

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE HALL MEETING ROOM AT 19.00 HOURS ON MONDAY 16 MARCH 2020

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

OFFICER PRESENT: K Bell

OTHERS PRESENT: S. Edmonds (Community Warden) & Approximately 30 residents

APOLOGIES: Parish Cllrs M. Barton, M. Ferguson & E. Wilkinson, M. Balfour (County Cllr), J. Sergison (Borough Cllr), J. Anderson (Borough Cllr) & L. Baker (PCSO)

ABSENTEE: R. Harvey

S. Watson opened the meeting and welcomed everyone present.

063/20 Declarations of Interests and lobbying: There were none

064/20 Community Warden: S. Edmonds was welcomed to the meeting; she drew attention to the following

- She was aware of cold callers working within the village and these had been referred to Trading Standards.
- Any complaints regarding Aces Car Sales should be referred to TMBC's ASB Officer
- She was supporting residents who had been advised to self-isolate due to coronavirus and was working with the Chairman and Clerk on a Community Volunteer Scheme which would operate during the Coronavirus emergency.

065/20 Correspondence from Residents

- A resident has expressed concern regarding the size and speed of vehicles using Hale Street. Referred to PCSO and Community Warden.
- A resident had raised concerns regarding the clearance of drainage ditches, broadband speeds and highway maintenance. The Clerk had responded.
- Resident had complained of TMBC's decision to proceed with the installation of double yellow lines at the junction of Old Road, Hale Street and Medway Meadows, particularly Medway Meadows. Referred to TMBC.

066/20 Questions from Residents

Approximately 30 residents attended and expressed their concerns with regard to the proposed double yellow lines at the junction of Medway Meadows, Old Road and Hale Street. Also, in attendance was a resident and Business Owner of Aces Car Sales. Questions were put to the Parish Council and answered accordingly. S. Watson as Chair made the following statement

"The continued obstructive parking around Medway Meadows is obviously something we all feel passionately about and is an issue dating back some years, so I would like to begin by reading a short statement the Parish Councillors and myself have prepared.

Signed:

Date:

2020

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You should know that Parish Councillors do this voluntarily and are proud to be the voice of the village to try to make East Peckham a better place to live in. Can I also mention that many of you believe we have more powers than we actually do and many times we are just a consultant in the processes as are the residents. In fact the only thing the Parish Council has a statutory obligation to provide is allotments, so obviously if you are interested to find out what we and can't do we are more than happy to explain this at another time and there are always vacancies.

So, to the issue at hand, following repeated requests by residents of MM, you will all know that TMBC did a Parking Survey in Medway Meadows and surrounding areas and you all would have had the chance to reply to both the informal and formal consultation process undertaken by TMBC, which came back with the majority of residents asked being happy with the proposed Yellow Lines.

We were aware that some residents of Medway Meadows would be adversely impacted by the installation of double yellow lines and we asked TMBC that the double yellow lines extend no further into Medway Meadows than the rear of Aces Car Sales, who were part of the initial problem.

However, we were advised after our EPPC meeting that if the proposal was changed it could be turned down and would be 2 years before the obstructive parking problem at Medway Meadows, Hale Street and Old Road would be considered again during which time there would be no way that the present situation could be rectified.

Therefore, on receipt of this communication, overnight on Thursday, 05 March, we advised TMBC that there was a clear consensus that it is better to do something rather than nothing.

With regards to that JTB meeting there were no Parish Councillors present at the JTB meeting as we are not permitted to speak and had asked our Borough Councillor to air our views and concerns on the scheme, which they duly did and consent was approved.

This very briefly brings us to the present day - it is my understanding that TMBC has already been in contact with some residents of Medway Meadows and Aces Auto and a Mediation Meeting is being arranged for the very near future. The Parish Council is happy to provide this room for that meeting and at this time we have not been asked to attend.

Members and residents were advised that on 16 March 2020, the following statement had been provided by TMBC:

“Double yellow lines at junctions are what is known as “junction protection” – this maintains visibility both of and for drivers and pedestrians at the junction, and also keeps the junction clear so vehicles turning can complete the movement without being held-up by queuing vehicles waiting to emerge.

