

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 10 September** at 7.45pm.



Councillors Present:

Cllr D Coleman (C)
Cllr A Gaukroger
Cllr S Harris
Cllr L Mills
Cllr S Sharp

Cllr K Brooks (VC)
Cllr P Gillan
Cllr M Hocking
Cllr A Partridge
Cllr C Snow

Apologies:

Cllr K More

Also in attendance:

H Munro (Clerk)
Borough Councillor P Barrington King

Y Allen (Deputy Clerk)

- C18/66. **APOLOGIES FOR ABSENCE.** Apologies had been received and accepted from Cllr K More. Cllr P Kirby was absent.
- C18/67. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments. There were no other declarations.
- C18/68. **MINUTES.** It was **RESOLVED** that the minutes of the 9 July be approved and signed as an accurate record.
- C18/69. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 23 July be adopted.
- C18/70. **CHAIRMAN'S ANNOUNCEMENTS.**
- Members were asked to **note** the training received from the Data Protection Officer.
 - Members considered a request from a resident regarding metal detecting on council land. It was **RESOLVED** that this could go ahead on a site by site basis and Parish Council permission was needed each time. He was to report back to the Parish Council with his findings.
 - The Flower Festival is taking place from 14 – 16 September. The Parish Council's contribution of a flower arrangement had been organised.
 - Kent Highway Services had given permission to the developers of 3 High Street to close off the parking lay-by in front of the site.
 - The Pride in Pembury Tea is to be held on Saturday 13 October at 3pm. Councillors were asked to provide a cake for the event.
- C18/71. **OPEN SESSION.** The meeting was adjourned. No members of the public were present, so it was reconvened.
- C18/72. **CLERK'S REPORT AND ACTION UPDATE.** The following report was **noted**.

- a. Bus Shelter at Polley Close. The Clerk had had a site meeting with the bus shelter contractor and was advised to leave it as it was for safety reasons.
- b. Outstanding Debt. A meeting had been held and Council **noted** that payment by instalments for future invoices had been agreed.
- c. Christmas Lights. Councillors had all been sent details of the final design.
- d. A21 – Highways Issues. Councillors **noted** the comments made by Highway's England road sponsor regarding slip roads and signage. The Clerk had written to Greg Clark M.P. and was awaiting his response.
- e. Local Plan Workshop. This was to take place on Thursday 20 September and all Councillors were invited.
- f. PVN Deliveries. There was still one round outstanding (due to holidays) and Cllr Partridge volunteered to take this on. It was suggested that an appeal be put out on Facebook and in the Courier's Pembury column for more volunteers.
- g. Fireworks. Councillors were reminded that the annual Firework event was on Friday 2 November and to let the Clerk know if they were not able to attend.
- h. Office Shutters. During the summer recess, there had been a problem with the shutters and the Clerk had arranged for a contractor to service them.

C18/73. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr P Barrington King

- He congratulated Cllr Coleman on his informative editorial in the Pembury Village News.
- Tailbacks on the A21 at Kippings Cross were now causing a huge volume of traffic along Woodside Road/Kings Toll Road as drivers were using these roads as an alternative route. This issue would be presented to the Joint Transportation Board for further discussion as they were very narrow country lanes.
- Weed spraying had been carried out.
- Fly-tipping in the twitten between Belfield Road and Henwoods Crescent had been reported.
- He had spoken to a resident who was objecting to a nearby planning application. The Parish Council had not yet received the application.
- He had organised for abandoned and untaxed cars to be removed from roads in the village.
- The King William pub had been taken over even though an application had been put in for it to become an Asset of Community Value.

Cllr Gillan raised the following points with Cllr Barrington King.

- There had been fly-tipping behind the recycling banks at the Camden Arms.
- There was an ongoing problem with youths outside the Baptist Church in the evening. A new bin had been installed by the Church, but the Borough Council would not empty it. Cllr Barrington King urged Cllr Gillan to put these issues in writing and he promised to investigate further.

Cllr Partridge brought up the subject of Tunbridge Wells Borough Council's new scheme of charging for emptying residents' brown bins and commented that the cost was to be nearly double what Tonbridge and

Malling Borough Council charged.

