

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 14th May** at 7.45pm.



Councillors Present:

Cllr Mrs K Brooks
Cllr P Gillan
Cllr M Hocking
Cllr Mrs L Mills
Cllr Mrs A Partridge

Cllr D Coleman
Cllr Mrs Harris
Cllr P Kirby
Cllr K More

Apologies

Cllr A Gaukroger
Cllr Mrs C Snow

Cllr Mrs S Sharp

Also in attendance

Ms H Munro (Clerk)
Borough Councillor D Reilly

Mrs Y Allen (Deputy Clerk)

- C18/1. **ELECTION OF CHAIRMAN.** A nomination was received, and a unanimous vote taken. Cllr D Coleman was elected as Chair and signed the declaration of acceptance of office. The Parish Council wished to recognise formally all the work his predecessor (Mrs June Crowhurst) had carried out on behalf of the village.
- C18/2. **ELECTION OF VICE CHAIRMAN.** A nomination was received, and a unanimous vote taken. Cllr Mrs Brooks was elected as Vice Chair.
- C18/3. **APOLOGIES OF ABSENCE.** Apologies were received from Cllrs A Gaukroger, Mrs S Sharp and Mrs C Snow.
- C18/4. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
- C18/5. **CO-OPTION OF COUNCILLOR.** It was **RESOLVED** to co-opt Mr Kevin More, and he signed the declaration of acceptance of office and joined the meeting.
- C18/6. **STANDING COMMITTEES AND WORKING GROUPS.** Nominations were received, and the following Councillors were elected on to Committees and Working Groups.
- a. **Planning and Highways Committee:** Cllrs A Gaukroger (C), Mrs A Partridge (VC), Mrs K Brooks and D Coleman.
 - b. **Finance and Human Resources Working Group:** Cllrs Mrs K Brooks (C), Mrs S Harris (VC), D Coleman and Mrs A Partridge.
 - c. **Amenities Working Group:** Cllrs Mrs C Snow (C), Mrs S Sharp (VC), D Coleman, A Gaukroger, P Gillan and Mrs L Mills.
 - d. **Environment Working Group:** Cllrs P Gillan (C), Mrs S Sharp (VC), M Hocking and Kevin More.
 - e. **Policy and Resources Working Group:** All Councillors to be invited.

Cllr Kirby left the meeting.

C18/7. **OTHER WORKING GROUPS**

- a. **Local and Neighbourhood Plan Working Group:** Cllrs A Gaukroger (C), D Coleman (VC), Mrs A Partridge and Mrs C Snow.
- b. **Communications and Newsletter Working Group:** Cllrs Mrs L Mills (C), Mrs K Brooks, D Coleman and Mrs C Snow.

C18/8. **EXTERNAL BODIES.** The following representatives were agreed.

- a. **KALC Area Committee & Annual meeting:** Cllrs Mrs K Brooks, D Coleman.
- b. **Charles Amhurst Almshouses:** Mrs J Ditchett (until May 2019) and Mr S Rose (until May 2019).
- c. **Parish Tree Warden:** Cllr Mrs A Partridge.
- d. **Verge Warden:** Cllr Mrs C Snow.
- e. **Pavilion Management Committee:** Cllrs Mrs S Harris, Mrs S Sharp and Mrs C Snow.
- f. **Village Hall Management Committee:** Cllrs D Coleman, Mrs S Harris and Mrs C Snow.

C18/9. **STANDING ORDERS.** After a review, it was **RESOLVED** to adopt the Standing Orders.

C18/10. **FINANCIAL REGULATIONS.** After a review, it was **RESOLVED** to adopt the Financial Regulations.

C18/11. **DELEGATION ARRANGEMENTS.** After a review, it was **RESOLVED** to adopt delegations to committees and officers.

C18/12. **TERMS OF REFERENCE.** After a review, it was **RESOLVED** to adopt the Terms of Reference for the Planning and Highways Committee, Finance and Human Resources Working Group, Amenities Working Group, Environment Working Group and the Policy and Resources Working Group.

