

**MINUTES OF A VIRTUAL MEETING OF THE PARISH COUNCIL HELD AT 7.00 P.M. ON MONDAY 15 FEBRUARY 2021**

**PRESENT:** M. Barton, D. Fairless, M. Ferguson, T. Fryer, D. Seal, S. North, S. Watson & M. Williams (2 vacancies)

**ALSO, PRESENT:** K. Bell (Clerk), County Cllr. M. Balfour, Borough Cllr: H. Rogers, Community Warden S. Edmonds & 2 residents

**APOLOGIES:** Borough Cllr. J. Sergison

**ABSENTEE:** J. Bates

**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.

M. Barton opened the meeting and welcomed all present.

**042/21 Declarations of Interests and/or lobbying:** there were none

**043/21 Councillor Vacancies:** There were two vacancies, one of which could be filled by co-option. TMBC would advise soon after 02 March 2021 if the vacancy created by the resignation of E. Wilkinson could also be filled by co-option. Members were pleased to receive an expression of interest from Ms. S. Milburn, following a discussion, it was:

**RESOLVED:** That Ms. Milburn would be invited to meet with members on 01 March 2021.

**044/21 Reports from County Councillor and Borough Councillors, Police Representatives and Community Warden**

**044/21.1 County Councillor:** M. Balfour was welcomed to the meeting; he drew attention to the following

- KCC had approved its budget for 2021/2022.
- There had been an increase in the demand for social and adult care
- He commended the Borough and County Councils for setting up the asymptomatic Covid Testing Centres.
- KHS were dealing with problems on Kent's road following the bad weather.
- He was aware that EPPC had not been reimbursed for the paving repairs outside the Primary School and would progress this on EPPC's behalf.

**044/21.2 Borough Councillor:** H. Rogers was welcomed to the meeting; he drew attention to the following:

- He would pursue the fly tipping issues along the bypass; the Chairman had been recently frustrated to have been advised by TMBC that they would no longer deal with the issues
- He would provide EPPC with more information regarding the Planning Approval for the redevelopment at Rhoden Farm.

Signed Chairman

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- Household Waste collections had been adversely affected during week commencing 08 February due to the snow and ice.
- TMBC would be approving its budget for 2021/2022 shortly.
- TMBC had been able to provide KHPC with a precept advance as they had been adversely affected by a reduction in income due to the pandemic.
- Covid Grants were still available to businesses

**044/21.3 Community Warden:** S. Edmonds was welcomed to the meeting. She drew attention to the following:

- She thanked EPPC for the information regarding off road bikes on the playing fields, this had been acted upon and a home visit made
- ASB was occurring at the site of the new Branbridges Water sports Café due to open in May 2021; she was liaising with the business owner and offering them advise.
- She was delighted that EP might have a vaccination centre.

**045/21 Correspondence from residents:** There were none

**046/21 Questions from residents;** There were none.

**047/21 Full Council**

**047/21.1 Minutes of the Meetings** held on 18 January 2021 and 01 February 2021

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

**047/21.2 Matters Arising not included elsewhere on the agenda**

**017/21.2 Nurses Cottage:** D. Seal reported that the 2 existing trustees were being specific on how the remaining funds should be used and whilst various good causes had been suggested none were considered the 'right fit and ideally a further 2 trustees were required. D. Seal was happy to be a trustee as was M. Williams. It was hoped that the matter could now be taken forward.

**028/21.3 Grants to Groups and Organisations:** A letter and an email of appreciation received from Kent Surrey Sussex Air Ambulance and PWCAC.

**048/21 Planning and Transportation Committee**

**048/21.1 Minutes:** The minutes from the meeting held on 01 February 2021 were **RECEIVED AND NOTED;** no questions can be asked of the Committee Chairman

**048/21.1 Planning Application for Consideration**

**RESOLVED;** To comment as follows to TMBC

**TM/21/00192/TNCA** Castlewellan T.1 and T.3 Larch tree to fell to near ground level, and T.2 Bay tree to reduce by 50% and trim sides at Bucklers Cottage 128 Addlestead Road, East Peckham

**NO OBJECTION**

Signed Chairman

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**049/21 2021/2022 Meeting Dates:** Following a discussion, it was:

