

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

**PRESENT:** M. Barton, J. Bates, D. Fairless, M. Ferguson, T. Fryer, D. Seal, S. Milburn, S. North, S. Watson & M. Williams (1 vacancy)

**ALSO, PRESENT:** K. Bell (Clerk), Mr. H. Rogers (Borough Councillor), Ms. S. Hudson (County Councillor Candidate) & 2 residents

**APOLOGIES:** Mr. M. Balfour (County Councillor) & Ms. J Sergison (Borough Councillor)

**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 2021.

M. Barton opened the meeting and welcomed all present.

**062/21**      **Declarations of Interests and/or lobbying:** There were none.

**063/21**      **Councillor Vacancies:** There were two vacancies, both of which could be filled by co-option. Members were pleased to receive an expression of interest from S. Milburn and having met her via Zoom on 01 March 2021, it was proposed by S. Watson, seconded by M. Barton and:

**RESOLVED:** That Ms. Milburn would be co-opted onto the Parish Council.

**064/2021**      **Reports from County Councillor and Borough Councillors, Police Representatives and Community Warden:** None.

**065/2021**      **Correspondence from residents**

**065/2021.1**      Thanks received from the EP Magazine who were grateful to EPPC for helping them during a short but awkward period. The loan had been repaid.

**065/2021.2**      Thanks received from residents in Little Mill, who were grateful to EPPC for installing the Perspex windows on the former BT telephone kiosk which now housed a defibrillator.

Signed Chairman:

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**065/2021.3** Thanks received from the family of Ivy Thomas who celebrated her 101<sup>st</sup> birthday earlier this month for the garden flower arrangement she had received from EPPC.

**066/21** Questions from residents: None.

**067/21** Full Council

**067/2021.1** Minutes of the Meeting held on 15 February 2021.

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

**067/2021.2** Matters Arising not included elsewhere on the agenda. None

**068/2021** Planning and Transportation Committee

**068/2021.1** Minutes: The minutes from the meeting held on 01 March 2021 were **RECEIVED AND NOTED**; no questions were asked of the Committee Chairman.

**068/2021.2** Planning Applications

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

**TM/21/00286/FL** Demolition of existing buildings and residential development comprising of 10 dwellings, associated works, parking and alterations to access points to Pound Road (Renewal of TM/16/03380/FL) at site at Brunswick Yard, Pound Road, East Peckham  
**NO OBJECTION**

**TM/21/00421/FL** Front, rear and side extensions at 19 Bramley Road, East Peckham  
**DEFERRED as no planning documentation on TMBC's website as at 15.03.21.**

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**TM/21/00465/RD** Details of conditions 8 (contaminated land desktop study) & 9 (site investigations) pursuant to TM/20/01512/FL (Demolition of 2 existing agricultural buildings and erection of two detached dwellings, associated parking, bin storage and access) at Crowhurst Coldstore, Bells Farm Road, East Peckham  
**NOTED**

**TM/21/00585/RD** Details of Condition 2 (archaeological watching brief) submitted pursuant to planning permission TM/20/02040/FL (Renovation and extension of the existing vacant cottage) at Park Cottage, Roydon Hall Road, East Peckham  
**NOTED**

**069/2021** **Groups & Organisations:** Parish Council representatives who attended any meeting on EPPC's behalf not covered elsewhere on the agenda were invited to give a brief report.

**069/2021.1 KALC Planning Conference (17 February 2021):** S. North reported that she had attended the event which she found interesting.

**069/2021.2 SLCC Practitioners Conference (23 February 2021 to 26 February 2021):** The Clerk attended the event which continued to be populated by topics chosen by practitioners and included a unique blend of workshops of direct practical relevance to the Parish Council. The Clerk thanked members for allowing her attendance at the event, she was able to pick from a range of sessions to develop her own learning agenda and the mix of online workshops & plenary sessions included relevant advice for clerks in relation to the COVID-19 pandemic as well as guidance covering funding, communications, regulations & more.

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**069/2021.3 Scribe Year End Conference (24 February 2021):**

The Clerk attended the event which was a useful opportunity to receive refresher training for the year end procedures together with information to assist the council in meeting the auditor's requirements in respect of the financial year 2020/2021.

