

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD AT 7.00 P.M. ON MONDAY 21 SEPTEMBER 2020**

**PRESENT:** M. Barton, D. Fairless, M. Ferguson, T. Fryer, S. North, D. Seal, E. Wilkinson & M. Williams (1 vacancies)

**ALSO, PRESENT:** K. Bell (Clerk). J. Anderson (Borough Cllr), S. Edmonds (Community Warden) & 2 residents.

**APOLOGIES:** H. Rogers (Borough Cllr), J. Sergison (Borough Cllr) & PCSO. J. Vincent

**ABSENTEES:** J. Bates & C. Matthews

**Notice of Meeting:** Public Notice of the meeting had 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 came into force on 04 April 2020 and enabled the Parish Council to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

D. Fairless opened the meeting and welcomed all present. He invited the Clerk as moderator to make a 'housekeeping' announcement on how the meeting would be conducted

**185/20 Election of Chairman for remainder of the 2020/2021 Meeting Cycle:** Nominations were invited for the position of Chairman; the following nominations were received:

E. Wilkinson nominated D. Fairless  
M. Ferguson nominated C. Matthews  
D. Fairless nominated M. Barton

D. Fairless thanked E. Wilkinson for her nomination and confirmed that he would be happy to stay as Deputy Chairman and shadow M. Barton with the view to becoming Chairman in May 2021. Following a discussion, it was proposed by D. Fairless, seconded by E. Wilkinson and:

**RESOLVED:** By a vote of 5 in favour with 1 abstention that M. Barton would become the new Chairman. M. Barton to complete his Declaration of Acceptance of Office.

**186/20 Councillor Vacancies**

**186/20.1** TMBC had advised that the three vacancies could be filled by co-option.

**186/20.2** Two applications had been received from Mr Tim Fryer and Mr David Seal who they had met, and that they were to formally consider their co-option onto EPPC. Following a discussion, it was proposed by D. Fairless, seconded by M. Williams and:

**RESOLVED:** That Mr Fryer and Mr Seal would be invited to join the Parish Council.

Mr Fryer and Mr Seal accepted co-option and would complete their declaration of acceptance of office.

It was further

**RESOLVED** That the remaining vacancy would be filled by co-option as soon as practicable.

Signed:  
Chairman

Date: 21 October 2020

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**187/20 Declarations of Interests and/or lobbying:** The following interests were declared

- M. Williams declared an interest in item 198/20.9 on the grounds that he was involved in the running of East Peckham United Football Club.
- M. Barton and M. Ferguson declared an interest in item 199/20.9 on the grounds that they were members of the East Peckham Magazine Committee.

**189/20 Reports from Borough Councillors:** J. Sergison, was welcomed to the meeting; she advised that she had met with the newly formed Medway Meadows Residents Association and that she looked forward to engaging with them. She also advised that she welcomed communication from all EP residents and was happy to do what she could to try and resolve any issues or concerns they had.

**190/20 Report from Police Representative**

- Investigations were being undertaken with regard to issues with parking and ASB between Aces Auto Mall and residents at Medway Meadows
- Speed checks would be undertaken along Hale Street when resources .

**191/20 Community Warden:** S. Edmonds was welcomed to the meeting; she drew attention to the following:

- Her workload was incredibly packed at the present time as she was covering many roles including that of the Area Team Leader and even though she might not be as visibly present in the village she remained focussed on EP.
- She and the East Peckham Volunteer Help Scheme Coordinators were on alert should the scheme need to be rectified in response to further Covid 19 restrictions.
- She had received no recent reports of ASB
- 3 residents from Medway Meadows had contacted her recently with some concerns and she had directed those residents to the Police and TMBC.

**192/20 Correspondence from Residents**

- Invitation received from the family of Mrs Lawrence inviting a Parish Council representative to attend her 90<sup>th</sup> birthday celebrations. M. Ferguson and M. Barton attended on the council's behalf.
- Report received regarding streetlight outage in Bullen Lane. Rectified by streetlight contractor
- A request received from a resident for the parish council to consider planting an urban forest
- Complaints regarding fly tipping at Bullen Lane, land off the Bypass and at Pinkham.
- Compliment and praise received thanking EPPC for investing in brilliant facilities for children at the Playing Fields and for prioritising spending on high quality outdoor facilities.

