED: That subject to there being an energy supply that the Parish Council was able to use then the Parish Council would be delighted to provide lights from the existing stock thus ensuring a cohesive and uniformed Christmas Lighting display within the village.

059/20 Great British Spring Clean 2020: It was reported that the 2020 Great British Spring Clean would be taking place between March and April and that an event would be held by the Primary School. It was noted that in order for the Parish Council to assist in the provision of equipment further information was needed from the school.

060/20 Matters for Future Discussion

Streetlight Request: S. North informed members that a request for a streetlight had been received for Drage Road. The request would be added to the list and considered at a future meeting when all similar requests would be prioritised.

061/20 Matters for Consideration in Private: None

062/20 Date and Time of next meeting: Confirmed as 16 March 2020 @ 7.00 p.m.

There being no additional business, the meeting concluded at 20.30 hours.

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