



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 5th March 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 M Hocking
Cllr Mrs S Harris	Cllr P Kirby
Cllr Mrs A Partridge	Cllr Mrs S Sharp

Apologies:

Cllr P Gillan	Cllr Mrs L Mills
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Also in attendance:

Ms H Munro (Clerk)	Mrs Y Allen (Deputy Clerk)
County/Borough Cllr P Barrington King	Borough Cllr Mrs S Nuttall
Borough Cllr D Reilly	

181. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs P Gillan and Mrs L Mills.
182. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
183. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 5th February 2018 be approved and signed as an accurate record.
184. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 26th February 2018 be adopted.
185. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair asked Councillors to arrive at the Annual Parish Meeting on Monday 19th March at 7.30pm to help set up the hall.
186. **OPEN SESSION.** No members of the public were present.
187. **CLERK'S REPORT AND ACTION UPDATES.** The following report was noted.
 - a. Highways meeting with Cabinet Member County Cllr Mike Whiting. This had been arranged for 9th March.
 - b. Allotment Gate. A request to move the gate, from Henwood Green Road on to the allotment site, back by 15 – 20ft had been received. It had previously been agreed to move it by 6 – 8ft. Council

RESOLVED to move the gate back 20ft. There would be no extra cost.

- c. Data Protection Act. There had been some delay with this and quotes would be presented at the next Full Council meeting.
- d. Nationwide Savings Account. A payment to the account now needed to be made and three signatories would be required to go to the bank to make the payment.
- e. PVN Round. The delivery round in the Grove needed to be covered. Cllr Mrs Snow suggested one of the residents who lived there may take it on. Alternatively, Cllr M Hocking would do the delivery.

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

Cllr Paul Barrington King

- Lots of potholes had been reported to KCC.
- Lights not working on the Pembury flyover had been reported.
- A partial clean up had taken place along the A228.
- He acknowledged that the Parish Council was working hard with Imago with regard to making a bid for Dial a Ride services in Pembury.
- He had spoken to Cllr Mike Whiting about some of the issues Pembury wished to discuss at the forthcoming highway meeting.
- The 'Kent Wheels to Work' scheme was reported. This provided an opportunity for those struggling to get to and from work (especially at unsociable hours) with a low-cost moped/bike loan.

Cllr David Reilly

- The Borough Council's budget had been passed.
- 1000 new houses in Paddock Wood had been signed off.
- The Local Plan meeting had been cancelled due to bad weather. This needed to be rescheduled as a matter of urgency.
- The Cornford House application was due to be heard on 7th March.

Cllr Mrs Sue Nuttall

- She was concerned about the apparent lack of infrastructure with all the new housing being built.

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

190. **VILLAGE GATEWAYS.** Following discussion, it was **RESOLVED** to appoint Stuart King Property Services to carry out the maintenance and painting of the Village Gateways at a cost of £513.67.

191. **COMMUNITY TRANSPORT GRANT AND DIAL 2 DRIVE.** After discussion, it was **RESOLVED** to go ahead and apply for a grant to have this service operating from Pembury. Cllrs Mrs Partridge and Sharp were to meet with Imago on 13th March. Cllr P Barrington King was fully supportive.

