



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 6th November 2017** at 7:45pm.

Councillors Present:

Cllr Mrs J Crowhurst (Chair)
Cllr Mrs K Brooks
Cllr P Gillan
Cllr M Hocking
Cllr Mrs L Mills
Cllr Mrs S Sharp

Cllr Mrs C Snow (Vice-Chair)
Cllr A Gaukroger
Cllr Mrs S Harris
Cllr P Kirby
Cllr Mrs A Partridge

Apologies:

Cllr D Coleman
County Cllr Mrs S Nuttall

County Cllr P Barrington King

Also in attendance:

Ms H Munro (Clerk)
Borough Cllr D Reilly

Mrs Y Allen (Deputy Clerk)

111. **APOLOGIES FOR ABSENCE.** It was **RESOLVED** to accept apologies received from Cllrs D Coleman, County Cllrs P Barrington King and Mrs S Nuttall
112. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. Cllrs Mrs J Crowhurst, Mrs K Brooks, A Gaukroger, P Gillan, Mrs S Harris, M Hocking, P Kirby, Mrs A Partridge, Mrs S Sharp and Mrs C Snow had been lobbied about Owlsnest.
113. **MINUTES OF THE PREVIOUS MEETING.**
- a. It was **RESOLVED** that the minutes of the 2nd October 2017 be approved and signed as an accurate record.
- b. Council agreed to put draft minutes on the website prior to approval.
114. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair made the following announcements:
- Councillors were thanked for baking cakes and attending the Pride in Pembury Winners' Tea;
 - £3,104.80 had been raised at the Fireworks which was a record and approximately 3,200 people had attended;
 - A resident had written to The Courier about the lack of a Neighbourhood Plan for Pembury; this was to be discussed further at the January Full Council meeting;
 - It was reported that Cllr Sean Cawley had resigned;
 - The KALC AGM was to be held on the 18 November. Cllrs Mrs Crowhurst and D Coleman to attend.

115. **OPEN SESSION.** No members of the public were present.
116. **CLERK'S REPORT AND ACTION UPDATES.** The following report was **noted.**

Purchase of litter bins – They had been purchased and were awaited.

Purchase of Allotment Shed – The invoice had been received and a cheque for the first instalment had been signed.

Bank signatory / Debit card – An official complaint had been made to NatWest about the length of time the process had taken and a response was awaited.

Crosses on the Village Green – The Baptist Church had requested for crosses to go on the Village Green next Easter. The Parish Council agreed not to give permission for crosses to be dug into the Green but allowed them to have banners affixed to the village signpost.

Street Lighting in Lower Green Road – KCC had inspected the lights and ordered the relevant parts. In the meantime, the lights would be on all the time rather than not at all. The parts should arrive by the end of November.

Bench – Lower Green Recreation Ground – This had been purchased and was awaited.

Playground Renovation works – Works had successfully been carried out apart from the gate to the children's playground which would need replacing rather than being repaired.

Additional Play Equipment – Section 106 – A meeting was to be held on Tuesday 7 November.

Additional Recreational land at Woodside Playing Fields – A meeting was to be held on Thursday 9 November. Pembury Parish Council was not expected to fund the purchase, development or operation of any additional recreation land.

TWBC Member Community Grant – Borough Cllrs P Barrington King and D Reilly had both agreed to support the disabled entrance to the Guides and Scouts Hut using their members' grant.

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

Cllr Reilly made the following report:

- Local Plan – both options 4 and 5 were being considered for development at the moment. Option 4 was the A21 growth corridor and Option 5 was new settlements. The Green Belt was

likely to be redefined and more Green Belt areas could be opened up for development. There were five sites currently being looked at in the Borough for new settlements and these would be published at the end of November. KCC was currently looking at infrastructure issues.

- Roadshows about the Civic Development Project were taking place across the Borough. These were listed on the website.
- 96-100 Henwood Green Road was highlighted. Confirmation that it does not overlap with a previous application for Land rear of 94-98 Henwood Green Road should be checked.
- A Public Spaces Protection Order consultation was underway.
- The Business Rate Retention Pilot Scheme had been submitted by KCC. TWBC is taking part in the Scheme.
- The Civic Waste contract was being reviewed. TWBC were considering a £30 annual fee for emptying the brown bins. There could be an option for doorstep glass collections. Residents would have an opportunity to comment on this. Concern that fly-tipping could increase was raised.