**193/20 Questions from residents:** There were none.

**194/20 Minutes**

**194/20.1 Minutes of the Parish Council Meeting held on 20 July 2020**

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

**194/20.2 Update on Matters arising not included elsewhere on the agenda:** None

Signed:  
Chairman

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**195/20 Planning Committee**

**195/20.1 Minutes from Meeting held on 07 September 2020:** The minutes of the meeting were **RECEIVED, NOTED AND APPROVED**. No questions were asked of the Committee Chairman.

**195/20.2 NALC Policy Briefing Papers regarding the Governments 3 consultations -** (Changes to the Current Planning System, Planning for the future – The planning white paper, Transparency and Competition – A Call for Evidence on Data on Land Control) on the reform of the planning system: Following a discussion, it was:  
**RESOLVED:** That the council would concur with the views expressed by KALC.

**196/20 Groups & Organisations (incl. Panels, Local Organisations and Working Groups)**

Members who attended any meeting on behalf of the Parish Council were invited to give a brief report. To include

**196/20.1 Allotments**

- The allotment tenancy renewal process was taking place. Any vacant plots arising would be reallocated following the completion of the renewal process.
- The Allotment Holders AGM was due to be held on 02 October via Zoom.
- A complaint had been received alleging that an allotment holder had been misusing the allotment water supply for his own premises, this appeared to have been a misunderstanding.

**196/20.2 East Peckham DFC**

- The Clerk had provided a case study to NALC which would be used in a forthcoming guide which would be issued to all local councils.
- On 09 September, packages of specially made biscuits had been delivered to those within East Peckham who were living with dementia.

**196/20.3 Compassionate Neighbours Update:** Compassionate Neighbours was recruiting again and providing online training. It was fantastic that a member of East Peckham Parish Council was a fully trained Compassionate Neighbour and had been actively supporting the project and an individual who he had been matched with. Details regarding Compassionate Neighbours would be forwarded to those who had volunteered during the lockdown with the East Peckham Volunteer Support Scheme. The information would also be included on the website, Facebook and in the newsletter.

**196/20.4 Parish Partnership Panel:** The meeting held on 03 September was attended by the Clerk. Key topics for discussion included:

- An update on Planning Services,
- Government Planning Consultation
- Street scene services update: TMBC had identified 10 fly tipping hotspots throughout the borough and was working with the police to try and prevent reoccurrences. The locations of the 'hotspots' was not disclosed at the meeting
- Kent Police Services update
- Kent County Council Services update: KCC was struggling to cope with the number of migrants who had entered the county.

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**196/20.5 KALC Health and Well Being Conference:** The event held on 03 September was attended by the Clerk. The event explored tools required for communities thrive following Covid 19. It was likely that a greater emphasis would be placed on Local Councils to take a lead on Health and Wellbeing within their communities.

**196/20.6 KALC & CPRE Planning White Paper Seminar:** The event held on 11 September was attended by the Clerk. It was of interest and value to EPPC as it provided information about the Government Consultation, the future of planning and was useful for Local Councils like EPPC who wanted a developing role in the planning process.

**196/20.7 KALC Effective Comms and Engagement in a Post-Lockdown World Webinar:** The event held on 15 September was attended by the Clerk.. It discussed ways in which Local Councils could engage effectively with their communities. Plenty of hints and tips and good ideas were shared together with examples of best practice. The Clerk was exploring some new methods and on 29 September would be meeting 'virtually' Breakthrough Communications. New initiatives discussed included reviewing existing engagement, introduction of an e-newsletter, FB videos, FB streaming of council meetings and an online suggestion box.

<b>197/20 Councillors Areas:</b> It was noted that the areas were currently assigned as follows:	
Hale Street, Bardsley Close, Hale Court, Medway Meadows, Cates Court & Maidstone Rd	TBC
Smithers Lane, Pattenden Gardens, Hop Bine Close, Smithers Court, Beltring Road) Branbridges Road & Maidstone Road (A26)	TBC
Old Road, Strettitt Gardens, Pinkham & Pinkham Gardens	C. Matthews
Addlestead Road, Chidley Cross Road, Caysers Croft & Tonbridge Road	D. Fairless
Pound Road & The Old Dairy	E. Wilkinson
Orchard Road, The Freehold, Red Roses, Marvillion & Snoll Hatch Road	TBC
Whitebine, Golding & Henham Gardens & Crown Acres	M. Barton
Fell Mead, Stockenbury, Bramley Road, Pippin Road & Russett Road	J. Bates
Hatches Lane, Bullen Lane, Bells Farm Road, Grove Close & Stanford Lane	S. North
Westwood Road, Drage Road, William Luck Close & Cotman Way	TBC
Court Lodge, Roydon Hall & Bush Roads, Seven Mile, Martins & Church Lanes	M. Ferguson