192. **INSURANCE RENEWAL.** After consideration it was **RESOLVED** that Came & Co – Inspire/AXA would be used for the Parish Council insurance and that a three-year deal would be entered into at a cost of £4,378.87 per annum. It was **RESOLVED** that delegated authority was given to the Clerk to select the best option for the truck/trailer insurances when the quotes were received.
193. **LOCAL AND NEIGHBOURHOOD PLANS**
- a. To receive update on meeting with Tunbridge Wells Borough Council to discuss Local Plan. The meeting had been cancelled due to the snow.
 - b. To receive request for Local Parishes to meet to discuss future planning in the area. It was agreed that the Parish Council would attend a meeting when it was arranged.
 - c. To consider next steps for Neighbourhood Development Plan for Pembury.
After consideration, it was agreed that further discussion at the next Planning and Highways Committee was needed.
194. **ITEMS DEFERRED FROM PLANNING & HIGHWAY COMMITTEE MEETING 26/02/2018.**
- a. Meeting with KCC to discuss highways issues. The meeting date of 9th March and the agenda were **noted**. Vehicles crossing the A21 at Bo-Peep would be added to the agenda as warning signs were vital.
 - b. Correspondence. Pembury Walks – HGV Use. 'Width restriction' signage rather than 'No HGVs' would be considered.
 - c. Correspondence. Woodside Playing Fields. A letter from a resident of Sandhurst Avenue regarding the Change of Use of agricultural fields into Recreational Use was discussed. A reply would be sent informing the resident of the Parish Council's response which could be seen on the Planning Portal.
 - d. Consultation. Prohibition of Waiting No. 1 Order 2018. The only part which affected Pembury was Tonbridge Road from the hospital down to the A21. This was **noted**.
 - e. Consultation. Blackhurst Lane – Cycle Track Act Conversion. Council **noted** this.
195. **ENVIRONMENT, ENVIRONMENTAL ISSUES (INCL. ALLOTMENTS AND BURIALS) WORKING GROUP.** The Working Group Vice Chair gave a report on the meeting and it was **RESOLVED** that the minutes of the Environment, Environmental Issues (incl. Allotments and Burials) Working Group meeting held on Monday 19th February were **noted**. The minutes are included in Appendix 1. The recommendations of the Working Group were considered.

- a. Working Group Terms of Reference. It was **RESOLVED** to agree Working Group Terms of Reference.
- b. War Memorial quote and updated specification from Burslem. These were discussed, and it was **RESOLVED** that Burslem would be asked to carry out the work at a cost of £6,305 + VAT.
- c. Lighting at the War Memorial. There was no electricity supply near the War Memorial, so this idea was dismissed.
- d. War Memorial Project Fundraising Update. Cllr Mrs Snow reported that £4,240 had already been collected with another £2,500 promised including £2,000 from Cllr Barrington King's KCC Members' grant which meant the target had been exceeded. Any surplus would go towards paying for the Poppy Drop and to correcting mis-spellings on the wooden plaque in the Church.
- e. Details of Poppy Drop. Council were reminded that the poppies would be purchased from the Royal British Legion and they were not bio-degradable. Further consideration of who would assist the pilot with the poppy drop would be discussed at the next Working Group meeting.
- f. Amended Terms and Conditions for Pembury Burial Ground. It was **RESOLVED** to adopt the amended terms and conditions.
- g. Burial Fees for 2018/2019. It was **RESOLVED** to agree the recommended fees which had increased by approximately 5%.
- h. The doubling and trebling of fees for previous residents and non-residents of Pembury was discussed. It was **RESOLVED** that grave-digging fees would not be doubled or trebled pending a thorough review of fees and benchmarking against other local cemetery charges. This would be discussed by the Working Group at a future meeting.

196. **AUDIT, FINANCE AND PERSONNEL WORKING GROUP.** The Working Group Chair gave a report on the meeting and it was **RESOLVED** that the minutes of the Audit, Finance and Personnel Working Group meeting held on Monday 26th February were **noted**. The minutes are included in Appendix 2. The recommendations of the Working Group were considered.

- a. War Memorial Project. It was **RESOLVED** to ring-fence any surplus money and use it for the Poppy Drop (see item 195d. above) and work on the Church plaque, and not to spend it on ongoing maintenance of the War Memorial.
- b. Accounts for payment. The accounts for payment of £15,263.98 were approved by **RESOLUTION**. A list of payments is included in Appendix 3.

- c. To receive recommendations on Funding Additional Projects for 2018/19. It was **RESOLVED** that additional approved projects for 2018/19 would be funded from the 2017/18 surplus.
- d. Risk Assessments. It was **RESOLVED** to approve the Risk Assessments.
- e. To receive Financial and Non-Financial Audit controls for approval. It was **RESOLVED** to approve the Financial and Non-Financial Audit controls.

It was **RESOLVED** that all staff members are DBS checked and this was delegated to the Clerk.

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 item of business on the grounds that it will involve the likely disclosure of exempt information.

- f. To consider pay rises for 2018/19. It was **RESOLVED** to approve the recommendation.

The meeting was reopened to the public and press.

