



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 4<sup>th</sup> September 2017** at 7:45pm.

**Councillors Present:**

Cllr Mrs J Crowhurst (Chair)  
Cllr D Coleman  
Cllr Mrs S Harris  
Cllr P Kirby  
Cllr Mrs A Partridge

Cllr Mrs C Snow (Vice-Chair)  
Cllr P Gillan  
Cllr M Hocking  
Cllr Mrs L Mills  
Cllr Mrs S Sharp

**Apologies:**

Cllr Mrs K Brooks  
Cllr A Gaukroger

Cllr S Cawley

**Also in attendance:**

Ms H Munro (Clerk)  
Borough and County Cllr P Barrington-King  
Borough Cllr Mrs S Nuttall  
Borough Cllr D Reilly  
1 Member of the public

70. **APOLOGIES FOR ABSENCE.** It was **RESOLVED** to accept apologies received from Cllrs Brooks, Cawley and Gaukroger.
71. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments.
72. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 3<sup>rd</sup> July 2017 be approved and signed as an accurate record.
73. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair made the following announcements:
- The Deputy Clerk was currently on sick leave and was expected to return later in September.
  - Councillors were reminded about the Pride in Pembury Winners Tea and a request for cakes was made.
  - A report of travellers on North Farm was given.
  - There was no further update on the Pembury Lass sculpture that was still being repaired.
  - A resident had written in complaining about the standard of the hanging baskets in Pembury. It was **RESOLVED** that this be considered at the next Amenities, Christmas Lights, Pride in Pembury (inc Public Relations) Working Group meeting.

74. **OPEN SESSION.** There were no members of the public present.
75. **CLERK'S REPORT AND ACTION UPDATES.** The following report was **noted**.

Disabled Access to Scout and Guide Hut. Cllr Mrs Crowhurst had been unable to contact the Guide Leader due to the summer recess.

**ACTION:** The Clerk was asked to arrange a meeting at the earliest opportunity.

Tunbridge Wells Cultural and Learning Hub consultation. Details of the response from Tunbridge Wells Borough Council (TWBC) was **noted**.

Construction Workers Welfare unit. The developer had withdrawn their request to use Woodside recreation ground for their welfare unit as they were able to site it within their development.

Pride in Pembury. A reminder that the Winner's tea was at 3pm on 7 October was **noted**.

Fireworks. The DJ previously booked is no longer able to attend the event. **ACTION:** Cllr Gillan is undertaking further research to find another contractor as a matter of urgency.

Computerised Accounts. The set up was now complete and accounts were available up to 30 June 2017. **ACTION:** Entries would be made to get the accounts up to date and presented to the next Audit, Finance and Personnel Working Group meeting.

Pembury Society Bench. The bench will be delivered this week for installation by the Groundsmen.

Work to Trees. Work will be undertaken on 25<sup>th</sup> and 26<sup>th</sup> September.

Fence around the Burial Ground. Works are complete.

76. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'**

Councillor Barrington-King made the following report:

- There were reports of graffiti in the parish. Cllr Barrington-King would take action if the Parish Council reported other incidents.
- A resident from Stone Court Lane complained about overgrown hedges which has now been resolved.
- North Farm Household Waste Recycling Plant will be closed for 10 weeks from 18<sup>th</sup> September. Residents were being asked to use the Dunbrik site in Sevenoaks for the period of the closure.
- The second weed treatment had taken place and was beginning to take effect. He was meeting with a Soft Landscape Officer from Kent County Council (KCC) to discuss ongoing concerns.
- He had also requested other areas be tidied up in Woodsgate and on roundabouts. He needed to clarify planning regulations for sponsorship of roundabouts before this could be progressed.

- He had secured a regular road sweep on Rowley Hill.
- He reported that surveyors had been seen near Bo Peep corner undertaking land surveys. This would be monitored.
- A request for gully clearance in Lower Green Road was made. Cllr Barrington-King agreed to liaise with KCC at his forthcoming site meeting.
- A request to remove the A21 diversion signage at the earliest opportunity was made
- There was discussion on white gateposts into the village. He had requested current gates be painted. A suggestion to add a gate at Woodsgate was made which Cllr Barrington-King would research.

Cllr Mrs Nuttall made the following report:

- Travellers were currently at the North Farm site. Local authorities have a legal obligation to provide permanent facilities and this was currently being reviewed.

Cllr Reilly made the following report:

- The draft Civic Development Framework was being discussed at the September Full Council meeting and was likely to be signed off then.
- The extension to the Crescent Road car park was also being discussed at the same meeting and could be signed off too.
- Cllr Reilly confirmed that the Sturgeons site planning application had been called in and a response from the TWBC planning officer awaited.
- A query on the change of use planning application for 7-9 High Street was discussed.