C18/13. **POLICIES.** It was **RESOLVED** to adopt the following policies:

- a. Complaints Policy.
- b. Publication Scheme.
- c. Press Policy.

C18/14. **MEETING DATES FOR 2018/2019.** These were noted with a request that Parish Council events were included.

C18/15. **MINUTES.** It was **RESOLVED** that the minutes of the **9th April 2018** be approved and signed as an accurate record.

C18/16. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 23rd April 2018 be adopted.

C18/17. **CHAIRMAN'S ANNOUNCEMENTS.** Cllr Coleman reminded Council that the Village Quiz was to take place on Friday 15th June at the Village Hall.

Cllr Coleman told members that as Mrs J Crowhurst had officially resigned, there would be a Casual Vacancy. Tunbridge Wells Borough Council would be informed of the vacancy.

C18/18. **OPEN SESSION.** No members of the public were present.

C18/19. **CLERK'S REPORT AND ACTION UPDATE.**

- a. Allotment Gate. The Clerk had met with the owner of the field after a complaint had been received about the location of the re-sited gate and could understand the reasoning. Members were asked if they were happy for the gate to be moved again (the cost being borne by a third party) and it was agreed in principle but if it led to parking or flytipping, then it would have to be reviewed.
- b. A Data Protection Officer had been appointed and would meet the Clerk on 16th May. He would be asked to look through the paperwork to ensure that best practice is being carried out. This appointment would be reviewed next year.
- c. Tennis Coaching. Lessons to commence on 4th June 2018. A review of this will take place at the end of July. Although permission had been given for two banners to be displayed, some concern was expressed about them advertising two local businesses.
- d. HOPE Fun Day. Further volunteers were required to fill hourly slots on the Parish Council stand. Cllr Mrs Brooks and K More volunteered.
- e. Musical Picnic. Two bands – The Dirty Nellies and MoreTVicar are to play at the Musical Picnic. Times needed to be confirmed.
- f. Remembrance Day Road Closure. This was still outstanding.
- g. Pembury Gardeners' Annual Plant Sale. Permission had been sought to hold this on the Village Green on 26th May. Council agreed to this.

C18/20. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr D Reilly congratulated Cllr P Barrington King on his re-election for another four years.

- Tunbridge Wells Borough Council's waste contract was being reviewed and an 'opt in' garden waste collection was being considered. There would likely be a charge for this service. Doorstep glass collections would also be included in this.
- Planning permission had been granted for the new Civic Development.
- A report of the meeting held with Stephen Baughen (Building Control & Development Manager) at Tunbridge Wells Borough Council (TWBC) with Cllrs P Barrington King and Mrs S Nuttall was given. Mr Baughen would engage with Parishes.
Cllr Coleman suggested that a further meeting with Mr Baughen would be very helpful.

- TWBC are approximately 12 months away from its draft Local Plan being ready for public consultation.

C18/21. **REPORT OF URGENT ACTIONS.** The Clerk reported the following which had previously been notified by email:

- A break-in at the depot. An insurance claim was being made.
- Water leak in the Recreation Ground car park. Work had been completed but discussions would need to take place as to who is to pay for it.
- Councillors were asked to note that the hedge between the Bowls Club and the Football Club had been cut.
- Damage to Cricket Club artificial grass had occurred during weekly grass cutting. The Clerk was liaising with the Cricket Club and an insurance claim was being made.