The length of double yellow lines for junction protection is dependent on the layout of the road and the prevalent traffic speeds. The minimum distance from a junction would be 10m (approx. 2 car lengths) but given the junction layout and the speed limits it is appropriate for junction protection to be 15m (approx. 3 car lengths) from the Give Way line.

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The situation in Medway Meadows is not straightforward as there is a second junction just within the entrance to the road that leads to the southern cul-de-sac and the junction protection from one junction “overlaps” with the other. We also have to take into consideration the location of the driveway which is opposite the southern cul-de-sac entrance.

Technically double yellow line restrictions could be introduced to the rear boundary line of Aces Car Sales; however, this was not the proposal that was advertised due to the road layout (as detailed above).

The restrictions were considered by the Joint Transportation Board, along with the consultation responses and the Board decided that the advertised proposals should be introduced. The Borough made formal proposals, steered by the initial round of informal consultation. At the formal consultation stage, it is a “take it or leave it” situation, with very little room for adjustment.

Restrictions could be reduced at that stage, but not change type. The Parish’s revised views (where a reduction was asked for) were presented to the Board but the Board decided to move onwards with the restrictions as per the consultation.”

The residents also raised Speedwatch and Neighbourhood Watch schemes. S. Watson said that the Parish Council would support both schemes and that the Community would work with them and provide all the information they needed.

067/20 Minutes

067/20.1 Full Council: RESOLVED that the minutes of the Meeting held on 17 February 2020 be approved and signed by the Chairman as a correct record.

067/20.2 Update on any action identified in the minutes not on the agenda

042/20.2 Website Statistics January 2020: 412 visits, 1,202 page views

059/20 Great British Spring Clean 2020: On 23 March, Year 5 at East Peckham Primary School would be participating in a village litter pick. Arrangements had been made for equipment to be provided by and for litter to be collected by TMBC.

068/20 Planning Committee

068/20.1 Minutes from Meeting held on 02 March 2020: RESOLVED that the minutes be RECEIVED AND NOTED.

068/20.2 Sale of The Merry Boys Public House: Members were advised that the forthcoming sale of The Merry Boys had generated lots of interest and there was the possibility that the Merry Boys could be registered with TMBC as an Asset of Community Value which could potentially pause the sale by auction later this month giving the community six months and the opportunity and time to prepare a bid and get a business plan together. It was noted that the owner was not bound to sell an ACV pub to a community group but must weigh that against the risk of bad press and reputational damage. Following a discussion, it was:

RESOLVED: That no action would be taken as the village was still served by the Man of Kent and The Bush, Blackbird and Thrush.

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068/20.3 Planning Applications: RESOLVED to comment as follows to TMBC

TM/20/00450/FL Remove old leaking pre-fabricated concrete garage and replace it by a new single storey timber garage under a tiled roof at 21 Addlestead Road, East Peckham

NO OBJECTION

TM/20/00472/FL & TM/20/00473/LB Renew previous permission TM/14/00462 and TM/16/00874 for the continued use of Bell 3 at The Hop Farm by The Quest School for D1 use to enable Quest School to provide education for pupils with autism with the associated Listed Building Consent for the works necessary to enable the change of use to take place. This includes insertion of new internal ceilings within two Oast Roundels with some additional remodelling to existing internal areas by the installation of suspended ceilings, electrical wiring and associated fixtures to be surface trunked. Replacement fire doors and other minor works at Bell 3, Hop Farm country Park, Maidstone Road, Paddock Wood.

NO OBJECTION

068//20.4 Planning Decisions: TMBC has GRANTED PERMISSION for the following

TM/20/00026/FL Demolition of existing rear extension, construction of single storey front and single storey rear extensions at 25 Bramley Road, East Peckham

069/20 Jubilee Hall & Playing Fields

069/20.1 Bookings: Whilst bookings remained constant some had been cancelled due to the Coronavirus outbreak and it was expected that over the coming weeks there would be further disruption and loss of income through cancelled bookings.