**RESOLVED:** That the meeting dates for 2021/2022 be as follows:

<b>PLANNING COMMITTEE</b>	<b>FINANCE COMMITTEE</b>	<b>PARISH COUNCIL</b>
01 March 2021		15 March 2021
19 April 2021		19 April 2021
10 May 2021	10 May 2021 <b>or</b> 24 May 2021	24 May 2021 (AMPC)
07 June 2021		21 June 2021
05 July 2021		19 July 2021
August – No Meetings		
06 September 2021		20 September 2021
04 October 2021		18 October 2021
01 November 2021		15 November 2021
06 December 2021		13 December 2021
10 January 2022	10 January 2022	24 January 2022
07 February 2022		28 February 2022
07 March 2022		21 March 2022
04 April 2022		25 April 2022
09 May 2022	09 May 2022 <b>or</b> 23 May 2022	23 May 2022 (AMPC)

**050/21 Review of Committee Structure:** Following a discussion, it was

**RESOLVED:** That the present committee structure would remain unchanged pending a review at the Annual Meeting of the Parish Council.

It was further

**RESOLVED:** That there would be 3 sub-groups who would meet on a regular basis and make recommendations to full council, these would be as follows

<b>Climate Change</b>	T. Fryer, D. Seal and M. Williams
<b>Finance</b>	M. Barton, D. Fairless, M. Ferguson, S. Watson & S. North
<b>Jubilee Hall &amp; Playing Fields</b>	M. Barton, D. Fairless, S. Watson & M. Williams

**051/21 Groups & Organisations:** Parish Council representatives who attended any meeting on the Parish Councils behalf not covered elsewhere on the agenda were invited to give a brief report.

**051/21.1 Parish Partnership Panel:** The meeting held on 04 February 2021 was attended by the Clerk. Key issues emerging from the meeting included the following:

- **Southern Water:** Would be attending a future meeting to discuss flooding issues.
- **Climate Change:** TMBC were setting up a forum which will meet twice annually.
- **Litter Enforcement / Fly tipping:** The service was under pressure, TMBC was 10% down on staff due to the pandemic and resources had been diverted towards household collections so that the primary service could be maintained.
- **Policing:** Inspector Jones highlighted the issues currently receiving priority attention within the Community Safety Unit and the Traffic Safety Unit.
- **Brexit:** TMBC and Tom Tugendhat MP were lobbying for lorry parking enforcement in Kent. TMBC were mindful of the challenges faced by communities with lorries parking in laybys throughout Kent.
- **KCC Report:** Included a Covid Update, budgeting information and Vision Zero which aimed to get fatalities on Kent roads down to zero

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- **TMBC Report:** Included an update on the reduction in Covid statistics, the acquisition of the Tonbridge Angel Centre as a vaccination centre and the Covid Business Support Grants
- **Local Plan Update:** The Examinations Inspector had concluded that TMBC had failed to cooperate, TMBC was challenging this decision and had issued a full rebuttal to the inspectors' findings.

**051/21.2DFC:** S. Watson and the Clerk attended the meeting held on 10 February 2021. The group was keen to keep the momentum going in terms of training more Dementia Friends and not losing contact with the carers and cared for during the pandemic. The group was hoping to distribute Easter gifts to the cared for and carers and this might be followed by a cake sale in late spring. An online Dementia awareness session was taking place on 25 February 2021 at 7.30 p.m. The group also discussed establishing more 'pocket sensory gardens' throughout the village and two locations suggested were by the noticeboard on the playing fields and for a small sensory garden to be incorporated into the Methodist Redevelopment plans. Following a discussion, it was proposed by M. Williams, seconded by M. Barton and:

**RESOLVED:** That a small part of the playing fields near the Primary School would be set aside for the creation of a sensory garden.

It was further

**RESOLVED:** That as E. Tunbridge had created the DFC Planter and hanging baskets in the village centre that she would be asked to do the work.