C18/22. **AUDIT, FINANCE AND PERSONNEL WORKING GROUP.** The Working Group Chairman gave a report and updates from the meeting and it was **RESOLVED** that the minutes of the Audit, Finance and Personnel Working Group meeting held on 30th April were **noted**. The minutes are included in Appendix 1. The recommendations of the Working Group were considered, and it was **RESOLVED** to approve the following:

- a. Lone Workers Policy.
- b. Investment Strategy.
- c. Retention and Disposal Policy.
- d. Information and Data Protection Policy.
- e. Removable Media Policy.
- f. Detailed draft accounts for 2017/2018 were **noted**.
- g. The Statement of Internal Control was reviewed and approved by **RESOLUTION**. The Chairman and the Clerk signed the statement.
- h. The Annual Governance Statement was reviewed and approved by **RESOLUTION**. The Chairman and the Clerk signed the statement.
- i. The Accounting Statement, previously signed by the Responsible Financial Office (RFO) was reviewed, approved by **RESOLUTION**. The Chairman signed the statement.
- j. The balance sheet as at 31st March 2018 was reviewed, approved by **RESOLUTION**. The Chairman and the RFO signed by balance sheet.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting at 9pm for the next item of business on the grounds that it will involve the likely disclosure of exempt information.

C18/23. **LOCAL PLAN.** A meeting had been held on Tuesday 1st May to discuss the effect of the Tunbridge Wells Borough Council's Local Plan on the Parishes in the North East Quadrant and representatives from the following Parish Councils were in attendance: Brenchley, Capel, Horsmonden, Paddock Wood and Pembury. An

update was given. It was **RESOLVED** that representatives from PPC will join the group to discuss the matter further with Borough Council officers.

The meeting was re-opened to the public at 9.16pm.

- C18/24. **KENT LOCAL WILDLIFE SITE.** Council agreed to the designation of Gregg's Wood and Marshley Harbour Wood as a Local Wildlife Site.
- C18/25. **WEED SPRAYING.** Council **RESOLVED** to appoint 'Complete Weed Control' to undertake weed spraying in the Recreation Ground.
- C18/26. **TREE PRESERVATION ORDER.** Council **NOTED** a new Tree Preservation Order for The Frith, 37 Lower Green Road.
- C18/27. **ACCOUNTS FOR PAYMENT.** The accounts for payment of £18,356.86 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.
- C18/28. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.
- C18/29. **NEXT MEETING DATE.** Councillors **NOTED** the date of the next Full Council meeting – 11th June 2018.

There being no other business, the meeting closed at 9.27pm.

Chairman

Date

Minutes of the Audit, Finance and Personnel Working Group held on **Monday 30 April 2018**, 7:30pm at the Parish Council Office

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

Apologies: Cllr Mrs S Harris (VC)

Clerk: Helen Munro

1. **APOLOGIES FOR ABSENCE.** Cllr Mrs Harris gave her apologies.
2. **POLICIES.** The policies were reviewed.
 - a. Standing Orders. The standing orders were reviewed, and minor changes made. **The WG recommended the Standing Orders be approved by Full Council.**
ACTION: The Clerk would email all Councillors and ask for their formal written consent to receive agendas by email.
 - b. Lone Workers policy. **The WG recommended the policy be approved by Full Council.**
 - c. Investment Strategy. **The WG recommended the strategy be approved by Full Council.**
 - d. Retention and Disposal policy. **The WG recommended the policy be approved by Full Council**
 - e. Information and Data Protection policy. **The WG recommended the policy be approved by Full Council**
 - f. Removable Media Policy. **The WG recommended the policy be approved by Full Council.**
3. **DATA PROTECTION - GDPR.** It was **noted** that the Data Protection Officer had been appointed and was visiting the office to review the Council's policies and procedures on 16th May 2018.
 - a. Data Audit Schedule. The schedule was **noted**.
 - b. Encryption of Council computerised data. The IT contractor is undertaking this shortly.
 - c. Risk Assessment. The risk assessment was **noted**.
 - d. Changes to current working practices required. Personal data would no longer be shared with Councillors electronically.

