

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 11 June** at 7.45pm.



Councillors Present:

Cllr D Coleman (C)
Cllr P Gillan
Cllr S Harris
Cllr L Mills
Cllr A Partridge
Cllr C Snow

Cllr K Brooks (VC)
Cllr A Gaukroger
Cllr M Hocking
Cllr K More
Cllr S Sharp

Apologies

Cllr P Kirby

Also in attendance

H Munro (Clerk)
Borough Councillor S Nuttall

Y Allen (Deputy Clerk)

- C18/30. **APOLOGIES FOR ABSENCE.** Apologies had been received and accepted from Cllr P Kirby.
- C18/31. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
- C18/32. **MINUTES.** It was **RESOLVED** that the minutes of the 14 May be approved and signed as an accurate record.
- C18/33. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 24 May be adopted. The meeting with Kent Highways Services, to discuss issues of concern, particularly the problems with the A21, had been cancelled.
- C18/34. **CHAIRMAN'S ANNOUNCEMENTS.**
- The Chairman thanked everyone who had helped on the Parish Council stand at the HOPE Fun Day.
 - He reported that the planning application at Owlsnest had been refused and he thanked Cllrs Gaukroger and Nuttall for speaking at the Planning Committee meeting at the Town Hall on 6 June.
 - He reminded everyone about the quiz on Friday 15 June.
- C18/35. **OPEN SESSION.** The meeting was adjourned. No members of the public were present, so it was reconvened.
- C18/36. **CLERK'S REPORT AND ACTION UPDATE.** The following report was **noted**.
- a. Allotment Gate. Council **noted** that this was on hold at the moment.
 - b. Musical Picnic on the Green. Council **noted** that all arrangements were booked and confirmed. Volunteers were needed on the day.
 - c. Remembrance Day. Council **noted** the quote for £240 for relevant road closures on the day.

- d. A local businessman had asked if he could have a stand on the Village Green at the Musical Picnic on 7 July. Members agreed not to allow this. The Amenities Working Group were discussing changing the format for 2019 and this could well include inviting businesses to participate.
- e. A local company had written in asking what the policy was about advertising in the Pembury Village News. A meeting had been requested to discuss this and would be arranged shortly.
- f. One application had been received for the Councillor vacancy and the Clerk had arranged to meet another applicant during the week. The process of recruiting new Councillors needed to be updated and the Clerk would work on a policy which would be put forward for approval at the next Full Council meeting.
- g. Cllr Hocking had requested a skip for the allotment clear up event which is to be held on Friday 15 and Saturday 16 June. This was to cost £230 + VAT. Council **RESOLVED** to pay this cost to assist with the rubbish clearance.

C18/37. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

- Cllr S Nuttall, together with other Councillors from Tunbridge Wells Borough Council, was to carry out a site visit of land which had been put forward for potential development. Cllr Nuttall urged Council to arrange a meeting with the Head of Planning as soon as possible to discuss planning matters.
- Cllr Nuttall had attended the HOPE Fun Day and commented on how well organised it was.

C18/38. **LOCAL PLAN UPDATE.** There was still no news on this.

An email had been received about protecting Local Green Spaces which the Clerk would circulate. This would be discussed at the forthcoming Planning & Highways Committee meeting, but all members were asked to email in with suggestions of these areas before a response is sent to Tunbridge Wells Borough Council.

C18/39. **GDPR DATA AUDIT.** The Audit Report was **noted** by Council, but it would be further discussed at the next Finance & HR Working Group. The Clerk told members that it was best practice for Councillors to have a dedicated Parish Council email address.

C18/40. **FIVE YEAR PLAN.** Council **RESOLVED** to adopt the plan. Working Groups were asked to consider which of their ongoing plans needed to be included in future budgets and which year. It was suggested that the budgeting process be brought forward.

C18/41. **ENVIRONMENT WORKING GROUP.** The Working Group Chairman gave a report and updates from the meeting and it was **RESOLVED** that the minutes of the Environment Working Group meeting held on Monday 21 May were noted. The minutes are included in Appendix 1.

- a. Transfer of Exclusive Right of Burial. Council **RESOLVED** to agree the fee of £60 for the administration work for a transfer to take place.
- b. Sculpture on Burial Plot. Council **RESOLVED** to agree to the request of a memorial statue being erected on a Burial plot providing that the height did not exceed 4ft.

