



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 5 November 2018 at 7:45pm.**

Helen Munro

Helen Munro
Parish Clerk
Date of Issue: 30 October 2018

Members of the Public and Press are welcome to attend

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.

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 1 October 2018 and 8 October 2018 for signature.
4. **COMMITTEE MINUTES.** To receive and adopt the minutes of the Planning & Highways Committee – 22 October 2018.
5. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
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.** 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. **ST PETER'S UPPER CHURCH.** To receive drawings for a proposed annexe at the church.
10. **RETIREMENT OF REVD. ROBERTSON.** To consider a retirement gift.
11. **MOTOR VILLAGE ADJACENT TO TESCO.** To receive update on the public consultation held by the Hendy Group.
12. **CO-OPTIONS AND PARISH COUNCIL ELECTIONS MAY 2019.**

- a. To note Cllr More's resignation and consider whether to actively fill councillor vacancies in light of the election in May 2019.
 - b. To agree how to publicise the forthcoming elections.
13. **PARISH COUNCIL REPRESENTATIVE ON VILLAGE HALL COMMITTEE.** To note resignation and appoint new representative.
14. **ALLOTMENT WORKS.** To receive estimate of costs to level areas of the site and create access to proposed car parking area.
15. **COMMUNICATIONS WORKING GROUP.** To receive the minutes of the meeting held on 15 October 2018 and note the actions of the Working Group.
16. **FINANCE AND ADMINISTRATION.** To receive and approve the following:
- a. Accounts for payment for signature.
 - b. Receipts – July to September 2018.
 - c. Budget monitoring report – September 2018.
 - d. Bank reconciliation – September 2018.
 - e. Reserves as at 30 September 2018.
17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**
For information only.
18. **MEETING DATES.**
- c. Next Full Council 3 December.
 - d. To agree new date for Policy & Resources Working Group.