**069/2021.4 KALC Chairmanship Conference (27 February 2021):**

M. Barton reported that he had attended the event which he found interesting and useful; he was particularly pleased to hear the KALC Chairman talk about fundraising initiatives and the Village Caretaker Scheme.

**069/2021.5 KALC/KCC Vision Zero Seminar (03 March 2021):**

The event was attended by M. Barton, M. Williams, and the Clerk who found it a useful and informative networking opportunity which allowed attendees to learn more about KCC's Vision Zero Road Safety initiative.

**069/2021.6 KALC Climate Change Conference (09 March 2021):**

T. Fryer and M. Williams reported that they had attended the event, it had been a useful opportunity to gain additional subject knowledge especially in relation to carbon audits and it was useful to now have a template which would help when calculating the EP carbon audit.

**070/2021 Covid-19**

**070/2021.1 Update:** Daily updates and briefings received from KALC. EPPC was regarded as a council working at exceptionally high standards.

**070/2021.2 Vaccination Centre:** The vaccination centre was running extremely well. There had been no problems and only compliments received. EPPC had been thanked for bringing the service to East Peckham and for doing its bit in the fight against Covid. An unexpected outcome was the recent increase in high ratings and positive comments posted on the Jubilee Hall Google Business page.

**070/2021.3 EP Volunteer Scheme:** As lockdown restrictions were easing, the scheme would be wound down.

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**071/2021 Environmental Enhancements**

**071/2021.1 Allotment Land:** On 26 February, the landowners legal team asked for patience whilst they and the landowner considered EPPC's offer and the CPO situation. TMBC would be progressing the CPO on EPPC's behalf and that it was due to be considered by cabinet on 16 March 2021.

**071/2021.2 EPPC Climate Change Strategy (09 March 2021):** T. Fryer and M. Williams reported that event had been extremely useful in that they had received good guidance especially regarding carbon audits.

**071/2021.3 Public Conveniences:** Further information received regarding the transfer agreement between TMBC and EPPC; the following were noted.

- For a small site, the land title was complicated as there were 4 titles involved – 3 being transferred in entirety, and one in part.
- TMBC would send a covering letter to Land Registry when EPPC applied to register the land.
- TMBC hoped to get the transfer completed, and the money transferred by 01 April 2021.
- TMBC had placed an order for various works which they intended to undertake prior to transfer, which included:
  - Decorating
  - Repair tile floor
  - External pointing works
  - Cleaning ceiling panels
- TMBC was planning to replace the 3 handwash units however the manufacturer had advised that there was a 6–8-week lead time. TMBC had therefore suggested that they return to install the units as soon as they were ready to be installed but did not think that this needed to hold up the transfer.

Following a discussion, it was:

**RESOLVED:** That the land transfer document would be agreed

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It was further.

**RESOLVED:** That transfer be delayed until 01 May 2021 which would afford EPPC the opportunity to consider a maintenance / cleaning regime and a maintenance / cleaning contractor / employee.

**071/2021.4 Streetlight Inspection:** Collating information regarding streetlights for the Climate Change Working Group had highlighted the need for EPPC's streetlight infrastructure to be tested and inspected. The streetlight contractor had advised that the cost would be £24.67 / streetlight column which would include an updated inventory. It was noted that the maintenance contract with PSR Lighting was last reviewed in 2013 and it did include new lighting installations which had been installed since that time, it was therefore likely that the new inventory would be used to revise the monthly maintenance costs. Following a discussion, it was:  
**RESOLVED:** That that matter be deferred to April 2021 so that more information could be obtained from the contractor on what specifics were included within the monthly maintenance costs and the additional benefits EPPC would obtain the streetlight infrastructure was tested and inspected.

**071.2021.5 Coping Stone– Bridge at Branbridges:** A local resident had retrieved the coping stone from the river. The Medway was running particularly low at the time and as the stone was visible and accessible, it was a great opportunity to recover the stone and return it to the bridge above the pier. It was noted that the water levels had since risen and had the stone not been removed it would have been under water once again.