Following a discussion, it was:

**RESOLVED:** That T. Fryer and D. Seal would confirm which areas they would like to have assigned to them. Minor tweaks would be made in order to try and accommodate all councillor's area preferences.

Signed:

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Chairman

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**198/20 Jubilee Hall & Playing Fields**

**198/20.1**

**Bookings**

- The hall reopened on 25 July and is Covid -19 Safe. Following the new restrictions introduced on 14 September, the hall closed to indoor activities consisting of more than 6 people except for exempt activities and organised team sports. All users had been advised on the approach the council had taken with regard to re-opening and the changes, systems, and procedures that had been put in place. Users were operating a track and trace system and for the time being casual bookings had been suspended. Users had been asked to provide a copy of their risk assessment and insurance documentation. Upon re-opening the Janitor was providing a daily cleansing regime of the premises.
- Regular users had been returning over the past few weeks together with new users such as the Puppy and Young Dog Training and others who were due to start shortly such as a new Yoga Class and the Historical Society. Enquiries had been received from the Evergreens and the WI who were also hoping to use the hall.
- Unfortunately, several bottles of hand sanitiser and a tub of anti-bacterial wipes have been mislaid. Safeguarding steps had since been introduced to prevent further misuse.

**198/20.2**

**Maintenance**

- KCC had not responded to numerous requests to repair the paved area outside the Primary School, urgent repairs had therefore been carried out funded by EPPC's minor maintenance budget. KCC would be recharged.
- The car park surface was due to be repaired and potholes infilled. The work would not be a full retarmac of the car park but maintenance work to prolong the life of the existing surface. TBC would do the lining work.
- At least 3 external doors needed to be replaced.
- Tennis Court: The net had been replaced

**198/20.3**

**Risk Assessment**

- Risk assessments up to date, weekly visual checks being undertaken to external & internal areas.
- A Covid-19 specific Risk Assessment was undertaken in respect of the play areas and outdoor gym prior which reopened on 04 July 2020. Advisory notices installed.
- A Covid-19 specific Risk Assessment was undertaken in respect of the Jubilee Hall; the following measures had been taken:
  - One way system in operation
  - Hand sanitising stations installed
  - Signage installed both inside and outside the building
- Government guidance was being complied with at all times.

- The annual inspection of the fire safety devices had been carried out. All was in order.

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- The annual safety inspection of the outdoor equipment had been carried out. The inspector had issued a 109 page report and an overall risk rating of 12 (Moderate Risk). C. Matthews would attend to the work required to the Bike Park and the Clerk had arranged for the remaining items which had been identified as either very low or low risk to be carried out by the Groundsman, Total Building Care, and specialist play companies.

**198/20.4 Jubilee Hall & Playing Field Financial Statement for the period 01.04.20 – 31.08.20**

Fund carried forward from 2019/2020	59,251
Plus 2020/2021 Receipts	*1,738
Playing Field Maintenance Budget	14,500
Building & Asset Maintenance Budget	15,000
Jubilee Hall Upgrade Budget	3,600
Car Park Maintenance Budget	2,500
JH Staffing Budget	11,500
Outdoor Equipment Repairs Budget	7,500
Outdoor Equipment – New Activity Budget	4,500
NNDR Budget	5,900
<b>TOTAL BUDGET</b>	<b>125,989</b>

*\*Notes:*

- *Not including value of PC approved subsidized 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.*
- *Two long term users are experiencing financial difficulties, the Clerk is working with the users to ensure that the accounts are bought up to date as quickly as possible.*

**LESS EXPENDITURE**

JH Running Costs	4,088
Playing Field Maintenance	6,835
Building & Asset Maintenance	5,848
Jubilee Hall Upgrade	0
Car Park Maintenance	0
JH Staff costs	3,778
Outdoor Equipment Repairs	0
Outdoor Equipment – New Activity	0
NNDR	6,490
Deposit refunds	50
<b>TOTAL EXPENDITURE</b>	<b>27,089</b>
<b>BALANCE</b>	<b>98,900</b>

**198/20.5 Bike Track Safety Inspection:** The inspector had commented that BMX tracks were not currently covered by any British or European Standard and

their findings had been based on their application, knowledge and understanding of the Wheeled Sports Standard (BS EN 14974). The inspector had identified 11 minor findings and had given an overall low risk rating. C. Matthews confirmed that he would address the inspector's findings in further construction work of the bike track.