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

198. **MEETING DATES. Members noted the following meeting dates:**

- a. Annual Parish Meeting 19th March 2018
- b. Full Council 9th April 2018
- c. Five-year plan meeting 16th April 2018

There being no other business, the meeting closed at 9.43pm

Signed: _____ Date: _____
Chairman

MINUTES OF THE ENVIRONMENT, ENVIRONMENTAL ISSUES INCORPORATING
ALLOTMENTS AND BURIALS WORKING GROUP MEETING HELD ON **MONDAY 19
FEBRUARY 2018** at 7.30PM AT THE PARISH OFFICE

Present: Cllrs P Gillan (C), Mrs S Sharp (VC), Mrs J Crowhurst,
M Hocking and Mrs C Snow
Apologies: Cllr P Kirby
Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE
Apologies were received from Cllr Kirby.
2. TERMS OF REFERENCE – The Working Group **recommends** that the Terms of Reference be approved by Full Council.
3. WAR MEMORIAL PLAQUES – Cllr Mrs Snow gave an update on the current fundraising position. Richard Snow had spoken to various Pembury residents who had a connection with the War Memorial and so far, £5,400 had been pledged including a generous donation from Cllr P Barrington King's Members' fund. The target was £6,500. "Thank you" letters were to be drafted and typed by Cllr Mrs Sharp on behalf of the Parish Council.

Having previously considered other quotations, **the WG recommend that Burslem are asked to carry out this work.**

Further issues were discussed as follows:

- a. What would happen to any monies raised over and above the £6,500? The suggestion for subtle lighting was made but details were needed on the ongoing costs; neighbours would need to be consulted and the power source considered. Further discussion was needed.
 - b. Storage of the old plaques. Rev'd. Robertson was looking at the possibility of these being stored at the Old Church.
 - c. To improve the overall area, the concrete posts and wire along the church driveway needed to be removed. **ACTION:** As they were on Town and Country's land, Cllr Mrs Crowhurst and the Clerk would mention this at their forthcoming meeting with the CEO of Town and Country at the beginning of March.
 - d. The Working Group recommend that large poppies are affixed to lamp-posts in the area of the Church and the Village Green.
4. BURIAL GROUND TERMS AND CONDITIONS. These had been updated and were considered by members.

The WG recommends that these are approved by Full Council.

ACTION: They were to be sent out to all local funeral directors and Rev'd. Robertson would be asked to display them on the Church Noticeboard.

5. BURIAL FEES. An increase to the fees was discussed and **the WG recommends that there be a 5% increase.**

6. BURIAL ADMIN. Members discussed Council's policy of doubling or trebling burial fees if the deceased was not a resident at the time of death. The Parish Council had over the past couple of years taken on the organisation of the gravedigging. Costs for this are as follows: single depth £360 and double depth £460. The issue raised was whether the gravedigging fees should also be doubled/trebled. **ACTION:** Further discussion is needed.
7. REQUEST FOR AN ADDITIONAL BIN IN THE HIGH STREET. Following discussion about this, **the Working Group recommend that investigations are made about the possibility of re-siting one of the existing bins further along the High Street towards Tesco.** This would have to be agreed with Tunbridge Wells Borough Council as the bins belonged to them.
8. ALLOTMENTS. Cllr Hocking gave an update on the situation at the allotments. Letters had been written to particular tenants who were not adhering to the Conditions of Tenancy. A three-tiered letter system had been put in place with the final letter giving them notice to terminate their tenancy. He had been working closely with tenants and was on the whole very pleased with the improvements that had been made. He praised the Parish Groundsmen for their hard work on the site. He told members that three allotments had recently been let.

There was to be another clean up day towards the end of March, but no date had yet been set.

At the previous Full Council meeting, it had been agreed to move the gate from Henwood Green Road to make it safer to dismount from a horse and open the gate. A request to move the gate in by 12-15ft rather than the 6-8ft agreed at Council. The work was due to be carried out before the end of March. However, the gate was still being left open. Following a complaint from an allotment tenant that the gate was still being left open, another email would be sent.

ACTION: Signs would be put on both gates reminding tenants to keep them locked at all times.

9. FUTURE MEETING DATE. Members **noted** the next meeting date was 21 May 2018.
10. OTHER MATTERS. A request had been received for an area for scattering ashes in Pembury Burial Ground. The resident was very keen for a garden to be constructed for this purpose. He had previously emailed and Cllrs Mrs Snow and Gillan had carried out a lot of research and had taken advice from Hadlow College. Not only would it be costly to set up but also costly to maintain. Despite his offer to help with any works, **the Working Group recommends that, due to a lack of funds, it couldn't be considered at this time.**

There being no other business, the meeting closed at 8.40pm.

