

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 9 July** at 7.45pm.



Councillors Present:

Cllr D Coleman (C)
Cllr S Harris
Cllr A Partridge

Cllr P Gillan
Cllr K More

Apologies:

Cllr K Brooks
Cllr M Hocking
Cllr S Sharp

Cllr A Gaukroger
Cllr L Mills
Cllr C Snow

Also in attendance:

H Munro (Clerk)
Borough Councillor P Barrington King
Borough Councillor D Reilly

Y Allen (Deputy Clerk)
Borough Councillor S Nuttall

C18/46. **APOLOGIES FOR ABSENCE.** Apologies had been received and accepted from Cllr K Brooks, Cllr A Gaukroger, Cllr M Hocking, Cllr L Mills, Cllr S Sharp and Cllr C Snow. Cllr P Kirby was absent.

C18/47. **DECLARATIONS OF INTEREST.** There were no declarations.

C18/48. **MINUTES.** It was **RESOLVED** that the minutes of the 11 June be approved and signed as an accurate record.

C18/49. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 18 June be adopted.

C18/50. **CHAIRMAN’S ANNOUNCEMENTS.**

- Organisers of the Flower Festival which is taking place at the Old Church in September have asked for either a flower display or a contribution towards the event. Two people in the village are to be asked to provide a display and if they are unable to, a donation would be made.
- Concerns about parking in the Ridgeway had been expressed and KCC had been asked to investigate.
- The Chair requested that the date of the next Full Council meeting be swapped with the Amenities Working Group (WG) meeting. The Amenities WG meeting would therefore take place on Monday 3 September and the Full Council meeting would take place on Monday 10 September.
- The Chair thanked everyone for their help at the Musical Picnic, in particular Cllr Gillan who had been the Master of Ceremonies for the event.

C18/51. **OPEN SESSION.** The meeting was adjourned. No members of the public were present, so it was reconvened.

C18/52. **CLERK’S REPORT AND ACTION UPDATE.** The following report was **noted**.

- a. Kent Highways meeting. Council **noted** that the Kent Highways meeting had been rescheduled for 11 July at 10.30am when highways issues would be

discussed.

- b. Allotment Gate. Council **noted** that the re-siting of the Allotment gate was on hold at the moment.
- c. Planter outside the Chemist. Council **noted** that the volunteer group had purchased, installed and planted a planter outside the chemist shop in the High Street. The Clerk was asked to seek comments from other Local Councils and Tunbridge Wells Borough Council (TWBC) about fees paid for licences before Cllr Barrington King would take the matter further.
- d. Bedding Plants at the War Memorial. Council **noted** that bedding plants had been planted at the War Memorial.
- e. Bees at the Allotment Site. Council **noted** that allotment tenants had been canvassed and the results would be discussed at the next Environment WG meeting at the end of July.
- f. Bus Shelter at Polley Close. Council **noted** that the work had been carried out, but the bus shelter was in a precarious state. As it was not in the remit of the Parish Council, the bus companies and TWBC are to be notified of this dangerous structure because of concerns about public safety.
- g. Outstanding Debt. Council **noted** that payment had now been received but a meeting to discuss the future strategy for payment would be arranged.
- h. Christmas Lights. Council **noted** that a meeting had been arranged with the lighting contractor on 11 July and the Clerk would email details of the designs to councillors shortly after.
- i. A21 – Highways Issues. Council **noted** that a response had been received from Highways England through Greg Clark, MP. They are to review the whole of the A21 in due course and the Highways England Road Sponsor had been asked to look at it. At present, Highways England consider the issues with short slip roads leading from Pembury on to the A21 are deemed to be safe. Council's opinion was that these concerns needed to be pursued further.
- j. Roadworks in Pembury High Street. A meeting had been scheduled for Friday 13 July with Southern Gas Networks to discuss the works.
- k. Date for Operatic Show. St. Peter's Church had requested the date of the Parish Council Musical Picnic in 2019 as they wanted to book an operatic show and did not want the dates to clash. This would not be decided until September.
- l. Scouts and Guides HQ Building Committee. Council **noted** the request for a grant to pay the building insurance and as it was Council policy, it was **RESOLVED** to pay the cost of £1,156.83.
- m. Village Hall Management Committee AGM. Council **noted** that the meeting on Wednesday 11 July had been cancelled and would be rescheduled.
- n. Musical Picnic. Council **noted** that £337.42 had been the total raised from the collection at the Musical Picnic. This included a donation from the ice cream vendor.