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- 198/20.7 Refuse arrangements:** The existing arrangements were working well at the Jubilee Hall. Members were however concerned that TMBC's bulky refuse service had not yet resumed, and the council was of the opinion that this had contributed towards the increase in fly tipping incidents within the village. Following a discussion, it was:  
**RESOLVED:** That TMBC would be asked to provide an update with regard to the return of the bulky refuse service following its suspension at the outset of the Covid-19 Lockdown.
- 198/20.8 Repairs to safety play surfaces and New item of equipment:** Quotation expected shortly now that the play equipment companies had returned from furlough.
- 198/20.9 Football**
- 198/20.8.1 Review of line marking arrangements:** Following a discussion, it was:  
**RESOLVED:** That as Pembury U15 had made their own arrangements, EP United FC and AFC Valour would do the same.
- 198/20.8.2 Review of fees for youth and senior teams:** Following a discussion, it was:  
**RESOLVED:** That match fees would remain at £40.00 per match for the duration of the 2020/2021 Footballing season. It was noted that the match fee included the use of one pitch per match and the communal use of kitchen and WC's, but no line marking or changing rooms.
- 198/20.8.3 Container:** M. Williams and M. Barton had met the groundsman; the container had been reorganised and refuse and obsolete items disposed of. It was noted that there was plenty of room within the container to accommodate items belonging to the groundsman and football clubs.
- 198/20.8.4 Changing Rooms:** Following a discussion, it was:  
**RESOLVED:** That M. Williams would provide a specification for a refurbishment of the Changing Rooms and quotations would

be sought for the work for council's consideration at a future meeting.

- 198/20.15 Playing Field Grounds and Vegetation Clearance:** During Covid-19, the groundsman had taken on more maintenance work which saved EPPC money as it was not then paying out for the work to be performed by external contractors. The groundsman had asked if EPPC could purchase a long hedge trimmer which would enable him to do more work.

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Following a discussion, it was proposed by S. North, seconded by M. Barton and:

**RESOLVED:** That the item of equipment would be purchased.

## **199/20 Finance**

- 199/20.1 2019/2020 Conclusion of Audit:** The external audit had been concluded. The External Auditor, had confirmed that 'On the basis of our review of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regularity requirements have not been met.' No matters had been drawn to the attention of EPPC. In accordance with the legislation the Conclusion of Audit Notice and Section 1 to 3 of the 2019/2020 AGAR had been published on the website. Following a discussion, it was:

**RESOLVED:** That the information be **RECEIVED** and **NOTED**.

- 199/20.2 2019/20 and 2020/2021 Internal Audit:** The Internal Auditor, Auditing Solutions had thanked EPPC for its help in assisting them in the completion of the internal audit reviews for 2019-20 in order that they and EPPC were able to meet the deadline set by the External Auditor for the completion, adoption and submission of the AGAR. The Covid situation created numerous problems and they appreciated EPPC's assistance in providing the necessary documentation in electronic format which enabled them to complete the review process. With regard to 2020/2021, there obviously remained some uncertainty as to whether they would be able to visit our office.

- 199/20.3 Bank Reconciliations as at 31 July 2020:** The information prepared by the Clerk and copied to members was **APPROVED**. The bank balance was £356,921.24 (Nat West £232,256.03, Unity Trust £124, 665.21). The bank and reconciliation statements were signed by the chairman and a non-signatory member of the council.

- 199/20.4 Bank Reconciliations as at 31 August 2020:** The information prepared by the Clerk and copied to members was **APPROVED**. The bank balance was £347, 407.650 (Nat West £232,257.81, Unity Trust £115,149.84). The bank and reconciliation statements were signed by the chairman and a non-signatory member of the council.