## **052/21 Covid-19**

### **052/21.1 Update**

- Daily updates and briefings being received from KALC and NALC
- EPPC regarded as a council working at exceptionally high standards.
- Residents unable to attend a vaccination site should be administered the vaccine in their homes
- Tom Tugendhat MP had thanked EPPC for offering the JH as a Vaccination Centre. He was sure that EPPC would do all it could to assist in the rollout of the vaccination programme. He did however express the opinion that difficulties in storing the vaccine meant that not all village was able to have a vaccine hub.

**052/21.2 Vaccination Centre:** The CW and the Clerk had been exploring opportunities for the JH to be used as a vaccination centre and working in conjunction with Field Pharmacy, there was a possibility that the JH could be used as a Vaccination Centre. It was noted that the pharmacy would like to offer vaccines Thursday through to Sundays for about 6 months and people receiving their vaccine invitations from the NHS would be able to book online and choose their chosen venue so we could have people from East Peckham, Yalding, Hadlow and beyond. As far as incentives were concerned, apart from the obvious PR and good publicity, the NHS would equip the pharmacy with computers, iPad, printer, PPE, defibrillator, an alarm system etc which they would like to donate to the community when the vaccination process had been concluded.

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It was likely that the Pharmacy would take on responsibility for cleaning the hall whilst in operation as a vaccination centre. If council and NHS were agreeable, vaccinations out of the JH could start as early as 01 March. Volunteers would then need to be identified, which the Community Warden would coordinate. Following a discussion, it was proposed by M. Barton, seconded by D. Seal and:

**RESOLVED:** That approval be given for the JH to be a Vaccination Centre.

**052/21.3 EP Volunteer Help Scheme:** S. North reported that the scheme continued to operate well although she had not received any new requests for help and that E. Wilkinson was continuing to help her with the Scheme.

### 053/21 Flood Risk Issues

**053/21.1 Flood Action Group:** M. Barton and D. Seal reported and drew attention to the following:

- Following the recent Flood Alerts and numerous surface water issues affecting the village, the FAG members were currently liaising on the issues which arose.
- The EA's Property Flood Resilience Scheme would not solve the various flood issues the village encountered annually.
- EPPC had been asked to consider funding the cost of a consultant to investigate flood risks in EP and the employment of a contractor to clear ditches.
- The community needed to keep pressure on the various agencies in order to get the services, the village deserved. EPPC would continue to take a lead on this.
- Leigh Flood Storage Scheme: Work had stalled as landowners had managed to get the planning turned down. The matter would now be determined by a Planning Tribunal.
- EP Flood Storage Area: The scheme worked by restricting the outflow from the storage area. It was noted that the scheme had impounded 3 times this year meaning that the sections of stream downstream had seen reduced flows in the stream. It was further noted that the EA did not have the ability to manage the flows through the dam but would endeavour to manage the flows as best they could along the Coult Stream and had requested a condition survey of the culverts from KHS in order to see if there were any issues that could be causing the water to come out of the bank prematurely. D. Seal was impressed with EA's good management of the flood barrier

**053/21.2 Communication with Flood Wardens:** D. Seal reported that the Flood Wardens had been kept up to date with the council's community resilience plans in the event of flooding.

**053/21.3 Flood Warden Training:** The EA was hosting free Flood Warden training for community volunteers on 24 February using Zoom.

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**054/21 2021 Christmas Lights:** Following a discussion, it was:  
**RESOLVED:** That the matter would be deferred to May 2021.

**055/21 Environmental Enhancements**

**055/21.1 New Streetlight at Drage Road:** M. Barton reported that he and D. Seal had undertaken a site visit and were of the opinion that the streetlight was required and proposed that the council proceed with the installation of a solar streetlight. This was seconded by D. Seal and.