- c. Planter outside the Chemist. Cllr Snow had set up a volunteer group willing to source, plant and maintain a planter outside the chemist but was concerned that Kent County Council would charge £400 for a licence to site it there. Cllr Barrington King supported this venture and would fund the planter. The Clerk was asked to write formally to Cllr Barrington King to share the Council's concerns about costs. This would be discussed further at a Working Group meeting.
- d. Planting of Bedding Plants. It was **RESOLVED** to agree to plant the donated Geraniums at the War Memorial – the turf to be lifted and to be replaced after they had finished flowering. Future work on a large garden bed at the front of the Camden car park would be explored by the Working Group.
- e. Poppies. Council **RESOLVED** to purchase 30 large poppies to be installed around the Village Green for Remembrance Day.
- f. Termination of Allotment Tenancy. Council **RESOLVED** to agree to sending a termination letter because terms and conditions were not being adhered to.
- g. Bees at the Allotment Site. Research had been carried out with other Parish Councils on this and concerns were raised about people with allergic reactions to bee stings. It was **AGREED** to canvass allotment holders to gauge their views.
- h. Bus Shelter at Polley Close. Council **RESOLVED** to ask Harris Gardens to carry out this clearance work at a cost of £80 + VAT + £10 per tonne of rubbish to be taken away.
- i. Allotment Request. Council **AGREED** that a temporary structure could be sited within the plot, at the discretion of the tenant provided that it was not near the boundary.
- j. Old War Memorial Plaques. After discussion, it was **RESOLVED** to ask Rev'd. Robertson to approach the school to see if they had an appropriate exterior wall to which the plaques could be affixed.
- k. Budget Vires. The Finance & HR Working Group would review any additional expenditure agreed and recommend the vires required.

C18/42. **AMENITIES WORKING GROUP**. The Working Group Chairman gave a report and updates from the meeting and it was **RESOLVED** that the minutes of the Amenities Working Group meeting held on Monday 4 June were noted. The minutes are included in Appendix 2.

- a. Cardio Tennis Classes. A request had been received to extend the children's' tennis club to adults doing Cardio Tennis. Council **RESOLVED** not to allow this.
- b. Informal Football for 4 and 5-year olds at the Recreation Ground. Council considered this request and **RESOLVED** that this could go ahead, providing a log was kept as to how often this took place.
- c. Outstanding Debt. A meeting was to be set up with the Chairman of the Club to discuss this further.

- d. Three-year agreement for Christmas Lights. Council **RESOLVED** to agree to ask Gala Lights to supply refurbished Christmas lights.
- e. Musical Picnic Update. Members **RESOLVED** to agree to vire an amount of £325 from Professional Fees to cover the additional costs of the bands.
- f. Firework Fundraising. Members **noted** the updates and discussed where money raised should go. It was **RESOLVED** that donations would go towards the cost of the fireworks.

C18/43. **ACCOUNTS FOR PAYMENT.** The accounts for payment of £15,597.08 were approved by **RESOLUTION**. A list of payments is included in Appendix 3.

C18/44. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C18/45. **NEXT MEETING DATE.** Councillors **noted** the date of the next Full Council meeting – 9 July 2018.

Council **AGREED** to move the date for the Annual Parish Meeting to late April or early May.

There being no other business, the meeting closed at 9.44pm.

Chairman

Date

MINUTES OF THE ENVIRONMENT WORKING GROUP MEETING

HELD ON **MONDAY 21st MAY 2018** at 7.30PM AT THE PARISH OFFICE

Present: Cllrs P Gillan (C), S Sharp (VC), M Hocking, K More and C Snow

Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** There were no apologies.
2. **BURIAL FEES.** A comparison was made of our burial fees against other Parish Councils' fees and after consideration it was felt that our fees were appropriate.
3. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL.** The Working Group (WG) would like to **recommend to Full Council** that a fee of £60 be charged for a transfer as it involves a lot of administration work. This would be reviewed after six months.
4. **SCULPTURE ON BURIAL PLOT.** The Parish Council had recently been asked for permission to erect a statue on a burial plot inside its kerbstones. After discussion, the WG would like to **recommend to Full Council** that permission is given providing it does not exceed 4ft in height.
5. **PLANTER OUTSIDE THE CHEMIST.** Initial investigations had been carried out and Kent County Council had informed us that a fee of approximately £400 would be charged as this land belonged to them. Cllr Snow had approached Cllr Barrington King and he is willing to fund this fee from his members' fund. If Full Council is in support of this, the WG would like to **recommend to Full Council** that a grant form is submitted and the licence form completed in order for this project to go ahead.

Cllr Snow was in the process of setting up a volunteer group which would plant and maintain the planter. The idea was to fund the cost of the plants from the profits made at the Community Coffee Shop. The WG would like to ask Full Council if it would consider the purchase of a planter. More discussion at Full Council is needed.