- 199/20.5 Financial Transactions for Approval:** The following transactions were **APPROVED**  
**Receipts:** The following amounts were received during the period 01.07.20 – 31.08.20

Nat West Interest	£3.75
Allotment Rents	£536.00

Hall Hire	£123.00
<b>TOTAL</b>	<b>£536.25</b>

**Direct Debits**

Haven Power	S136	Streetlight energy	£258.45
Haven Power	S136	Streetlight energy	£267.23
Haven Power	S19	JH Energy	£84.07
Haven Power	S19	JH Energy	£121.87
Castle Water	S19	Water Rates – Jubilee Hall	£15.59
Castle Water	S19	Water Rates – Allotments	£7.38
<b>TOTAL</b>			<b>£754.59</b>

Signed:

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Chairman

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**August 2020 Cheque payments**

Mr M Hayes	S137	Litter wardens' salary	£166.06	301356
Miss D Jenner	S19	Jubilee Hall Janitorial	£330.14	301357
Mr P Kent	S19	PF Janitorial	£364.14	301358
HMRC	S111/112	Salary Deductions	£896.04	301359
Mrs K Bell	S111/112	Clerks Salary	£2,184.82	301360
Miss D Jenner	S19	Jubilee Hall Janitorial exps	£39.32	301361
SOS Recycling	S19	Refuse Disposal Services	£96.00	301362
KCC	S19	JH Covid 19 Supplies	£70.63	301363
M. Edwards	S19	Village & churchyard Maintce	£1,764.00	301364
Kent Grassland Services	S19	PF Maintenance	£792.00	301365
Express Keys	S19	JH Keys	£342.00	301366
Cancelled	S111/112		£0.00	301367
Esquire Print	S111/112	Printing	£146.00	301368
G Martin	S111/112	Publication x 2 Here and Now	£20.00	301369
PC Matters Ltd	S111/112	Office 365	£48.12	301370
Fourways Solutions	S111/112	Stationery	£52.31	301371
Cancelled	S111/112		£0.00	301372
SOS Recycling	S19	Refuse Disposal Services	£180.00	301373
Miss D Jenner	S19	Jubilee Hall Janitorial exps	£66.72	301374
BT	S111/112	Parish Office Telecoms	£15.60	301375
Travis Perkins	S19	JH & PF Supplies	£289.66	301376
<b>TOTAL</b>			<b>£7,863.56</b>	

**September Cheque Payments**

Came & Company	S111/112	2020/2021 Insurance Premium	£5,482.57	301377
Mr D Francis	S111/112	Community Grant – Publication of LDB Photo book	£180.00	301378
Mr M Hayes	S137	Litter wardens' salary	£166.06	301379
Miss D Jenner	S19	Jubilee Hall Janitorial	£329.94	301380
Mr P Kent	S19	PF Janitorial	£364.14	301381
HMRC	S111/112	Salary Deductions	£896.24	301382
Mrs K Bell	S111/112	Clerks Salary	£2,191.37	301383
PC Matters Ltd	S111/112	Office 365	£48.12	301384
PSR Lighting & Signs	S136	Streetlight Maintenance	£846.00	301385
Avalon	S19	Booking Software	£45.00	301386
KCC	S19	JH Covid 19 Supplies	£137.89	301387
Kent Grassland Services	S19	PF Maintenance	£1,032.00	301388
Travis Perkins	S19	JH & PF Supplies	£15.50	301389

KCC	S19	JH Covid 19 Supplies	£703.26	301390
M. Edwards	S19	Village & churchyard Maintce	£1,320.00	301391
SLCC	S111/112	Virtual Conference Fee	£30.00	301392
SOS Recycling	S19	Refuse Disposal Services	£150.00	301393
BT	S111/112	Parish Office Telecoms	£15.60	301394
PKF Littlejohn	S111/112	2019/2020 Audit Fee	£480.00	301395
Brookside Garden Centre	S111/112	90 <sup>th</sup> birthday gift	£25.00	301396
<b>TOTAL</b>			<b>£14,458.69</b>	

**199/20.6 KCC Parish Bus Shelter Grant:** Information awaited from KCC.

Signed:  
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**199/20.7 New Bank Account / Investment Opportunities:** The Clerk was due to attend the KALC Conference on 24 September at which investment opportunities for Local Councils was one of the conference topics. She was therefore hoping to obtain more information regarding low or nil risk investment opportunities available to the local councils which EPPC might also wish to consider. Following a discussion, it was:  
**RESOLVED:** That the matter be deferred to October.