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072/2021 Finance

**072/2021.1 Bank Reconciliations as at 28 February 2021:**

The reconciliation statements had been prepared by the Clerk and copied to members. The bank balance was £293,219.89 (Nat West £233,347.59, Unity Trust £59,872.30 plus investments of £85,000 held with Cambridge Building Society). The bank and reconciliation statements were signed by chairman and a non-signatory member.

**072/2021.2 Financial Transactions for Approval:** The following transaction were approved.

**Receipts:** The following amounts were received during the period 01.02.21 – 28.02.21

Nat West Interest	£1.77
HMRC Refund of VAT 2020/2021 Qtr. 3	£2,848.50
Repayment of loan to EP Magazine	£2,930.00
TMBC JH Covid Grant	£95.00
Hall Hire	£50.00
<b>TOTAL</b>	<b>£5,925.27</b>

**Direct Debits**

Haven Power S136	Streetlight energy	£254.50
Haven Power S19	JH Energy	£267.23
Castle Water S19	Water Rates J. Hall	£15.59
Castle Water S19	Water Rates Allotments	7.38
British Gas S19	JH Energy	£44.14
<b>TOTAL</b>		<b>£588.84</b>

**Cancelled Cheque**

301511

**Payments**

Mr M Edwards	S136	Village Maint	£1,512.00	301507
Fourways Solutions	S111/112	Stationery	£116.28	301508
Cartridge Shop	S111/112	Stationery	£92.99	301509
TMBC	S111/112	Printing	£35.88	301510
Splashleys	S136	JH Maintenance	£132.88	301512
EP Building Svcs	S19	Jubilee Hall – Changing Rooms	£12,000.00	301513
Locktrader	S136	Allotment expenses	£94.62	301514
KALC	S111/112	Publications	£69.34	301515
Mrs K Bell	S111/112	Clerks Salary	£2,136.15	301416
Mr M Hayes	S137	LW salary	£150.88	301417
Miss D Jenner	S19	JH Janitorial	£175.44	301518
Asda	S19	JH Supplies	£9.40	301519

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Mr P Kent	S19	PF Janitorial	£197.24	301520
HMRC	S111/112	Salary Deductions	£864.63	301521
PSR Lighting	S19	Streetlight Maintce	£282.00	301522
Kent Grassland	S19	PF Maintce	£180.00	301523
PC Matters Ltd	S111/112	Office 365	£52.44	301524
TMBC	S111/112	Printing	£224.64	301525
The Community				
Heartbeat Trust	S137	Defib Support	£162.00	301526
Mrs K Bell	S111/112/19	Admin Expenses	£125.59	301527
EP Building Svcs	S19	Jubilee Hall – Changing Rooms	£9,000.00	301528
Multiprint Digital	S137	Signs Vac. Ct	£172.80	301529
<b>TOTAL</b>			<b>£27,787.20</b>	

**072/2021.3 Outstanding Invoice - Paving Outside Primary School:** KCC remained of the opinion that the Primary School should reimburse EPPC. Following a discussion, it was:

**RESOLVED:** That whilst members were dissatisfied with this response it would be more acceptable if the land were transferred to either EPPC or the Primary School.

**072/2021.4 Nat West Bank:** In the IIA's Interim Audit Report for 2020/2021, EPPC had been recommended to consider closing one or more of its accounts held with Nat West Bank. Following a discussion, it was:  
**RESOLVED:** That the closure of the Nat West Accounts would be progressed.

**072/2021.5 Local Restrictions Support Grant (LRSG) Review:** EPPC had been asked by TMBC to renew its grant application. This had been done.

**072/2021.6 Funding Request from Holy Trinity Church:** EPPC had initially been asked if it could contribute up to £4,500 towards repairs needed to the churchyard wall which was facing a repair bill of £7,000 plus VAT. It had since transpired that following a successful Crowdfunding Appeal the work would be carried out by a team of volunteers and that the costs should now be approximately £3,000 for materials only. It was noted that the Crowdfunding Appeal had currently raised £1,300. Following a discussion, it was:

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**RESOLVED:** That the matter would be deferred to April 2021 when the result of the Crowdfunding Appeal was known.

**073/2021 Review of East Peckham Loyalty Scheme:** Deferred to April 2021.

**074/2021 Jubilee Hall & Playing Fields**

**074/2021.1 Current Issues**

**074/2021.1.1 Boiler:** M. Williams had the matter in hand.

**074/2021.1.2 Hot Water:** The water was heated by electric immersion heater whilst it would be cheaper to heat by gas, modifications would be required.