- C18/74. **LOCAL PLAN UPDATE.** Members were urged to read the National Planning Policy Framework which would be circulated before the Workshop on 20 September.
- C18/75. **HIGHWAYS MEETING.** Members **noted** the report. At this stage there was nothing conclusive about double yellow lines in parts of the Ridgeway. Cllr More had been liaising with local residents but had been met with differing opinions.
- C18/76. **PROPOSED EXPANSION OF BROADBAND SERVICES.** Callflow have permission to install extra broadband services in Pembury and are asking the Parish Council whether it would prefer the cabinet to be located on the Village Green or on the pavement nearby. It was **RESOLVED** to allow Callflow to site the cabinet back to back with the existing one on the Village Green.
- C18/77. **PLANNING APPLICATIONS.** It was **RESOLVED** to submit the following response to Tunbridge Wells Borough Council:
- 18/02149/FULL – Barn 1 and 2, Bentick Farm, Romford Road**
Conversion of 2 no. redundant barns to residential dwellings.
- RESPONSE: NEUTRAL subject to clarification about access.**
- C18/78. **FINANCE AND HR WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Finance and HR Working Group meeting held on 16 July were **noted**. The minutes were included in Appendix 1.

The following recommendations of the Working Group were considered:

- a. Information and Data Protection Policy. It was **RESOLVED** this be adopted.
- b. Safeguarding Policy and Procedures. It was **RESOLVED** that this be adopted and everyone who used Parish Council land must receive a copy of this policy.
- c. Governance. It was **RESOLVED** to change the Working Group to a Standing Committee. Delegated powers and Terms of Reference were approved by **RESOLUTION**.
- d. Financial Reports. The budget monitoring report, bank reconciliation and reserves as at 30 June 2018 were **noted**.
- e. Vires. The following vires were approved by **RESOLUTION**:
 - From Insurance to Section 137 £55.00.
 - From Insurance to Bus Shelter Cleaning £100.
 - From Insurance to Allotment Utilities £300.
 - From Insurance to Legal fees £544.
 - From Donation from Fireworks to Security Fencing at Depot for £250.
 - From Donations from Fireworks to Remembrance Day for £240.
 - From Chairman’s allowance to Section 137 for £50.
 - From the Chairman’s allowance to Pride in Pembury for £490
- f. Internal Auditor. It was **RESOLVED** to appoint David Buckett as the Internal Auditor for 2018/2019.
- g. Bank Signatories. It was **RESOLVED** to remove Cllr J Crowhurst as a bank signatory and to add Cllr Partridge as a signatory.

C18/79. **ENVIRONMENT WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Environment Working Group held on Monday 30 July were **noted**. The minutes were included in Appendix 2.

The following recommendations of the Working Group were considered:

- a. Levelling works at the allotments. It was **agreed** to enquire about the cost of this work and to discuss further at the next Environment Working Group meeting in November.
- b. Car Parking at the allotment site. A request had been received from the Allotment Society for the provision of car parking at the allotment site. The Working Group had recommended that the cost of this was prohibitive, but an alternative suggestion was that cars pull in through the gate on Woodside Road and park on the grass. The kerb would have to be lowered. This would be discussed further at the next Working Group meeting.
- c. Locks and Chains at the allotment site. Locks and chains had once again been stolen and it was **RESOLVED** not to replace them.
- d. Increase in allotment fees. It was **RESOLVED** to increase the cost of an allotment to £40 per annum for a full plot and £20 for a half plot from October 2019. A year's notice would have to be given and this would be included with the rental demands which would go out at the beginning of October.
- e. Burial Fee charges for non-residents. It was **RESOLVED** to simplify the process by having two categories only for charges – residents and non-residents (with a caveat about those moving to Pembury to live in a care home or moving out of Pembury to live in a care home).
- f. Old War Memorial plaques transfer to the Primary School. It was **RESOLVED** that the plaques would be affixed to an outside wall at the Primary School. Burslem would be asked to quote for this work.
- g. Bees at the allotment site. Two requests had been received to have beehives on the allotment site. It was **RESOLVED** to approve this but with certain conditions. A draft Bee Policy would be discussed at the next Working Group meeting. Only one hive per tenant would be permitted and they would need to be sited away from the plots.
- h. Tree work. A quote had been received from the Parish Council tree contractor to carry out some high and medium priority work following a Visual Tree Assessment earlier in the year. It was **RESOLVED** to approve this work.
- i. Tree work. Following advice, and on the condition that there was no Tree Preservation Order, it was **RESOLVED** that the tree contractor create a monolith with a declining Oak tree on land owned by the Parish Council in the Coppice.
- j. Tree work alongside Lower Green Burial Ground. A resident had requested that work be undertaken on trees in the Lower Green Burial Ground which bordered his property. Council **RESOLVED** to approve this on the condition that there was no cost to the Parish Council and the Parish Council contractor was used.