**199/20.8 Donations to Groups and Organisations - Sponsorship of the Lockdown Bear's Photo Magazine.** Following a discussion, it was proposed by E. Wilkinson, seconded by M. Barton and:

**RESOLVED:** That EPPC would contribute £180.00 towards the publication's costs. It was noted that all proceeds would be divided between East Peckham Primary School and the Alzheimer's Association.

**199/20.9 Temporary Loan to East Peckham Magazine:** A request had been received from the editor of the East Peckham Magazine for a short term loan to cover printing costs. It had transpired that following the death of the Treasurer, the magazine's bank accounts were held in the name of the treasurer and were therefore unfortunately embroiled within his estate. Until those funds had been released by the estate the Parish Council had been asked to consider making a short term loan to cover the monthly printing costs of £745. Members were advised that, LGA 2003 Sch 1 paragraph 4 provided that a Local Council may lend money on any terms which may be mutually agreed to any non-profit making voluntary organisation providing a service in its area for the benefit of its inhabitants on anything which the council could itself provide under the Local Government (Miscellaneous Provisions) Act 1976, s19. Since the object of the loan was social rather than financial such loans were often made interest free. It is essential that the parish council keep a separate account of such loans and of repayments. Following a discussion, it was proposed by S. North, seconded by E. Wilkinson and:

**RESOLVED:** That a short term interest free loan would be provided until the magazine was able to access its own funds at which point the Parish Council would be repaid in full. The specific purpose of the loan would be to cover the printing costs only.

**199/20.10 20/20/2021 Insurance Renewal:** It was reported that the insurance policy fell due for renewal on 01 October and Came and Company had quoted the sum of £5,482.57. It was noted that the premium payable for 2019/2020 was £5,252.60 which did not include insurance cover for the Bike Park. It was further noted that in 2018/2019,

EPPC had opted into a 4 year long term arrangement with Came and Company which ended in 2022/2023. Following a discussion, it was:

**RESOLVED:** That the insurance policy would be renewed at the cost of £5,482.57.

**200/20 Correspondence:** The following items were received during the period 21.07.20 – 11.09.20

**a. TMBC**

- (i) Licensing Activity (July – September 2020)
- (ii) Electoral Register Changes (July – September 2020)
- (iii) Reopening of TMBC's Leisure Centres
- (iv) Latest Information on Covid-19 funding
- (v) Refuse arrangements – Weather update (07.08.20 – 12.08.20)
- (vi) Agenda for Parish Partnership Panel (03.09.20)

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**b. KALC**

- (i) KALC CEO Bulletins
- (ii) NALC Chief Executives Bulletins & Newsletters
- (iii) COVID -19 Updates
- (iv) KALC News – July & August 2020
- (v) Kent Prepared Newsletter: Newsletter from Kent Resilience Team
- (vi) NALC Newsletters
- (vii) Member Code of Conduct Consultation
- (viii) NALC Consultation: Communities framework & the devolution white paper
- (ix) T & M Area Committee – Agenda for meeting held on 23 July 2020 and minutes from meeting held on 05 December 2019
- (x) Reopening of playgrounds – Advice from Came and Company- Email Security and Anti Spoofing
- (xi) CSSC South East Green Message – K'CAS Email Security & Anti-Spoofing
- (xii) Eligibility of Town and Parish Councils for various business grants: Information received
- (xiii) Update on change of deadline – Re LGA Consultation on the Draft Code of Conduct
- (xiv) Kent Fraud Alerts: information from Kent Police
- (xv) Updated Regulations – The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020
- (xvi) NHS Kent and Medway CCG: Your Community news for August 2020 & invitation to CCGs Community Engagement Strategy meeting held on 09 September 2020
- (xvii) Policing and Road Safety Survey
- (xviii) KALC Virtual Events
  - 21 July 2020 – The Reactive Council – Effective Working in a Virtual World
  - 05 August 2020 & 12 August 2020 – Web Accessibility Regulations Workshop
  - 03 September & 09 September – Supporting Well Being and Mental Health through and past Covid 19
  - 11 September 2020 - KALC & CPRE Planning White Paper Information Event)
  - 15 September 2020 – Effective Communications and Engagement in a Post Lockdown World
  - 24 September 2020 – Clerks Conference
  - 01 December 2020 – Dynamic Councillor