The suggestion was made that the Pembury Gardeners' Society could become involved.

ACTION: To speak to the Gardeners' Society.

Cllr Snow had also spoken to Cllr Barrington King about planting flowers at the newly painted Village Gateways. He was supportive of this too. The question of insurance was raised for the people planting.

ACTION: To find out more about the insurance and to clarify whether the volunteer group would be autonomous or whether it would work in conjunction with the Parish Council.

ACTION: Tesco and Notcutts to be asked to sponsor plants.

6. **PLANTING OF BEDDING PLANTS.** Notcutts had kindly donated 22 Geraniums under a scheme called 'Community Gardens'. The question was raised as to where to plant them. The WG would like to **recommend to Full Council** that

the turf in front of the War Memorial is lifted and some of them planted there. There is a garden bed along the front of the Camden car park which is untidy. The rest of the Geraniums could be planted there.

ACTION: Cllr Gillan to speak to the Camden to ask if they owned the garden bed or whether it belonged to Kent County Council.

7. **REMEMBRANCE DAY.** Members considered how many large poppies to buy for the lamp posts in and around the Village Green. There were 30 lamp posts. The WG would like to **recommend to Full Council** that 30 poppies are purchased at the suggested donation of £3.50.

The WG considered an offer of some knitted poppies which it would be pleased to accept.

ACTION: To accept the offer and to find out how many may be available.

8. **TERMINATION OF ALLOTMENT TENANCY.** Following discussion, the WG would like to **recommend to Full Council** that the allotment in question had still not been cultivated and that an eviction letter be sent to the tenant.

9. **BEES AT THE ALLOTMENT SITE.** A tenant had requested permission to keep a beehive on a plot and whilst, from a gardening point of view, the WG felt this was a good idea, the issue was raised about people being allergic to bee stings. Tenants' safety was paramount.

ACTION: Cllr Hocking is to research an area on the allotment site away from tenants' plots. He offered to contact the British Beekeepers' Association for advice.

The WG **recommends** that this is discussed further at Full Council.

10. **BUS SHELTER AT POLLEY CLOSE.** Quotes had been received to clear the vegetation on top of the bus shelter at Polley Close.

The WG would like to **recommend to Full Council** that Harris Gardens are asked to carry out this work at a cost of £80 + VAT + £10 per tonne bag to take away the rubbish.

11. **ALLOTMENT REQUEST.** WG members considered a request to put chicken wire around an allotment to contain a toddler whilst working on the plot. The WG would like to **recommend to Full Council** that a small area within the plot would be acceptable but away from the path as it could make strimming difficult.

12. **OLD WAR MEMORIAL PLAQUES.** Cllrs Snow and Sharp had had a conversation with Rev'd. Robertson about where the old plaques could be kept once the restoration of the War Memorial had been carried out. He had made a suggestion, but this needed clarification.

ACTION: The Deputy Clerk to contact Rev'd. Roberston. Further discussion is needed.

There being no other business, the meeting closed at 8.55pm.

MINUTES OF THE **AMENITIES WORKING GROUP** MEETING

HELD ON **MONDAY 4 JUNE 2018** AT 7:30PM IN THE PARISH OFFICE

Present: Cllrs C Snow (C), S Sharp (VC), A Gaukroger, P Gillan, L Mills

Apologies: Cllr D Coleman

Clerk: Helen Munro

1. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr D Coleman.
2. **TENNIS COACHING.** The request from Pembury Tennis Coaching to add extra items to its current offering including "Cardio Tennis" was considered. It was agreed to **recommend to Full Council** that there should be no expansion to the tennis offered at the present time. A review should be carried out in due course.
3. **TENNIS NETS.** The purchase of replacement tennis nets was **noted**.
4. **FOOTBALL PITCHES.** The request from Pembury Athletic Youth Football Club to use the Lower Green Recreation Ground for occasional informal football for 4 and 5-year olds during the summer holidays was considered. It was agreed to **recommend to Full Council** that this be accepted on the understanding that the Parish Office was regularly updated.
5. **OUTSTANDING DEBT.** The outstanding debt was **noted**. It was agreed to **recommend to Full Council** that a meeting with representatives of the organisation be arranged to discuss a solution before considering other options.
6. **CHRISTMAS LIGHTS.** The quotes for Christmas lights for a three-year rental agreement were considered. It was agreed to **recommend to Full Council** that a three-year rental agreement with Gala Lights for refurbished motifs was entered into. The final design and colour scheme would need to be agreed by the Clerk with delegated authority in consultation with the Working Group.
7. **EVENTS.** Updates on events were received.
 - a. Picnic on the Green – 7 July 2018 – the bands, ice cream van, first aid, porta-loos, TENS Licence and bins had been booked. Cllrs Sharp and Snow agreed to man the Lost Children contact point. Other volunteers would be requested to set up and clear away. It was agreed to **recommend to Full Council** that a vire be made from Professional Fees for £325 to cover the additional costs.