118. **REPORT OF URGENT ACTIONS.** There had been no urgent actions.

119. **PLANNING AND HIGHWAYS WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of Planning and Highways WG meetings held on Monday 16th October and Monday 30th October were **noted**. The recommendations of the Working Group were considered.

120. **PLANNING APPLICATIONS.** It was **RESOLVED** to ratify the following responses submitted to Tunbridge Wells Borough Council:

- i. 17/03115/FULL – **Romford House, Romford Road** - NEUTRAL
- ii. 17/03142/FULL – **29 Gimble Way** – NEUTRAL
- iii. 17/03218/FULL – **Abbots, Woodside Road** - NEUTRAL
- iv. 17/03129/FULL – **1 Camden Avenue** - NEUTRAL
- v. 17/03254/FULL – **3 Gimble Way** – NEUTRAL BASED ON THE INFORMATION GIVEN ON THE TWBC WEBSITE

b. **PLANNING APPLICATIONS.** It was **RESOLVED** to submit the following responses to Tunbridge Wells Borough Council:

- i. 17/00756/FULL
Sturgeons, 32-34 Henwood Green Road
Demolition of existing buildings and change of use of site to residential comprising 12 no. houses and 7 no. apartments

The minor amendments were **noted**. Members maintained their original response provided that the proposal was considered by the Planning Committee and not by individual Case Officer and that a site visit was undertaken. The Deputy Clerk was asked to confirm this with the appropriate Planning Officer.

- ii. 17/03482/FULL
11 Romford Road
Retrospective: Removal of 12 feet high hedge and replacement with 6 feet close boarded fence

NEUTRAL

- iii. 17/03239/FULL
33 High Street
Erection of two detached dwellings, access, parking and landscaping

NEUTRAL subject to there being no overlooking of No. 35

- iv. Harlequin Group
Great Bayhall Farm, Pembury
Proposed base station upgrade installation at (109698)

Based on the preliminary plans, no issues were identified

- c. **PLANNING APPLICATIONS.** It was **RESOLVED** that the following applications be considered by the Planning and Highways Working Group for ratification at next month's meeting:

- i. 17/03610/FULL – 23 November

Land, rear of 96-100 Henwood Green Road

Erection of a detached bungalow and modifications to the approved driveway and parking arrangement to planning permission 16/07524/FULL.

- ii. 17/03474/FULL – 24 November

Mays Farmhouse, Romford Road

Erection of detached, flat roofed, timber framed building to rear of garden.

- iii. 17/03646/TPO – 22 November

19 Ridgeway

Trees: Oak (T2) – Reduce side of canopy against 15 Knights Ridge by approximately 2 metres, blending in maintaining shape and form; Raise crown over garden of 15 Knights Ridge by approximately 3 metres; Remove selected lower branch overhanging garden of 19 & 21 Ridgeway; Reduce canopy and raise crown facing 19 Ridgeway to maintain shape and of whole tree.

- iv. 17/03535/FULL – 27 November

Land rear of Sunhill Place, High Street

Erection of a two-storey detached dwelling

- d. **PLANNING DECISIONS.** It was **RESOLVED** to note the following decisions from the WG meeting held on 16th October:
- i. 17/02117/SUB – **98 Henwood Green Road** – GRANTED
 - ii. 17/02705/FULL – **5a Lower Green Road** – GRANTED
 - iii. 17/02809/FULL – **22 Henwoods Mount** – GRANTED
 - iv. 17/02722/FULL – **67 High Street** – GRANTED
 - v. 17/02713/FULL – **38 Ridgeway** – GRANTED
 - vi. 17/02566/FULL – **20 Tonbridge Road** – GRANTED
 - vii. 17/02105/FULL – **Friars Hatch, Romford Road** – GRANTED
- e. **PLANNING DECISIONS.** It was **RESOLVED** to note the following decisions from the WG meeting held on 30th October:
- i. 17/02816/FULL – **30 Lower Green Road** – GRANTED
 - ii. 17/02891/FULL – **123 Hastings Road** – GRANTED
 - iii. 17/02971/FULL – **26 Church Road** – GRANTED
 - iv. 17/02935/FULL – **50 Herons Way** – GRANTED
- f. To consider proposed move for Pembury Post Office. Members were against this proposal for several reasons including parking (which could affect the Village Hall) and traffic problems. It was suggested that an approach be made to Tesco to site the Post Office there.
- g. To consider Civic Development Planning Framework Supplementary Planning Document and Public Consultation - There was to be a drop in session on 15th November at the Council Chamber in the Town Hall, Tunbridge Wells between 2pm and 7pm.
- h. To note changes to Permitted Development rights and Article 4
Members noted the report on this.