**RESOLVED:** That a solar streetlight would be installed.

It was further:

**RESOLVED:** That the streetlight contractor would be asked to liaise with M. Barton regarding the precise location.

It was further

**RESOLVED:** That the new streetlight would be the defender solar light mounted on a 5m column at the cost of £1,524.83 with an extra 32w panel at an additional cost of £321.04

**054/21.2 Allotment Land:** Attention was drawn to the following

- No new information had been received from landowner or his legal team.
- TMBC had confirmed receipt of EPPC's application for the allotment land to be listed as an ACV.
- TMBC had confirmed that the decision whether or not to make a CPO would require a member decision, in this case the Cabinet of TMBC and that the starting point would be for EPPC to make a formal resolution to request the TMBC to make a CPO. On receipt of this request TMBC would place a report before Cabinet for them to consider at the next available Cabinet meeting which was likely to be on 16<sup>th</sup> March. It was noted that the costs for the CPO would be in the region of £5,000 which would be in addition to the cost of the land, the costs of the CPO inquiry if one were to be triggered and any land tribunal hearings which might follow. Following a discussion, it was proposed by M. Ferguson, seconded by M. Barton and:

**RESOLVED:** That TMBC would be asked to proceed with the CPO and for the matter to be put before cabinet on 16 March 2021.

It was further

**RESOLVED:** That the landowner and his legal team would be notified and informed that if they wished to stop the CPO process the Parish Councils offer must be accepted with exchange of contracts taking place soon after. The landowner would also be advised that EPPC had applied for the land to be listed by TMBC as an ACV.

**054/21.3 EPPC Climate Change:** Following a discussion, it was proposed by M. Ferguson, seconded by T. Fryer and:

**RESOLVED:** That EPPC would declare a Climate Emergency

It was further

**RESOLVED:** That the Climate Emergency Declaration as prepared by the Clerk and copied to members be APPROVED as a Strategic Document.

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It was further

**RESOLVED:** That the Subgroup consisting of T. Fryer, M. Williams and D. Seal would meet regularly and would focus on the Carbon Audit and a Climate Action Plan.

It was noted that T. Fryer had submitted an article which would be included within the EPPC 2021 Annual Report

**054/21.4 Public Conveniences:** TMBC had advised as follows

- They were working towards a transfer of the facility prior to 31 March. TMBC's in-house Legal Services had been instructed to draft the transfer documentation which would be forwarded to EPPC for approval.

- Running Costs for last 3 years.

	17/18	18/19	19/20	2021 to date
Electric	£589	£664	£1,159	£1,730
NNDR	£1,538	£1,584	£1,620	£1,647
Sewerage Charges	£178	£179	£166	£196
Water Charges metered	£143	£182	£162	£60
Cleaning Costs				£6,372 approx.
Maintenance				£1,300 approx.

- Maintenance was largely dealt with as response, with a programme of periodic works (decoration, electrical testing etc). For building repairs TMBC used BML and the current cleaning contractor was Specialist Hygiene Services Limited

- No one was aware of the facility having been flooded

- They were currently seeking costs to replace all the hand wash units, internal and external decoration and to carry out brickwork pointing repairs where necessary

Following a discussion, it was proposed by T. Fryer, seconded by S. Watson and:

**RESOLVED:** That EPPC would proceed with the transfer of the Public Convenience and land from TMBC subject to contract.

**055/21 Finance**

**055/21.1 Bank Reconciliations as at 31 January 2021:** The reconciliation statements had been prepared by the Clerk and copied to members. It was noted that the bank balance was £294,251.44 (Nat West £233,345.80, Unity Trust £60,905.64 plus investments of £85,000 held with Cambridge Building Society. The bank and reconciliation statements were signed by chairman and a non-signatory member.

**055/21.2 Financial Transactions for Approval:** The following transaction were approved.

**Receipts:** The following amounts were received during the period 01.01.21 – 31.01.21

Nat West Interest	£1.86
TMBC JH Covid Grant	£6,668.00
AXA Insurance Bus Shelter	£4,349.00
Hall Hire	£150.00
<b>TOTAL</b>	<b>£11,168.86</b>

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**Direct Debits**

Haven Power	S136	Streetlight energy	548.90	£267.23
Haven Power	S19	JH Energy		£281.67
Castle Water	S19	Water Rates – J. Hall		£15.59
Castle Water	S19	Water Rates – Allotments		£7.38
British Gas	S19	JH Energy		£355.37
<b>TOTAL</b>				<b>£927.24</b>

**Cancelled Cheque**

SOS Recycling S19 JH & PF Refuse Disposal change of payee £0.00 301490

**Payments**

RBS Electrical S19 Christmas Lights £922.80 301492  
SOS Recycling S19 JH & PF Refuse Disposal £96.00 301493