069/20.2 Maintenance

- TBC would be undertaking car park maintenance work shortly; the recent wet weather has delayed progress. TBC is 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 next phase of building improvements would include the replacement of the external doors. Hopefully before 31 March 2020.

069/20.3 CCTV: The cameras were last cleaned in December 2019 and the next clean was due in June 2020, however as some cameras had incurred water ingress, Chroma Vision would be inspecting the system shortly.

069/20.4 Risk Assessment

- The risk assessments were up to date, weekly visual checks were being undertaken to external & internal areas.
- In response to the Coronavirus outbreak,
 - Hand sanitizer gel had been ordered, pending delivery sanitiser wipes were being provided at the Jubilee Hall and a plentiful supply of handwash was being made available.

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- Regular users provided with frequent updates
- Users of the Jubilee Hall assured that EPPC was well-prepared for these types of incidents and would remain vigilant, monitor progress on an ongoing basis and review the situation in light of any emerging information and Government advice surrounding the virus.
- Enhanced health and safety measures were in place. These included:
 - Increased cleaning and disinfection programme across all high-volume touchpoints, e.g. catering areas, surfaces, handrails, WCs, entrances/exits, etc.
 - Adjustments made to cleaning/sanitising materials and products, which had demonstrated effectiveness (>99.9% inactivation) against Coronavirus strains from the same family as the 2019 Novel Coronavirus (COVID-19) in third party laboratory testing.
 - Retaining accurate and detailed records of all contractors and suppliers that had visited the venue.
 - Awareness campaign on public information boards on standard personal preventative measures, e.g. personal hygiene, frequency of use of sanitising/disinfection products, etc.
 - Additional signage onsite reminding attendees of hygiene recommendations.
- EPPC had urged all users and visitors to implement appropriate guidelines and protocols as suggested by the World Health Organisation (WHO) and other health authorities to contain and mitigate against any further spread of the virus. The health and safety of our regular users, visitors and staff are of paramount importance.
- Organisers advised to exercise due diligence in managing their events. EPPC's recommendations were:
 - Follow all advice as issued by the Public Health Agency.
 - Advising people who may have travelled from 'red zone' countries to strictly follow WHO guidelines.
 - Communicating advice to all attendees to adopt a 'no-handshake policy'.
 - Accurate attendee lists should be kept on file and include contact details should communication be necessary
 - People who plan to travel should check the travel advice at www.gov.uk/guidance/travel-advice-novel-coronavirus.
 - EPPC take the safety of all our customers and visitors very seriously and we are actively ensuring that we follow all recommended guidelines from the Public Health Agency.
- The tree safety audit has recently been carried out. The auditor has advised that apart from the fallen tree which has been removed from site, only minor issues were found and details of these together with a quotation for the sum of £540 for the are included in the report. The quotation has been accepted and the contractor has been asked to proceed with the remedial work.
- The Fire Extinguisher maintenance contract has been renewed.

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069/20.5 Jubilee Hall & Playing Field Financial Statement 01.04.19 – 29.02.20

2019/2020 Budget	£
Fund carried forward from 2018/2019	34,334
Plus 2019/2020 Receipts	*15,784
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	109,618

*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	8,715
Deposit refunds	237
Playing Field Maintenance	11,695
Building & Asset Maintenance	7,843
Jubilee Hall Upgrade t	1,895
Car Park Maintenance t	0
JH Staff costs	8,639
Outdoor Equipment Repairs	487
Outdoor Equipment – New Activity	2,522
NNDR	5,555
TOTAL EXPENDITURE	47,588
BALANCE	62,030

069/20.6 Bike Track: Mr Edwards had offered to supply a sufficient quantity of ‘clean’ soil for in the construction of the bike track, he had also offered to bring the soil onto site using a dumper truck which he would then use to form the base shape for the bike track. The offer had been accepted and work was due to recommence in late March / early April.

