



## To all Members of Pembury Parish Council

You are hereby summoned to attend the meeting of Pembury Parish Council at the Parish Council Offices, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ on **Monday 10 September 2018 at 7:45pm.**

*Helen Munro*

Helen Munro  
Parish Clerk  
Date of Issue: 4 September 2018

### **Members of the Public and Press are welcome to attend**

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Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

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## **A G E N D A**

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **MINUTES.** To receive and approve the minutes of the meeting held on 9 July 2018 for signature.
4. **COMMITTEE MINUTES.** To receive and adopt the minutes of the Planning & Highways Committee held on 23 July 2018.
5. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
  - a. To note training from Data Protection Officer and receive comments.
  - b. To receive request from a resident for permission to undertake metal detecting on council land.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council. *Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.*
7. **CLERK'S REPORT AND ACTION UPDATES.** To receive report and update on previous actions and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
9. **LOCAL PLAN UPDATE.** To receive any updates on progress and note workshop on 20 September 2018.
10. **HIGHWAYS MEETING.** To receive minutes and report on meeting with KCC officer and Borough Cllr Barrington-King.

11. **PROPOSED EXPANSION OF BROADBAND SERVICES.** To receive information on provision of extra broadband services by Callflow and discuss location of cabinet either on the Village Green or on the nearby pavement.
12. **PLANNING APPLICATIONS.** To consider the response to the following application:
  - a. **18/02149/FULL - Barn 1 and 2, Bentick Farm, Romford Road**  
Conversion of 2 no. redundant barns to residential dwellings.
13. **FINANCE & HR WORKING GROUP.** To receive the minutes of the meeting held on 16 July 2018 and consider the recommendations of the Working Group:
  - a. To receive recommendation to approve the Information and Data Protection policy.
  - b. To receive recommendation to approve the Safeguarding policy and procedures.
  - c. To receive recommendation to consider changing the Working Group to a Standing Committee, agree delegated powers and Terms of Reference.
  - d. To receive budget monitoring report, bank reconciliation and reserves as at 30 June 2018.
  - e. To receive recommendation to vire funds to other budget headings.
  - f. To receive recommendation to appoint David Buckett as the Internal Auditor for 2018/19.
  - g. To receive recommendation to remove Cllr J. Crowhurst as a bank signatory and add Cllr A. Partridge as a signatory.
14. **ENVIRONMENT WORKING GROUP.** To receive the minutes of the meeting held on 30 July 2018 and consider the recommendations of the Working Group:
  - a. To receive recommendation to undertake levelling works to the allotments.
  - b. To receive request from the Allotment Society for a car park and recommendation from the Working Group that this is not affordable.
  - c. To receive notification that the locks and chains to the allotment site have been stolen and receive a recommendation on their replacement.
  - d. To receive recommendation to increase allotment fees from October 2019 to cover increased costs.
  - e. To receive recommendation on burial fees charges for non-residents.

- f. To receive recommendation on moving the old war memorial plaques to the Primary School and dedication ceremony.
  - g. To receive recommendation to approve having bee hives at the allotment and additional conditions.
  - h. To receive recommendation to approve quote for works to trees.
  - i. To receive recommendation to undertake work to a declining Oak and create a "monolith".
  - j. To receive recommendation to allow a resident to undertake works to trees bordering their property at their cost using the Council's contractor.
15. **AMENITIES WORKING GROUP.** To receive the minutes of the meeting held on 3 September 2018 and consider the recommendations of the Working Group:
- a. To ratify recommendation to approve children's' tennis coaching from September 2018 to July 2019.
  - b. To consider request to extend tennis coaching to ad hoc children and adult tennis coaching.
  - c. To receive recommendation to approve quotes:
    - i) Renovation works to the playground.
    - ii) Bus shelter cleaning.
  - d. To receive recommendation to approve decorating the Village Green with knitted poppies for Remembrance Day.
  - e. To receive recommendation for date and format of Community Events in 2019.
16. **FINANCE AND ADMINISTRATION.**
- a. To receive accounts for payment for signature and approval.
  - b. To note completion of the 2017-18 External Audit.
17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**  
For information only.
18. **MEETING DATES.** 1 October 2018