Kent Surrey Sussex

Air Ambulance S137 Donation £260.00 301494

PWCAC S137 Donation £260.00 301495

HMRC S111/112 Salary Deductions £864.43 301496

Mrs K Bell S111/112 Clerks Salary £2,136.15 301497

Mr M Hayes S137 Litter wardens' salary £170.56 301498

Miss D Jenner S19 Jubilee Hall Janitorial £175.64 301499

Mr P Kent S19 PF Janitorial £197.24 301500

PC Matters Ltd S111/112 Office 365, laptop & tablet set up £416.76 301501

Mr M Fordham S19 Christmas Lights / Chairs Allowance £100.00 301502

EP Building Svcs S19 Jubilee Hall – Changing Rooms £2,979.60 301503

BT S111/112 Parish Office Telecoms £120.80 301504

KALC S111/112 Training £102.00 301505

KCC S19 JH Supplies £30.70 301506

**TOTAL** **£8,832.68**

Due to the lateness of the hour, it was **RESOLVED** that Standing Orders would be suspended in order to allow the meeting to continue beyond 9.00 p.m.

**055/21.3 Bus Shelter Insurance Claim:** The insurer had accepted EPPC's Claim and a payment had been received net of the £250 policy excess. AXA would now pursue the third party with the aim of recovering their outlay together with EPPC's policy excess.

**055/21.4 Outstanding Invoice - Paving Outside Primary School:** KCC had again been asked to reimburse EPPC. Following a discussion, it was:

**RESOLVED:** That the matter be pursued.

**056/21 Review of East Peckham Loyalty Scheme:** S. North reported that she had not received feedback from the Village Butcher and Stores and asked that the matter be deferred to the next meeting. This was **AGREED**.

**057/21 Jubilee Hall & Playing Fields**

**057/21.1 Report from Subgroup:** M. Barton reported that the refurbishment works to the changing rooms had started and good progress was being made.

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It was noted that some savings had been made on the contract price which would go some way to negating the cost of the rubble disposal and any additional costs that might transpire as work progressed. It was noted that council would have a clearer idea of the final project costs as the project proceeded. He further reported that he and D. Fairless had met on site with the contractor and had agreed the fixtures and fittings.

**057/21.2 Building Maintenance:** The Subgroup had been advised that the dripping tap in the kitchen still needed to be repaired, a blind still needed to be reinstalled and the gutters still required clearing as they overflowed in wet weather.

**057/21.3 Electrical Testing:** The Subgroup had been advised that the PAT Testing of the small appliances was due. It was noted that the electrical contractor had confirmed that the electrics were last tested in February 2019 and that retesting was due again in 2024.

**057/21.4 Car Park Maintenance:** On hold until the Spring

**057/21.5 Risk Assessment**

- Risk assessments were up to date, weekly visual checks undertaken to external & internal areas.
- Covid-19 specific Risk Assessment undertaken in respect of the play areas and outdoor gym. Advisory notices installed.
- Covid-19 specific Risk Assessment undertaken in respect of Jubilee Hall; following measures in place:
  - One way system in operation
  - Hand sanitising stations installed
  - Signage installed both inside and outside the building
- Government guidance being complied with at all times.
- The Jubilee Hall has been registered with the NHS Track and Trace Service and a QR code produced enabling users and visitors to the hall to 'check in'.
- The Insurers have confirmed that the Jubilee Hall is Covid compliant in all respects and ready to reopen again as soon as government guidance allows.
- The Risk Assessments were recently examined by the IIA as part of the interim audit review for 2020/2021.
- The Annual Inspection of the Fire Safety Devices was due in the summer. M Williams was keen for the Fire Brigade to undertake a safety inspection of the building and would pursue this

**057/21.6 Financial Information as at 31 January 2021**

**Jubilee Hall & Playing Field Financial Statement for the period 01.04.20 – 31.01.21**

Fund carried forward from 2019/2020	59,251
Plus 2020/2021 Receipts	
Hall Hire £5,422	
TMBC Covid Grant £8,002	*13,424
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

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Outdoor Equipment Repairs Budget	7,500
Outdoor Equipment – New Activity	4,500
NNDR Budget	5,900
<b>TOTAL BUDGET</b>	<b>137,675</b>

