

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 3 December 2018** at 7.45pm.



Councillors Present:

- | | |
|--------------------------------|--------------------|
| Cllr D Coleman (C) | Cllr K Brooks (VC) |
| Cllr P Gillan (left at 9.04pm) | Cllr S Harris |
| Cllr L Mills | Cllr M Hocking |
| Cllr A Partridge | Cllr S Sharp |
| Cllr C Snow | |

Apologies:

- Cllr A Gaukroger

Also in attendance:

- | | |
|---|--|
| H Munro (Clerk) | Y Allen (Deputy Clerk) |
| Borough Councillor S Nuttall (left at 8.23pm) | Borough Councillor D Reilly (left at 8.16pm) |

C18/123. **APOLOGIES FOR ABSENCE.** Apologies had been received and accepted from Cllr A Gaukroger. Cllr P Kirby was absent.

C18/124. **DECLARATIONS OF INTEREST.** Cllr Partridge declared a pecuniary interest in item 14 – New Parish Logo and Cllr Hocking declared a non-pecuniary interest in item 1 - allotments

C18/125. **MINUTES.** It was **RESOLVED** that the minutes of 5 November 2018 be approved and signed as an accurate record.

C18/126. COMMITTEE MINUTES.

- a. It was **RESOLVED** that the minutes of the Finance and HR Committee held on 12 November 2018 be adopted.
- b. It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 19 November 2018 be adopted.

C18/127. CHAIRMAN’S ANNOUNCEMENTS.

- a. The Chairman thanked everyone for their help at Remembrance Sunday, in particular Richard Snow.
- b. He reminded members about the ‘Pembury Remembers’ film to be shown at the Baptist Church on Thursday 6 December.
- c. He would like to reduce councillors’ workloads and had spoken to the Clerk about combining working groups and having fewer meetings.
- d. The Pembury Village News was due out the following day.
- e. He shared an email from Wildwood Kids regarding ‘The Lost Words’ which councillors noted.
- f. He told members about residents’ complaints regarding a bus company which parks up at Stone Court Lane roundel very early in the morning leaving their engines running and using the surrounding grass areas as a

urinal. This had become an Environmental Health issue and Cllr Barrington King was dealing with this.

- g. He reminded councillors about the Local Plan meeting to be held at the Town Hall on Wednesday 19 December.

C18/128. **OPEN SESSION.** The meeting was adjourned. No members of the public were present. The meeting was reconvened.

C18/129. **CLERK'S REPORT AND ACTION UPDATE.**

- a. Tree Work. Tree work had been carried out on the Village Green following Conservation Area permission.
- b. War Memorial. An estimate for £851 had been received from Burslem to install the old plaques at the school. There was a shortfall of approximately £581 from the total monies raised for the project and funds would be vired for this.
- c. Community Carol Service. All councillors and staff have been invited to a Carol Service at St. Peter's Upper Church on Sunday 16 December at 6pm.
- d. Coffee Morning. Permission has been sought from the Friends of Pembury Old Church to hold their annual Coffee Morning on the Village Green on Saturday 7 September from 10am to 12noon. Council **agreed** to this request.
- e. Thank you. A thank you card had been received from Douglas Robertson for his retirement gift.
- f. Agenda – coloured paper. Views were sought on the use of coloured paper for the agendas. Everyone was happy to continue with page numbers rather than the coloured paper.

C18/130. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr S Nuttall

- She had recently attended the local 'Access Group' meeting.

Cllr D Reilly

- Additional car parking at Pembury Hospital was under discussion.
- No application had been received from Hendy for the Motor Village on land next to Tesco.
- The creation of a planning ombudsman was under discussion.
- The TWBC 'Local' magazine had an article about the new waste contract which would start in September 2019.
- Football pitch fees had been debated as TWBC had proposed that charges should be the same for adults as for children.
- Civic Development Complex. This proposal is going to a public enquiry in March/April 2019 and a Statement of Reason had been put forward.
- TWBC had once again received a 'clean audit'.
- The TWBC budget was due to go out for public consultation. It would go to Cabinet in February.

C18/131. **COUNCILLOR CO-OPTION.** It was **RESOLVED** to co-opt Heather Eastoe-Kirby onto the Council.