*A member of the public entered the meeting at 8:10pm*

- The planning application for Highfield Close had been refused.
- A Developers fund of £26,000 had been released.
- Cllr Reilly reported that Sevenoaks District Council had lobbied Central Government to reduce the number of new homes they were expected to provide. TWBC will try to do the same and he is meeting with Greg Clark, MP, later in the month.
- There is a residents meeting in Snipe Close about the planning application and he will feedback to the Parish Council.
- He reported that complaints about construction traffic in Henwood Green Road had been received. He is liaising with the site manager.
- A cycle path from the hospital is planned and work will start soon.
- Cllr Reilly raised the number of parked cars on the road near the hospital. This was caused by insufficient hospital parking on site.

77. **REPORT OF URGENT ACTIONS.** The Chairman and Clerk reported that formal approval of works to the Pavilion goal store had been given to the Pavilion Joint Committee to undertake the works. It was **RESOLVED** that this approval be ratified.

78. **PLANNING AND HIGHWAYS WORKING GROUP.** It was **RESOLVED** that the minutes of the Planning and Highways Working group on 7<sup>th</sup> August 2017 were **noted**. The minutes are included in Appendix 1. The recommendations of the Working Group were considered.
79. **PLANNING APPLICATIONS.** It was **RESOLVED** to note the following responses submitted to Tunbridge Wells Borough Council under delegated authority:
- a. 17/02372/FULL – 21 Greenleas – **Neutral subject to there being no material loss of privacy or light for the neighbours.**
  - b. 17/02474/FULL – Garages at Snipe Close – **Due to the strength of local feeling, the Parish Council will be asking one of the borough Councillors to call in this application.**
  - c. 17/02136/FULL – Pembury Chiropractic Clinic 7-9 High Street – **Neutral.**
  - d. 17/02141/FULL – 7-9 High Street – **Neutral subject to TWBC being satisfied regarding the suitability and safety of the cladding.**
  - e. 17/02437/FULL – 51 Heskett Park – **Neutral.**
  - f. 17/02236ADV – Notcutts Garden Centre – **Neutral.**
  - g. 17/02456/FULL – 3 Cornford Close – **Neutral.**
  - h. 17/02490/FULL – 36 Ridgeway – **Neutral.**
80. **PLANNING APPLICATIONS.** It was **RESOLVED** to submit the following responses to Tunbridge Wells Borough Council:
- a. 38 Ridgeway  
17/02713/FULL  
Single storey rear extension including new single pitched tiled roof and removal of part of the ground floor rear wall to open out ground floor kitchen/dining area; Roof lights installed and new bi-fold glazed doors to rear elevation  
**NEUTRAL SUBJECT TO THERE BEING NO MATERIAL LOSS OF PRIVACY OR LIGHT FOR THE NEIGHBOURS**
  - b. 5A Lower Green Road  
17/02705/FULL  
Conversion of existing garage into part of existing kitchen  
**NEUTRAL**
  - c. 20 Tonbridge Road  
17/02566/FULL  
Construction of a two-storey front extension, internal alterations and associated landscaping  
**NEUTRAL SUBJECT TO THERE BEING NO MATERIAL LOSS OF PRIVACY OR LIGHT FOR THE NEIGHBOURS**
  - d. 22 Henwoods Mount  
17/02809/FULL

Single storey and two-storey rear extensions

**NEUTRAL SUBJECT TO THERE BEING NO MATERIAL LOSS OF PRIVACY OR LIGHT FOR THE NEIGHBOURS**

- e. 67 High Street  
17/02722/FULL  
Demolition of existing outbuildings; Erection of single-storey rear extension with roof lights  
**NEUTRAL SUBJECT TO THERE BEING NO MATERIAL LOSS OF PRIVACY OR LIGHT FOR THE NEIGHBOURS**
  
- f. 21 Greenleas  
17/02372/FULL  
Amendment to original application - First floor side extension and conversion of garage to habitable use, formation of pitch roof over existing flat roof to front of dwelling and rendering of existing walls  
**NEUTRAL SUBJECT TO THERE BEING NO MATERIAL LOSS OF PRIVACY OR LIGHT FOR THE NEIGHBOURS**
  
- g. Albans Farmhouse, Romford Road  
17/02778/LBC  
Listed building Consent – Installation of a cast-iron wood-burning stove in the north facing sitting room including the removal of an iron grate and addition of a chimney pot & rain cap.  
**NEUTRAL**
  
- h. 6 Heskett Park  
17/02874/FULL  
Single storey rear and side extension with roof light  
**The plans were unclear and it was RESOLVED that the Planning & Highways Working Group should review the application.**
  
- i. 123 Hastings Road  
17/02891/FULL  
Conversion of garage to a two-bedroom flat  
**There was concern about parking and access and it was RESOLVED that the Planning & Highways Working Group should review the application.**
  
- j. 30 Lower Green Road  
17/02816/FULL  
Retrospective – Erection of a single storey summer house  
**NEUTRAL**

81. **PLANNING DECISIONS.** It was **RESOLVED** to note the following decisions.