C18/53. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr P Barrington King

- He complimented the Clerk for the Parish Council Facebook page and commented that it was always up to date.
- The cycle path between Pembury Hospital and Tonbridge had been officially opened and was being well used.
- An update on the A228 was being prepared.
- He had given a donation from his members' fund to the War Memorial refurbishment project.
- He had been delighted to see the planter outside the Chemist.
- He had attended a meeting with the Clerk and the Football Club and had agreed to help fund work from his members' grant to install an underground drain at the top of the Recreation Ground.
- The Gateways into the Village were much improved.
- He had attended the 'Big Conversation' at the Mercure Hotel to discuss local bus services. He was hoping that Arriva Click would pilot in Pembury.
- He had arranged for the disposal of an untaxed car in the Ridgeway which had been abandoned.
- He had been working with the Church and the Diocese of Rochester on the proposed plans to extend the Church. He suggested that the Parish Council become involved.
- He reminded Council that the meeting regarding highways issues is to take place on Wednesday 11 July.

Cllr S Nuttall

- Rats were a huge problem in parts of the Village.

Cllr D Reilly

- A contractor had been appointed for the Civic Development.
- Compulsory Purchase Orders would have to be issued to acquire a Right of Way for the Civic Development.
- A Judicial Enquiry had been called for.
- Royal Victoria Place had been bought on a long lease and would be developed and updated.
- He had reported the long grass verges along the A21 from Kippings Cross into Pembury as an emergency.
- Work on the Borough Council's budget process had started.
- Borough Councillors had had to put a 'stop' notice on the developer on a housing site in Paddock Wood as they were not adhering to various conditions.
- He had received a request for some railings along Lower Green Road by the school for safety reasons and this would be looked into.
- The Sturgeons application had been passed despite significant concerns from the public.
- The development at Owlsnest had been overwhelmingly rejected. The land had now been put forward on the Call for Sites list for development.

C18/54. **LOCAL PLAN UPDATE.** Minutes of the meeting with Stephen Baughen were **noted.** Concerns continue to be the lack of infrastructure and no special circumstances to build in the Metropolitan Green Belt and Areas of Outstanding Natural Beauty.

Workshops with Local Councils are taking place across the Borough and the outcome of these will be presented at a meeting on 4 September at the Town Hall. The Head of Planning at Tunbridge Wells Borough Council had promised that a workshop would take place in Pembury and there was now some urgency for this. Cllr Reilly was asked to chase this up.

- C18/55. **HIGH WEALD AONB MANAGEMENT PLAN 2019 – 2014.** It was **RESOLVED** that the Clerk send in a response highlighting the Parish Council's views on conserving and enhancing the AONB, in particular ancient woodlands.
- C18/56. **COUNCILLOR CO-OPTION PROCEDURE.** Council **RESOLVED** to amend the Councillor Person Specification. This would go to the Finance and HR WG meeting on 16 July. The Clerk was given delegated authority to carry out the changes.
- C18/57. **ANNUAL PARISH MEETING.** It was **RESOLVED** that all Councillors would sit at the front and the Chairman would present the Annual Report including the Financial Report. Each Committee/Working Group Chairman would give a resume of what had been achieved during the year by their Group.

An external speaker would be invited which would hopefully encourage more residents to attend.

The Clerk was asked to contact the Village Hall bookings manager to agree a date at the end of April/beginning of May.