121. **AUDIT, FINANCE & PERSONNEL WORKING GROUP.**

The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Audit, Finance and Personnel WG meeting held on Monday 16th October were **noted**. The minutes are included in Appendix 3. The recommendations of the Working Group were considered.

- a. It was **RESOLVED** to purchase new computers, printer and office furniture in 2017/2018 to be funded by viring £5,000 from the depot fencing project.
- b. It was **RESOLVED** to approve the following policies:
 - i) Complaints policy
 - ii) Health and Safety policy
 - iii) Code of Conduct
- c. To agree councillor and staff training. Bespoke training by KALC would be arranged and held at the office.

- d. Accounts for payment. – The accounts for payment of £20,748.44 were approved by **RESOLUTION**. A list of payments is included in Appendix 4.

122. **QUOTES.**

- a. Depot roof – this was deferred.
- b. Replacement Strimmer – it was **RESOLVED** that the strimmer be purchased from Kidmans.
- c. Replacement Linemarker – it was **RESOLVED** that the line-marker be purchased from Vitax.

123. **HIGHWAYS MATTERS**

- a. It was agreed that a meeting was to be arranged with the County Councillor, Borough Councillors, Highways Officer from KCC, Enforcement Officer from TWBC and PCSO to discuss a request to add double yellow lines at the junction of Amberleaze Drive and Highfield Close.
- b. Residents' concerns about use of roads in Pembury to avoid congestion would be discussed further and included in the Highways meeting.

124. **LITTER PICKING EVENT**

It was **RESOLVED** that the litter pick be approved. A date in December would be arranged for RRT to carry out a litter pick. This would be a Saturday.

125. **WAR MEMORIAL**

A request for bulbs to be planted at the War Memorial was approved by **RESOLUTION**. Cllr Snow would visit Notcutts to ask if they were willing to donate some. The Environmental WG would be asked to plant them.

126. **NEWSLETTER EDITORIAL ADVERTISING RATES**

It was **RESOLVED** to agree new advertising rates as follows:
Quarter page – £225; Half page - £300; Full page - £450; Back page - £600.
These are approximately a 3% increase.

127. **HR MATTERS**

The Clerk passed her probationary period and Council noted comments made during the formal review meeting, and the objectives that have been set for the next appraisal period. A bonus payment was agreed.

128. **MEETING DATES** – The date for the next meeting was noted – 4th December 2017.

There being no further business the meeting was closed at 10:00pm

Signed: _____ Date: _____
Chairman

APPENDIX 1

Minutes of the Planning and Highways WG Meeting held on **Monday 16 October 2017** at 3.00pm at the Parish Office.

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

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: 17/03142/FULL – 20 October
Proposal: Single storey rear extension with roof lights, conservatory, extension and garage conversion including raising of garage roof.
Location: **29 Gimble Way**

NEUTRAL

- b. Application No: 17/03115/FULL – 23 October
Proposal: Removal of oil fired heating boiler and replacement freestanding heat pump unit
Location: **Romford House, Kings Toll Road**

NEUTRAL

- c. Application No: 17/03218/FULL – 23 October
Proposal: Front door repositioning, front extension removed, sliding/folding doors added, glazing altered, internal reorganisation
Location: **Abbots, Woodside Road**

NEUTRAL

- d. Application No: 17/03129/FULL – 27 October
Proposal: Demolition of existing single storey side extension and construction of two storey side extension plus addition of side roof light for loft conversion
Location: **1 Camden Avenue**

NEUTRAL

- e. Application No: 17/03254/FULL – 2 November
Proposal: First floor extension to create two bedrooms
Location: **3 Gimble Way**

