

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 5 November 2018** at 7.45pm.



Councillors Present:

- | | |
|--------------------|--------------------|
| Cllr D Coleman (C) | Cllr K Brooks (VC) |
| Cllr A Gaukroger | Cllr P Gillan |
| Cllr S Harris | Cllr L Mills |
| Cllr A Partridge | Cllr S Sharp |
| Cllr C Snow | |

Apologies:

- Cllr M Hocking

Also in attendance:

- | | |
|--------------------------------------|---------------------------------|
| H Munro (Clerk) | Y Allen (Deputy Clerk) |
| Borough Councillor P Barrington King | Borough Councillor S Nuttall |
| Borough Councillor D Reilly | 2 Members of St. Peter’s Church |
| Architect from St. Peter’s Church | |

- C18/105. **APOLOGIES FOR ABSENCE.** Apologies had been received and accepted from Cllr M Hocking. Cllr P Kirby was absent.
- C18/106. **DECLARATIONS OF INTEREST.** Cllr Gaukroger declared an interest in Item C18/111 – Motor Village, as he lives nearby.
- C18/107. **MINUTES.** It was **RESOLVED** that the minutes of 1 October and 8 October 2018 be approved and signed as an accurate record.
- C18/108. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meetings held on 22 October 2018 be adopted.
- C18/109. **CHAIRMAN’S ANNOUNCEMENTS.**
 - a. The Chair thanked everyone for their help on Firework Evening.
 - b. He also thanked everyone for their efforts towards Remembrance Sunday. He mentioned the huge amount of work which had been carried out by Richard Snow and was most grateful.
- C18/110. **OPEN SESSION.** The meeting was adjourned. No members of the public were present. The meeting was reconvened.
- C18/111. **CLERK’S REPORT AND ACTION UPDATE.**
 - a. Tree Work. Conservation Area permission for work to the trees is still awaited from TWBC.
 - b. War Memorial. Burslem had struggled to remove the old plaques but this was now complete. There would be an additional cost due to the extra time spent on the removal. These costs were still covered by the donations received. The new plaques were due to be affixed this week. A quote for fixing the old plaques at the school was awaited.
 - c. Fireworks. The event had been a success and nearly 3,500 people had attended. £2919.86 had been raised through donations and this would go

towards the cost of the evening.

- d. Flower Festival. A thank you card had been received for the Parish Council flower display contribution at the Old Church.

C18/112. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr P Barrington King

- He was grateful to the group attending who represented St. Peter's Church and who would be speaking about the Church extension. He had been involved in several of the preliminary meetings.
- The new salt bin at The Gill had been ordered.
- He had met Greg Clark MP to discuss the issue of traffic using Kings Toll Road as a rat-run when the A21 was busy and had put residents' suggestions forward. An advanced warning sign was to be installed at the bottom of Kings Toll Road that the road was a 'single track road with passing places' to deter lorries.
- Work along the Pembury Road was due to start on 8 November and the road would be closed from 8pm for patching works. This would take approximately five days.
- The King William IV pub had re-opened as a free house and was much improved.

Cllr S Nuttall

- She had received a further complaint about rats and was working with residents to try and find a solution.
- Buses continued to drive over the roundel at Stone Court Lane.
- A local artist had offered to paint a picture of the Village Green with the Remembrance poppies on for a small fee.

Cllr D Reilly

- He also had visited the King William IV pub and urged residents to support it.
- There was no further news about the Local Plan.
- The ice-rink in Tunbridge Wells opens on 16 November
- Public realm works outside the Town Hall in Tunbridge Wells are out for consultation at the moment.
- Crescent Road car park will re-open before Christmas.

A query was raised concerning some fly tipping in Forest Way. It was explained that a resident was renovating a garage and that he hoped that the debris would be cleared up. If this had not been done in a week, it would be reported.

- C18/113. **ST. PETER'S UPPER CHURCH.** The Parochial Church Council would like to add a building on the south elevation of the Church. It would be a community space for up to 80 people. The room would be let out to various groups. The architect spoke about design, materials and aesthetics. He was hopeful that a planning application would be submitted in the New Year. The Parish Council welcomed the proposals in principle but as a planning consultee would need to see the detailed planning application in due course and if this is supported would need to work together with St Peter's on joint protocols for parking, public usage etc.

- C18/114. **RETIREMENT GIFT FOR REVD. ROBERTSON.** Revd. Robertson is retiring mid-November. Cllr Gillan had been asked to paint two pictures, both of which Council agreed were appropriate as a retirement gift. It was **RESOLVED** that a contribution of £50 be made by the Parish Council. Councillors would fund the balance. A retirement book was available for people to sign on 18 November.
- C18/115. **MOTOR VILLAGE ADJACENT TO TESCO.** A public presentation had been held and many councillors had attended. No planning application had yet been submitted but this was likely to be before the end of the year. The proposal is in an Area of Outstanding Natural Beauty and is not in the existing Local Plan. It was important that other parishes were notified of this as it would have a huge impact on the traffic along the Pembury Road.
- C18/116. **CO-OPTIONS AND PARISH COUNCIL ELECTIONS MAY 2019**
- a. Cllr More's resignation was **noted**. A couple of residents had shown an interest in becoming a Parish Councillor and could be co-opted until the election in May. All current councillors would need to nominate themselves to keep their positions.
 - b. The Communications Working Group would be asked for advice on how and where to advertise for candidates for the election.
- C18/117. **PARISH COUNCIL REPRESENTATIVE ON VILLAGE HALL COMMITTEE.** It was **RESOLVED** that Cllr Brooks would become a representative and trustee. Cllr Snow had stepped down and would be removed as a trustee.
- C18/118. **ALLOTMENT WORKS.** A quotation of £350 to strim the allotments very low had been received. This would then enable the contractor to give a detailed quote to level the ground. This would be discussed at the next Environment Working Group.
- C18/119. **COMMUNICATION WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Communications Working Group held on Monday 15 October were **noted**. The minutes were included in Appendix 1.
- C18/120. **FINANCE AND ADMINISTRATION.**
- a. Accounts for payment November. The accounts for payment of £15,981.63 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.
 - b. Receipts. The receipts from July to September 2018 were approved by **RESOLUTION**. A list of receipts is included in Appendix 3.
 - c. Budget Monitoring. The budget monitoring report was approved by **RESOLUTION**.
 - d. Bank Reconciliation. The bank reconciliation – September 2018 was approved by **RESOLUTION**.
 - e. Reserves. The reserves were approved by **RESOLUTION**.
- C18/121. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** A query about the Poppy Drop on Remembrance Sunday and whether risk assessments had been carried out and appropriate insurances in place.