- C18/58. **WAR MEMORIAL PLAQUES.** Council **RESOLVED** to agree the relocation of the old War Memorial plaques to the School. Further discussion was needed concerning the basis on which they would be passed to the school.
- C18/59. **LOWER GREEN RECREATION GROUND**
- a. Council **RESOLVED** to agree to the proposal to allow Pembury Athletic Youth Football Club to install a drain adjacent to the football pitches to address mud and standing water issues.
 - b. It was **RESOLVED** to agree to appoint Steffan Keily to supply and fit telescopic bollards in the Recreation Ground.
- C18/60. **TENNIS COACHING.** Following a request, Council **RESOLVED** to allow tennis coaching to take place during the school holidays for 3 hours per day, 3 days a week at differing times.
- C18/61. **COMMUNICATION WORKING GROUP.** The Chairman gave a report from the meeting and it was **RESOLVED** that the minutes of the Communication Working Group meeting held on Monday 2 July were noted. The minutes are included in Appendix 1.
- a. Council **RESOLVED** to adopt the Terms of Reference for the Working Group.
 - b. Council **RESOLVED** to adopt the Advertising Policy and Terms and Conditions of advertising in the Pembury Village News.
 - c. Council **RESOLVED** to allow the Chair and Vice Chair of the Communication Working Group to be added as administrators to the Facebook page to post urgent items in the Clerk's absence only. Council **RESOLVED** to adopt the amended Social Media policy.
 - d. Council **RESOLVED** to agree to request the creation of a minority authority governor at Pembury Primary School.
- C18/62. **PLANNING APPLICATIONS.**
- a. **18/01889/TPO – 9 Knights Ridge**

Trees: G2 (ASH and BEECH) Cut back overhanging branches.

RESPONSE: NEUTRAL

C18/63. **FINANCE AND ADMINISTRATION.**

- a. The accounts for payment of £19,517.61 were approved by **RESOLUTION**. A list of payments is included in Appendix 2
- b. The receipts from April to June 2018 were approved by **RESOLUTION**. A list of receipts is included in Appendix 3.
- c. Council **RESOLVED** to agree additional delegated powers to the Clerk during the summer recess.

C18/64. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C18/65. **NEXT MEETING DATE.**

- a. Councillors **noted** the amended date of the next Full Council meeting – 10 September 2018.
- b. Council **noted** the updated meeting schedule for 2018/2019.

There being no other business, the meeting closed at 10.00pm.

Chairman

Date

MINUTES OF THE COMMUNICATION WORKING GROUP MEETING

HELD ON **MONDAY 2 JULY 2018** at 7.30PM AT THE PARISH OFFICE

Councillors present:

Cllr L Mills (C)
Cllr D Coleman

Cllr K Brooks
Cllr C Snow

Also present:

Clerk: Helen Munro
Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** There were no apologies.
2. **REMIT.** The Working Group (WG) **recommends to Full Council** that the Communications WG Terms of Reference be approved.
3. **MEETINGS.** Future meeting dates were agreed and had been arranged around the deadline date of the Pembury Village News each quarter.
4. **PEMBURY VILLAGE NEWS.**
 - a) The Working Group considered the Editorial planning process and various ideas put forward. In future, the WG would like to include pages for local news, suggestions for dog walks, puzzle pages, a gardening article and a youth page. Individuals and organisations would be asked to assist with these pages.
 - b) Cllr Coleman would write a factual article explaining the background of the Local Plan and what it could mean for Pembury.
 - c) After a lot of discussion, the WG **recommends to Full Council** that the Advertising Policy and Terms and Conditions be approved.
5. **WEBSITE.** This will be discussed at a future meeting.
6. **SOCIAL MEDIA.** Work needed to be done to expand the demographics of visitors to the website. A budget would be **recommended** for boosted posts in 2019/2020.

It is **recommended to Full Council** that the Chair and Vice Chair of the WG be added as administrators to the Facebook page to allow them to post urgent posts in the absence of the Clerk. The Social Media policy should be amended accordingly.
7. **PUBLIC RELATIONS**
 - a) A revised logo was discussed, and it is **recommended** that funds be included in the budget for this.
 - b) Increased use of press releases was discussed. The Clerk would prepare these in consultation with the Chair of the WG.