NEUTRAL BASED ON THE INFORMATION GIVEN ON THE TUNBRIDGE WELLS BOROUGH COUNCIL WEBSITE AS AT 16 OCTOBER

3. **TO REVIEW PREVIOUS APPLICATION PENDING SUBMISSION OF MAJOR AMENDMENTS.**

- a. Application No: 15/505823
Proposal: Demolition of existing residential dwelling, ancillary outbuildings, pool house and bunker to incorporate a 76-bed health and wellbeing facility, 22 independent extra care lodges with associated car parking, landscaping and amenity space along with proposed community access of existing lake for recreational and leisure use
Location: **Owls Nest, Tonbridge Road**
Council had agreed to a request for a representative from the development company to speak to Council before the next Parish Council meeting on 6 November. There would be no discussion and 15 minutes only would be allowed.
4. TO CONSIDER ANY FURTHER APPLICATIONS RECEIVED AFTER THE AGENDA DATE
There were none.
5. TO NOTE GRANTS
- a. Application No: 17/02117/SUB
Proposal: Submission of Details in relation to Condition 12 (Foul and surface water disposal) of 16/07524/FULL (Demolition of detached garage, creation of access and erection of two x 3-bedroom bungalows).
Location: **98 Henwood Green Road**
- b. Application No: 17/02705/FULL
Proposal: Conversion of existing garage into part of existing kitchen
Location: **5a Lower Green Road**
- c. Application No: 17/02809/FULL
Proposal: Single storey and two-storey rear extensions
Location: **22 Henwoods Mount**
- d. Application No: 17/02722/FULL
Proposal: Demolition of existing outbuildings; erection of single storey rear extension with roof lights
Location: **67 High Street**
- e. Application No: 17/02713/FULL
Proposal: 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 a new bi-fold glazed door to rear elevation
Location: **38 Ridgeway**
- f. Application No: 17/02566/FULL
Proposal: Construction of a two storey front extension, internal alterations and associated landscaping
Location: **20 Tonbridge Road**
- g. Application No: 17/02105/FULL
Proposal: Construction of barn for maintaining woodland and meadows ancillary to main dwelling
Location: **Friars Hatch, Romford Road**

MEMBERS NOTED THE GRANTS

There being no other business, the meeting closed at 3.55pm

APPENDIX 2

Minutes of the Planning and Highways WG Meeting held on **Monday 30 October 2017** at 7.30pm at the Parish Office.

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

Deputy Clerk: Yvette Allen

6. APOLOGIES FOR ABSENCE

Apologies were received from Cllr D Coleman.

7. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

- a. Application No: 1700756/FULL
Proposal: Demolition of existing buildings and change of use of site to residential comprising 12 No. house and 7 No. apartments.
Location: **Sturgeons, 32-34 Henwood Green Road**

The WG noted the minor amendments. Members maintained their original response provided that the proposal was considered by the Planning Committee and not by individual Case Officer and that a site visit was undertaken. The Deputy Clerk was asked to confirm this with the appropriate Planning Officer.

- b. Application No: 17/03482/FULL
Proposal: Retrospective: Removal of 12 feet high hedge and replacement with 6 feet close boarded fence.
Location: **11 Romford Road**

NEUTRAL

- c. Application No: 17/03239/FULL
Proposal: Erection of two detached dwellings, access, parking and landscaping.
Location: **33 High Street**

NEUTRAL subject to there being no overlooking of No. 35

- d. Harlequin Group
Proposal: Proposed base station upgrade installation at (109698)
Location: **Great Bayhall Farm, Pembury**

Based on the preliminary plans, the WG had no issue with this.

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

4. TO NOTE GRANTS

- h. Application No: 17/02816/full
Proposal: Retrospective – Erection of a single storey summer house
Location: **30 Lower Green Road**

- i. Application No: 17/02891/FULL
Proposal: Conversion of garage to a two-bedroom flat and the erection of a porch extension
Location: **123 Hastings Road**

- j. Application No: 17/02971/FULL
Proposal: Part retrospective: Removal and replacement of existing outbuilding to be used as garden room and office
Location: **26 Church Road**

MEMBERS NOTED THE GRANTS

5. PROPOSED MOVE FOR PEMBURY POST OFFICE

The WG could see the upside about this proposal but also discussed concerns about parking.