- C18/132. **VILLAGE GATEWAY.** An email had been received from KCC regarding the installation and design of a village gateway. The Parish Council would like to accept the offer from Cllr Barrington King to fund a new gateway at Woodsgate from his members' grant. The other gateways had recently been renovated and did not need replacing at this time.
- C18/133. **REMEMBRANCE SUNDAY.** Volunteers were thanked for their work for the 2018 service. He proposed that the service in 2019 is also held outside.
- C18/134. **KENT ASSOCIATION OF LOCAL COUNCILS' ANNUAL GENERAL MEETING.** It was reported that a motion had been passed at this meeting to support 20mph limits in residential roads.

There had been two speakers – one from the Alzheimer's Society and one from Diabetes UK. It was **RESOLVED** that the speaker from the Alzheimer's Society is invited to speak at the Annual Parish Meeting in March.

C18/135. **CONSULTATIONS**

- a. Kent Libraries, Registrations and Archive strategy. A reduction in opening hours has been put forward by KCC for the majority of libraries in Kent. The proposal for Pembury is to cut the hours from 40 to 23. The Clerk was asked to find out how this reduction would be deployed, what the criteria is and what the current usage of the library is. The consultation date is the end of January 2019 and this would be discussed further at the January Full Council meeting and would be put on the Parish Council website.
- b. Glover Review. A call for evidence on the future of National Parks and AONBs. Members had no comments and this consultation would be put on the Parish Council website.

- C18/136. **NEW LOGO.** Council **RESOLVED** to approve the new logo but would like the letter heading to match the new font of the logo.
- C18/137. **DRAFT MINUTES ON WEBSITE.** Council **RESOLVED** to continue adding draft minutes to the website ensuring that it was very clear that they were not confirmed. This would be reviewed annually.
- C18/138. **POLICY & RESOURCES WORKING GROUP.** The Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Policy & Resources Working Group meeting held on Wednesday 28 November were **noted**. The minutes are included in Appendix 1. The following proposals were considered:

- a. Budget for 2019-20. Council **RESOLVED** to approve the budget and charges.
- b. Precept for 2019-20. Council **RESOLVED** that the precept for 2019-20 was £216,122 and the Band D equivalent was £93.86.
- c. Consideration of disbanding the Policy and Resources WG was discussed and it was proposed that their work be undertaken through the Finance & HR Committee and they would make a recommendation to Full Council for approval. This would be discussed further by the Finance & HR Committee to clarify the proposal.

C18/139. **FINANCE & HR COMMITTEE.** The following recommendations were considered:

- a. VireFunds. Council **RESOLVED** to vire funds as stated in the minutes.
 - £300 from Pride in Pembury to Councillor Training.
 - £200 from Pride in Pembury to Weed spray.
 - £1,000 from Gravedigging to Office Maintenance.
 - £2,000 from Gravedigging to War Memorial Plaque cost.
 - £1,500 from Gravedigging to War Memorial donations income.
- b. Unity Bank. Council **RESOLVED** to open a current account with Unity Bank to enable BACS payments to be made.
- c. Standing Orders. Council **RESOLVED** to adopt the amended Standing Orders.
- d. Whistleblowing policy. Council **RESOLVED** to adopt the Whistleblowing policy.
- e. Grant Awarding policy. Council **RESOLVED** to adopt the Grant Awarding policy.
- f. Terms of Reference. Council **RESOLVED** to adopt the Policy & Resources Working Group responsibilities into the Finance & HR Committee's Terms of Reference.

C18/140. **PAVILION JOINT USE AGREEMENT.** Council **RESOLVED** to agree amendments to the Pavilion Joint Use Agreement for presentation to the PAYFC. This document would be reviewed annually.

C18/141. **ENVIRONMENT WORKING GROUP.** The Vice Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Environment Working Group meeting held on Monday 26 November were **noted**. The minutes are included in Appendix 2. The following recommendations were considered:

- a. Annual meeting with allotment tenants. Council **AGREED** to an annual meeting with allotment tenants in February.
- b. Allotment – non-Pembury resident. This was discussed and agreed that more discussion was needed at the next Environment WG meeting in February.
- c. Bee Policy. Council **RESOLVED** to adopt the Bee Policy.
- d. Gravedigging Charges. Council **RESOLVED** to approve the amended gravedigging charges.
- e. Pathway to Memorial Wall. Council **RESOLVED** to approve the action of installing stepping stones to the Memorial Wall. The Deputy Clerk and the Head Groundsmen would research and arrange purchase of the stones. The cost had already been budgeted for.
- f. War Memorial Plaques. The Deputy Clerk is to liaise with the School regarding a short assembly once the plaques have been installed on the wall. Richard Snow to give a short talk.

