



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 9th April 2018** at 7:45pm.

Councillors Present:

Cllr Mrs J Crowhurst (Chair)	Cllr D Coleman
Cllr A Gaukroger	Cllr P Gillan
Cllr M Hocking	Cllr Mrs S Harris
Cllr Mrs L Mills	Cllr Mrs A Partridge
Cllr Mrs S Sharp	

Apologies:

Cllr Mrs K Brooks	Cllr P Kirby
Cllr Mrs C Snow	

Also in attendance:

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

199. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Mrs K Brooks, P Kirby and Mrs C Snow.
200. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
201. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 5th March 2018 be approved and signed as an accurate record.
202. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 26th March 2018 be adopted. Councillor Barrington King was asked to look at parking issues outside the fish and chip shop and the charity shop.
203. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair thanked everyone for arranging a farewell and thank you party for her on 24th March. She had been very touched.
204. **OPEN SESSION.** No members of the public were present.
205. **CLERK'S REPORT AND ACTION UPDATES.** The following report was noted.
 - a. Cllr Mrs J Crowhurst and the Clerk had a very successful meeting with Bob Heapy, CEO of Town and Country and he had promised to look into all of the issues discussed. Tenants at the flats by Coronation Gardens had been given Notices to Quit and it was hoped that they could all be housed locally.

- b. Allotment Gate. The contractor had been unable to move the gate back by 20ft because of a large tree but had moved it back 13ft. Further correspondence had been received and the owner of the horse field was unhappy with the new location. Cllr Mrs Crowhurst made the suggestion that the Clerk take advice from a lady who leads a local Horse Group. If it was deemed to be unsafe, then there would be further discussion at the next Working Group.
- c. Village Gateways. The contractor had been appointed and would start work when the weather improved.
- d. Dial to Drive. There had been very little interest from other parishes and as there were financial implications, it was agreed not to pursue this. Cllr Barrington King asked if Pembury would be interested in trialling an Arriva Click pilot which was successful in other areas. He promised to look into this and to report back.
- e. Cllrs Gaukroger, Coleman and the Clerk were to attend a Local Plan meeting arranged by Brenchley and Matfield Parish Council on 1st May.
- f. Staff DBS checks are underway.
- g. A representative from the Patient Participation Group (PPG) had asked if the Parish Council would consider either paying for or making a contribution towards a poster to advertise the forthcoming PPG AGM on 16th May. After consideration, it was **RESOLVED** that the Parish Council would contribute £50 towards a poster. Details of a local company would be passed on for the PPG to organise it. Cllr Mrs Sharp asked if the screen in the doctor's surgery could be set up, as the coffee shop had donated money for this.
- h. There had been two enquiries about the vacancy for a Parish Councillor. The Clerk would progress these.
- i. Paddock Wood Town Council had asked if they could share our flypast on Remembrance Sunday. Council strongly opposed this request and the Clerk was asked to let them know.
- j. A request had been made for a sculpture to be placed on a new grave in Pembury Burial Ground. It would stand 43" high. It was suggested that the Clerk speak to Henry Paul Funerals and to take their advice. It would be discussed further at the next Environmental Working Group meeting in May.

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

Cllr Mrs Sue Nuttall

- Complaints had been received from a resident in The Gill about the lack of snow clearance in her road. Cllr Mrs Nuttall explained that Kent Highway Services did not clear side roads and that the Parish Council did not have the facility to do so. Cllr Barrington King told

members that in order to get a salt bin, certain criteria had to be met and The Gill would not meet that criteria.

Cllr Barrington King was in purdah because of forthcoming elections and Cllr Reilly was absent and had sent his apologies.

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

208. **LOCAL AND NEIGHBOURHOOD PLANS**

- a. Meeting held on 4th April. Cllr Gaukroger went through a report of the meeting held with Tunbridge Wells Borough Council on 4th April and Cllr Coleman asked for a paragraph to be added. The over-riding message was that the Parish Council must have its say during the consultation periods. It was **RESOLVED** that the Working Group for the Neighbourhood Plan would be reinstated.
- b. Next steps for Neighbourhood Development Plan. If Pembury decided to go ahead with a Neighbourhood Plan, then it would need to recruit a cross section of the community to work on it as residents would have to drive it. Cllr Mrs Harris was keen to hold a public meeting to gauge interest and to proceed once it was established what interest there was. This would be held after the information about potential development sites is made public in June and after the Working Group had been reinstated.

209. **DATA PROTECTION ACTION - GDPR.** A report from the Clerk was **noted.**

- a. The appointment of a Data Protection Officer. The Clerk had obtained three quotes and after discussion it was **RESOLVED** to appoint GDPR-info and this would be reviewed after a year. Policies are to be reviewed at the next Audit, Finance and Personnel Working Group meeting at the end of April.
- b. Privacy notices for approval. It was **RESOLVED** that the privacy notices be approved.

