

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Miss. E Ellis
East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT
Telephone: 01622 871309, Web: www.eastpeckham-pc.gov.uk,
Email: councilmanager@eastpeckham-pc.gov.uk, Twitter @EastPeckhamPC

Circulated to County and Borough Councillors and Public

19th January 2022

To all Members of East Peckham Parish Council

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council to be held on Monday, 24th January in the Meeting (Committee) Room at the East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT at 7.00 p.m.

Yours faithfully

Emily Ellis

Parish Clerk

FILMING OF MEETINGS – It is possible that this meeting may be recorded by third parties. If members of the public do not wish to be filmed, please contact the Clerk before the meeting starts.

AGENDA

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The meeting is open to the press and public.

1. **Apologies for absences and absentees:** To receive any apologies.
2. **Declarations of Interests and/or lobbying**
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the Agenda. *Please note that the clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct for information. Councillors are responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).*
3. **Councillor vacancies:** 2 vacancies for Parish Councillors
4. **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present**
5. **Planning and Transportation**
 - 5.1 See separate agenda for planning and transportation matters
6. **To adjourn in order to enable members of the public to address the meeting**
 - 6.1 To receive correspondence from residents
 - 6.2 To take questions from residents

7. **Full Council Minutes**
 - 7.1 To confirm the accuracy of the minutes of the meeting held on 13th December 2021
 - 7.2 To receive any updates or information from the clerks
 - 7.3 To receive an update on any matters arising not included elsewhere on the agenda

8. **Allotments**
 - 8.1 To receive an update from the committee
 - 8.2 To discuss and decide on any other matters arising

9. **Jubilee Hall & Playing Fields**
 - 9.1 M. Barton and S. Milburn to provide an update and present decisions on Queen's Green Canopy and Jubilee. L. Browning and M. Barton have declared interests in joining a committee.
 - 9.2 S. North to provide information and decisions to be made regarding the future of the Jubilee Hall building
 - 9.3 To discuss and approve sanitary bin quotes
 - 9.4 To discuss and approve quotations from Clerk for window covers and MUGA repairs

10. **Village matters**
 - 10.1 To discuss and decide on whether to continue and further promote the Loyalty Card scheme
 - 10.2 To discuss and decide upon the relocation of the container for sandbags in The Pound

11. **Groups & Organisations:** Members who attended any committee meeting of the Parish Council will be invited to give a brief report.
 - 11.1 To discuss and decide on the potential of setting up a Queen's Jubilee Committee
 - 11.2 Youth Committee: update on pump track and playing fields and work with Concrete Wave
 - 11.3 Welcome Back Fund update from Clerk
 - 11.4 To discuss and decide upon setting up a subcommittee for local developments
 - 11.5 To discuss and decide upon setting up a committee for Jubilee Celebrations and pre-approve a budget

12. **Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.**
 - 12.1 Nurses fund update from D. Seal

13. **Finance**
 - 13.1 Bank Reconciliations as at 1st January 2022 (To follow)
 - 13.2 Financial Transactions for approval
 - 13.3 Financial Transactions that have not been approved or minuted.
 - 13.4 Budget update and approval
 - 13.5 Unity Trust Bank Online banking update: add H. McGovern and D. Seal as signatories – paperwork received and to be signed
 - 13.6 Update regarding Natwest Bank Account
 - 13.7 Update on Cambridge Bank Account: To add H. McGovern as signatory (allowed 4) – paperwork to be received
 - 13.8 To discuss and decide whether or not to have the facility to take card payments
 - 13.9 To discuss and decide on the facility of having a pre-approved credit card for the Clerk to make small purchases
 - 13.10 Approve 22-23 budget
 - 13.11 SLCC membership for Clerk and Asst. Clerk

- 13.12 To approve quotes received
- 14. Community Resilience and Environment**
14.1 Community Emergency Plan update: D. Seal
- 15. Parish Council Training requirements:** To consider training opportunities for members and clerks
15.1 Bitesize training from KALC
- 16. Staffing:**
16.1 To discuss and agree on contractor costs
16.2 To discuss and decide on the creation of a new role of Handyman
- 17. Parish Online, Newsletter and Website**
17.1 Newsletter: Written and submitted by Clerk/Asst Clerk
17.2 Parish Online: update to be received
17.3 Councillors to ensure profiles are up-to-date (including registers of interest)
17.4 To adopt any updated policies
- 18. Church**
18.1 To receive any updates or information
- 19. Planning and Transportation**
19.1 See separate agenda for planning and transportation matters
- 20. Matters for Future Discussion**
20.1 Annual Report, could all councillors prepare a short report on the life of a councillor
20.2 To discuss future signage for the hall and field
- 21. Matters for Consideration in Private**
21.1 Staffing and hours
- 22. Date and Time of next meeting:** To confirm as 28th February 2022 at 7.00 p.m.

NOTES:

- a) The meeting is open to the press & public.
- b) The Parish Council allows a short period of time at meetings of the Full Council when residents can put questions to the council. At other times the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders so as to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature
- c) Mobile phones are to be turned off during the meeting.
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