



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 15th January 2018** at 7:45pm.

Councillors Present:

Cllr Mrs J Crowhurst (Chair)	Cllr Mrs C Snow (Vice-Chair)
Cllr Mrs K Brooks	Cllr D Coleman
Cllr A Gaukroger	Cllr P Gillan
Cllr Mrs S Harris	Cllr M Hocking
Cllr P Kirby	Cllr Mrs L Mills
Cllr Mrs A Partridge	Cllr Mrs S Sharp

Also in attendance:

Ms H Munro (Clerk)	Mrs Y Allen (Deputy Clerk)
Borough Cllr D Reilly	Borough Cllr Mrs S Nuttall

143. **APOLOGIES FOR ABSENCE.** All Parish Councillors were in attendance. Apologies were received from Borough Cllr P Barrington King.
144. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
145. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 4 December 2017 be approved and signed as an accurate record.
146. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 18/12/2017 and 04/01/2018 be adopted.
147. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair made the following announcements:
- The PCSO had been off sick and hoped to return to work later this week. The role had been covered by a PCSO from out of area. Crime had been down apart from mindless vandalism at Downingbury Farm Shop. Members were urged to support the shop.
 - Update on co-option of councillor. Despite advertising for another councillor on noticeboards and on the website, no-one had come forward. Further advertising would be undertaken.
148. **OPEN SESSION.** No members of the public were present.
149. **CLERK'S REPORT AND ACTION UPDATES.** The following report was noted.
- Bank signatory / debit card. The Paddock Wood branch made a mistake with the Clerk's ID. The Clerk took her ID into the branch again just before Christmas.

- b. TWBC Member Community Grant. The form has been completed. An update is now awaited from the Scouts and Guide committee with details of the specification and costs.
- c. Post Office Move. Notification had been received that the proposed move to the Newsagents is going ahead. The shop in the High Street would be closed shortly for a couple of weeks for internal works.
- d. KALC Bespoke Training. The training has been booked for 8 councillors and 2 officers on Wednesday 21st February at 6pm.
- e. Litter picking event. The event was changed to 20th January from 1pm to 3pm. Refreshments will be served on the Village Green.
- f. Highways Meeting with Cabinet Member County Cllr Matthew Balfour. Cllr Balfour was unable to meet before Christmas. However, as Cllr Balfour is no longer the Cabinet member a meeting will be arranged with his replacement, Mike Whiting.
- g. Land at Woodside. Formal notification had been received that an application would be submitted regarding the land at Woodside Playing fields which was noted.
- h. Request from Demelza. A request had been received asking if Demelza could hold a dog show in the Recreation Ground. Council asked for more details.
- i. Request from Friends of Pembury Parish Old Church. A request seeking permission to hold a coffee morning on the Village Green on 1st September had been received. Council agreed to this request. They also requested permission to erect a gazebo in the Old Church churchyard and to have a portaloo during their flower festival in September. Council agreed to these requests.

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

Cllr Paul Barrington King had been unable to attend but had briefed the Clerk as follows:

- Tonbridge Road cycle path on track to finish in mid-February.
- Threat of funding reductions for Kent bus routes now significantly diminished. Paul Carter, Leader of Kent County Council, took personal control of this after initial press release.
- Cabinet member Matthew Balfour now replaced by Mike Whiting.
- Paperwork for fixed speed camera device in The High Street now completed at a funding cost from his grant of £6,625.
- Liaised with Cllr Coleman to repair potholes in Ridgeway. Identified through KCC officers that, subject to budget, the area will be resurfaced in June.
- Contacted Highways UK to organise a clean-up of the Pembury environs affected by the A21 works.
- Organised removal of graffiti on the new A21 footbridge.
- Nearing completion of Kings Toll Road remedial works.

- Potholes identified for repair on Pembury Road and completion of repainting of cycle lane markings.
- A228 and Maidstone Rod verges cut back.
- He is requesting a litter pick for this area through the Borough Council.
- Collectively with Borough colleagues, conveyed total opposition to the proposition to dump spoil from the civic development works at Tesco. This has now been removed from the works programme.