THE WG RECOMMENDS THAT THIS IS DISCUSSED FURTHER AT FULL COUNCIL.

6. OTHER MATTERS

Civic Development Planning Framework Supplementary Planning Document Public Consultation: 30 October to 11 December 2017.

THE WG RECOMMENDS THAT MEMBERS ARE DIRECTED TO THE WEBSITE TO READ THE DOCUMENT. THE CONSULTATION PERIOD END IS 11 DECEMBER. A RESPONSE TO BE AGREED AT THE DECEMBER FC MEETING.

7. Permitted Development Rights and Article 4.

THE WG RECOMMENDS THAT THIS BE DISCUSSED AND NOTED AT THE NOVEMBER FC MEETING.

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

APPENDIX 3

Minutes of the Audit, Finance and Personnel Working Group held on **Monday 16 October 2017**, 7.30pm at the Parish Council Office

Present: Cllrs Mrs Brooks (C), D Coleman, Mrs J Crowhurst, P Kirby, Mrs S Harris

Clerk: Helen Munro

Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE

There were none.

2. ACTION UPDATE

- a. Bank Mandate Terms – This work is still outstanding and will be carried out shortly.
- b. Internal Controls – A review of internal controls of Council's debit cards has been undertaken.
- c. Replacement Vehicle – The Clerk told members that Council cannot take out a loan or HP. Funding therefore can only be taken from the precept or reserves. The Head Groundsman is researching costs of a replacement vehicle.

The WG RECOMMEND allocating funds from the 2018/19 budget towards the vehicle and the remaining funds from the 2019/20 budget.

3. AUDIT 2016-17

- a. Members noted the findings from the Internal Audit Report 2016-17
- b. Members noted the Internal Audit Action Plan.

The WG RECOMMEND that Terms of Reference be considered for setting a limit on Parish Council debit cards.

- c. Members noted that an Interim Internal Audit for 2017-18 has been arranged for 31 October 2017.

4. BUDGET MONITORING REPORT – 30 September 2017

The report was reviewed. Issues raised were:

- Council should consider ring fencing amounts allocated to next year;
- motor repair costs should be reviewed due to the age of the vehicle;
- the football clubs to be asked to pay rents promptly but payment in two instalments was acceptable;
- some income from Amenities to be ring fenced as donations received at the firework event were to be given to the Guides and Scouts towards a disabled entrance;
- The VAT refund for 01/17 to 03/17 was posted to other income.

The WG RECOMMEND that the issues raised on the Budget Monitoring Report be noted by Full Council.

APPENDIX 3

Audit, Finance and Personnel
16th October 2017

5. BANK RECONCILIATION – 30 September 2017. The reconciliation was reviewed. Chq 349 was to be cancelled and re-issued.

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

6. BONDS. Bonds currently available were considered. Any bank account over £85k was not protected if the bank went into administration. **ACTION:** The Clerk was asked to research another bank in order to split the monies held ensuring the money was accessible.

7. VIRES – To consider vires required for various projects.

ACTION: This would be monitored at 9 months.

8. BUDGETS 2018-19 AND FIVE-YEAR PLAN. The wish list was as follows:

- Resurfacing of Recreation Ground entrance driveway;
- Resurfacing of Tennis Courts;
- Lamp post at Entrance to Recreation Ground;
- Office Computers;
- Office Chairs;
- A3 Colour Printer;
- Other Office Furniture;
- Gardener/Litter Picker;
- Extra Laptop for Clerk;
- Cleaning of Bus Shelters;
- Repainting of Bus Shelters
- Money to be put aside each year for office maintenance/equipment.

ACTION: The Clerk would obtain estimates to include in the 2018-19 budget.

The WG RECOMMEND that the purchase of office computers, printer and furniture be brought forward to 2017-18 and funded by viring £5,000 from the depot fencing project. The fencing project would be funded in 2018-19.

9. POLICIES – The draft policies were reviewed.

The WG RECOMMEND that Council adopt the Complaints Policy, Health and Safety Policy and the Code of Conduct.

