

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Miss. E Ellis
East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT
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Circulated to County and Borough Councillors and Public

14th March 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, 21st March 2022 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.

Mobile phones must not be used during meetings

The meeting is open to press and public

The meeting will adjourn to take questions from the public, the public may not speak at any other time unless invited to do so by the chairman

Only one conversation may happen at a time

All decisions require a proposer and a seconder, a seconder is recommended.

- 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:** 1 vacancy for Parish Councillors
3.1 Chair to welcome any applications for consideration
- 4. Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present**

5. **To adjourn in order to enable members of the public to address the meeting**
 - 5.1 To receive correspondence from residents
 - 5.2 To take questions from residents

6. **Full Council Minutes**
 - 6.1 To confirm the accuracy of the minutes of the meeting held on 28th February 2022

 - 6.2 To receive an update on any matters arising not included elsewhere on the agenda

7. **Allotments**
 - 7.1 To receive an update from the committee and agree any actions discussed at the working group

8. **Jubilee Hall & Playing Fields**
 - 8.1 To discuss and approve appointment of Maintenance Person

9. **Village matters**
 - 9.1 To discuss and agree on actions for the bus stop on Addlestead Road/Tonbridge Road with graffiti.
 - 9.2 To receive an update on vandalism in The Pound.
 - 9.3 To discuss and agree on Parish Council response to potential 208 bus being removed
 - 9.4 To discuss response to Ukraine emergency.
 - 9.5 To discuss the move of the sandbag container.

10. **Groups & Organisations:** Members who attended any committee meeting of the Parish Council will be invited to give a brief report.
 - 10.1 To receive an update from the Village Events Committee
 - 10.2 To receive an update from the Youth Committee
 - 10.3 To receive an update from the Climate Change Committee
 - 10.4 To receive an update from the Local Developments Committee
 - 10.5 To receive an update from the Finance Committee
 - 10.6 To receive an update from the Building Maintenance Committee and agree any actions
 - 10.7 To discuss and decide on actions going forward regarding Twinning

11. **Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.**
 - 11.1 Nurses fund update from D. Seal
 - 11.2 Dementia Friends Community update from Clerk

12. **Finance**
 - 12.1 Bank Reconciliations as at 1st March (To follow)
 - 12.2 Financial Transactions for approval
 - 12.3 Financial Transactions that have not been approved or minuted.
 - 12.4 To review and approve grant applications
 - 12.5 Update regarding account changes
 - 12.6 To discuss and approve donation and grant requests
 - 12.7 To approve quotes received for building and maintenance work
 - 12.8 NJC pay increase and back pay to be noted
 - 12.8 To note payroll costs update
 - 12.9 To discuss and agree on the cost of a new Arnold Baker book (edition 13)

13. **Community Resilience and Environment**
 - 13.1 Community Emergency Plan final update: D. Seal

- 13.2 To receive the report required for the Annual Report
- 14. Parish Council Training requirements:** To consider training opportunities for members and clerks
- 14.1 Bitesize training from KALC – Clerk to inform of availability
- 15. Parish Online, Newsletter and Website**
- 15.1 Newsletter: Written and submitted by Clerk/Asst Clerk.
- 15.2 Councillors to ensure profiles are up-to-date (including registers of interest)
- 15.3 Annual report information still required to be received and update
- 16. Policies**
- 16.1 To adopt any updated policies
- 16.2 To approve or amend Allotment Policy
- 17. Church**
- 17.1 To receive any updates or information
- 18. Planning and Transportation**
- 18.1 **TM/22/00347/LDP 10 Bramley Road**
Lawful Development Certificate Proposed: single storey rear extension to replace existing conservatory, approx 3.25m deep and max 2.9 meters high to flat roof level
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00347/LDP>
- 18.2 **TM/22/00363/FL & TM/22/00364/LB Cornerways 138 Hale Street**
Extension to kitchen/dining rooms to include new utility room and w.c, alterations to utility/store to form bedroom and en-suites
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00363/FL>
Listed Building Application: extension to kitchen/dining rooms to include new utility room and w.c, alterations to utility/store to form bedroom and ensuites
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00364/LB>
- 19. Matters for Future Discussion**
- 19.1 The redecoration of the inside of Jubilee Hall building
- 19.2 To consider how to promote hall hire – photographs?
- 21. Matters for Consideration in Private**
- 22. Date and Time of next meeting:** To confirm as 25th April 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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