210. **AMENITIES, CHRISTMAS LIGHTS AND PRIDE IN PEMBURY (INCLUDING 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 (including Public Relations) meeting held on 26th March were **noted.** The minutes are included in Appendix 1. The recommendations of the Working Group were considered:

- a. To approve change of signage for the pavilion. This was not discussed.
- b. Terms of hire for tennis coaching. Council **RESOLVED** that a trial period to the end of July would be entered into and also

RESOLVED to agree an initial charge of £5 per court per hour which would be reviewed at the end of July. Council **AGREED** to two banners advertising the coaching rather than the four which had been requested.

- c. Scarecrow Competition – 26th May 2018. Cllr Mrs Harris gave an update. Cllrs Mrs Harris and Mrs Brooks would make contact with local groups, organisations and the school and would put posters up around the village.
- d. HOPE Fun Day – 9th June 2018. There is to be a Parish Council stall and volunteers are requested to man it in shifts. The event is to be from 2pm to 5pm. An email would be sent round for councillors to fill in times when they were available.
- e. Picnic on the Green – 7th July 2018.
- Local pubs had declined to sponsor the event;
 - Bands would be 'Dirty Nellies', 'Terrifying Travelling Topsy Termites' and Paul Barrington King's band and they would play in that order;
 - A fee would be paid to each band;
 - The Clerk to arrange an ice cream vendor;
 - The Clerk to arrange First Aid cover.
- f. Remembrance Day Parade and Service – 11th November 2018. Arrangements were well underway. As the service will be held outside by the War Memorial and will be combined with other churches, the road would have to be shut for longer. Kevin Green would be asked to quote for undertaking the road closure.
- g. Bus stop at Polley Close. There was some concern about the vegetation surrounding the bus stop at Polley Close. The Clerk was asked to source a quotation from a contractor to clear it.

211. **ACCOUNTS FOR PAYMENT.** The accounts for payment of £104,745.23 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.

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

213. **MEETING DATES.**

- The five-year plan meeting was cancelled. An email would be sent out to update Councillors. Meeting papers would be circulated by email for discussion at a future Full Council meeting.
- Councillors **noted** the date of the Annual Parish Council Meeting – 14th May 2018.

There being no other business, the meeting closed at 9.32pm

Signed: _____ Date: _____
Chairman

Minutes of the **Amenities, Christmas Lights, Pride in Pembury (incorporating Public Relations) Working Group** Meeting held on **Monday 26th March 2018** at the Parish Office Meeting Room at 6:30pm.

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

APOLOGIES FOR ABSENCE. Apologies were received from Cllr Mrs Mills.

1. **TENNIS COACHING.**

- a. To consider charges and terms. The draft hire agreement was reviewed, and charges discussed. Concern that this contravened the bylaws was raised and this would be researched further. **The WG Recommended that a trial period to the end of July be entered into. The terms of the hire and booking form would be submitted to Full Council for approval. An initial charge of £5 per hour per court for the duration of the trial period was recommended subject to a review prior to further hire.**
- b. To receive request from the organiser to display a banner to advertise the coaching. A request for 4 banners to be displayed on the fencing was received and discussed. **The WG recommended that only 2 banners be approved.**
- c. To receive request from the organiser to develop the courts. The hirer had asked if consideration would be given to floodlighting in future. It was agreed that this would not be undertaken in the short term but could be reviewed in due course.

2. **EVENTS.** To receive update on events and any actions required.

- a. Scarecrow Competition – 26th May 2018. An update was awaited. **The WG Recommended that the update be reported at the next Full Council meeting.**
- b. HOPE Fun Day – 9th June 2018. The portaloos have been ordered. **The WG recommended that an agenda item be included for the next Full Council meeting to ask for volunteers to man the stall.**
- c. Picnic on the Green – 7th July 2018. An update was reported.
 - The "Dirty Nellies" had agreed to perform.
 - There was no update on contact with the Camden Arms and Black Horse pubs. **ACTION:** The Clerk would chase for an update.
 - It was agreed that the "Dirty Nellies" should perform first, followed by the "Terrifying Travelling Topsy Termites" and finishing with the sponsored bands.
 - It was reported that there had been problems contacting the "Terrifying Travelling Topsy Termites".
 - The same fee would be paid to both the "Dirty Nellies" and the "Terrifying Travelling Topsy Termites".
 - **ACTION:** A new ice cream vendor would be approached. Cllr Gaukroger agreed to share his contact.
 - No progress had been made on organising first aid provision. **ACTION:** The Clerk would approach St Johns Ambulance. If they were not available, Cllr Gaukroger could supply details of another provider.

The WG Recommended that an update be given at the next Full Council meeting.