069/20.7 Electric Car Charging Points: A successful application had been made to the Governments Workplace Charging Scheme for £500 towards each charging point at the Jubilee Hall (up to a maximum of 2) and that the Clerk had met with a Government approved installer who had confirmed the suitability of the Jubilee Hall. Unfortunately, a charging point in the village centre could not be pursued as the Parish Council did not have a metered energy supply. Following a discussion, it was:
RESOLVED: That the matter would be deferred for considered at a future meeting.

069/20.8 Installation of water bottle refilling station: In line with the Parish Councils sustainability policy, the clerk had been looking into options for an outdoors refillable water bottle station. Following a discussion, it was:
RESOLVED: That the matter be deferred for consideration at a future meeting.

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070/20 Groups & Organisations (includes Panels, Local Organisations and Working Groups):
Members who attended any meeting on behalf of EPPC to be invited to report

070/20.1 ACRK Rural Kent Coffee and Information Project: ACRK had offered the East Peckham community the coffee and information project again for 2020 on 23 April, 21 May and 18 June. Following a discussion, it was:
RESOLVED: That the Jubilee Hall would be made available at no cost to ACRK.

070/20.2 Coffee and Craft: The meeting arranged for 16 March was cancelled due to Coronavirus fears.

071/20 Bank Reconciliations as at 29 February 2020: The bank reconciliations were **RECEIVED AND NOTED and APPROVED**. The bank balance was £347,089.20 (Nat West £231,832.83, Unity Trust £115,256.37. The bank and reconciliation statements were signed by the chairman and a non-signatory member of the council.

072/20 2019/2020 Audit: Following the Coronavirus outbreak new guidance was expected to be issued regarding the audit arrangements for 2019/2020; attention was drawn to the following:

- Independent Internal Audit: It was likely that this would be carried out remotely. It was noted that the Parish Council had received an Interim IIA in November 2020 and the Clerk would facilitate the audit process and liaise with the IIA.
- The following were noted:
 - After the completion of accounts as at 31 March, they must be certified by the Parish Councils RFO, considered and approved by full council by no later than 29 June and published by 30 September.
 - If a planned full council meeting was not able to approve the accounts e.g. the meeting was not quorate due to councillor absence, then an extraordinary council meeting could be called at a later date as long as it was within this timeframe.
 - If the Parish Council became concerned about a potential delay it had been advised to consider approving the AGAR as soon as possible, for example, at an April meeting rather than waiting for the May meeting. It was noted that the Clerk was aiming to have the AGAR completed so that it could be approved by the council on 20 April 2020.
 - NALC and Smaller Authorities' Audit Appointments (SAAA) had discussed and agreed to keep an eye on the situation. SAAA would keep in close contact with auditors as well.

073/20 Financial Transactions: The following transactions were **APPROVED**

Receipts 01.02.20 – 29.02.20

Hall Hire	£2,095.35
Nat West Interest	£35.43
TOTAL	£2,130.78

Payments (includes VAT where applicable)

Direct Debits

Haven Power Ltd S19	Jubilee Hall Energy	£267.23
Haven Power Ltd S136	Streetlight Energy	£266.52
Castle Water S19	Water Rates	£13.45
TOTAL		£547.20

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Cheque payments (includes VAT where applicable)

