



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 5<sup>th</sup> February 2018** at 7:45pm.

**Councillors Present:**

Cllr Mrs J Crowhurst (Chair)  
Cllr Mrs K Brooks  
Cllr P Gillan  
Cllr P Kirby  
Cllr Mrs S Sharp

Cllr Mrs C Snow (Vice-Chair)  
Cllr A Gaukroger  
Cllr M Hocking  
Cllr Mrs A Partridge

**Apologies:**

Cllr D Coleman  
Cllr Mrs L Mills

Cllr Mrs S Harris

**Also in attendance:**

Ms H Munro (Clerk)  
County/Borough Cllr P Barrington King  
Borough Cllr D Reilly

Mrs Y Allen (Deputy Clerk)  
Borough Cllr Mrs S Nuttall

163. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs D Coleman, Mrs S Harris and Mrs L Mills.
164. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
165. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 15<sup>th</sup> January 2018 be approved and signed as an accurate record.
166. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 29/01/2018 be adopted.
167. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair made the following announcements:
- a. Cllrs Mrs Brooks, Crowhurst and Snow had all visited the Coppice where a resident is using Parish Council land to store car parts. A letter had already been sent but a follow up letter will be sent before enforcement measures are taken.
  - b. Councillors were invited to attend Brenchley and Matfield's Neighbourhood Development Plan meetings on 21<sup>st</sup>/22<sup>nd</sup> February.
  - c. Arriva was holding an Open Day at the Village Hall on 20 February from 1pm.
168. **OPEN SESSION.** No members of the public were present.

169. **CLERK'S REPORT AND ACTION UPDATES.** The following report was noted.
- a. TWBC Member Community Grant. No progress had been made on this by the Guides and Scouts. The deadline was imminent.
  - b. KALC Bespoke Training. The training had been booked for 8 councillors and 2 officers on Wednesday 21<sup>st</sup> February at 6pm. Cllr Gaukroger asked for his name to be added to the list of attendees.
  - c. Highways Meeting with Cabinet Member County Cllr Mike Whiting. A date was still awaited but he was meeting Cllr P Barrington King on 28<sup>th</sup> February and Cllr Barrington King would push for a Parish meeting.
  - d. HOPE Fun Day. The Baptist Church had accepted Parish Council's offer to supply the Portaloos. Council however, felt it inappropriate to be charged £15 for a stall.
  - e. Use of Church Lawn. Council were asked to **note** that the Clerk had given permission for use of the Church Lawn for a Folk Day on 26<sup>th</sup> May.
  - f. Good Friday Service. Council were asked to **note** that the Clerk had given permission for a Good Friday Service to take place on the Village Green.
  - g. Tennis Coaching. A request had been received from a resident to hold tennis coaching for children under 10 at the courts in the Recreation Ground. This was agreed in principle. Further details were awaited.

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

Cllr David Reilly

- Members agreed to Cllr Reilly's offer to arrange a meeting with the leader of Tunbridge Wells Borough Council and the Portfolio Holder of Planning and Transportation to discuss the Local Plan. He would liaise with the office on dates.
- The Cornford House planning application was likely to be heard in March.
- Dowding House was now completely dedicated to homeless households.
- He would be attending a Joint Cabinet meeting with KCC and would be lobbying for an infrastructure led Local Plan.
- A theatre roadshow would take place on 13<sup>th</sup> March at the Mercure Hotel.

Cllr Mrs Sue Nuttall

- Town and Country Housing were selling flats by Coronation Gardens and tenants had already been given notice. There was no indication at this stage as to who was to purchase them.

Cllr Paul Barrington King

- He urged Parish Council to speak at the hearing of Cornford House. Cllr Gaukroger had already arranged to do so.
- A clean-up along the A228 had begun.
- Following some concern about a footpath being blocked off at the Fishing Lakes along the A228 the enforcement officer at Tunbridge Wells Borough Council had visited and had found everything to be in order.
- There was graffiti on Blackhurst Bridge and he would arrange to have this removed.
- He had signed off the paperwork for the Speed Indicator Device. It would be KCC's responsibility. The location of it was discussed and agreed to be on the High Street near Sunhill Court.
- Money was available for a new Gateway at Woodsgate. The Clerk was awaiting quotations for painting existing gateways.
- The King William IV pub was up for sale.
- The caravan which appeared to have been dumped in Chalket Lane had now been removed.
- He was aware of the problem at Stone Court Lane where the buses turned around. This was KCC land but some agreement with the Parish Council would have to be reached.

171. **REPORT OF URGENT ACTIONS.** There had been no urgent actions.
172. **WAR MEMORIAL PLAQUE.** Cllr Mrs Snow gave a report on the situation with the War Memorial. Commissioning of two new plaques plus associated costs was likely to cost approximately £6,500. Different ways of fundraising were explored, and it was **RESOLVED** to write to different organisations to gauge feeling before a formal launch. The Parish Council would pledge £500. An informal meeting was planned to discuss further.
173. **COMMUNITY TRANSPORT GRANT AND DIAL 2 DRIVE.** Cllrs Mrs A Partridge and S Sharp had attended a meeting with IMAGO to discuss the application for KCC's Community Transport Grant scheme and potential partnership between Imago and PPC. An approach would be made to local parishes, i.e. Capel, Brenchley and Matfield to share the idea and a further report would be given at the next Full Council meeting.
174. **ALLOTMENTS.**
- a. To consider termination of a tenancy agreement. It was **RESOLVED** to send eviction letters to tenants who did not adhere to the Conditions of Tenancy.
  - b. A request to allow Henwood Green Road allotment gate to be left open and/or relocated was discussed and it was **RESOLVED** to

relocate the gate at a cost of £305. However, this gate should remain secured at all times.