Cllr David Reilly

- Civic Development had been approved.
- He had chased 'call ins' with the planning department regarding Sturgeons, Cornford House and Owlsnest. These were likely to be heard in March/April.
- He had attended a meeting with the Chief Superintendent of Police in Tunbridge Wells.
- The budget had balanced for this year. Total increase in Council Tax was likely to be 5%.

Cllr Mrs Sue Nuttall

- Cllr Mrs Nuttall told members that she was standing down next year.
- Crime was changing, and police were now having to deal new problems. Drug dealers were coming down from London trying to infiltrate Tunbridge Wells.

151. **REPORT OF URGENT ACTIONS.** Whilst repairs were being undertaken to the depot roof, it was discovered that other existing sheets were damaged. The Clerk, in conjunction with the Chair, agreed for these to be replaced at an additional cost of £300.
152. **POLICY AND RESOURCES WORKING GROUP.** The Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Policy and Resources meeting held on Monday 8th January were noted. The recommendations were considered. The minutes were included in Appendix 1.
- a. It was **RESOLVED** to demand a precept of £203,889 from Tunbridge Wells Borough Council for 2018/19.
 - b. Earmarked and general reserves as at 31st December were agreed by **RESOLUTION.**
 - c. It was **noted** that the setting of referendum principles for Parish Councils would remain unrestricted for the next three years.
153. **AMENITIES, CHRISTMAS LIGHTS AND PRIDE IN PEMBURY (INCL. PUBLIC RELATIONS) WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Amenities, Christmas Lights and Pride in Pembury (incl. Public Relations) meeting held on Thursday 4th January 2018 were **noted.** The minutes were included in Appendix 2.

- a. Website. It was **RESOLVED** to change the website provider and to vire funds to cover costs for 2017/2018.
- b. Replacement gate in the Children's Playground. It was **RESOLVED** to replace the gate to the children's playground at a cost of £398 + VAT.
- c. Car Park Signage. It was **RESOLVED** to purchase a new sign giving details of opening hours for the Recreation Ground car park. The purchase of this would be delegated to the Clerk.
- d. Section 106 money from Sturgeons site planning application. Money from Section 106 was approximately £48,000. Two climbing frames had been identified as possibilities. Council **RESOLVED** to also purchase two concrete outdoor table tennis tables. The Clerk is to speak to the Cricket Club, the Scouts and Guides and the School to ask if there is any equipment that they would like.
- e. Review of the Recreation Ground Bye-laws. It was **RESOLVED** to adopt the amended bye-laws. It was **AGREED** that more 'Dogs on leads' signs be displayed.
- f. Events
 - i. Fireworks. It was **RESOLVED** to continue with the same schedule except to open the gates at 6.45pm rather than 6.30pm and to have two additional catering outlets. All other contractors should stay the same.
 - ii. Musical Picnic. This is to be held on 7th July 2018. All three pubs in the village are to be asked to sponsor a band. Cllrs Harris and Gillan would liaise with the owners.
 - iii. Pride in Pembury. The competition is to be streamlined in 2018 although an additional category of 'Citizen of the Year' is to be included.
 - iv. HOPE Fun Day. This is to be held on 9th June and it was **RESOLVED** that the Parish Council would organise and pay for the portaloos. It would also have a display stand.
 - v. Scarecrow Competition. It was **RESOLVED** to continue with the Scarecrow competition and Cllrs Mrs Brooks and Harris would lead this.
 - vi. Remembrance Day Parade and Commemorations. Council **RESOLVED** the following:
 - the size of the parade being increased and to it starting from the Recreation Ground.
 - to an exhibition being held at the Village Hall and Richard Snow would be consulted on this.