- a. 17/01797/FULL – 21 Highfield Close – **REFUSED**
- b. 17/02179/FULL – 3 Batchelors – **GRANTED**
- c. 17/01282/FULL – Sunset Lodge, Pembury Road – **GRANTED**
- d. 17/02297/FULL – 12 Penns Yard – **GRANTED**
- e. 17/02011/FULL – 5 Romford Road – **GRANTED**

82. **TWBC LOCAL PLAN CALL FOR SITE LOCATIONS.** The updated locations were **noted**. Cllr Reilly agreed to find out the number of hectares of each site.

*Cllrs Barrington-King, Nuttall and Reilly left the meeting at 8:45*

83. **AMENITIES, CHRISTMAS LIGHTS AND PRIDE IN PEMBURY (INCORPORATING PUBLIC RELATIONS) WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Amenities Working group on 24<sup>th</sup> July 2017 were **noted**. The minutes are included in Appendix 2. The recommendations of the Working Group were considered.

- a. To agree the purchase of 5x replacement litter bins for the Lower Green Recreation Ground. It was **RESOLVED** that the suggested bins be purchased.
- b. To agree not to take over ownership of the Pembury Lass sculpture and consider suggested options and locations. It was **RESOLVED** not to take ownership of the sculpture and request that it be entered into the public auction. **ACTION:** The Clerk would liaise with the hospice and local fundraisers.
- c. To agree to set up a Parish Council Facebook page. It was **RESOLVED** to set up a Parish Council Facebook page.
- d. To agree a Social Media Policy. It was **RESOLVED** to approve The Social Media Policy.
- e. To consider the proposal to commission a new Council website and vire the appropriate budget. The report was considered and it was **RESOLVED** that in principle approval be given for a new Council website to be commissioned and the funds vired from the Salaries budget.

**ACTION:** Further work would be undertaken by the Amenities, Christmas Lights and Pride in Pembury (inc Public Relations) Working Group at their next meeting.

**ACTION:** The Clerk was asked to liaise with the editor of the local Pembury website on working with each other.

84. **ENVIRONMENT, ENVIRONMENTAL ISSUES (INCORPORATING ALLOTMENTS AND BURIALS) WORKING GROUP.** It was

**RESOLVED** that the minutes of the Environment Working Group on 31<sup>st</sup> July were **noted**. The minutes are included in Appendix 3. The recommendations of the Working Group were considered.

- a. To agree to purchase external combination padlocks for the allotments. It was **RESOLVED** to purchase 2 combination locks.
- b. To ratify the purchase of replacement wooden gate post at the top gate at the allotment site. It was **RESOLVED** to ratify the purchase of the replacement wooden gate post.
- c. To agree to purchase the allotment shed for £350. It was **RESOLVED** to purchase the shed and pay in two instalments.
- d. To agree to charge new allotment tenants a £50 refundable deposit. It was **RESOLVED** that new allotments tenants would be charged a £50 refundable deposit.
- e. To change the start date for allotment tenancy agreements to 1 November from 2018 onwards. It was **RESOLVED** that allotment tenancy agreements would start from 1 November 2018 onwards. Charges from 1 April 2018 to 31 October 2018 would be pro-rata.
- f. To consider the addition of an extra name to the War Memorial. A request to include an extra name on the war memorial was discussed. The name was not originally included as the Parish boundaries have changed, however, the address is now within the Parish Boundary. It was **RESOLVED** that, in principle, adding the name would be agreed and the Clerk was asked to undertake research and costings for the work for further review.

**ACTION:** any changes would also need to be reflected on the Remembrance Day Roll of Honour.

- g. To consider improvements to the War Memorial name panel and fundraising options. The name panel had corroded and improvements were discussed. **ACTION:** It was agreed to progress this project further through the Environment, Environmental Issues (inc Allotments and Burials) Working Group.
- h. To consider recommendation to vire the appropriate budget for works to trees at the Upper Church. **ACTION:** This would be referred to the Audit, Finance and Personnel Working Group to recommend the details of the virement.
- i. To consider offer to Litter pick in Pembury. A request to undertake a litter pick in the village had been received from a charity. It was **RESOLVED** to accept their offer and the Clerk was asked to arrange a meeting to progress the project. Cllrs Gillan and Snow agreed to attend the meeting.

85. **AUDIT, FINANCE AND PERSONNEL WORKING GROUP.** It was **RESOLVED** that the minutes of the Audit Working group on 31<sup>st</sup> July 2017 were **noted**. The minutes are included in Appendix 4.

86. **FINANCE AND ADMINISTRATION MATTERS.**

a. Accounts for payment. The accounts for payment of £6,112.12 for July 2017 were ratified for approval. Payments of £5,948.23 for August were approved by **RESOLUTION**. A list of payments is included in Appendix 5.

b. Budget monitoring report. The budget report was circulated and **noted**. There were no issues of concern.

c. Bank reconciliation. The bank reconciliation was circulated and it was **RESOLVED** to approve it. The bank balances were **noted**:

Current account £10,000.00  
Business Reserve £62,468.10  
Business Direct reserve £42,968.63

d. To consider adding the Clerk as bank signatory to the bank account, apply for a debit card and approve access to online banking. It was **RESOLVED** to add the Clerk as a bank signatory, apply for a debit card and have access to online banking.

e. To agree request for use of the Recreation Ground for the HOPE Fun Day – 9<sup>th</sup> June 2018. The request to use the Recreation Ground was **approved**.

f. To consider request to put crosses on the Village Green for Easter 2018. **ACTION:** Clarification of the size of the crosses and exact location would be requested.