10. DATA PROTECTION LEGISLATION. The reform of Data Protection legislation was noted. **ACTION:** Clerk to inform everyone that legislation is changing. All paperwork to be reviewed.

11. HMRC MONTHLY PAYMENT. Members noted the withdrawal of payment at the Post Office. **ACTION:** Office to research alternatives.

12. STAFF AND COUNCILLOR TRAINING

a. The Clerk wished to attend an Allotments and Burials training course.

b. The Groundsmen to attend a first aid training course.

c. Councillors to be offered the opportunity to attend training courses.

The WG RECOMMEND that these courses be approved by Full Council.

13. ATTENDANCE RECORD KEEPING. Members noted the records.
14. STAFF CONTRACT. Terms for the employment were discussed. **ACTION:** The Clerk would draft a contract for further discussion.

The Clerk and Deputy Clerk left the meeting.

15. CLERK PROBATION PERFORMANCE REVIEW. The review was discussed.

The WG RECOMMEND that the Clerk successfully passed her probationary period and noted comments made during the formal review meeting, and the objectives that have been set for next appraisal period.

16. FUTURE MEETING DATE. 22 January 2018

APPENDIX 4

PEMBURY PARISH COUNCIL			
Accounts for Payment			
ACCOUNTS FOR PAYMENT			
735	AffinIT	Re-issue of chq 349 (not cashed)	£ 160.80
736	Kidmans	Machine Repairs (Kubota)	£ 274.79
736	Kidmans	Machinery Parts	£ 133.56
737	Wise Stonecraft	Gravedigging (Sec 4 F4)	£ 330.00
738	KCC re:Kent Pension Fund	Pensions - Oct 17	£ 1,808.27
739	Post Office Ltd	Tax/NHI - Oct 17	£ 1,892.86
740	Strutt & Parker	Woodside Triangle Rental	£ 0.50
741	AffinIT	Office 365 Subs x 2	£ 18.72
742	Trade UK	Groundsmen Supplies	£ 108.25
743	Lance Leadbeter	Flail Hedgecutting	£ 402.50
744	Pembury Electrical	Office lighting repairs/security light	£ 330.00
745	Shaw & Sons	Burial Receipt Books	£ 45.30
746	Streetlights	Part 2 of Maintenance Contract	£ 707.81
747	Viking	Office Supplies including postage	£ 211.78
748	Viking	Office Supplies	£ 5.84
749	Vasile Mihalceanu	Office Cleaning (Chq 724 rewritten as wrongly)	£ 96.00
750	Vasile Mihalceanu	Office Cleaning	£ 72.00
751	Columbaria	Memorial Plaque	£ 78.00
752	RIP Cleaning Services	Dog Waste Removal	£ 264.60
753	Pembury Gardeners'	Part Payment of Gardeners' Shed	£ 175.00
754	Carter Brooke	Security for Firework Event	£ 145.80
755	Columbaria	Memorial Plaque	£ 78.00
756	Shades Events	Sound system for Firework Event	£ 600.00
757	Pyrovision	Fireworks	£ 3,600.00
			£ 11,540.38
DD	Tunbridge Wells BC	Depot Rates	£ 457.00
DD	Tunbridge Wells BC	Office Rates	£ 348.00
DD	BT	Office Phone/Internet	£ 116.62
DD	Sage	Sage Accounts - Oct	£ 52.26
DD	EON	Highway Lighting	£ 45.95
DD	The Business	Petrol/Diesel	£ 228.87
DD	EDF	Electricity Supply - Office	£ 153.33
DD	02	Mobile Telephone	£ 71.32
			£ 1,473.35
CC	Waitrose	Refreshments - Pride in Pembury Tea	£ 37.31
CC	Tesco	Refreshments - Pride in Pembury Tea	£ 5.80
CC	Firstaid4less	Firstaid Kits x 5	£ 55.92
CC	Locks Direct	Combination Padlocks x 2 - Allotments	£ 69.75
CC	Cash	Petty Cash	£ 100.00
CC	Broxap	Bench	£ 414.00
CC	Roadware	Covered litter bins x5	£ 1,103.70
			£ 1,786.48
CONFIDENTIAL SALARIES - OCTOBER 2017			
AP	Total Salaries		£ 5,948.23
TOTAL PAYMENTS			£ 20,748.44