C18/80. **AMENITIES WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Amenities Working Group meeting were **noted**. The minutes were included in Appendix 3.

The following recommendations of the Working Group were considered:

- a. Children’s tennis coaching. It was **RESOLVED** to approve children’s tennis coaching from September 2018 to July 2019.
- b. Tennis Coaching. It was **RESOLVED** to approve extending tennis coaching to ad hoc children and adults.
- c. Quotations for works.
 - i. Renovation Works to the playground. It was **RESOLVED** to approve renovation works to the playground.
 - ii. Bus shelter cleaning. It was **RESOLVED** to have this work carried out.
- d. Remembrance Day – knitted poppies. It was **AGREED** to allow the Village Green to be decorated with knitted poppies as from 3 November.
- e. Community Events in 2019. Following discussion, it was **RESOLVED** to continue with the Scarecrow competition but to dovetail it with the Picnic on the Green. Cllrs Harris and Brooks to organise. There was a suggestion to re-name the Picnic on the Green to Pembury Music Festival. This would need further discussion at a future Amenities Working Group meeting. It was **RESOLVED** to approve the following dates:

Picnic on the Green / Scarecrow Competition – 6 July 2019
 Fireworks – 1 November 2019 same format as in previous years
 Remembrance Sunday – 10 November 2019

C18/81. **FINANCE AND ADMINISTRATION**

- a. Accounts for payment for August. The accounts for payment of £17,899.58 for August were approved by **RESOLUTION**. A list of payments is included in Appendix 4.
- b. Accounts for payment for September. The accounts for payment of £15,037.10 were approved by **RESOLUTION**. A list of payments is included in Appendix 5.
- c. Completion of the 2017-18 External Audit. Members **noted** the completion of the External Audit with no “Except for” matters.

C18/82. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** Rev’d. Robertson is to retire in November. The Parish Council needed to decide on a gift to present to him.

C18/83. **NEXT MEETING DATE.** Councillors **noted** the date of the next Full Council meeting – Monday 1 October 2018.

There being no other business, the meeting closed at 10.03pm.

Chairman

Date

MINUTES OF THE **FINANCE AND HR WORKING GROUP** MEETING
HELD ON **MONDAY 16 JULY 2018** at 7:30PM AT THE PARISH OFFICE

Councillors present:

Cllr K Brooks (C)

Cllr S Harris (VC)

Cllr D Coleman

Cllr A Partridge

Also present

Helen Munro (Clerk)

1. **APOLOGIES FOR ABSENCE.** There were none.
2. **POLICIES.**
 - a. Information and Data Protection Policy. The policy was reviewed. **The WG recommended the policy be approved by Full Council.**
 - b. Safeguarding Policy and Procedures. The policy and procedures were reviewed. Some minor amendments were agreed. **The WG recommended the policy and procedures be approved by Full Council.**

ACTION: The Clerk was asked to prepare a Whistleblowing Policy for review at the next meeting.

ACTION: a copy of the approved Safeguarding policy and procedures should be circulated to all local organisations who lease Council property and request they submit their Safeguarding policy to the Council.
 - c. Co-option of Councillors Policy. The person specification was reviewed and agreed.
3. **GOVERNANCE.**
 - a. To consider implementation date to change the Working Group to a Committee. **The WG recommended that the Working Group become a Committee to be approved by Full Council.**
 - b. To receive draft Terms of Reference for Review. The draft Terms of Reference were reviewed. **The WG recommended the Terms of Reference be approved by Full Council.**

Cllr Partridge entered the meeting at 19:49
4. **DATA PROTECTION - GDPR.** The GDPR Audit was reviewed and action plan **noted.** **ACTION:** Additional measures to secure sensitive personal information sent by email were agreed.