PSR Lighting & Signs	S136	Streetlight Maintenance	£375.00	301228
The Edge Systems	S111/112	ID Cards x 6	£52.85	301229
Stephanie's	S111/112	APM Expenses	£125.00	301230
Mrs K Bell	S111/112	Admin Expenses	£107.07	301231
Miss D Jenner & Mr P Kent	S19	JH & PF Janitorial	£893.68	301232
Miss D Jenner & Mr P Kent	S19	JH & PF expenses	£22.59	301233
Kent Grassland Services	S19	PF Maintenance	£180.00	301234
Mrs K Bell	S111/112	Clerks Salary & exps	£2,054.48	301235
Mr M Hayes	S137	Litter wardens' salary	£164.86	301236
HMRC	S111/112	Salary Deductions	£792.33	301237
Mr M Edwards	S19	Christmas Tree & PF Maintce	£414.00	301238
PC Matters Ltd	S111/112	Office 365	£61.08	301239
PSR Lighting & Signs	S136	Streetlight Maintenance	£432.00	301240
Brookside Garden Centre	S111/112	Residents 100 th Birthday gift	£16.49	301241
KCC	S111/112	Stationery	£25.56	301242
KCC	S19	JH Supplies	£15.24	301243
K. Buckland	S19	JH Deposit Refund	£50.00	301244
TMBC	S111/112	Printing	£152.68	301245
BT	S111/112	Parish Office Telecoms	£9.60	301246
Abbey Flooring	S137	Grant to Village hall	£500.00	301247
Treecycle Tree Care	S19	PF Tree Safety Audit	£216.00	301248
Business Stream	S19	JH Water Rates	£529.55	301249
Mrs K Bell	S111/112	Admin exps	£51.88	301250
TMBC	S19	2020/2021 NNDR	£6,489.91	301251
TOTAL			£13,884.53	

074/20 Funding Requests

074/20.1 Little Mill Defibrillator: The defibrillator which had been part funded by the Parish Council was installed on 11 March. It was noted that the BT kiosk adopted by the community for housing the defibrillator was unglazed and that the Parish Council had been asked if it could help with the glazing costs. It was further noted that Mode Design had been asked to provide a quotation for council's consideration. Following a discussion, it was:

RESOLVED: That the glazing costs would be paid for by the Parish Council.

074/20.2 Baby & Toddler Group: The group had thanked the Parish Council for its offer of 2 free hours hall time per month but had said that the group would still be unable to pay the hall hire charges. They had confirmed that they take no more than £10 - £15 each week and that once they had taken out the cost of activities there was rarely anything left over. However, they had acknowledged the need to pay something and had offered half of what they receive. It was noted that the session costs were being reviewed and a new charging scheme would be in operation after the Easter holidays and that the group had stressed that it was run by volunteers with the aim of

combatting loneliness and isolation in young families. Following a discussion, it was proposed by S. Watson seconded by J. Bates and:

RESOLVED: That the Parish Council would accept the offer.

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075/20 Correspondence: The following items were received during the period 07.03.20 – 06.03.20.

- a. **TMBC**
- (i) Licensing Activity (February / March 2020)
 - (ii) Housing Services: SWEP Activation Alerts
 - (iii) Parish Partnership Panel – Minutes from meeting held on 06.02.2020
 - (iv) 2020 Easter Holiday Activities Brochure
 - (v) TM Active News
 - (vi) Electoral Register Changes (March 2020)
- b. **KALC**
- (i) KALC CEO Bulletins
 - (ii) NALC Chief Executives Bulletins & Newsletters
 - (iii) Public Health England – We are undefeatable campaign information
 - (iv) South and South East in Bloom Competition 2020
 - (v) National CSSC Green Message – BERG Property Flood Resilience Code of Practice launch & UK Protect Bulletins, NCTPHQ Bulletin
 - (vi) Coronavirus COVID -19 Updates
 - (vii) Kent Rural Police Update (March 2020)
 - (viii) KALC News (March 2020)
 - (ix) Kent PCC's Spring Newsletter 2020
 - (x) Local Government Transition Bulletin
 - (xi) Event Alerts
 - Lord Lieutenants 2020 Civic Service (17.03.20)
 - S106 Agreements and the Community Levy (03.03.20)
 - Annual Planning Conference (13.03.20)
- c. **Miscellaneous Information:** Living Wage Foundation, M2 Junction 5 Improvements, Alzheimer's Association, Dementia Action Week 2020, Tom Tugendhat MP, Dementia Friends, Scribe, Kent Fire and Rescue Service, Glasdon, Heart of Kent Hospice (Compassionate Neighbours Press Release), Stronger Kent Communities – Free events for Kent voluntary sector organisations, Maxim PR (Trooli – ultrafast broadband comes to East Peckham and Watlington)
- d. **SLCC:** News Bulletins
- e. **NALC: Spring Conference (17.03.2020)**
- f. **Stronger Kent Communities:** Event alerts
- (i) How to attract and engage older volunteers (03.03.20)
 - (ii) Resilient You Workshop (18.03.20)
- g. **Public Works Loan Board:** Information regarding governance change
- h. **Clerks & Councils Direct** (March 2020)