- d. Pride in Pembury – 2018. An article had been published in the last PVN for the “People’s Champion Award”. Deadline for nominations ends 15th July 2018. The WG Recommended that a further article be put in the next edition of the PVN for nominations for gardens. **The WG Recommended that Cllrs Mrs Crowhurst and Partridge be appointed as judges. Judging would take place at the end of July and the Winner’s Tea held in October.**
- e. Fireworks Display – 2nd November 2018. The firework company and DJ have been booked. **ACTION:** Cllr Gaukroger agreed to share his contact for catering vendors. The Clerk would also book first aid provision with St John’s ambulance.
- f. Remembrance Day Parade and Service – 11th November 2018. A report was given on the expanded service being planned this year. The service would be combined with the other local churches and be held outside by the newly refurbished war memorial.

The request to parade from the Lower Green Recreation Ground would require the road to be shut for half an hour which might cause problems with the buses. The additional road closure would also necessitate extra personnel. **ACTION:** It was suggested that Kevin Green be approached to quote to undertake this.

Cllrs Mrs Crowhurst and the Clerk were meeting with Town and Country and would ask permission to use the grass area around the War Memorial for the service.

The pilot had been booked for the Poppy Drop.

The WG Recommended that an update be given at the next Full Council meeting.

3. **FUTURE MEETING DATES.** 11th June 2018.
4. **OTHER.** Any other matters.
 - a. The rescheduled meeting with Town & Country will be on Wednesday 28th March.
 - b. Introducing a container on the corner near chemist was raised. **ACTION:** The land was owned by KCC, who should be approached for permission to place a container in this location. It was suggested that donations could be raised to supply a container and volunteers sourced to maintain the planting.
 - c. Concern about the bus stop at Polley Close was raised. It was suggested that the Parish Council clear off some of the vegetation.

The WG Recommended that this be discussed at the next Full Council meeting.

- d. Leylandii trees near the bus stop at Woodsgate corner were blocking light. **ACTION:** The Clerk would contact Dan Docker of TWBC asking what the law is about them as there have been a couple of queries about them.

There being no other business, the meeting closed at 7:38pm

Appendix 2
Accounts for Payment

PEMBURY PARISH COUNCIL			
Accounts for Payment - April 2018			
PREVIOUS TRANSFER			
From Business Reserve Account to Current Account		£	35,000.00
		£	35,000.00
ACCOUNTS PAID PREVIOUSLY			
837	Pembury Village Hall	Meeting room hire	£ 80.00
838	CANCELLED		
839	Came & Co	Parish Council Insurance	£ 4,378.87
840	PPC Nationwide Savings Account	Transfer of savings	£ 50,000.00
841	Came & Co	Truck insurance	£ 744.80
		£	55,203.67
ACCOUNTS FOR PAYMENT			
842	HMRC	Tax/NIC - March	£ 1,873.46
843	KCC re: Kent Pension Fund	Pensions - March	£ 1,808.27
844	Kidmans	Machine repairs/servicing	£ 402.98
845	Viking	Office stationery	£ 102.97
846	Columbaria	2 x Photo memorial plaques	£ 276.00
847	AffinIT	Office 365 x 2 subscriptions	£ 18.72
848	Vasile Mihalceanu	Office cleaning	£ 106.00
849	TWBC	Traveller Reserve fund	£ 500.00
850	CANCELLED		
851	Invicta Law	Legal Fees June 17 - Feb 18 Old Coach Rd, land transfer	£ 261.80
852	Helen Munro	Mileage	£ 43.20
853	KCC	Photocopying	£ 62.74
854	Tidy Weeds Gardens Ltd	Re-siting of Allotment gate	£ 429.61
855	Barge	Gate repairs - Kindergarten	£ 506.40
856	RIP Cleaning Services	Dog waste removal	£ 264.60
857	ICCM	Subscriptions	£ 90.00
858	Wise Stonecraft	Gravedigging - Sec 5 A6	£ 330.00
859	AffinIT	Office 365 x 2 subscriptions	£ 18.72
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		£	7,114.19
DIRECT DEBITS			
	EON	Highway Lighting	£ 42.88
	BT	Office Phone/Internet	£ 123.98
	EDF	Supply - depot	£ 168.46
	O2	Mobile Phones x 3	£ 71.17
	EDF	Supply - office	£ 333.56
	The Business	Petrol/Diesel	£ 81.73
	Sage	Accounts Package - 01 to 31 Mar	£ 72.00
		£	893.78
CC	Gov.uk	DBS Check x1	£ 25.00
CC	Cash	Petty Cash	£ 100.00
CC	Information Commissioner's Office	Data protection registration	£ 35.00
CC	SP Services	Defibrillator pad replacement	£ 93.60
		£	253.60
CONFIDENTIAL SALARIES			
AP		£	6,279.99
TOTAL PAYMENTS		£	104,745.23