

EAST PECKHAM PARISH COUNCIL

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

7th December 2022

Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council on Monday 19th December 2022 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6.00pm
Emily Ellis, Parish Clerk

Minutes

- 1 **Apologies for absences and absentees:** To receive and approve any apologies.-
Apologies – Borough councillor H. Rogers.
Absent – Community warden, PCSO, Borough councillors.
Attendees – Cllrs T. Eastwood, D. Seal, L. Browning, M, Williams, T, Fryer, M. Joannes, M. Barton, S. North,
Other - E. Ellis (Clerk), J. Perretta (Assistant Clerk), County Councillor S. Hudson.

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) - None***

3. **Elections and Vacancies**
 - 3.1 **Councillor vacancies:** 3 vacancies – **No applicants. Defer to next meeting.**
Note: elections in May

4. **Reports from County Councillor, Borough Councillors, PCSO & Community Warden Councillors**
S. Hudson advised of a TMBC grant scheme called the household support fund anyone over 16 can apply.
KCC has awarded money for a bus service improvement plan.
Community fridge will re-open on Tuesday 9th January 2023.

5. **To adjourn in order to enable members of the public to address the meeting**
 - 5.1 **To receive correspondence from residents -**
Request to put a plaque in memory of Len Stonestreet from Snoll Hatch Road on a bench - It was resolved to agree.
Proposer – D. Seal
Secunder – M. Barton
Show of hands – all
Cllr S. North arrived at meeting with apologies – 18.21pm.

 - 5.2 **To take questions from residents** – No residents present

6. **Full Council Minutes**
 - 6.1 **To confirm the accuracy of the minutes of the meeting held on 21st November 2022.** It was resolved to agree the minutes are correct.
Proposer – D. Seal
Secunder – M. Joannes
Show of hands - all
7. **Clerk's report**
 - 7.1 **To receive a report from the Clerk and Assistant Clerk –**
Clerk E. Ellis presented council a banking mandate to add assistant clerk J. Perretta
8. **Groups & Organisations: Members who attended any committee meeting of the Parish Council will be invited to give a brief report.-** D. Seal, T. Eastwood attended advanced planning training. Both attendees found the training to be long however useful.
 - 8.1 **To receive reports from the Chairman of Committees, Sub-Committees and Working Groups that have met in the last 4 weeks –** T. Eastwood updated all present on the recent asset meeting and discussions made with the planned installation of solar panels and internal hall LED lights.
 - 8.2 **To review Committee member numbers with 3 or less members and assign additional councillors. –** It was agreed with a show of hands by all present that L. Browning would join the climate committee and T. Eastwood to join the finance committee.
9. **Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.**
 - 9.1 **To receive important notes and feedback on any trainings undertaken –** D. Seal attended training regarding bees.
 - 9.2 **To receive an update or report for any external or other meetings attended –** none.
10. **Finance**
 - 10.1 **Bank Reconciliations as at 1st December -** Deferred
 - 10.2 **Financial Transactions for approval –** Evergreen donation decision has been deferred until more information is provided from them on what the donation is for.
 - 10.3 **Financial Transactions that have not been approved or minuted -** None
 - 10.4 **To discuss and approve donation and grant requests -**
Donations from Penalty Shoot Out at Christmas Light Switch On to go to Childhood Tumour Trust – proceeds of £79.50 was resolved to agree to donate.
Proposer – S. North
Secunder – L. Browning
Show of hands - All
 - 10.5 **To discuss and approve quotes received –** JP presented deposits required to secure a start date to have solar panels and LED internal lights fitted in 2022.. It was resolved to agree to proceed with deposit payments by cheque –
Proposer – T. Eastwood
Secunder – D. Seal
Show of hands - all
 - 10.6 **To approve signatory changes to NatWest account to allow access to the account and therefore accurate budgeting, ability to close the account and move the money –** It was resolved to agree to remove M. Ferguson as a bank signatory and add S. North and assistant clerk J. Perretta.
D. Seal, S. North, M. Williams and assistant clerk will be able to access both unity and NatWest bank accounts.
All present agreed with a show of hands.

11. **Parish Council training requirements:** To consider training opportunities for members/clerks

NALC events: <https://www.nalc.gov.uk/our-events>

KALC bitesize training: https://www.kentalc.gov.uk/Bitesize_Training_31970.aspx

12. **Parish Online, Newsletter, Website, Communications and Office**

12.1 **To agree to the installation of a fridge/freezer in the Meeting Room cupboard and the removal of storage surplus to requirements.**- E. Ellis has confirmed the fridge/freezer has been purchased and we are waiting on the delivery. It was resolved to agree to remove and destroy unused filing cabinets.

Proposer – M. Williams

Seconder – D. Seal

Show of hands - All

13. **Policies**

13.1 **To adopt new or review out of date policies and agree to remove any that are not necessary**

To remove:

Footway Lighting Policy – It was resolved to agree to remove this policy. M. Barton to carry out a survey.

Proposer – D. Seal

Seconder – M. Joannes

Show of hands - all

Finances (all points covered in Financial Regulations)

To adopt:

Civility and Respect Pledge – It was resolved to agree this would be adopted.

Proposer – M. Barton

Seconder – T. Fryer

Show of hands - all

To re-adopt:

Code of Conduct Complaints Policy – It was resolved to agree this would be adopted.

T. Eastwood – proposer

D. Seal – Seconder

Show of hands - all

Financial Regulations – It was resolved to agree.

Proposer – S. North

Seconder – M. Joannes

Show of hands - all

14. **To review and agree staffing requirements** – It was resolved to agree the staffing committee will create an advert advertising the Clerk vacancy on KALC and NALC and use social media. It was resolved to agree that the staffing committee would decide on the content of the advert and would consider at a later stage if we require a locum.

Proposer – L. Browning

Seconder – D. Seal

Show of hands - All

15. Matters for discussion in private:

15.1 Staff appraisal - It was resolved to agree the assistant clerks appraisal would be deferred until January 2023.

Proposer – D. Seal

Secunder – L. Browning

Show of hands - All

Date and Time of next meeting: To confirm as 16th January 2023 at 7PM