



# EAST PECKHAM PARISH COUNCIL

The Parish Office, Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT

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6<sup>th</sup> February 2023

Dear East Peckham Parish Councillors,

**YOU ARE HEREBY SUMMONED TO ATTEND** an Asset meeting of the Parish Council on Monday 13<sup>th</sup> February 2023 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6.30pm  
Assistant Clerk J. Perretta.

6<sup>th</sup> February 2023

*J. Perretta*

Assistant Clerk of the Council

## Minutes

**1 Apologies for absence**

**2 Present – Cllrs T. Eastwood, M. Williams, D. Seal, M. Joannes, J. Perretta (assistant clerk)**

**4 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***

**5 To agree any previous minutes –**

Proposer – D. Seal

Seconder –M. Joannes

**6 To receive chairman/assistant clerks report on completed maintenance and to take instruction to resolve any additional issues.**

**Completed asset maintenance works – AC to offer report.**

**Solar panels.** – Works ongoing as N Power need to carry out external phase works to enable contractor to commission solar panels.

**Footpath extension – JP has confirmed the contractor has begun work.** Committee resolved to agree to tarmacking the complete path which will incur an additional cost. Contractor will advise of this asap.

**Proposer** – M. Williams

**Seconder** – T. Eastwood

**All agreed.**

**Decorating.**-All present agreed to invoice payment of £6250.00 for works and materials carried out so far. It was confirmed by JP the contractor will return to paint the kitchen and outside of the hall after April this will be an additional cost.

**Woodland trust trees** – D. Seal has confirmed watering of the saplings would be undertaken by himself, the clerks and maintenance person..

**Repair of front door latch and closure** – Contactor has repaired loose pin and tilting door at a cost of £65.00.

**Repair of fire door closer** – JP has confirmed works have been completed by Cllr T. Eastwood with no charge.

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**Asset works to discuss and resolve**

**Kitchen upgrade** - D. Seal to offer report and JP to present quotations'. Seal presented quotations from Howdens and Magnet including a range cooker, 2 sinks, recycled extractor fan and soft closing cupboard units.. Work tops to be durable and stain resistant. D Seal will get additional quotes.

**All agreed.**

**External cleaning of windows, grills, wall paint and removal of stones (maintenance plan). JP has presented a quotation.** Council has discussed quotation of £990.00 and would only like gutters to be cleaned once and then reviewed. JP will request a requote and present to council.

**Proposer – M. Williams**

**Seconder – T. Eastwood**

**Show of hands**

**Fly tipping and unauthorized use of rubbish bins.** JP has confirmed the bins are now kept locked. JP will add additional signage and get quotations for additional CCTV/light sensors near bike track and containers.

**The locking/repairs of the main gates to carpark of the hall. JP to check with TMBC planning carpark regulations regarding locking of main gates. JP will report information back to council to make a decision on how to proceed.**

**Containers – To agree if the containers should be kept locked** – It was resolved to agree to lock the containers and assistant clerk to purchase padlocks. It was agreed to keep containers unlocked in flood season.

**Public toilets – To discuss cleaning, locking, maintenance, CCTV, security and opening times** – It was resolved to agree when the toilets are cleaned and maintenance carried out we will trial opening and closing the toilets daily for a month. M. Joannes confirmed he is willing to do this. We will assess this after the month. JP will get quotations for automatic door closures and mobile CCTV.

**The tidying of the village centre. To discuss and agree to replace and Provide new noticeboards.**- M. Williams has agreed to look into notice boards and report to full council.

**The painting/cleaning of any benches. – Contractor to move 3 benches from centre of the village. Fix these and reposition at the Jubilee hall grounds.**

**To discuss having additional bollards for the allotment car park** – After discussion Cllr D. Seal agreed to carry out works to erect additional bollards with the assistance of the maintenance person. The will be erected to prevent vehicles from entering the fields.

**Proposer – T. Eastwood**

**Seconder – M. Williams**

**M. Joannes left meeting.**

**To discuss children's play equipment and any required repairs. – JP has confirmed this is on her action plan. Deferred.**

**Wooden stairs to mezzanine.-** Contractor will start work early April. Invoice has already been approved by council.

**5 Year maintenance plan.** – M. Williams discussed anything outstanding including external cleaning of window grills..

**Public toilet** – Deferred.

**To discuss and decide how to proceed with current contractors.-** It was discussed and agreed council needs to have updated contracts and public liability records. Use of current contractors to be deferred until full council. All accepted contracts must reiterate fixed price and any additional costs must be agreed by council.

**All agreed**

**It was resolved to agree to have an asset register for each asset owned by the PC.**

**Proposer** – T. Eastwood

**Secunder** – M. Williams

**All agreed.**

**It was resolved M. Williams would clarify with groundworks contractors breakdown of work carried out.**

**All agreed.**

- 8 Any matters of discussion for the next meeting.** To discuss marketing, photography, promotion of facilities.

**It was resolved to agree to have an asset register for each asset owned by the PC and have information added to the maintenance plan folder.**

**Proposer** – T. Eastwood

**Secunder** – M. Williams

**All agreed.**

- 8 To agree next meeting date – 8<sup>th</sup> June 2023 at 6.30pm**