ACTION: Councillors would be required to confirm their email addresses annually at the Annual Parish Council meeting in May.

5. **FINANCIAL INFORMATION.** To receive and note reports as at 30 June 2018.
- a. Budget monitoring. The report was reviewed, and no issues raised. **The WG recommended this be approved by Full Council.**
ACTION: The Clerk was asked to get a quote to replace a bus stop for consideration for the 2019/20 Budget.
 - b. Bank Reconciliation. The report was reviewed, and no issues raised. **The WG recommended this be approved by Full Council.**
 - c. Reserves. The report was reviewed, and no issues raised. **The WG recommended this be approved by Full Council.**
6. **VIRES.** Vires required were considered and the following were agreed:
- a. From Insurance to Section 137 £55.00.
 - b. From Insurance to Bus Shelter Cleaning £100.
 - c. From Insurance to Allotment Utilities £300.
 - d. From Insurance to Legal fees £544.
 - e. From Donation from Fireworks to Security Fencing at Depot for £250.
 - f. From Donations from Fireworks to Remembrance Day for £240.
 - g. From Chairman's allowance to Section 137 for £50.
 - h. From the Chairman's allowance to Pride in Pembury for £490.
- The WG recommends the above vires be approved by Full Council.**
7. **INTERNAL AUDIT.**
- a. To receive Internal Auditors Report for 2017/18. The report was reviewed and **noted.** There were no concerns.
 - b. To consider appointment of Internal Auditor for 2018/19. **The WG recommended that David Buckett be appointed as Internal Auditor for 2018/19 to be approved by Full Council.**
8. **BANKING.**
- a. To review bank signatories. **The WG recommended that Cllr June Crowhurst should be removed from the list of signatories due to her resignation and Cllr Partridge be added as a signatory to be approved by Full Council.**
 - b. To consider changing main bank accounts to Unity Bank. Consideration of moving to Unity Bank account was discussed. **ACTION:** research would be conducted into other bank accounts. This would be discussed further at the next meeting.
9. **TELEPHONE, INTERNET AND MOBILE PHONES.**
- a. To review telephone landline contract and agree recommendations. Alternative contracts were discussed. **ACTION:** It was agreed that a

new contract with British Telecom be renewed under the Clerk's delegated powers.

- b. To review Broadband contract and agree recommendations. Alternative contracts were discussed. **ACTION:** It was agreed that a new contract with British Telecom be renewed under the Clerk's delegated powers.

 - c. To review mobile phone contract, consider alternative options and agree recommendations. A proposal for the Head Groundsman to have a larger device for his emails was discussed. **ACTION:** The Head Groundsman would be consulted on his preference for a larger mobile phone or a small tablet. New 12-month SIM only deals would be undertaken for the Clerk and Deputy Groundsman. Costs would be similar to existing costs.
10. **APPRAISALS.** The Clerk's appraisal and objectives were **noted**.
11. **FUTURE MEETING DATE.** 15 October 2018.
12. **OTHER.** There was nothing to report.

There being no other business the meeting closed at 20:55pm

MINUTES OF THE **ENVIRONMENT WORKING GROUP** MEETING HELD ON **MONDAY 30 JULY 2018** AT 7.30PM AT THE PARISH OFFICE

Present: Cllrs P Gillan (C), S Sharp (VC) and C Snow

Apologies: Cllrs M Hocking and K More

Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs M Hocking and K More.
2. **SECURITY AT ALLOTMENTS.** The Working Group (WG) agreed that all possible security measures had been undertaken but now acknowledged that these had been unsuccessful due to constant misuse and theft. The WG **recommends** to Full Council no more is done and to monitor the effect of this.
3. **ALLOTMENTS – REPORT FROM DAVID HANES.**
 - a) Vacant plots. These are a work in progress. The groundsmen have limited time and mow when time permits. The WG **recommends to Full Council** that a local farmer is contacted for advice on levelling the land to make maintenance easier.
 - b) Car parking. The WG **recommends to Full Council** that the requested car parking within the allotment area with access via the groundsmen’s compound does not go ahead.
 - c) Gates/Padlocks. Two more padlocks and chains have been stolen and the WG **recommends to Full Council** that these are not replaced.