87. **OPEN SESSION.** Council adjourned the meeting and members of the public were invited to address the Parish Council.

The resident requested information about the land surveys taking place near Woodside Recreation Ground. Details of the Local Plan were shared with the resident.

*The meeting was reconvened.*

88. **WOODSIDE RECREATION GROUND.** The request from the Kent High Weald Project to remove stiles into the recreation ground to make the public footpath more accessible were considered. There was concern that removal of the stiles would encourage vehicular access onto the site. It was **RESOLVED** not to agree to the removal of the stiles.



89. **FUNDRAISING.** Suggestions were discussed about which project to raise funds for at the Firework Display. A disabled access to the Scout and Guide hut was considered. **ACTION:** Further research would be undertaken and a meeting arranged with the Guide Leader with Cllr Mrs Crowhurst and the Clerk.
90. **PAVILION.** The request for a contribution towards the new paving outside the hatch area was discussed. Concern was expressed about the high costs involved. There was also no available council budget for these works. It was **RESOLVED** that the works were formally approved. It was also **RESOLVED** that the Clerk write to confirm that it had no available funding to contribute at this time.

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*It was proposed that during consideration of item 91 the public and press be temporarily excluded (Standing Order 11a) in view of the (special) (confidential) nature of the business about to be transacted. These items were considered confidential for the following reason(s): Information relating to HR matters.*

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91. **WORKING HOURS.** A request to trial a change in working pattern was discussed. There was concern that the amended hours would be problematic and therefore would not be considered at this time.
92. **MEETING DATES.**
- a. The next meeting date of 2<sup>nd</sup> October 2017 was **noted**.
  - b. The meeting dates to May 2018 were **noted**.

There being no further business the meeting was closed at 10:30pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

## **APPENDIX 1**

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### PEMBURY PARISH COUNCIL

Minutes of the Planning and Highways WG Meeting held on **Monday 7 August 2017** at 7.30pm at the Parish Office.

Present: Cllrs A Gaukroger (C), Mrs J Crowhurst, D Coleman, Mrs K Brooks

Clerk: Helen Munro

Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs L Mills.

2. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

- a. Application No: 17/02372/FULL – 15 August  
Proposal: First floor side extension and conversion of garage to habitable use, formation of pitch roof over existing flat roof to front of dwelling and rendering of existing walls  
Location: 21 Greenleas, Pembury

**NEUTRAL SUBJECT TO THERE BEING NO MATERIAL LOSS OF PRIVACY OR LIGHT FOR THE NEIGHBOURS.**

- b. Application No: 17/02474/FULL – 18 August  
Proposal: Demolition of garages and erection of a two-storey dwelling with creation of 8 parking spaces  
Location: Garages at Snipe Close, Pembury

**DUE TO THE STRENGTH OF LOCAL FEELING, THE PARISH COUNCIL WILL BE ASKING ONE OF ITS BOROUGH COUNCILLORS TO CALL IN THIS APPLICATION.**

- c. Application No: 17/02136/FULL – 18 August  
Proposal: Part Retrospective – Change of use from Class D1 (Pembury Chiropractic Clinic) to Class C3 (ground floor flat)  
Location: Pembury Chiropractic Clinic – 7 – 9 High Street, Pembury

**NEUTRAL**

- d. Application No: 17/02141/FULL – 18 August  
Proposal: Part Retrospective – Addition of rendered insulation panels to outside face of external walls  
Location: 7 – 9 High Street, Pembury

**NEUTRAL SUBJECT TO TWBC BEING SATISFIED REGARDING THE SUITABILITY AND SAFETY OF THE CLADDING**

- e. Application No: 17/02437/FULL – 18 August  
Proposal: Single storey extension to front of property  
Location: 51 Heskett Park, Pembury

**NEUTRAL**

- f. Application No: 17/02236/ADV – 9 August  
Proposal: Advertisement – 2 no. External fascia signs; 2 no. Totem signs  
Location: Notcutts Garden Centre, Tonbridge Road, Pembury

**NEUTRAL**

- g. Application No: 17/02456/FULL – 22 August  
Proposal: Erection of a single storey rear extension  
Location: 3 Cornford Close, Pembury

**NEUTRAL**

- h. Application No: 17/02490/FULL – 21 August  
Proposal: Single storey rear extension with roof lights; alterations to fenestration and garage conversion  
Location: 36 Ridgeway, Pembury

**NEUTRAL**

3. TO CONSIDER ANY FURTHER APPLICATIONS RECEIVED AFTER THE AGENDA DATE  
There were none.

4. TO NOTE REFUSALS

- a. Application No: 17/01642/LAWPRO  
Proposal: Single storey rear extension  
Location: 3 Cornford Close, Pembury