4. **YEAR END ACCOUNTS.**
 - a. To receive draft accounts for 2017/18 for review. The draft accounts were **noted. The WG recommended this be approved by Full Council.**
 - b. To receive draft annual return for 2017/18 for review. The draft annual return was **noted. The WG recommended this be approved by Full Council.**
 - c. To receive year end reserves. The year-end reserves were **noted. The WG recommended this be approved by Full Council.**
 - d. To note final internal audit on 11th May 2018. This was **noted.** The Chairman of the Working Group would join the meeting.
 - e. To review Internal Audit action plan from 2016/17 and note actions taken. The actions were **noted.**
5. **SYSTEM OF INTERNAL CONTROL.** The system of internal control and its effectiveness was reviewed. **The WG recommended that it be approved by Full Council.**
6. **GOVERNANCE.** Consideration was given to changes to the Working Group.
 - a. Delegation arrangements. It was agreed that delegation would reduce duplication and would be progressed further.
 - b. Committee vs Working Group. It was agreed that it would be prudent to change the Working Group to a committee. **ACTION:** The Clerk was asked to prepare draft amended Terms of Reference for review at the next meeting.
 - c. Change of name to Finance and HR. **The WG recommended that it be called Finance and HR from May 2018.**
7. **APPRAISAL SYSTEM.** The current performance management system was reviewed. **The WG recommended that an interim and annual appraisal be introduced for all staff, held in March and September respectively each year.**

The Clerk's interim appraisal would be conducted shortly. Cllr Brooks and Coleman would consider the next steps required. Other staff interim appraisals would then be undertaken by the Clerk and the Chairman.
8. **OTHER.** There was nothing to report.
9. **FUTURE MEETING DATE.** 16 July 2018.

There being no other business the meeting closed at 8:29pm

Pembury Parish Council			
Accounts for Payment - May 2018			
ACCOUNTS PAID PREVIOUSLY			
861	Vasile Mihalceanu	Office Cleaning	£ 104.00
			£ 104.00
ACCOUNTS FOR PAYMENT - MAY 2018			
862	Skf Contractors	Installation of bollard - depot	£120.00
863	WJJ Autos Limited	Service/MOT - Nissan truck	£ 376.18
864	KALC	Annual Subscription	£ 1,530.00
865	AffinIT	Office 365 x 2 for April 18	£ 18.72
866	Streetlights	Part 1 - Maintenance Contract	£ 729.04
867	TWBC	Civic Amenity Vehicle 2017-18	£ 996.74
868	Kidmans	Machine Servicing - Trailer	£ 166.66
		Machine Servicing - Ride-On	£ 454.36
		Machine Servicing - Tractor	£ 608.32
869	Wicksteed	Replacement parts for seesaw	£ 37.61
870	KCC re: Kent Pension Fund	Pensions - April 18	£ 1,931.69
871	HMRC	Tax/NIC - April 18	£ 2,053.82
872	KCC	Photocopying	£ 191.90
873	Pembury Gardeners	Gardeners Shed (2nd payment)	£ 175.00
874	Mrs Gannaway	Donation for Patient Participation	£ 50.00
		Group AGM poster	
875	KALC	Training - Employment Law	£ 72.00
		Workshop - Clerk	
876	RIP Cleaning Services	Dog Waste Removal	£ 264.60
877	Stuart King Property Svcs	Village Gateway Maintenance	£ 513.67
			£10,290.31
DIRECT DEBITS - APRIL 2018			
	BT	Office phone/internet	£ 105.14
	The Business	Petrol/Diesel	£ 76.79
	O2	Mobile Phone x 3	£ 76.80
	EON	Highway Lighting	£ 47.48
	KCC	Photocopying	£ 202.46
	EDF	Supply - Depot	£ 81.60
	TWBC	Office rates	£ 357.00
	TWBC	Depot rates	£ 474.00
	BT	Office phone/internet	£ 105.20
	Sage	Accounts package - April	£ 72.00
			£ 1,598.47
CREDIT CARD - APRIL 2018			
	Safety Signs/Stickers	Dog fouling signs	£ 4.80
	Invero Ltd	Wall clock - meeting room	£ 6.79
	Meiwo (Amazon)	Litter pickers	£ 17.98
	Ideal 365	Heavy duty bin liners	£ 11.90
			£ 41.47
CONFIDENTIAL SALARIES			
AP	Salaries		£ 6,322.61
			£ 6,322.61
TOTAL PAYMENTS			£ 18,356.86