**c. Miscellaneous Information:** M2 Junction 5 Improvements, Alzheimer's Association, Tom Tugendhat MP, Came and Company (Latest insights re Local Council insurance, Flood Insurance & information regarding online resource hub), Play force (Play Inspections), Scribe,

Fenland Leisure (Play Inspections), Came and Company, Community Insight, North & West Kent CAB (How to Contact & Services Available), PW CAC (Quarterly Newsletter and Opening Hours), Seniors Helping Seniors, Scribe (Partnership with BHIB Council Insurance announcement)

**d. SLCC & ALCC**

- (i) Webinar Training Sessions
- (ii) News Bulletins
- (iii) Consultation on new member code of conduct
- (iv) 2020 Pay Consultations

**e. Kent Police**

- (i) Community Safety Unit: Parish Newsletter (03 August 2020 & 07 September 2020)
- (ii) Latest Rural 3 month report

Signed:

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- f. **Kent and Medway NHS – Community Shielding Bulletin**
- g. **Boorman’s Alms-houses** – Updated details of trustees and officer
- h. **NALC – 2020 Virtual Conference**
- i. **Clerks & Councils Direct (September 2020)**
- j. **The Clerk Magazine**

**201/20 Community Resilience**

**201/20.1 Emergency Planning**

**201/201.1 East Peckham Flood Relief Scheme:** The EA had submitted a funding application and would provide a further update when they were in receipt of a funding decision.

**201/201.2 Emergency planning Portfolio:** Following the resignations of S. Watson and J. Hockey there was a need for 2 or more councillors to join the Emergency Planning Team and in the event the need arose to liaise with flood wardens and coordinate the opening of the sandbag containers and the distribution of sandbags. D. Seal volunteered his services. Following a discussion, it was:

**RESOLVED:** That C. Matthews would be asked if he would also like to join the Emergency Planning Team.

**201/20.2 Covid-19 Update**

**201/20.2.1 Updated Regulations:** Updated regulations regarding remote meetings were published on 30 July 2020 and came into force on 01 August 2020. NALC had updated their legal briefing (LO1-20 (Revised) The Local Authorities and Police and crime Panels (Coronavirus) (Flexibility of Local Authority and Police and crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations). Key points to note were that the requirement for an annual meeting was disapplied and there were amendments to meeting notice provisions, including a requirement for Parish Councils to send out details of remote meetings,

- 201/20.2.2 Reflection and consolidation - What had EPPC done well**
- It had been acknowledged that EPPC continued to do remarkable work to address the challenges brought about by COVID-19.
  - The use of the Zoom platform to host council meetings had been embraced by all within the council.
  - The council was keeping up to date with new government guidance and responding and adapting accordingly.

- 201/20.2.3 Post Covid initiatives – Community Health and Wellbeing:**  
Following a discussion, it was:  
**RESOLVED:** That this matter would be deferred to the next meeting.

Signed:  
Chairman

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- 201/202.5 East Peckham 'Loves' Lockdown 2020 Awards:** Following a discussion, it was:  
**RESOLVED:** That this matter would be deferred to the next meeting.

## **202/20 Environmental Enhancements**

### **202/20.1 Current Projects**

- 202/20.1.1 Public Conveniences:** No new information from TMBC.

- 202/20.1.2 Village Centre:** Information was awaited from KHS.

### **202/20.2 Village Planting:**

- 202/20.2.1 Hanging Baskets:** The summer hanging baskets were still going strong however it would not be long before they were past their best and needed to be replaced. Because of the delay earlier this year it was hoped that the new winter / spring baskets would be planted up and installed using local contractors.

- 2020.2.3 Planter at 1 Medway Meadows:** Information was awaited from KHS.

- 202/20.3 Fingerpost – Village Centre:** One of the 'fingers' had been snapped off; it had been retrieved and we were in the process of how it could be repaired and reattached.

- 202/20.4 New streetlights at Drage Road and 80-82 Hale Street:** At the July meeting council resolved by a majority of 4-3 in favour to proceed with the new streetlight installations. Since then consultations had been carried out via the newsletter and FB to which only a positive response had been received. If members were happy for EPPC to proceed, an order would be placed with the contractor for work to be carried out at the earliest opportunity. Following a discussion, it was:

- RESOLVED:** That the order be placed with the contractor.