175. **DATA PROTECTION ACT.** The training event in January had been cancelled. The Clerk was working on the information received to date and would report back at the next Full Council meeting.
176. **MUSICAL PICNIC.** It was **RESOLVED** to ask the Terrifying Travelling Topsy Termites to play at the Musical Picnic at a cost of £100.
177. **AUDIT, FINANCE AND 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 22<sup>nd</sup> January were **noted**. The minutes are included in Appendix 1. The recommendations of the Working Group were considered.
- a. The Internal Auditor's interim audit report was **noted**.
  - b. It was **RESOLVED** to set up a savings account with Nationwide with £50,000 from the NatWest Reserve account.
  - c. It was **RESOLVED** to agree the following policies:
    - Equality and Diversity policy
    - Debit and Fuel Card policy
    - Learning and Development policy
    - Grievance procedure
    - Disciplinary procedure
  - d. It was **RESOLVED** to agree Working Group Terms of Reference. They would be reviewed annually.
  - e. It was **RESOLVED** to agree procedure for voting for contested appointments. Each candidate would need to be nominated and would leave the room when voting took place.
  - f. It was **RESOLVED** to agree the following recommendations from meeting with insurance broker:
    - to appoint a surveyor to value the Council's property for insurance purposes. This would be budgeted for in 2019/20.
    - to agree reduction in Fidelity Guarantee from £500,000 to £200,000.
- It was **RESOLVED** to review the recommendation to self-insure the War Memorial for material damage next year.
- g. Accounts for payment. The accounts for payment of £15,811.52 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.
  - h. It was **RESOLVED** to **note** accounts from December 2017.

- i. Members **noted** information received on 'Battle's Over – A Nation's Tribute'.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

- j. Council **RESOLVED** to agree contract for Litter Picker.
- k. Council **RESOLVED** to agree updated job description for Recreation Ground Warden.
- l. The job evaluations were discussed. It was **RESOLVED** to accept the recommendation and salary scales were agreed for each post.

The meeting was re-opened to the public and press.

- 178. **PLANNING AND HIGHWAYS COMMITTEE.** It was **RESOLVED** to approve the Terms of Reference.

- 179. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

- 180. **MEETING DATES.** The following meeting dates were **noted:**

- a. Full Council meeting – 5<sup>th</sup> March 2018.
- b. Annual Parish Meeting – 19<sup>th</sup> March 2018.
- c. Five-year plan meeting – 16<sup>th</sup> April 2018.

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

Minutes of the Audit, Finance and Personnel Working Group held on **Monday 22 January 2018**, 7.30pm at the Parish Council Office

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

Apologies: Cllr D Coleman

Clerk: Helen Munro

1. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr D Coleman.
2. **ACTION UPDATE**
  - a. Bank Mandate Terms – The mandate is for any three signatories to sign cheques.
  - b. The Clerk as Bank Signatory – the Clerk was now a signatory.
  - c. Office Upgrade – The following equipment has been purchased and is in place; new computers; new server; new laptop; new office chairs x2; new printer / photocopier. The only outstanding item is the purchase of a spare desk.
  - d. Training – an update on attendance at training courses was **noted**. The Working Group also supported the Deputy Clerk's attendance at an Institute of Cemetery Management Course on Thursday 22<sup>nd</sup> February.
3. **AUDIT 2017-18.** The Internal Audit Report for 2017-18 was circulated and comments **noted**. The following items were discussed in more detail:
  - As officers are bank signatories, the Internal auditor requested confirmation of additional controls required by the Insurers. The Clerk confirmed that the insurer only needed required robust internal controls to manage this which were already in place.
  - The Internal Auditor recommended opening a Unity Bank account which had dual authorisation arrangements. This was considered but would not be recommended due to the costs involved.
  - **ACTION:** The Clerk would continue to review the Council's internal controls and an assessment would be presented to the Working Group at their next meeting.
  - The system of Petty Cash was discussed.
  - **ACTION:** Consideration of the appointment of an internal auditor for 2018/19 would be added to the July 2018 agenda.

**The WG recommended that the report be noted by Full Council.**

4. **FINANCES.** The December 2017 reports were presented for review.
  - a. Budget Monitoring Report – The report was reviewed and **noted**. It was suggested that the additional training costs for the Deputy Clerk be funded by the "Other Costs" budget.
  - b. Bank reconciliation – The report was reviewed and **noted**. **ACTION:** The Chairman of the WG would audit the bank reconciliation on a monthly basis outside of the meeting.
5. **VIRES.** The accounts were reviewed, and no vires were recommended.