076/20 Community Resilience

076/20.1 East Peckham Flood Relief Scheme: The EA had confirmed that when all the property surveys had been completed the data would be processed and they would ascertain how many properties were eligible for PFR measures. They would soon write to applicants letting them know if they were eligible or not, eligible applicants would be asked to provide proof of internal flooding. Once this had been completed, the EA would apply for government funding to progress the scheme.

076/20.2 Flood Warnings: Activated on a recurring basis throughout February and March.

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076/20.3 Flooding: More flooding occurred on 05 March 2020, mainly as a result of heavily saturated land and drains and ditches being unable to cope with the volume of water. The CEP was activated, and flood wardens closed the roads. No report of residential property damage was received. Church Lane was badly affected. Blocked gullies in Church Lane, The Freehold, Old Road, Pound Road and Snoll Hatch referred to KCC.

076/20.4 TMBC Community Resilience: The Ministry of Housing, communities and Local Government was collecting information relating to the flooding of domestic properties follow storms Dennis, Ciera and Jorge. EPPC had been asked to provide knowledge either directly or anecdotally of any East Peckham properties that were flooded.

076/20.5 East Peckham Flood Group: Confirmation had been received that on 06 March 2020 the East Peckham Flood Group was formally dissolved and that all monies held in their accounts had been transferred to the National Flood Forum. Membership information had been passed to the Flood Action Group.

076/20.6 Flood Action Group (FAG): It was reported that the Parish Council set up the Flood Action Group as part of a multi-agency group to exchange information between the Parish Council, the EA, Water Board, TMBC, KCC, UMIDB and seek the answers we needed and that following the dissolution of the East Peckham Flood Group there was a need to redefine the role of the Parish Council. Following a discussion, it was:

RESOLVED: That the Parish Council could best serve the community by continuing with the multi-agency networking approach.

It was further:

RESOLVED That there was a need now for the FAG to define its role and whether it wished to expand its original role which was the multi-agency networking approach to become also a resident support group, especially so in view of the fact that data regarding the membership of former East Peckham Flood Group has been forwarded to FAG Chairman.

077/20 125th Anniversary of EPPC - Dementia Friendly Village: It is likely that the Family Fun Day which was due to be held on 16 May would be postponed following the Coronavirus outbreak.

078/20 Environmental Enhancements

078/20.1 WW2 Memorial Bench which was formerly at the Merry Boys: Following the closure of The Merry Boys, the bench was needing a new home and the contributing members having been advised that the Parish Council would not pay for it to be installed on private land were agreeable to it being installed on public land in the village centre. Following a discussion, it was:

RESOLVED: That Mr Edwards would be asked to install the bench..

078/20.2 Public Conveniences: NALC in conjunction with the British Toilet Association (BTS) had produced an evidence gathering survey would help NALC and the BTA gather evidence as to why the toilet tax (Business Rate levy) on public conveniences owned or run by Local Authorities should end as soon as possible. It was noted that the Clerk had completed the survey on behalf of the Parish Council.

078/20.3 Additional Streetlights: Following a discussion, it was

RESOLVED: That The matter be deferred for consideration at a future meeting.

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078/20.4 Village Planting: A quotation for the sum of £1,073.40 has been received in respect of the village centre summer hanging baskets. It was noted that funds had been included in the 2020/2021 budget. Following a discussion, it was:

RESOLVED: That The quotation would be accepted.

078/20.5 Kent Men of the Trees – Trees in the Village Competition 2020: Following a discussion, it was:

RESOLVED: That the Parish Council would not submit an entry into the 2020 competition.