**MEMBERS NOTED THE REFUSAL**

5. TO NOTE GRANTS

- a. Application No: 17/01690/SUB  
Proposal: Submission of Details in relation to Condition 4 (Arboricultural Method Statement) of 17/00713/FULL (Two storey side extension with Juliet balconies on north and south elevations  
Location: Pembury House, Lower Green Road, Pembury
- b. Application No: 17/01966/PNEXT  
Proposal: Prior notification for a proposed single storey rear extension which:  
A) Extends by 3.1 meters beyond the rear wall of the original dwelling  
B) Has a maximum height of 3.6 metres from the natural ground level  
C) Has a height of 2.7 metres at the eaves from the natural ground level  
Location: Chalfont, 31 Romford Road, Pembury
- c. Application No: 17/01890/FULL  
Proposal: Erection of a two-storey rear extension (Resubmission of Planning Consent 17/00489/FULL with proposed changes to materials)  
Location: 40 Elmhurst Avenue, Pembury
- d. Application No: 17/01950/FULL  
Proposal: Proposing front porch (2.7m x 1.3m)  
Location: 35 Beagles Wood Road, Pembury

- e. Application No: 17/02344/SUB  
Proposal: Submission of details in relation to Condition 3 – (External materials) of 16/502249/FULL  
Location: Garages, Sandhurst Avenue, Pembury
- f. Application No: 17/01901/LBC  
Proposal: Listed Building Consent – Proposed internal alterations to form ensuite  
Location: Mays Barn, Romford Road, Pembury
- g. Application No: 17/01789/FULL  
Proposal: Extension and remodelling of existing house  
Location: 36 Romford Road, Pembury
- h. Application No: 17/01843/LAWPRO  
Proposal: Lawful Development Certificate (Proposed) Single storey rear extension  
Location: Henwood Cottage, 138 Henwood Green Road, Pembury
- i. Application No: 17/01807/FULL  
Proposal: Demolition of detached garage, two-storey extension to house and conversion of house into two dwellings  
Location: 38 Heskett Park, Pembury

**MEMBERS NOTED THE GRANTS**

6. TO NOTE APPEALS

- a. Application No: 16/07866/FULL  
Proposal: Construction of a self-contained Granny Annex linked to the main house  
Location: 21 Sandhurst Avenue, Pembury  
PINS Ref: M2270/D/17/3176993

**MEMBERS NOTED THE APPEAL**

7. TUNBRIDGE WELLS LOCAL PLAN  
To review the site Allocations Map

Members noted the site allocations map. The Parish Council would now wait to hear further from TWBC. **ACTION:** The Clerk was asked to write to the Chief Planning Officer for an update on the Green Belt Strategy Survey promised earlier in the year.

8. OTHER  
No other matters were discussed.

There being no other business, the meeting closed at 8.25pm

## **APPENDIX 2**

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### **PEMBURY PARISH COUNCIL**

Minutes of the Amenities, Christmas Lights, Pride in Pembury (incorporating Public Relations) Working Group Meeting held on **Monday 24 July 2017** at at 7:30pm the Parish Office.

Present: Cllrs D Coleman (C), Mrs J Crowhurst, A Gaukroger, Mrs L Mills,  
Mrs A Partridge, Mrs C Snow

Clerk: Helen Munro

Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE  
No-one was absent
2. MINUTES OF THE PREVIOUS MEETING  
WG noted the minutes which had already been approved at Full Council.
3. ACTION UPDATES
  - a) Sleeping policeman – **ACTION:** Cllr Coleman to investigate.
  - b) Planter outside chemist – land owned by KCC, no action at the moment.
  - c) Children’s Play Area – Whole area repair was not necessary and patching repairs only to be carried out. **ACTION:** Clerk to get quotes and add to 2018/19 wishlist.
  - d) Noticeboard maintenance – **ACTION:** to be added to Groundsmen’s winter jobs schedule.
4. RECREATION GROUND QUOTES  
To consider improvement works to the Recreation Ground.
  - a) Litter bins – various designs and prices were discussed. **ACTION:** Clerk to liaise with Senior Groundsmen as to key sites.  
  
**WG recommend purchase of 5 x green Copperfield litter bins to Full Council.**
  - b) Benches - One to be sited at the Woodhill Park entrance. Two possible designs were considered.
    - i) **ACTION:** more research to be done.
    - ii) **ACTION:** Contact to be made with the Football Club regarding bench presented to Colin Forward.
  - c) Children’s Playground fence painting – One quote received of £2,180 – others awaited.
    - i) **ACTION:** Separate quotes requested for painting the original children’s climbing frame.
    - ii) **ACTION:** Cllrs Coleman and Mrs Mills to give names of potential contractors to the Clerk.

5. RECREATION GROUND BY LAWS  
To review the Recreation Ground By-Laws.

WG members were asked to study the bylaws with a view to simplifying them.  
**ACTION:** Further discussion needed.