*\*Notes:*

- *Not including value of PC approved subsidized use of the JH Complex and Playing Fields*
- *Excludes use of office and meeting room by EPPC similar facilities on the open rental market would cost approximately £12,500 p.a.*
- *A long term user is experiencing financial difficulties, the Clerk is working with the users to ensure account brought up to date asap. Payments are being made*

**LESS EXPENDITURE**

JH Running Costs	7,836
Playing Field Maintenance	12,928
Building & Asset Maintenance	8,821
Jubilee Hall Upgrade	0
Car Park Maintenance	13
JH Staff costs	6,877
Outdoor Equipment Repairs	0
Outdoor Equipment – New Activity	0
NNDR	6,490
Deposit refunds	50
<b>TOTAL EXPENDITURE</b>	<b>43,015</b>
<b>BALANCE</b>	<b>94,660</b>

**057/21.7 Bike Track:** No new information received.

**057/21.8 Repairs to play surfaces and the acquisition of an item of accessible equipment:**

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

**RESOLVED:** That with the exception of the jet washing of the safety surfaces the matter be deferred to the next meeting.

It was proposed by M. Barton, seconded by M. Williams and:

**RESOLVED:** That the quotation of £450.00 would be accepted in respect of the jet washing of the safety surfacing at a date to be confirmed.

**057/21.9 Fence bordering 22 Pippin Road & Car Park:** Following a discussion, it was:

**RESOLVED:** That the homeowner would be advised to proceed with the work and that the EPPC would pay the lowest quoted amount.

**057/21.10 Water Sampling Request:** SE Water had requested access to the hall in order to undertake water sampling. This was a precautionary measure as use of the hall had decreased during Covid 19.

**058/21 Correspondence:** The following items were received during the period 09.01.21 – 05.02.21

a. **TMBC**

- (i) Licensing Activity (January & February 2021))
- (ii) Severe Weather Advisory Group: Severe weather updates
- (iii) Covid Update from Leader of the Council
- (iv) Parish Partnership Panel Agenda (05.02.21)PP

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- b. KALC**
- (i) KALC CEO Bulletins
  - (ii) NALC Chief Executives Bulletins & Newsletters
  - (iii) NALC Chairman Open Letter to all Councillors
  - (iv) Local Government Bulletins
  - (v) COVID -19 Updates
  - (vi) Covid Vaccine Programme updates
  - (vii) KCC Trading Standards Alerts
  - (viii) Metropolitan Police Scam alert
  - (ix) Call for Capital Project Ideas in Kent and Medway
  - (x) NALC Consultation on Right to Regenerate to turn derelict buildings into homes and assets of community value
  - (xi) KCC Members Environmental Update Briefing
  - (xii) NALC Newsletters
  - (xiii) Kent & Essex Cyber Crime Prevention Team: Ransomware alerts
  - (xiv) KCC Media Release – Cold Weather Warning
  - (xv) KALC News (January 2021)
  - (xvi) Local Government Bulletins
  - (xvii) Invitation to EA Flood Warden Training
  - (xviii) Highways England - M 20 updates
  - (xix) Kent & Medway Vaccination Programme
  - (xx) EU Transition Updates
  - (xxi) Virtual Events Programme including Bitesize Courses (Nimble) – Various dates and topics
- c. Miscellaneous Information:** Tom Tugendhat MP, Came and Company (Latest insights re Local Council insurance, Kompan (Play equipment), The Kentish Gardener, Blachere Lights, Westcotec (Speed Signs)
- d. SLCC:** News Bulletins
- e. KCC:** Vision Zero Consultation

**059/21 Matters for Future Discussion**

Members were advised that the agenda for the next meeting would include the following items  
061/21.1 Streetlight inspection, certification, and preparation of new inventory  
061/21.2 Nat West Bank – Consideration of one or more of the accounts as recommended by the IIA

**060/21 Matters for Consideration in Private:** There were none

**061/21 Date and Time of next meeting:** Confirmed as 15 March 2021 @ 7.00 p.m.

There being no additional business, the meeting concluded at 21.20 hours

Signed Chairman

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