8. **COMMUNITY ENGAGEMENT.** It was agreed to make connections with local groups such as the WI, U3A and in particular the school, the Pembury School Association and its governors. It was **recommended to Full Council** that the Primary School be asked to create a Minority Authority Governor position.

It was agreed to collate a list of organisations in Pembury and their websites and social media pages to develop information sharing.

9. **ANY OTHER MATTERS.** There were none.

There being no other business, the meeting closed at 10.13pm.

Pembury Parish Council			
Accounts for Payment - JULY 2018			
ACCOUNTS PAID PREVIOUSLY			
4897	Ben Gilchrist	PVN - Summer production	£ 1,195.00
4898	W C Hire	W C Hire - Musical Picnic - July 2018	£ 204.00
			£ 1,399.00
ACCOUNTS FOR PAYMENT			
4899	HMRC	Tax/NIC - June 2018	£ 2,228.35
4900	KCC re:Kent Pension Fund	Pensions - June 2018	£ 2,024.61
4901	Capel Cottage Garden Nursery	Hanging Baskets	£ 396.00
4902	RIP Cleaning Services	Dog Waste Removal	£ 235.20
4903	Columbaria	Memorial Plaque	£ 78.00
4904	KCC	Office Supplies	£ 34.62
4905	Invicta Law	Transfer of Land - Coppice	£ 635.60
4906	AffinIT	Office 365 x 2 Subscription - June	£ 18.72
4907	AffinIT	Office 365 x 2 Subscription - Feb	£ 18.72
4908	Vasile Mihalceanu	Office Cleaning	£ 104.00
4909	Bishop Sports and Leisure	Tennis net adjuster set	£ 26.40
4910	RIP Cleaning Services	Gutter cleaning - office	£ 60.00
4911	Y Allen	Reimbursement for DBS check	£ 25.00
4912	Wicksteed Leisure Ltd	Replacement parts for swing	£ 162.76
4913	Pembury Scouts/Guides	Donation for HQ insurance	£ 1,156.83
4914	Harris Gardens	Clearance at Polley Close bus stop	£ 108.00
4915	Vasile Mihalceanu	Office Cleaning	£ 104.00
			£ 7,416.81
DIRECT DEBITS - JUNE 2018			
DD	EDF	Supply - Office	£ 473.64
DD	EDF	Supply - Depot	£ 70.53
DD	O2	Mobile Phones x 3	£ 81.48
DD	EON	Highway Lighting - June 2018	£ 53.96
DD	Sage	Computerised accounts - June 2018	£ 72.00
DD	The Business	Petrol/Diesel	£ 288.53
DD	TWBC	Depot/Office rates	£ 825.00
DD	TWBC	Cemetery rates	£ 52.00
DD	PWLB	Loan repayment	£ 2,059.48
			£ 3,976.62
CREDIT CARD - JUNE 2018			
CC	Locks Direct	1 x replacement padlock - allots	£ 36.75
CC	Cash	Petty Cash	£ 100.00
			£ 136.75
CONFIDENTIAL SALARIES			
AP	Confidential Salaries		£ 6,588.43
TOTAL PAYMENTS			£ 19,517.61

Pembury Parish Council	Receipts - April to June 2018			
	April	May	June	TOTAL
Donation	25.00	-	-	25.00
War Memorial - Donations	700.00	800.00	-	1,500.00
Allotment Rents	576.00	36.00	99.00	711.00
Footpath Maps	1.00	-	22.00	23.00
Cemetery Fees	1,455.00	250.00	-	1,705.00
Club Rents	211.17	-	195.00	406.17
Grants Receivable	2,513.00	-	-	2,513.00
Advertising Charges	618.75	-	-	618.75
Precept	101,944.50	-	-	101,944.50
VAT Refund	-	-	2,136.35	2,136.35
Interest Receivable	19.86	23.85	22.34	66.05
TOTAL	108,064.28	1,109.85	2,474.69	111,648.82