6. PEMBURY LASS
- a) To consider fundraising for the Hospice in the Weald.  
Members were delighted that fundraising for the Hospice in the Weald was taking place. The landlady at the Camden had worked hard on this.
  - b) To consider if the Parish Council should own the Sculpture if sufficient funds are donated.

**WG recommend to Full Council that the Parish Council does not take over ownership of the Sculpture.**

- c) To consider possible permanent locations for the Sculpture  
Suggestions of The Camden, Pembury Hospital or return it to the Hospice for them to auction it, were made.

7. EVENTS – PRIDE IN PEMBURY  
To discuss Pride in Pembury judging and winner’s tea.

The Winners’ Tea was to take place at the Pavilion on Saturday 7 October at 2.30pm.

8. EVENTS – FIREWORKS  
To discuss arrangements for Fireworks on 3 November 2017.

Arrangements were in hand except the sound system. **ACTION:** The office to liaise with Cllr Cawley who had a contact.

9. EVENTS – PICNIC ON THE GREEN  
To discuss future issues.

No decision was made as to the future of the Picnic on the Green. **ACTION:** Further discussion needed early 2018.

10. PAVILION MANAGEMENT COMMITTEE  
To receive update on Pavilion Management Committee AGM 12/07/2017.

**ACTION:** The Clerk to arrange a meeting with the Chairman and the Secretary of the Football Club to discuss some concerns regarding terms of the Football Foundation Grant.

11. VILLAGE HALL MANAGEMENT COMMITTEE  
To receive update on Village Hall Committee meeting 12/07/2017

- a) Councillors could see from the minutes that the finances were looking healthy and that the hall was being well run.
- b) PPC needed to be mindful that approaches had been made by developers regarding the land to the rear of the hall.

12. PUBLIC RELATIONS

To consider social media for the Council

- a) Cllr Mrs Mills suggested that PPC has a Facebook page. Other members agreed.
- b) A social media policy should be created. **ACTION:** The Clerk, in conjunction with Cllr Mills, to work on a draft policy based on the two templates discussed for next Full Council meeting.
- c) It was acknowledged that a new website was needed. **ACTION:** The Clerk, in conjunction with Cllr Mills, to work on a proposal for next Full Council meeting.

**The WG recommend that:**

- a) **A Parish Council Facebook page be set up.**
- b) **A Social media policy be introduced.**
- c) **A new website be commissioned.**
- d) **Funding for a new website to be vired from elsewhere in the budget.**

13. FUTURE MEETING DATES

25<sup>th</sup> September 2017

14. OTHER MATTERS

- a) Playground RoSPA Inspection Action Plan
  - i) **ACTION:** Authority was given to the Clerk to carry out minor works identified in the report.
  - ii) **ACTION:** Clerk was asked to get quotes for a safety surface under the older children's play equipment.
  - iii) **ACTION:** Groundsmen to carry out a more thorough weekly check of the equipment.
  - iv) Concerns about the safety of the new Pirate Ship were discussed. **ACTION:** The Clerk to investigate and to contact the company.
  - v) It was **recommended** that a different Playground Inspection company be used next year.
- b) Weedkilling in Pembury
  - i) **ACTION:** The Clerk to communicate with Cllr Paul Barrington King before formally writing to KCC to complain about the standard of weedkilling in the village.

There being no other business, the meeting closed at 9.40pm

## **APPENDIX 3**

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### PEMBURY PARISH COUNCIL

Minutes of the Environment, Environmental Issues incorporating Allotments and Burials Working Group meeting held on **Monday 31 July 2017** at 7.30pm at the Parish Office

Present: Cllrs P Gillan (C), Mrs S Sharp (VC), M Hocking, P Kirby and Mrs C Snow  
Clerk: Helen Munro  
Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE  
Apologies were received from Cllr Mrs J Crowhurst and S Cawley.
2. ACTION UPDATE  
The following update was reported.
  - a) Bench at Memorial Wall – The bench had been ordered and delivery was expected between 18 August and 1 September.  
**ACTION:** The groundsmen to install.
  - b) Trees at Upper Church – WG to seek clarification at a site meeting on 3 August before instructing the contractor.
  - c) Fence around the New Cremation Area – Post and Chain had been ordered. Work to commence w/c 7 August.
3. PURCHASE OF A PLAQUE FOR THE MEMORIAL WALL  
A few queries were raised. **ACTION:** It was suggested that the office contact Rotherfield Parish Council as they had a long-established memorial wall, to iron out potential issues.  
**ACTION:** The groundsmen to be asked to turf the small area behind the wall.
4. QUINQUENNIAL REPORT
  - a) To discuss action plan for required works at the Old Church - Members were shown a list of actions – some of which would be delegated to the groundsmen. **ACTION:** The Clerk was asked to seek quotes for some of the other tasks.
  - b) To discuss Clear Up day at the Old Church - **ACTION:** The Office was asked to speak to the Friends of Pembury Old Church suggesting a Clear Up day in the Spring. Other work on the report could be carried out by volunteers on this day.
5. ALLOTMENTS  
The list of draft proposals received from David Hanes was carefully studied and a number of recommendations were made. **ACTION:** Council



to acknowledge David Hanes and to update.