6. **REPLACEMENT VEHICLE.** An update on a replacement vehicle was reported. **ACTION:** It was recommended that a second-hand pick-up truck is purchased in 2019/20. **ACTION:** The Clerk would investigate servicing and running costs, length of warranty and ease of service for various makes of pick-up truck. The logo would also be added to the pick-up truck.

7. **SAVINGS ACCOUNT.** The report was circulated and discussed.

**The WG RECOMMEND that a Nationwide Instant Access savings account be opened.**

8. **POLICIES** – the draft policies were considered.

**The WG recommended that the following policies be adopted.**

- a. **Equality and Diversity policy.**
- b. **Debit and Fuel Car Policy.**
- c. **Learning and Development policy.**
- d. **Grievance procedure.**
- e. **Disciplinary procedure.**

9. **TERMS OF REFERENCE.** The terms of reference for the Working Group were discussed.

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

10. **CONTESTED APPOINTMENTS.** The report on the process for voting for contested appointments to the Council was circulated and discussed. It was suggested that a procedure be created to include standard questions and candidates to leave the room during voting. The Chairman would then inform all candidates of the result outside of the meeting.

**The WG RECOMMEND that the process be adopted by Full Council.**

11. **STAFF CONTRACT.** The terms and conditions of employment and draft contracts were considered.

- a. Litter picker. The terms and conditions of employment and draft contract was reviewed, and a minor amendment made.

**The WG recommended that the contract be approved by Full Council.**

- b. Recreation Ground Warden. The current job description was updated. **ACTION:** The Clerk was asked to separate the two contracts within the payroll system from April 2018.

**The WG recommended that the updated job description be approved by Full Council.**

12. **OTHER.** Insurance renewal. The Clerk met the Council's insurance broker to discuss the insurance renewal. **The WG recommended the following:**

- a. **All buildings insured by the Council should be professionally valued prior to this year's renewal and thereafter at regular intervals.**

- b. **Full Council consider self-insuring against material damage to the War Memorial.**
- c. **The reduction in Fidelity guarantee be reduced to £200,000.**
- d. **An email communication policy be adopted to limit claims under the Libel and Slander cover.**

*The Clerk left the meeting at 8:50pm*

13. **JOB EVALUATIONS AND PAY REVIEWS.** Job evaluation of roles and pay reviews for 2018/19 were considered.

**The WG recommended that:**

- **the changes to the pay scales be adopted following the job evaluation for staff members discussed.**
- **as no information had been received from NALC about pay scale rates from 1 April 2018 this would be agreed at a future date and back-dated as required.**

14. FUTURE MEETING DATE. 30 April 2018.

There being no other business the meeting closed at 9:00pm.



**APPENDIX 2**  
Accounts for Payment

<b>PEMBURY PARISH COUNCIL</b>			
<b>Accounts for Payment - February 2018</b>			
<b>ACCOUNTS PAID PREVIOUSLY</b>			
807	UK Power Networks	Reconnect damaged column - Belfield Rd ( Insurance Claim)	£ 764.40
			<b>£ 764.40</b>
<b>ACCOUNTS FOR PAYMENT</b>			
808	Pembury Village Hall	Hall Hire (Cllr Mrs Crowhurst - leaving do)	£ 130.00
809	Streetlights	Supply/install replacement column - Belfield Rd (Insurance Claim)	£ 1,182.00
810	NetWise Training Ltd	Website - Set-up Support/maintenance etc.	£ 1,029.00
811	ICCM	Training - YA (16.2.18)	£ 156.00
812	Pembury Electrical Services	Supply/install time clock to office outside light	£ 132.00
813	Vasile Mihalceanu	Office Cleaning	£ 74.00
814	Columbaria	Memorial Plaque	£ 78.00
815	AffinIT	Office 365 x 2 - January 2018	£ 18.72
816	KCC re:Kent Pension Fund	Pensions - January 2018	£ 1,808.27
817	HMRC	Tax/NIC - January 2018	£ 1,873.66
818	RIP Cleaning Services	Dog Waste Removal	£ 264.60
819	Bowman Brothers	Cesspit Empty - Depot	£ 120.00
820	Sealasite	Extra Roof repairs - depot	£ 372.00
821	KALC	Dynamic Councillor training x 10 attendees	£ 360.00
			<b>£ 7,598.25</b>
DD	BT	Office phone/internet	£ 118.05
DD	EON	Highway Lighting	£ 47.48
DD	EDF	Supply - Office	£ 224.41
DD	The Business	Petrol/Diesel	£ 128.52
DD	O2	Mobile Telephone x 3	£ 75.78
DD	Sage	Accounts Package (1 Jan - 31 Jan)	£ 72.00
DD	TWBC	Rates - Depot	£ 457.00
DD	TWBC	Rates - Office	£ 348.00
			<b>£ 1,471.24</b>
ATM	Cash	Petty Cash	£ 100.00
			<b>£ 100.00</b>
<b>CONFIDENTIAL SALARIES</b>			
AP SALARIES			<b>£ 5,977.63</b>
<b>TOTAL PAYMENTS</b>			<b>£ 15,811.52</b>