The WG would like to **recommend to Full Council** that there is an increase in fees and for a year’s notice to be given when the annual rent demand letter is sent out in October. An increase would offset some of the costs involved in maintaining the site. At the moment, the fees are £36 for a full plot and £18 for a half plot; these equate to 69p and 35p per week. The Deputy Clerk was asked to find out what other Parish Councils charge for their allotments.

4. **BURIAL FEES.** The WG would like to **recommend to Full Council** that there are only two distinctions with fees, i.e. residents and non-residents. The fee which is made up of the Grant, admin and gravedigging will be doubled for non-residents and those who have come to Pembury to live in a care-home. People who move out of Pembury to live in a care-home will still be classed as residents.
5. **GRAVE MARKER AT LOWER GREEN BURIAL GROUND.** A request has been received for a wooden marker to be erected on a grave in Lower Green Burial Ground. The WG would like to **recommend to Full Council** that a wooden grave marker is allowable subject to all necessary legal procedures being in place beforehand.

6. **WAR MEMORIAL PLAQUES.** The WG would like to **recommend to Full Council** that it liaises with the school on this issue. It suggests that Burslem be asked to affix the plaques to the school wall before a short dedication ceremony during a school assembly.
7. **BEES AT THE ALLOTMENT SITE.** Following two requests for beehives to be sited on the allotment site, a survey was carried out amongst all tenants. The majority of responses received were in favour and there were a few tenants against. Having taken advice from the British Beekeeping Association which encourages bees on allotment sites, the WG would like to **recommend to Full Council** that this is allowed subject to the beehives being sited as far away as possible from plots and houses and for a 2m high solid fence (purchased and installed by the two interested tenants) to be erected around the hives to encourage the bees to fly above head height.
8. **VISUAL TREE ASSESSMENT.** The report was considered and the WG would like to **recommend to Full Council** that all the high and medium priority work is carried out as money had been put aside in the budget.

At the Parish Council's request, Treeability assessed a large oak tree on land at the Coppice and recommended that work be carried out to leave it as a monolith i.e. cut back to its main stem only.

ACTION: The Deputy Clerk to ask Treeability for more details about the state of the declining tree and to discuss further at Full Council.

A resident from Forest Way has requested that trees on Parish Council land near the Lower Green Burial Ground are cut back to allow more light into his house. Treeability had previously quoted the resident for this work and had informed the Parish Council that the trees were not dangerous. It was therefore under no obligation to cut them back. The WG would like to **recommend to Full Council** that the resident is permitted to cut them back (at his own expense) provided that Treeability carried out the work.
9. **HOLLY HEDGE AT ST. PETER'S UPPER CHURCH.** WG members **noted** that this had been cut down to a height of approximately 5ft.
10. **WISH LIST.** Members put forward the following ideas for the budget for 2019/2020:
 - a) Additional treework in the driveway at St. Peter's Church;
 - b) Extra manpower for the allotment site.
11. **FUTURE MEETING DATE.** Members **noted** the date for the next Environment WG meeting – Monday 26 November 2018.
12. **REPORTS/QUESTIONS FROM COUNCILLORS/DEPUTY CLERK.** The issue of re-siting a litter bin further along the High Street was raised.

ACTION: The Deputy Clerk was asked to speak to Cllr S Nuttall about this.