- a) **The WG Recommended that combination locks be put on both gates, the number to change on an annual basis and would be included in the rent demand letter;**
- b) **The WG Recommended that a new wooden post be installed at the top gate. Cllr Hocking to research and sort. This to be carried out under Urgent Actions and to go to Full Council for ratification;**
- c) **The WG Recommended that the Gardeners' shed be purchased at a cost of £350;**
- d) **The WG Recommended that new tenants pay a deposit which would be returned providing on vacating the plot, it is left in a reasonable state;**
- e) **The WG Recommended that tenants continue not to have bonfires (as stated in their Terms and Conditions);**
- f) **The WG Recommended that nothing to be done at this stage about additional water taps. Tenants' numbers have been decreasing so it was felt that this was unnecessary;**
- g) **The WG Recommended that Cllr Mike Hocking to speak to a couple whose allotment plots are in a bad state and to offer volunteers' help to clear.**

Members noted an email sent from David Hanes in which he expressed his thanks to the Parish Council for the work which had recently been carried out.

Change of Start Date for the New Tenancy Year

**The WG Recommended that the start date be changed to 1 November from 2018. Letters to go out before November 2017 giving tenants the statutory year's notice.**

6. HEDGE CUTTING – HENWOOD GREEN ROAD

WG members discussed a letter which had been received from a Henwood Green Road resident complaining about the early start time of the hedge-cutting contractor.

The contractor is asked to start early in order to avoid traffic problems and also in order that the work is finished by the time children are walking to bus stops to get to school. The work is needed for safety reasons. If the work was carried out later in the day, a road closure would be needed and the cost of this is very high.

A letter was hand-delivered to local residents informing them of this work. **ACTION:** to extend the number of houses which received a letter which could potentially be affected by the noise.

7. POTENTIAL ADDITIONAL NAME TO WAR MEMORIAL

Correspondence was shown to WG members regarding a potential missing name from the War Memorial – James Hewitt Woodhams. He was the relative of a local family who was killed on the opening day of the 3rd battle of Ypres. A local historian has carried out a lot of research and established that parish boundary lines have changed over the years and where the gentleman concerned had lived (Colebrook estate), this wasn't actually in the Parish of Pembury at that time. WG members had a lot of discussion about the War Memorial in general and whilst it had recently been cleaned, the names were still illegible and some were misspelt.

- a) **The WG Recommended that a village fundraising project be set up to collect money to have the names re-inscribed, the mis-spellings corrected and for the James Hewitt Woodham's name to be added to Pembury's War Memorial.**
- b) **Consideration of collection money from the fireworks to go towards this.**

**ACTION:** The Clerk was asked to speak to the Clerk of another local village who had fundraised for the same purpose and had been very successful.

8. WISHLIST FOR 2018/2019

- a) Path to Memorial Wall – it was agreed at the last meeting that quotes received were far too expensive and the project had been over-engineered. Stepping stones would suffice. Cllr Hocking to speak to a local landscape gardener who could hopefully offer some advice and be asked to quote.
- b) Area for Scattering Ashes – it was agreed to postpone this at this stage.
- c) Allotment boundary posts – The PC was committed to installing the posts along the driveway parallel to the Sturgeon's wall.
- d) Old Church works from the Quinquennial Report
- e) Pathway in the new Cremation Section – it was suggested that this be budgeted for in the 5-year plan.
- f) Water taps at the Allotment site – it was suggested that these be budgeted for in the 5-year plan.
- g) Trees & hedges – The budget for tree work in the village needed to be increased.

9. FUTURE MEETING DATE

The date of 20 November 2017 was noted.

10. OTHER MATTERS

- a) Tree work at St. Peter's Upper Church - Quotes received from Treeability had been made on the basis that all the work be done at the same time. If Council wished for the work to be done

'piecemeal', it would have to expect the prices to increase because of travelling costs etc.

**The WG Recommended that all work at St. Peter's Upper Church driveway be carried out.**

- b) Litter picking in Pembury – An approach from a charity called RRT had been made regarding a litter pick in Pembury. Cllr Mrs Snow had responded asking for further details.

**The WG recommended that this be discussed at Full Council.**

## **APPENDIX 4**

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### PEMBURY PARISH COUNCIL

Minutes of the Audit, Finance and Personnel Working Group held on **Monday 31 July 2017**, 10.00am at the Parish Council Office

Present: Cllrs Mrs K Brooks, Mrs S Harris

Clerk: Helen Munro

Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs J Crowhurst and Coleman.

2. ACTION UPDATE

- a. Computerised accounting software – Sage had been installed and set up was being undertaken. It was agreed that the Clerk set up the chart of accounts as she thought most appropriate.

**The WG RECOMMEND that the first accounts should be presented to Full Council at their October meeting.**

- b. NEST pension scheme – this had been set up and letters sent to relevant staff.
- c. Job descriptions – all had been approved and agreed by affected staff.
- d. Financial Regulations, Standing Orders, Publication scheme, Complaints Policy, Press Policy and Reporting of Meetings Policy – all approved by Full council.
- e. Risk Assessment – approved by Full Council.