- g. Tree Management Policy. Council **RESOLVED** to adopt the Tree Management Policy.
- h. Visual Tree Assessment – Old Coach Road. Council **RESOLVED** to appoint Treeability to carry out a VTA along the Old Coach Road.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting at 9.58pm for the next item of business on the grounds that it will involve the likely disclosure of exempt information.

C18/142. **DISCHARGE OF COVENANT**. A report was given. This would be investigated further.

The meeting was re-opened to the public at 10.05pm

C18/143. **FINANCE AND ADMINISTRATION**.

- a. The accounts for payment of £33,337.82 were approved by **RESOLUTION**. A list of payments is included in Appendix 3.
- b. Council **RESOLVED** to appoint Elm Fencing to install fencing at the depot.

C18/144. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**. There were none.

C18/145. **NEXT MEETING DATES**. Councillors **noted** the next Full Council meeting date of Monday 7 January.

There being no other business, the meeting closed at 10.07pm.

Chairman

Date

Minutes of the **Policy & Resources Working Group** Meeting held on **Wednesday 28 November 2018** at the Parish Office Meeting Room at 7:30pm

Present: Cllrs D Coleman (C), Mrs K Brooks, S Sharp
Apologies: Cllrs A Gaukroger, L Mills, A Partridge, C Snow
In attendance: Helen Munro (Clerk)

1. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs A Gaukroger, L Mills, A Partridge and C Snow.
2. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.
3. **DRAFT BUDGET 2019/20.** Draft proposals were reviewed.
 - a. Operating Budget – The draft operating budget was reviewed line by line and the following amendments proposed:
 - Reduction of floral display to £800
 - Increase Remembrance Day cots to £500

The WG recommended that these amendments be made before presenting the draft budget for **recommendation to Full Council.**

- b. Projects – The list of projects was reviewed, and priorities considered.

The WG recommend that the following projects be included in the budget for 2019/20:

- Replacement groundsman vehicle - £20,000
- Additional seasonal grounds staff - £7,000
- Election costs - £4,000
- Repaint white lines in Lower Green Recreation Ground - £2,000
- Playground renovations – wet pour - £5,000
- Tree works to the entrance to Pembury Burial Ground - £500
- Allotment levelling - £2,000
- Allotment car park entrance - £2,000
- New office safe and shredder - £2,500
- Repair Polley Close bus shelter - £750
- Update Chairman board - £350
- Notice board refurbishment - £200

4. **CHARGES AND FEES.** The draft charges and fees for advertising in the Pembury Village News and Club rents would be **recommended to Full Council.**
5. **PRECEPT.** It was agreed that a precept of £216,122 would be **recommended to Full Council.** This was a 6% increase in the precept. The proposed precept

would result in a 6.59% increase in the Band D equivalent charge to £93.86 per annum.

6. **OTHER MATTERS.** It was suggested that in future, the Policy & Resources Working Group be disbanded. The operating budget would be reviewed by the Finance and HR Committee for recommendation to Members. This suggestion would be **recommended to Full Council** for discussion.

There being no other business, the meeting closed at 9:00pm.

MINUTES OF THE ENVIRONMENT WORKING GROUP MEETING
HELD ON **MONDAY 26 NOVEMBER 2018** at 3.00PM AT THE PARISH OFFICE

Present: Cllrs P Gillan (C), S Sharp (VC), M Hocking and C Snow
Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** There were none.
2. **ALLOTMENTS.**

- a) Annual meeting with tenants. The Working Group (WG) would like to **recommend to Full Council** that an annual meeting is held with allotment tenants and representatives from the Parish Council. **ACTION:** The Deputy Clerk was asked to arrange this for February 2019.
- b) Report of meeting with Chair of the Allotments Society. The WG **noted** the report of the meeting held with David Hanes and would like to **recommend to the Policy and Resources WG** that Sturgeons are asked to carry out a day's work levelling the land at an approximate cost of £650 to see what is achievable with a view to another couple of days during the year if funds allow.

