



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 3 December 2018 at 7:45pm.**

Helen Munro

Helen Munro
Parish Clerk

Date of Issue: 27 November 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 5 November for signature.
4. **COMMITTEE MINUTES.** To receive and adopt Committee minutes:
 - a. Finance & HR Committee – 12 November 2018
 - b. Planning & Highways Committee – 19 November 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. **COUNCILLOR CO-OPTION.** To receive recommendation to co-opt a Councillor onto the Council.
10. **VILLAGE GATEWAY.** To consider email from KCC regarding the installation and design of a gateway at Woodsgate for comment.

11. **REMEMBRANCE SUNDAY.** To thank volunteers for their work for the 2018 Service and consider the 2019 Service.
12. **KENT ASSOCIATION OF LOCAL COUNCILS' ANNUAL GENERAL MEETING.** To report on the meeting and propose inviting one of the speakers to address the Annual Parish Meeting for 2019.
13. **CONSULTATIONS.** To consider responses to the following:
 - a. [Kent Libraries, Registrations and Archive strategy.](#)
 - b. [Glover review](#) - A call for evidence on the future of National Parks and AONBs.
14. **NEW LOGO.** To consider amended Parish Council logo.
15. **DRAFT MINUTES ON WEBSITE.** To review the trial to add draft minutes to the website and agree whether to continue.
16. **POLICY & RESOURCES WORKING GROUP.** To receive the minutes of the meeting held on 28 November 2018 for approval and consider the following recommendations of the Working Group:
 - a. Budget for 2019-20.
 - b. Precept for 2019-20.
17. **FINANCE & HR COMMITTEE.** To receive recommendations:
 - a. To vire funds.
 - b. To open a current account with Unity Bank to enable BACS payments to be made.
 - c. To amend the Standing Orders.
 - d. To adopt a Whistleblowing Policy.
 - e. To adopt a Grant Awarding Policy.
 - f. To adopt the Policy & Resources Working Group Terms of Reference.
18. **PAVILION JOINT USE AGREEMENT.** To consider draft amendments to the agreement.
19. **ENVIRONMENT WORKING GROUP.** To receive the minutes of the meeting held on 26 November 2018 and consider the following recommendations of the Working Group:

- a. To arrange an annual meeting with allotments tenants in February 2019.
- b. To receive request for non-Pembury resident to have an allotment.
- c. To approve the Bee Policy and terms and conditions.
- d. To approve amended gravedigging charges for 2018-19.
- e. To action installing stepping stones to the Memorial Wall.
- f. To receive update on installation of war memorial plaques at Pembury School and agree to fund shortfall.
- g. To approve the Tree Management Policy.
- h. To approve undertaking a Visual Tree Assessment in the Old Coach Road.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next item of business on the grounds that it will involve the likely disclosure of exempt information.

20. **DISCHARGE OF COVENANT.** To consider a request to discharge a covenant on the Sturgeon's site on Henwood Green Road.
21. **FINANCE AND ADMINISTRATION.**
 - a. To receive and approve the Accounts for payment for signature.
 - b. To consider quotes for Depot fencing and agree contractor.
22. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**
For information only.
23. **MEETING DATE.** 7 January 2019.