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

MINUTES OF THE **AMENITIES WORKING GROUP** MEETING
HELD ON **MONDAY 3 SEPTEMBER 2018** AT 7:30PM IN THE PARISH OFFICE

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

Clerk: Helen Munro

13. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs D Coleman and P Gillan.
14. **TENNIS COACHING.** A verbal report was given, and minutes of the meeting were **noted**. It was agreed to **recommend to Full Council** that children's tennis continue on the same basis as previously. It was also agreed to **recommend to Full Council** that ad hoc adult coaching and parties be approved on the proviso that the council reserve the right to decline a booking if they have concerns about the availability of the courts to the general public.
15. **ANNUAL RoSPA PLAYGROUND INSPECTION.** The report was **noted**. The playground was assessed as low risk.
16. **LOWER GREEN RECREATION GROUND.** The playground renovation programme was reviewed. It was agreed to **recommend to Full Council** that the previously agreed works be undertaken and Barge appointed as the contractor.
17. **BUS SHELTERS.**
 - a. Cleaning Quotes – the quotes were reviewed, and it was agreed to **recommend to Full Council** that RIP Cleaning Services be appointed.
 - b. Consideration of future of the bus shelter at Polley Close – a verbal report on the current condition of the shelter was given. **ACTION:** The Clerk would get quotes to replace the roof and bring to the next WG meeting.
18. **EVENTS 2018.** Updates on events were received.
 - a. Firework Display – 2 November 2018 – it was reported that there had been problems sourcing an outside caterer as the event was only for 45 minutes. **ACTION:** The Clerk was asked to pursue the current catering contact. **ACTION:** Volunteers would be requested to help with the event.
 - b. Remembrance Day Parade and Service – 11 November 2018 – a verbal report was given. **ACTION:** The Clerk was asked to request that the concrete posts between the church and the war memorial be removed by Town and Country. A further update will be given at the next Full Council meeting when more details were known.
19. **KNITTED POPPIES.** A request to put knitted poppies around the trees on the Village Green was discussed. It was agreed to **recommend to Full Council** that permission be granted.
20. **EVENTS 2019.** Updates on events were received.

- a. Scarecrow Competition – after much discussion, it was agreed to **recommend to Full Council** that the event is not held in 2019.
 - b. Picnic on the Green – it was agreed that the provisional date would be Saturday 6 July 2019. **ACTION:** The Clerk to check that no other major event was being held that day. It was agreed to **recommend to Full Council** that sponsorship be sought from local businesses to cover the costs of the event and a free advert offered in the Pembury Village News.

 - c. Firework Display – it was agreed to **recommend to Full Council** that the event would be held on 1 November 2019 and be the same format be followed as in previous years.

 - d. Remembrance Day Parade and Service – the service would be held on Sunday 10 November 2019.

 - e. Any other Events – consideration would be given to transferring the Picnic on the Green to be held after the HOPE Fun Day in 2020.
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21. **FOOTBALL CLUB.** The notes of the meeting were reviewed and **noted**. Payment by instalments for future invoices had been agreed.

 22. **BUDGET 2019/20.** Members put forward the following ideas for the budget for 2019/20:
 - Additional floral displays in the centre of the village and in the Recreation Ground.
 - Replacement of Polley close bus shelter roof.
 - New posters and banners for events.
 - New promotional material for the Parish Council.

 23. **PEMBURY VILLAGE HALL MANAGEMENT COMMITTEE.** A verbal report was **noted**.

 24. **PAVILION JOINT COMMITTEE.** A verbal report was **noted**, and the cleaning regime discussed.

 25. **FUTURE MEETING DATES.** 10 December 2018.

 26. **OTHER.** There were none.

There being no other business, the meeting closed at 9:48pm.