- to register an interest in a poppy drop from a bi-plane on Sunday 11th November. Cllr Mrs Snow to do this.
 - to have large poppies on lamp posts by the Church and the Village Green.
- g. To approve Amenities Terms of Reference. Council **RESOLVED** to agree Amenities Working Group Terms of Reference and Functions. The Chair of the Working Group suggested that each Working Group reviewed its Terms of Reference and Functions.
154. **LOCAL PLAN.** The results of the previous consultation were **noted**. There was no comment to make at this stage as responses were being collated but the Parish Council acknowledged that it needed to prepare for the next stage and further discussions would be held at the next Planning & Highways Committee meeting on 29th January.
155. **DEPOSIT STATEMENT ON LAND ADJACENT TO HASTINGS ROAD.** This report was **noted**.
156. **DATA PROTECTION ACT.** Members were formally notified that changes are being brought in, in May 2018. The Clerk is to attend a training course on 24th January and would report back at the next Full Council meeting.
157. **SPEED INDICATOR DEVICE.** It was noted that Cllr Barrington King had successfully applied for a fixed speed indicator device and this would be sited in the High Street. KCC would have total responsibility for this.
158. **COMMUNITY TRANSPORT GRANT AND DIAL 2 DRIVE.** Cllr Mrs A Partridge agreed to attend a meeting to find out further information and would report back at a future Parish Council meeting.
159. **ANNUAL PARISH MEETING.** It was **RESOLVED** to keep the format the same this year. An email from a resident with suggestions about changes was **noted**.
160. **FINANCE AND ADMINISTRATION**
- a. Accounts for payment. The accounts for payment of £29,836.09 were approved by **RESOLUTION**. A list of payments is included in Appendix 3
 - b. Update on Streetlight insurance claim. The Parish Council insurance company has agreed to pay out for the claim with the only cost to the Parish Council being the 'excess charge' of £250.
161. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.
162. **MEETING DATES.**

- a. The date for the next Full Council meeting – 5th February with an earlier start time of 7pm for the presentation about the Neighbourhood Development Plan was **noted**.
- b. The date of the Annual Parish Meeting – 19th March 2018 was **noted**.
- c. It was **noted** that the date for the Five-year plan meeting was to be arranged.

Signed: _____ Date: _____
Chairman

Minutes of the **Policy & Resources Working Group** Meeting held on **Monday 8th January 2018** at the Parish Office Meeting Room at 7:30pm

Present: Cllrs Mrs J Crowhurst (C), Mrs K Brooks, D Coleman, P Kirby, Mrs L Mills

Apologies: Cllrs Mrs S Harris, Mrs A Partridge, Mrs C Snow, A Gaukroger

In attendance: Helen Munro (Clerk), Yvette Allen (Deputy Clerk)

1. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs A Gaukroger, Mrs S Harris, Mrs A Partridge and Mrs C Snow.
2. **CHAIRMAN'S ANNOUNCEMENTS.** Cllr Mrs Crowhurst told members that the date of the Five Year Plan meeting scheduled for Monday 12th February would have to be postponed. The Clerk was asked to arrange a new date.
3. **DRAFT BUDGET 2018/19.** Draft proposals were reviewed.
 - a. Detailed Budget – The draft budget was reviewed line by line.

The WG recommended that motor expenses be increased to £1500 and Groundsmen Supplies reduced to £1100.

- b. Projects – The list of projects was reviewed, and priorities considered.

The WG recommend that the priorities for 2018/19 were as follows:

- Bus shelter cleaning - £500
- Lower Green Rec speed hump - £300
- New lamp post at entrance to Lower Green Rec - £2350
- Playground renovations - £2718
- New metal gate at Woodside - £1000
- Funds towards replacement vehicle - £5000
- Allotment boundary posts - £500
- Path to Memorial wall - £350
- Reduce height of holly hedge - £2000

The WG recommend that the following works be undertaken in 2017/18 from the surplus:

- Telescopic bollards - £1000
- Weed spray - £500

The WG recommend that the following works be funded from current reserves:

- Office maintenance reserve - £500
- IT replacement reserve - £500

The WG recommend that the replacement of the War Memorial plaque was funded by donations from the public.