ACTION: Social media posts should begin shortly and encourage followers to "share" the posts. A5 posters should also be printed to handout at the HOPE Fun Day on 9 June.
 - b. Fireworks Display – 2 November 2018 – the fireworks display, DJ, security and First Aid had been booked. Problems with finding a caterer was discussed. It was suggested that the Rapid Relief Team be approached to provide catering in addition to the current enquiries being made. It was agreed to **recommend to Full Council** that the fundraising be in aid of three local charities. Consideration of using a social media poll to ask residents who they want the funds to go to should also be discussed.

- c. Remembrance Day Parade and Service – 11 November 2018 – minutes of a meeting held on 1 May were circulated and **noted**. A quote from Kevin Green to control the road closure had been received for £240 for Hastings Road/High Street and Lower Green Road. The road closure notice will be applied for shortly.
8. **WORKING GROUP WORK PLAN AND TIMETABLE.** The draft plan and timetable for 2018/19 was reviewed. It was agreed that the main priority was installing a lamp post at the entrance to Lower Green Recreation Ground.
ACTION: information and quotes on both high and low-level lights would be discussed at the next Working Group meeting.
9. **FUTURE MEETING DATES.** 10 September 2018.
10. **OTHER.** Any other matters.
 - a. An update was given on the container being considered for the corner of the chemist. This was discussed by the Environment Working Group at its last meeting and further discussion was planned at the next Full Council meeting on 11 June.

There being no other business, the meeting closed at 20:58pm.

Pembury Parish Council			
Accounts for Payment - June 2018			
ACCOUNTS FOR PAYMENT - JUNE 2018			
878	GDPR-info Ltd	GDPR Audit and DPO Services	£ 663.72
879	St. John Ambulance	First Aid Cover - Firework event	£ 60.72
880	Kent County Council	Office / Groundsmen Supplies	£ 148.80
881	Kent Ass. Of Local Councils	Training - Cllr A Partridge	£ 72.00
882	Kent Ass. Of Local Councils	Training - Cllr K More	£ 72.00
883	Vasile Mihalceanu	Office Cleaning	£ 78.00
884	AffinIT	Office 365 Subs x 2 - May 2018	£ 18.72
885	Bishop Sports and Leisure	Tennis Net and posts	£ 412.74
886	Y Allen	Mileage	£ 85.80
887	Waterlink	Investigation and repair of water leak - Recreation Ground	£ 474.00
888	RIP Cleaning Services	Dog Waste Removal - May 2018	£ 264.60
889	W C Hire Limited	Hire of toilets - HOPE Fun Day	£ 204.00
890	KCC re: Kent Pension Fund	Pensions - May 2018	£ 1,970.32
891	HMRC	Tax/NIC - May 2018	£ 2,125.70
892	Complete Weed Control	Appl. 1 of 3 - Weedspraying	£ 279.30
893	B W Trophies	Trophies for Scarecrow Comp.	£ 64.95
894	Bladerunners	Refund for Advert	£ 60.00
895	Kidmans	Replacement Blower	£ 258.00
		Machine Repairs	£ 118.22
		Pitch Fork and Strimmer line	£ 49.99
		Wiring for new pump	£ 30.00
		Machine Repairs	£ 205.32
			£ 7,716.90
DIRECT DEBITS - MAY 2018			
DD	Tunbridge Wells Borough Council	Cemetery Rates	£ 54.99
DD	O2	Mobile Phones x 3	£ 74.12
DD	The Business	Petrol/Diesel	£ 229.95
DD	E.ON	Highway Lighting	£ 50.55
DD	Sage	Book-keeping Cover	£ 72.00
DD	BT	Office phone/internet	£ 101.19
DD	Tunbridge Wells Borough Council	Office Rates	£ 355.00
DD	Tunbridge Wells Borough Council	Depot Rates	£ 470.00
			£ 1,407.80
CREDIT CARD - MAY 2018			
CC	Sevenoaks District Council	Temporary Event Notice	£ 21.00
CC	Ideal 365 Ltd	2 x Litter pickers	£ 38.00
			£ 59.00
CONFIDENTIAL SALARIES			
AP	Salaries		£ 6,413.38
			£ 15,597.08
TOTAL PAYMENTS			£ 15,597.08