Standing Orders were suspended at this point in order to allow the meeting to continue beyond 9.00 p.m.

**202/20.5 Bus Shelter at the junction of Old Road and Crown Acres:** The insurers had advised that the council could proceed with the installation of a replacement shelter. The work was due to be carried out on 13 October 2020. The insurers had indicated that an excess of £250 would be applied to the claim which the Clerk was disputing on the grounds that the underwriters could claim from the third party.

**202/20.6 EV Charging Point:** EPPC had been invited by KCC to apply for a grant of up to £4,000 towards the installation of one or more EV Charge points at prominent locations within the parished area. Following a discussion, it was:

**RESOLVED:** That although the information was received with interest, unfortunately this was not something the council would proceed with at this time.

It was further:

**RESOLVED:** That the matter would be deferred for consideration in the future when either the land in the village centre had been transferred to EPPC by KCC or when the transfer of the Public Conveniences had been transferred to EPPC by TMBC at which point EPPC would be

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able to improve the infrastructure within the village centre. The matter could also be considered as part of the Methodist Church redevelopment. It was noted that the Jubilee Hall was not considered a suitable location.

**202/20.7 Community Payback Scheme:** Information had been received from HM Prison and Probation Service about their Community Payback Scheme. The information was received and noted. Following a discussion, it was:

**RESOLVED:** That EPPC's interest in the scheme would be registered with HM Prison and Probation Service.

**203/20 2020 Christmas Lights:** Following a discussion, it was:

**RESOLVED:** That the Christmas lights would be installed by 28 November.

It was further:

**RESOLVED:** That whilst EPPC would like to organise a coordinated Christmas Light Switch On, this might not be possible due to Covid-19 restrictions.

**204/20 2020 Garden Competition:** M. Barton reported that judging took place during July. Prize winners had been contacted and the competition results were as follows:

1 <sup>st</sup>	Front Garden	25 Henham Gardens
2 <sup>nd</sup>	Front Garden	42 Westwood Road
3 <sup>rd</sup>	Front Garden	124 Addlestead Road
1 <sup>st</sup>	Patio Garden	102 Pound Road There was a great response and eino receive
1 <sup>st</sup>	Hanging Basket	24 Crown Acres

Commendations

5 Smithers Lane

30 Henham Gardens

1 The Old Dairy

**205/20 VJ Day 2020 (Victory over Japan):** The commemorative flag had flown from the village flagpole.

**206/20 Matters for Future Discussion**

**Ash Path Streetlight:** M Barton reported that the streetlight was not working. Would be referred to the streetlight contractor.

**207/20 Matters for Consideration in Private**

**207/20.1 Code of Conduct:** TMBC's Monitoring Officer had concluded that the matter be resolved by an apology being put on Facebook by M. Barton which he had done. The apology had been accepted and the matter concluded.

**207/20.2 Freedom of Information Request:** On 07 August 2020, the Clerk responded to the FOI request, no further correspondence received from the complainant on this matter.

**207/20.3 Aces Auto Mall:** EPPC had been in receipt of several calls from the proprietor. As the neighbourhood dispute matter was being investigated the resident was advised to follow the advice given to him by Kent Police. The proprietor was aggrieved with the Parish Council as he was under the mistaken assumption that the Parish Council could have stopped negative Facebook posts about his business.

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**207/20.4 Lone Working by the Clerk:** M. Ferguson and M Williams expressed concern for the Clerks security whilst she was lone working from the Parish Office. As the Clerk, the janitors and the litter clearer were all employed by EPPC, the council had a duty of care towards their health and welfare and therefore members agreed that the council would purchase any security or safety devices that they required.

**207/20.5 NALC 2020-2021 National Salary Award Recommendations:** It was reported that the National Joint Council for Local Government Services had agreed the new pay scales for 2020-2021 to be implemented from 01 April 2020. Following a discussion, it was proposed by D. Fairless, seconded by M. Williams and:

**RESOLVED:** That the NALC 2020-2021 National Salary Award be implemented and backdated to 01 April 2020.

**208/20 Date and Time of next meeting:** Confirmed as 19 October 2020 @ 7.00 p.m.

There being no additional business, the meeting concluded at 9.40 p.m.

Signed:

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Chairman

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