4. **PRECEPT. The WG recommended an increase of 6% to the Band D equivalent.**
5. **RESERVES.** General and earmarked reserves were considered.

The WG recommend that the reserves were inadequate for the Council and the Council should prioritise increasing this over the next few years.
6. **OTHER MATTERS. There were none.**

There being no other business, the meeting closed at 9.00pm.

Minutes of the **Amenities, Christmas Lights, Pride in Pembury (incorporating Public Relations) Working Group** Meeting held on **Thursday 4th January 2018** at the Parish Office Meeting Room at 7:30pm

Present: Cllrs D Coleman (C), A Gaukroger, Mrs L Mills, Mrs A Partridge, Mrs C Snow
Apologies: Cllr Mrs J Crowhurst
Clerk: Helen Munro

7. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Mrs Crowhurst.
8. **ACTION UPDATES.** The following updates were received:
 - a. Litter Bins. The bins are now in situ.
 - b. Lower Green Recreation Ground Bench. This has been installed.
 - c. Website. The current website content has been updated and we are ready to liaise with the new provider. **The WG recommended that this be added to the next Full Council agenda for formal approval.**
9. **LOWER GREEN RECREATION GROUND.**
 - a. To consider replacing gate to children's playground. The contractor confirmed that the existing gate could not be mended, and a new gate would be required at a cost of £398 plus VAT.
The WG recommended that the gate be replaced.
 - b. To consider new sign in car park with opening hours. A recommendation to install a sign with the car park opening hours was made. One quote had been received and another was awaited.
The WG recommend that the quotes for the sign goes to Full Council for approval.
 - c. To consider future equipment required under Section 106 from the Sturgeon's site planning application. Two pieces of equipment were suggested for discussion.
The WG recommend that the quotes for the climbing frame goes to Full Council for approval.
10. **RECREATION GROUND BY LAWS.**
 - a. To review the Recreation Ground Bye-laws. The amended bye-laws were reviewed.
The WG recommended that the amended bye-laws be submitted to Full Council for approval.
 - b. To consider enforcement of bye-laws. **ACTION:** Consideration of more "Dogs on leads" signs should be investigated.
11. **EVENTS**

- a. To discuss 2017 Firework event and consider suggestions for future events.
A report was circulated and discussed.

The WG recommended that the event follow the same format and contractors as 2017 with the exception of the gates opening at 6:45pm for a 7:30pm start and the provision of an additional catering vendor.

- b. To consider holding other events for 2018 and agree dates.

Musical Picnic. – **The WG recommended the following:**

- **The event be held on 7th July 2018.**
- **The “Dirty Nellies” band should be invited to play again.**
- **3 bands in total should play.**
- **All 3 pubs should be asked to sponsor the event.**

Pride in Pembury. There were concerns about the workload for this event in future. Ways to streamline the process were discussed.

The WG recommended the following:

- **Fewer categories would be set.**
- **An additional category recognising the achievements of people in Pembury be added.**
- **An article for the PVN be included in the next edition.**

Hope – Fun Day. The event was being held on 9th June.

The WG recommended the following:

- **Pembury Parish Council organise and pay for the portaloos.**
- **The Parish Council have a stall to display information.**

Scarecrow Competition. The WG suggested that this would not be continued.

Remembrance Day Parade. As 2018 was the centenary of the end of World War 1, there were various suggestions for additional commemorations.

The WG recommended the following:

- **A bigger parade be considered.**
- **An exhibition at the Village Hall with details of those that had died in WWI and WWII.**
- **A poppy drop from a Spitfire plane if costs were low.**
- **Large poppies on lamp posts by the Church and Village Green.**

12. **CHRISTMAS LIGHTS.** A new specification was considered. It was agreed that the number and location for the lights should stay the same within existing budgets.