Minutes of the Audit, Finance and Personnel Working Group held on **Monday 26 February 2018**, 6.45pm at the Parish Council Office

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

Clerk: Helen Munro

1. **APOLOGIES FOR ABSENCE.** There were none.
2. **WAR MEMORIAL PROJECT.** It was reported that the full cost of the new plaques had been covered by donations received to date.

The WG recommended that any donations in excess of the required amount should be ring-fenced for maintenance of the war memorial and the cost of the Poppy Drop.

3. **PAY REVIEWS.** To report was reviewed. **ACTION:** The WG would review the appraisal system at future meeting.

The WG recommended that the pay rises be agreed by Full Council.

4. **BUDGET 2018/19.** To make recommendations to Full Council.
 - a. To receive updated list of projects for 2018/19 and consider priorities. The list was reviewed. There was concern that the additional spending had been agreed so soon after the budget had been set.

The WG recommended that the additional costs be funded from the surplus from 2017/18.

Any new projects should be deferred until 2018/19 unless there were exceptional circumstances or funds were vired from an alternative budget.

Each Working Group should submit a priority and timeline for projects to be completed. The Audit WG would review this information.

- b. To consider vires required to fund recommended projects. **ACTION:** It was agreed that the budgets should remain the same but be reviewed throughout the year.
5. **RISK ASSESSMENTS.** To consider risk assessments for recommendation to Full Council.
 - a. Financial and non-Financial Internal Audit Controls. The report was reviewed, and minor amendments made. **ACTION:** A Lone Working Policy and Safeguarding children and vulnerable adults policy should be created and presented to the Working Group at a future meeting.

The WG recommended that the risk assessment be approved by Full Council.

- b. Main Council Risk Assessment. The risk assessment was reviewed.
ACTION: a review of safeguarding children in the playground would be undertaken.

The WG recommended that the Risk Assessment be approved by Full Council.

6. **OTHER.**

- a. Insurance Renewal. Quotes were due but had not been received. They would be presented to Full Council for a decision.

7. FUTURE MEETING DATE. 30 April 2018.

There being no other business the meeting closed at 7:15pm.

APPENDIX 3
Accounts for Payment

PEMBURY PARISH COUNCIL			
Accounts for Payment - March 2018			
ACCOUNTS FOR PAYMENT			
822	Wise Stonecraft	Gravedigging x 5	£ 1,870.00
823	Trade UK	Groundsmen Tools + Sundries	£ 44.66
824	Kidmans	Machine Servicing + Sundries	£ 330.57
825	Stocksigns	Recreation Ground Sign	£ 246.66
826	26Works	Pembury Village News - Spring 18	£ 1,322.50
827	HMRC	Tax/NIC - February 18	£ 1,873.46
828	KCC re: Kent Pension Fund	Pensions - February 18	£ 1,808.27
829	Vasile Mihalceanu	Office Cleaning	£ 104.00
830	Sage Instant Payroll	Booking Keeping Support Subscription	£ 226.80
831	26Works	Printing of Annual Report	£ 199.50
832	Viking	Office Table	£ 92.36
833	Y Allen	Mileage - 27.06.17 - 14.02.18	£ 105.04
834	KALC	Training - Clerk. Governance, Procedures and Transparency	£ 72.00
835	RIP Cleaning Services	Dog Waste Removal	£ 235.20
836	AffinIT	Laptop and set-up	£ 248.40
			£ 8,779.42
DD	Sage UK	Accounts Package 01 - 28 Feb	£ 72.00
DD	South East Water	Supply - Pembury Burial Ground	£ 87.84
DD	South East Water	Supply Bowls Club (to be reimbursed)	£ 201.17
DD	O2	Mobile Telephone x 3	£ 72.71
DD	The Business	Petrol/Diesel	£ 61.23
DD	E.ON	Highway Lighting	£ 47.48
			£ 542.43
CONFIDENTIAL SALARIES			
	AP Salaries		£ 5,942.13
TOTAL PAYMENTS			£ 15,263.98