**074/2021.1.3 Building Inspection:** Following a discussion, it was proposed by D. Fairless, seconded by D. Seal and:

**RESOLVED:** That RICS would be engaged at the cost of £995.00 to carry out a building inspection.

It was noted that RICS would provide EPPC with a report detailing items that needed immediate rectification and those that were likely to be needed over the coming years so that they could be budgeted for.

**074/2021.1.3 Jubilee Hall Maintenance:** It was proposed by D. Fairless, seconded by M. Barton that Splashleys be engaged to provide a building maintenance service. S. Watson stated that she did not agree with EPPC engaging family members and that she would prefer EPPC to employ a local handyperson. M. Ferguson concurred with this view. Following a discussion, a vote was taken, and it was:

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**RESOLVED:** By a majority of 5:4 that EPPC would look to find a local handyman before the next meeting when the matter would be revisited. To be progressed by the Working Group.

### **074/2021.2 Risk Assessment & Covid-19 Update**

- 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 always being complied with.
- The Jubilee Hall had 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 had confirmed that the Jubilee Hall was Covid compliant in all respects and ready to reopen again as soon as government guidance allows.
- The insurers had also confirmed that they were satisfied with the operation of the JH as a Vaccination Centre and that there were no insurance implications.
- It was noted that the Risk Assessments were examined in December 2020 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.
- The fire alarm system had been tested recently and operated correctly.

### **074/2021.3 Financial Information as at 28 February 2021**

Fund carried forward from 2019/2020	59,251
+ Plus 2020/2021 Receipts Hall Hire £5,472	
TMBC Covid Grant £8,097	*13,569
Playing Field Maintenance Budget	14,500
Building & Asset Maintenance Budget	15,000
Jubilee Hall Upgrade Budget	3,600

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Car Park Maintenance Budget	2,500
JH Staffing Budget	11,500
Outdoor Equipment Repairs Budget	7,500
Outdoor Equipment – New Activity	4,500
NNDR Budget	5,900
<b>TOTAL BUDGET</b>	<b>137,820</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 user to ensure account bought up to date asap. Payments are being made.*

**LESS EXPENDITURE**

JH Running Costs	8,617
Playing Field Maintenance	13,089
Building & Asset Maintenance	8,821
Jubilee Hall Upgrade	2,483
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>46,440</b>
<b>BALANCE</b>	<b>91,380</b>

**074/2021.4 Bike Track:** No new information received.

**074/2021.5 Repairs to play surfaces and item of accessible equipment:** Having received clarification from Wicksteed regarding their quotation, it was proposed by J. Bates, seconded by M. Barton and: **RESOLVED:** That Wicksteed be engaged to install the new item of play equipment and to carry out the surfacing work.

D. Seal stated that the Nurses Cottage Fund trustees had virtually agreed that the remaining funds could be put towards the purchase of the new play equipment. It was noted that the trustees would like to have a dedication plaque with the wording “Funded by The Nurses Fund of East Peckham & The Parish Council”. This was **AGREED**.

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**074/2021.6 Changing Rooms Refurbishment**

**074/2021.6.1 Progress Report:** M. Barton reported that good progress was being made.

**074/2021.6.2 Review of costs against amount approved (£24,830) and to agree additional expenditure.** M. Barton reported that some additional work had been identified which had not been originally anticipated. Following a discussion, it was proposed by M. Barton seconded by J. Bates and:

**RESOLVED:** That EPPC would approve an additional sum of £2,000 towards the project

**074/2021.7 Vaccination Centre**

**074/2021.7.1 Reopening:** Following a discussion, it was:

**RESOLVED:** That the Sports Hall would not open until such time as it was no longer in use as a vaccination centre.

**074/2021.7.2 Hire Charge:** Field Pharmacy had indicated that EPPC might receive up to £500 / week from the NHS whilst the hall was in use as a vaccination centre.

**074/2021.7.3 Waste:** Following a discussion, it was:

**RESOLVED:** That EPPC would arrange the disposal of general waste, clinical waste however would be the responsibility of Field Pharmacy.