ACTION: get quotes for white lights with a little bit of another colour.

ACTION: get quotes for putting fairy lights in one of the trees on the Village Green.

13. **PAVILION JOINT MANAGEMENT COMMITTEE.** The report from Cllr Gillan was **noted**. **ACTION:** The Clerk would request formal minutes from the meeting.
14. **BOWLS CLUB.** The letter regarding water supply was **noted**.
15. **TERMS OF REFERENCE.** A draft was reviewed, and minor amendments made.

The WG recommended that the Terms of Reference be approved by Full Council.

The WG also recommended that the responsibilities of all Working Groups should be reviewed. They suggested a new Communications Working Group be set up to oversee the PVN newsletter, website and social media.

16. **FUTURE MEETING DATES.** 12 March 2018 at 7:30pm.
17. **OTHER MATTERS.** There were none.

There being no other business, the meeting closed at 21:44pm

APPENDIX 3
Accounts for Payment

PEMBURY PARISH COUNCIL			
Accounts for Payment - January 2018			
ACCOUNTS PAID PREVIOUSLY			
783	Viking	Office Supplies	£ 214.99
784	WJJ Autos	Truck Repairs - Starter motor	£ 326.15
785	KCC	Office/Groundsmen Supplies	£ 68.04
786	Vasile Mihalceanu	Office Cleaning - 336	£ 96.00
787	Vasile Mihalceanu	Office Cleaning - 338	£ 96.00
788	Helen Munro	Reimbursement - Truck Recovery	£ 162.76
789	South East Water	Supply - Burial Ground	£ 21.10
			£ 985.04
ACCOUNTS FOR PAYMENT			
790	Walker Electrical	Lighting Repairs to Depot	£ 195.00
791	Kent County Council	Photocopying	£ 252.58
792	Streetlights	Emergency Call Out - Belfield Road, Col.1	£ 148.50
793	Wise Stonecraft	Gravedigging	£ 330.00
794	RIP Cleaning	Dog Waste Removal	£ 235.20
795	AffinIT	Supply and Install new Computer System	£ 1,623.60
796	Gala Lights	Installation of Christmas Lights	£ 8,022.00
797	Trade UK	Groundsmen Supplies	£ 31.50
798	AffinIT	Office 365 Subscription x 2	£ 18.72
799	RIP Cleaning	Office Gutter Clearance	£ 60.00
800	SKF Contractors	Remove old and install new bench - Rec	£ 144.00
801	Yvette Allen	Sight Test	£ 30.00
802	HMRC	Tax/NHI - December 17	£ 1,720.26
803	KCC re: Kent Pension Fund	Pensions - December 17	£ 1,808.27
804	Sealosite	Depot - Repairs to roof	£ 2,112.00
805	Kidmans	New Strimmer + sundries	£ 621.43
806	Vitax	New linemarkers and paint	£ 1,276.76
			£18,629.82
DD	Natwest	Autopay Charges	£ 10.00
DD	The Business	Petrol/Diesel	£ 121.49
DD	Sage	Accounts - December	£ 72.00
DD	O2	Mobile Phone x 3	£ 71.52
DD	Tunbridge Wells BC	Depot Rates	£ 457.00
DD	Tunbridge Wells BC	Office Rates	£ 348.00
DD	EON	Highway Lighting	£ 45.95
DD	EDF	Supply - Office	£ 127.66
DD	PWLB	Loan Repayment	£ 2,059.48
DD	EDF	Supply - Depot	£ 19.00
			£ 3,332.10
CC	Harts of Maidstone	2 x Office Chairs	£ 487.20
CC	Medi Aid (UK) Ltd	3 x First Aid Course: RL, DB, YA	£ 252.00
CC	D F Sales	Heavy Duty Bin Liners	£ 24.00
			£ 763.20
CONFIDENTIAL SALARIES			
AP	SALARIES		£ 6,125.93
TOTAL PAYMENTS			£29,836.09