079/20 VE Day 2020

079/20.1 Lighting the Beacon, The Nations Tribute & The Nations Toast: Attention was drawn to the following

- The event was due to take place at the Jubilee Hall on Friday 08 May 2020 at 7.00 p.m.
- M. Barton would organise the lighting of the beacon.
- The Clerk would organise the Nations Toast.
- S. Watson would read the Nations Tribute.

079/20.2 War Memorial & Plaque The Memorial has been steam cleaned in readiness for the installation of the memorial plaque which was due to be installed during April.

080/20 2020 Christmas Lights: Following a discussion, it was:

RESOLVED: That EPPC's Christmas Lighting requirements be deferred for consideration at a future meeting. It was noted that due to the imminent sale of the Merry Boys, the Christmas Lights had been removed from the building.

081/20 2020 Annual Parish Meeting (27 April 2020): Whilst arrangements had been made for the 2020 APM, subject to restrictions in place due to the Coronavirus it was possible that the event might have to be postponed.

082/20 2020 Annual Report: The document had been published and was available to download from the parish council's website. It was noted that some hard copies were available.

083/20 Review of Loyalty Card Scheme: Following a discussion, it was:

RESOLVED: That the scheme would continue, however participating independent retailers would be urged not to have a minimum spend before purchasers could receive a stamp on their loyalty cards.

084/20 Coronavirus: Attention was drawn to the following

- The coronavirus situation was fast-moving and there was an increasing amount of misinformation online. The Parish Council should be using government advice to inform decisions and be checking that advice regularly.
- The council had put information on its website and Facebook page signposting local residents to government information and advice.
- It was recommended that the Parish Council considered different scenarios and what actions might help mitigate any risks to the council. For example:
 - It might be helpful to review the council's scheme of delegation to ensure it was fit for purpose and would ensure minimal disruption to the work of the council if councillors were unable to attend meetings and committees.

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- Members might wish to consider if certain decisions could be delegated to the clerk, in consultation with the chairman and deputy-chairman, as a contingency plan in case council meetings were postponed due to the coronavirus
- The council might wish to review critical functions or services and consider how those would continue in the case of staff absence
- With regard to the law about holding council meetings, the following were noted:
 - There were a number of statutory meetings and deadlines that applied to the Parish Council and there had been no change to legislation or government guidance to amend those statutory duties.
 - Where the law did not provide for a particular scenario (e.g. the holding of the annual Parish Council Meeting or the Annual Parish Meeting Meeting) outside of the statutory timeframe, if the government advised against meetings being held) the Parish Council would be guided by the government as to what should happen. It was noted that NALC would be engaging with government on this and a range of other issues and would keep the Parish Council updated on any developments.

Following a discussion, it was

RESOLVED: That the meeting of the Planning Transportation Committee scheduled to take place on 06 April 2020 would be cancelled

It was further

RESOLVED: That a decision would be made in early April regarding the meeting of the Parish Council which was to take place on 20 April and the 2020 Annual Parish Meeting which was to take place on 27 April.

It was further

RESOLVED: That during the coronavirus emergency and between meetings of the Parish Council delegated powers would be passed to the Clerk who would make decisions and spend small sums of money on behalf of the council as per the Councils existing scheme of delegation which was enacted during the Councils scheduled summer recess.

085/20 Matters for Future Discussion: None

086/20 Matters for Consideration in Private

Groundsman Paul Kent: Paul has had his hip operation and would be unable to fulfil his groundsman duties for 6 weeks. As Paul was contracted to provide a service and not PAYE, arrangements had been made for the work to be completed by Mr Jenner (former groundsman) at no additional cost to the Parish Council. Mr Hayes and Mr Jewhurst would however be doing additional litter clearing over the 6 week period of Mr Kent's confinement.

Mr R Harvey: TMBC's Monitoring Officer has confirmed that the Parish Council must wait until Mr Harvey had failed to attend a meeting for 6 months before being able to declare a casual vacancy.

087/20 Date and Time of next meeting: Confirmed as 20 April 2020 @ 7.00 p.m. subject to Coronavirus restrictions.

Signed: Date: 2020
These minutes are not a verbatim record of the meeting, but a summary of discussions and decisions made at the meeting