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**074/2021.8 Alternative Parking Provision for football clubs:** The football clubs had asked about alternative parking whilst the car park was used by those visiting the vaccination centre. It was noted that all clubs were intending to resume by early April 2021. Following a discussion, it was:

**RESOLVED:** That clubs would be asked to use either the Curran Hall or Village Hall Car Parks. M. Barton would liaise with the Village Hall trustees regarding the use of the Village Hall Car Park.

**074/2021.9 Review of CCTV:** M. Ferguson reported that whilst he believed that the CCTV cameras were in the correct locations, he felt that the existing CCTV system was becoming obsolete. Following a discussion, it was:

**RESOLVED:** That the matter be deferred to April 2021. M. Williams offered to obtain prices for a suitable system for councils' consideration.

**075/2021 Remote Meetings after 06 May 2021:** It was reported that the 04 April 2020 Regulations (covering online and remote meetings) were due to cease on 06 May and that KALC, NALC and SLCC were asking Government to consider extending the option to hold remote meetings as it was believed that as a sector and responsible employer this remained the most prudent option. Members were reminded of the prevailing advice that all meetings should be remote for the duration of the pandemic.

It was noted that clarification had been sought on several issues. The legal requirement to hold the Annual Parish Meeting between 01 March and 01 June and the need for the Annual Meeting of the Parish Council to be held in May. The situation at this time is that before the 06 May these meetings must be online. Consequently, some members may feel that for the sake of certainty and concern about the return to normal face to face meetings (although likely to be within prevailing safety guidance and our insurers risk assessment/advice) that EPPC hold them this side of that date.

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A more general recommendation mirrored that which KALC provided from March 2020 onwards: that EPPC view its delegated authority under s.101 1972 LGA powers. This delegated authority should be expressed in the terms of reference that applied and included a broad range of themes and generous financial thresholds. This approach was considered prudent; and key if EPPC did have to return to normal meetings after 06 May and faced logistical challenges. It was noted that the s.101 delegated authority could be something of an insurance policy to ensure that key areas of the Council's operations could continue until any issues had been resolved. Following a discussion, it was:

**RESOLVED:** That the information be **RECEIVED AND NOTED** but no action would be taken as members considered it likely that the regulations would be extended to allow virtual meetings to continue and would also include revised regulations in respect of the 2021 APM.

**076/2021** **Margaret Lawrence Memorial:** Following a discussion, it was:  
**RESOLVED:** That EPPC would install a memorial bench at St Michaels Church.

**077/2021** **Correspondence:** The following items were received during the period 06.02.21 – 05.03.21.

**a. TMBC**

- (i) Licensing Activity (February 2021 & March 2021)
- (ii) Severe Weather Advisory Group: Severe weather updates
- (iii) Agenda – Area 2 Planning Committee (24.02.21)
- (iv) Agenda – Joint Transportation Board (08.03.21)

**b. KALC**

- (i) KALC CEO Bulletins
- (ii) NALC Chief Executives Bulletins & Newsletters
- (iii) Local Government Bulletins
- (iv) COVID -19 Updates
- (v) NALC Newsletters
- (vi) Local Government Bulletins
- (vii) Fly tipping Duty of Care Campaign
- (viii) 2021 Census Information
- (ix) NALC Consultation EPC2-21 - Model Design Code
- (x) Notification of adoption of Innovation Park Medway Local Development Order.
- (xi) ACRE Village Halls Doomsday Book Campaign

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(xii) Events

- Virtual Events Programme including Bitesize Courses (Nimble) – Various dates and topics.
- Zoom for Absolute Beginners (04.03.21)
- Training and Events Programme (February 2021)

**c. Miscellaneous Information:** Tom Tugendhat MP, Came and Company (Latest insights re Local Council insurance)

**d. SLCC:** News Bulletins

**e. Census 2021**

**f. Kent Wildlife Trust** (Spring newsletter)

**g. KCC**

- (i) Adult Social Care Strategy
- (ii) Community Engagement Workshops

**078/2021 Matters for further discussion:** There were none.

**079/2021 Consideration in Private:** There were none.

**080/2021 Date and Time of next meeting:** Confirmed as 19 April 2021 @ 7.00 p.m.