3. BUDGET MONITORING REPORT – 30 June 2017

The report was reviewed and no concerns were raised.

**The WG RECOMMEND that the Budget Monitoring Report be noted by Full Council.**

4. BANK RECONCILIATION – 30 June 2017

The reconciliation was reviewed.

**The WG RECOMMEND that the Bank Reconciliation be noted by Full Council.**

**ACTION:** The Clerk was asked to undertake the following and report to the next Working Group meeting:

- a. Review the Council's investments

- b. Research a debit card for the Chairman
- c. Check the current bank mandate terms
- d. Check the internal controls for the Council's debit cards

5. FUTURE MEETING DATE

23 October 2017 at 7:30pm.

6. OTHER MATTERS

- a. Budget 2018/19 – there was general discussion on various items.  
**ACTION:** the budget for works to trees and hedges should be increased from previous years.
- b. Five Year Plan – **ACTION:** The Clerk should research a replacement vehicle and consider funding options.
- c. Items for the next Agenda
  - i. Budgets 2018/19
  - ii. the procedure for contested election for Chairmanships.

## APPENDIX 5

### PEMBURY PARISH COUNCIL ACCOUNTS FOR PAYMENT JULY 2017

#### ACCOUNTS PAID PREVIOUSLY

687 Abacus Playgrounds	Supply and Installation of Safety Surfacing	£ 714.00
688 Kidmans	Machine Repairs	£ 424.45
689 KCC re: Kent Pension Fund	Pensions - Jul 17	£ 1,868.52
690 Post Office Limited	Tax/NHI - Jul 17	£ 2,003.44
691 KCC	Office Supplies	£ 55.98
692 Playsafety Limited	Annual Inspection	£ 243.60
693 AffinIT	Office 365 Subscription x 2	£ 18.72
694 Sage Limited	Sage 50 Accounts E-Learning Stage 1	£ 138.00
695 KALC	Clerk's Conference - (Clerk and Deputy)	£ 144.00
696 KCC Commercial Services	Groundsmen Supplies	£ 65.88
697 Mr L Leadbeter	Flail Hedgecutting	£ 385.00
698 RIP Cleaning	Dog Waste Removal	£ 241.92
699 AffinIT	Computer Support/Installation of Sage	£ 210.60
		<b>£ 6,514.11</b>

#### DIRECT DEBITS - JUL 2017

DD The Business	Petrol/Diesel	£ 197.15
DD TWBC	Office/Depot Rates	£ 805.00
DD O2	Mobile Telephone	£ 70.42
DD NatWest	Autopay Charges	£ 4.00
DD EON	Highway Lighting	£ 45.95
		<b>£ 1,122.52</b>

#### CREDIT CARD PAYMENT

CC The Little Post & Chain Company	Post and Chain for new section in Burial Ground	£ 572.00
		<b>£ 572.00</b>

#### CONFIDENTIAL SALARIES - JUL 2017

AP Total Salaries		<b>£ 6,112.12</b>
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#### TOTAL PAYMENTS - JULY 2017

**£ 14,320.75**

### PEMBURY PARISH COUNCIL ACCOUNTS FOR PAYMENT AUGUST 2017

#### ACCOUNTS DUE FOR PAYMENT

700 Streetlights	Repairs to Column 21, Romford Rd	£ 117.30
701 KCC re: Kent Pension Fund	Pensions Aug 17	£ 1,808.27
702 Post Office Limited	Tax/NHI - Aug 17	£ 1,892.86
703 Vasile Mihalceanu	Office Cleaning	£ 192.00
704 Stamps Direct Limited	Self Inking Stamp	£ 12.31
705 Verdant View	Installation of Post and Chain Fence - Burial Ground	£ 1,341.60
706 Screw Fix	White Post Box	£ 22.99
707 Trade UK	Drill Bit Set	£ 15.30
708 David Buckett	Year-End Internal Audit 16/17	£ 694.50
709 Pembury Pavilion	Balance for Hall Hire - Pride in Pembury Tea	£ 32.50
710 Kidmans	Finishing Mower Spares	£ 478.51
Kidmans	Hedgecutter Repairs - Hugh Boorman	£ 81.33
711 AffinIT	Office 365 Subscription x 2	£ 18.72
712 Wise Stonecraft	Grave-digging - Sec 6 C3	£ 330.00
713 KCC	Photocopying	£ 159.22
		<b>£ 7,197.41</b>

#### DIRECT DEBITS - AUG 2017

DD The Business	Petrol/Diesel	£ 288.41
DD O2	Mobile Telephone	£ 70.81
DD TWBC	Office/Depot Rates	£ 805.00
DD E.ON	Highway Lighting	£ 47.48
		<b>£ 1,211.70</b>

#### CONFIDENTIAL SALARIES - AUG 2017

AP Total Salaries		<b>£ 5,948.23</b>
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#### TOTAL PAYMENTS - JULY 2017

**£ 14,357.34**