C18/122. **NEXT MEETING DATES.** Councillors **noted** the following meeting dates.

- a. Policy and Resources – Wednesday 28 November 2018.
- b. Full Council – Monday 3 December 2018.

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

Chairman

Date

MINUTES OF THE COMMUNICATION WORKING GROUP MEETING HELD ON **MONDAY 15**
OCTOBER 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. **PEMBURY VILLAGE NEWS.**
 - a) Review of previous edition. The Autumn edition had been well received.
 - b) Items for the Winter edition. The following suggestions were made:
 - A regular column from Pembury Primary School.
 - Gardening page. An appeal for a correspondent would be included in the winter edition.
 - Recipes (including children's recipes). An appeal for a correspondent would be included in the winter edition.
 - An article from 20/30 years ago (published in the original format).
3. **WEBSITE. ACTION:** WG members would carry out an annual audit of the website in August to ensure all content is current. **ACTION:** To look into using 'Google analytics' which is a tool which can track and report website traffic.
4. **PUBLIC RELATIONS**
 - a) New branding. This was debated at length due to concern about costs. **ACTION:** The office would send the logo to Cllr Brooks to see if she could improve the current logo at no cost.
 - b) New promotional material for the Parish Council and events. It was suggested that more posters are put around the village (including in the bus stops) to advertise events with a large poster being put on Parish Council land at Bo-Peep. **ACTION.** Research was needed on the cost of new posters and new boards.
5. **BUDGET 2019/2020.** The following ideas were put forward:
 - Facebook 'boosts' for events
 - New boards and posters
 -
6. **ANY OTHER MATTERS.** There were none.

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

Appendix 2
Accounts for Payment

Pembury Parish Council			
Accounts for Payment - November 2018			
ACCOUNTS FOR PAYMENT - November 2018			
4959	Bowman Brothers	Cess pool emptying - depot	£ 120.00
4960	Vasile Mihalceanu	Office cleaning	£ 78.00
4961	Vasile Mihalceanu	Office cleaning	£ 104.00
4962	RIP Cleaning Services	Cleaning of office exterior	£ 312.00
4963	Invicta Weeds Ltd	Weedkilling - Recreation Ground	£ 279.30
4964	RIP Cleaning Services	Cleaning of bus shelters	£ 528.00
4965	Kidmans	Strimmer repairs	£ 74.92
4966	KALC	Chairmanship conference	£ 72.00
4967	Y Allen	Mileage	£ 111.28
4968	KCC re: Kent Pension Fund	Pensions	£ 1,975.54
4969	HMRC	Tax/NIC - October 2018	£ 2,135.89
4970	Streetlights	Maint. Contract - 2nd installment	£ 729.04
4971	Shades Events	Lighting/Sound system F/Work	£ 850.00
4972	RIP Cleaning Services	Dog Waste Removal	£ 264.60
4973	Derek Goodwin	Flares for Poppy Flight	£ 29.90
			£ 7,664.47
DIRECT DEBITS - OCTOBER 2018			
DD	BT	Office phone/internet	£ 42.82
DD	The Business	Petrol/Diesel	£ 271.73
DD	O2	Mobiles x 3	£ 78.12
DD	Tunbridge Wells Borough Council	Burial Ground Rates	£ 52.00
DD	Tunbridge Wells Borough Council	Office/Depot Rates	£ 825.00
DD	BT	Office phone/internet	£ 42.19
DD	Sage	Sage accounts - October 2018	£ 72.00
DD	BT	Office phone/internet	£ 45.48
DD	EON	Highway Lighting	£ 52.22
DD	Kent County Council	Photocopying charges	£ 285.78
			£ 1,767.34
CREDIT CARD - OCTOBER 2018			
CC	Post Office	Postage	£ 66.76
CC	Amazon	Phone case	£ 18.99
			£ 85.75
CONFIDENTIAL SALARIES - OCTOBER 2018			
AP	Confidential Salaries		£ 6,464.07
			£ 6,464.07
TOTAL PAYMENTS			£ 15,981.63

Appendix 3
Receipts July to September 2018

Pembury Parish Council	Receipts - July to September 2018			
	July	August	September	TOTAL
Donation	262.42	-	75.00	337.42
War Memorial - Donations	-	-	-	-
Allotment Rents	-	-	-	-
Footpath Maps	-	-	-	-
Cemetery Fees	2,360.00	1,890.00	2,930.00	7,180.00
Club Rents	2,515.00	28.75	-	2,543.75
Grants Receivable	-	-	-	-
Advertising Charges	-	-	-	-
Precept	-	-	101,944.50	101,944.50
VAT Refund	-	1,797.87	-	1,797.87
Insurance Claims	-	1,371.00	-	1,371.00
Interest Receivable	22.55	22.24	26.81	71.60
TOTAL	5,159.97	5,109.86	104,976.31	115,246.14