Appendix 4
Accounts for payment – August 2018

Pembury Parish Council			
Accounts for Payment - August 2018			
ACCOUNTS FOR PAYMENT			
4916	AffinIT	Office 365 x 2 Subscription - July	£ 18.72
4917	Complete Weed Control	2nd application - Lower Green Recreation Ground	£ 279.30
4918	Kidmans	Repair puncture on tractor	£ 42.90
		Groundsmen supplies; oil and strimmer line	£ 103.90
		Replacement hedgcutter/pruner stolen	£ 1,032.00
4919	Vasile Mihalceanu	Office Cleaning	£ 104.00
4920	Paul Enville	First Aid Cover Musical Picnic	£ 80.00
4921	Pembury Pavilion	Pride in Pembury Winners Tea-pavilion hire	£ 52.50
4922	Play Inspection company	Annual RoSPA Inspection	£ 180.00
4923	RIP Cleaning Services	Dog Waste Removal	£ 264.60
4924	Tree Ability	Reduce height of holly hedge-Upper church	£ 1,848.00
4925	Viking	Printer paper, toilet rolls, waste sacks	£ 39.30
4926	Pembury village Hall	Deposit - APM 29/04/2019	£ 65.00
4927	KCC re:Kent Pension Fund	Pensions - July 2018	£ 1,975.54
4928	HMRC	Tax/NIC - July 2018	£ 2,136.09
4929	Mr L Leadbeter	Hedge cutting	£ 420.00
4930	KALC	Clerk's Conference (H Munro)	£ 72.00
			£ 8,713.85
DIRECT DEBITS - JULY 2018			
DD	British Telecom	Office phone & broadband	£ 109.20
DD	The Business	Petrol/Diesel	£ 256.21
DD	O2	Mobile Phones x 3	£ 76.16
DD	Sage	Computerised accounts - July 2018	£ 72.00
DD	TWBC	Depot/Office rates	£ 825.00
DD	TWBC	Cemetery rates	£ 52.00
DD	KCC	Photocopier	£ 171.99
DD	EON	Highway Lighting - July 2018	£ 52.22
DD	Invicta Water	Water: Woodside Rec	£ 29.22
DD	Invicta Water	Water: Allotments	£ 124.23
DD	Invicta Water	Water: Allotments	£ 174.89
DD	Invicta Water	Water: Churchyard	£ 10.55
DD	Invicta Water	Water: Cemetery	£ 60.14
DD	Invicta Water	Water: Lower Green Rec	£ 149.04
DD	British Telecom	Office phone & broadband	£ 102.91
			£ 2,265.76
CREDIT CARD - JULY 2018			
ATM	Cash	Musical Picnic - MoreT Vicar	£ 100.00
ATM	Cash	Musical Picnic - MoreT Vicar	£ 100.00
ATM	Cash	Musical Picnic - MoreT Vicar	£ 100.00
CC	AO	New fridge for Groundsmen	£ 129.00
CC	Crosswordsite	Crosswords for PVN	£ 47.90
			£ 476.90
CONFIDENTIAL SALARIES - JULY 2018			
AP	Confidential Salaries		£ 6,443.07
TOTAL PAYMENTS			£ 17,899.58

Appendix 5
Accounts for payment – September 2018

Pembury Parish Council			
Accounts for Payment - September 2018			
4931	KCC re: Kent Pension Fu	Pensions - August 2018	£ 1,975.54
4932	HMRC	Tax/NIC - August 2018	£ 1,402.49
4933	AffinIT	Office 365 x 2 - August 2018	£ 18.72
4934	PKF Littlejohn	External Audit	£ 720.00
4935	Sterling Industrial Doors	Office door/window shutter servicing	£ 312.00
4936	KALC	Finance Conference - HM to attend	£ 72.00
4936	KALC	Finance Conference - KB to attend	£ 72.00
4937	Kidmans	Machine Repairs	£ 130.20
4938	Wicksteed	Replacement cradle seat - Kindergarden	£ 162.76
4939	RIP Cleaning Services	Dog Waste Removal	£ 264.60
4940	BT	Office Phone/Internet	£ 152.68
4941	Vasile Mihalceanu	Office cleaning	£ 104.00
4942	SSALC	Allotments/Cemeteries training. HM/YA to attend	£ 192.00
4943	KCC	PEAT Testing	£ 74.29
4944	BG26	PVN Production- Autumn	£ 1,322.50
			£ 6,975.78
DIRECT DEBITS			
DD	Sage	Office 365 x 2 - August 2018	£ 72.00
DD	The Business	Petrol/Diesel	£ 268.36
DD	O2	Mobile Phonex x 3	£ 73.94
DD	TWBC	Office/Depot Rates	£ 825.00
DD	TWBC	Cemetery Rates	£ 52.00
DD	EON	Highway Lighting	£ 53.96
DD	BT	BT	£ 93.39
			£ 1,438.65
CREDIT CARD - AUGUST 2018			
CC	Royal British Legion	Donation for wreath/payment for lamp post poppies	£ 164.00
			£ 164.00
CONFIDENTIAL SALARIES - AUGUST 2018			
AP	Confidential Salaries		£ 6,458.67
			£ 6,458.67
TOTAL PAYMENTS			£ 15,037.10