The WG would also like to **recommend to the Policy and Resources WG** that concreting of the accessway from Woodside Road into the allotment site is carried out, to enable up to ten cars to park on the site. **ACTION:** More quotes are sought for this work.

- c) Bee Policy. The WG would like to **recommend to Full Council** that the Bee Policy be approved provided that, under 3.2 of the policy 'hedging is adequate as a boundary' is taken out.
- d) Siting of Beehives. The WG would like to **recommend to Full Council** that beehives are sited in the bottom right hand corner below the depot.
- e) Beehive Fee. The WG would like to **recommend to Full Council** that there is no charge for this. The opportunity is only open to allotment tenants.
- f) Allocation of Beehives. The WG would like to **recommend to Full Council** that a maximum of eight beehives are allowed. Each owner would be responsible for erecting and maintaining a 2m high boundary around their beehive.

3. **BURIAL GROUND**

- a) Price increase for gravedigging. The WG would like to **recommend to Full Council** that the charge for a single depth burial plot is £410, double depth burial plot is £460, £165 for a single depth cremated remains plot and £180 for a double depth.
- b) Path to the Memorial Wall. The WG would like to **recommend to Full Council** that stepping stones are laid on the grass for easier

access to the Memorial Wall. **ACTION:** The Deputy Clerk to carry out some research into this with the help of the Senior Groundsman.

4. **WAR MEMORIAL PLAQUES.** A quote had been received from Burslem to affix the plaques to a wall at the Primary School. Members noted that there was a shortfall of £581.16 from the money which had been raised and the WG would like to **recommend to Full Council** that this should be covered by the Parish Council. Arrangements were underway with the school to tell the children a short history of the plaques during an assembly and Richard Snow would be willing to do this in the new year.
5. **TREE MANAGEMENT POLICY.** The WG would like to **recommend to Full Council** that the Tree Management Policy be approved.
6. **PLANTING BEHIND THE MEMORIAL WALL.** Cllr Snow had asked Notcutts if they would provide some shrubs (free of charge) to be planted behind the Memorial Wall and would pursue this with the new manager in the New Year.
7. **VISUAL TREE ASSESSMENT (VTA).** A quote of £350 had been received to carry out a VTA of the Old Coach Road which was now owned by the Parish Council. The WG would like to **recommend to Full Council** that this is carried out.
8. **ANY OTHER BUSINESS.**
 - a) Daffodils at the War Memorial. Cllr Snow asked if more daffodils could be planted at the War Memorial, but concern was expressed as to whether it was too late in the year to do this. **ACTION:** Cllr Snow to research.
 - b) Re-siting of bin in the High Street. The Borough Council had been asked if, rather than installing an extra bin, one could be re-sited from the area near the chemist, further along the High Street. No reply had been received. **ACTION:** The Deputy Clerk was asked to pursue this with Cllr Nuttall in January.
9. **FUTURE MEETING DATE.** Members **noted** the date for the next Environment WG meeting – **Monday 25 February 2019.**
10. **REPORTS/QUESTIONS FROM COUNCILLORS/DEPUTY CLERK.**
There were none.

There being no other business, the meeting closed at 4.35pm.

Appendix 3
Accounts for payment

Pembury Parish Council							
Accounts for Payment - December 2018							
						Signatory	Signatory
ACCOUNTS PAID PREVIOUSLY (Not included in November list)						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4974	SKF Contractors	Road closure - Remembrance Sunday	£ 288.00			<input type="checkbox"/>	<input type="checkbox"/>
4975	Carter Brooke Ltd	Security - Firework Event	£ 156.60			<input type="checkbox"/>	<input type="checkbox"/>
4976	Roger Bishop	Pilot - Remembrance Sunday	£ 250.00			<input type="checkbox"/>	<input type="checkbox"/>
4977	Pyrovision	Provision of Firework Display	£ 3,600.00			<input type="checkbox"/>	<input type="checkbox"/>
4978	Burslem	Work to War Memorial 2 x new plaques	£ 8,316.00			<input type="checkbox"/>	<input type="checkbox"/>
4979	Steffan Keily	Installation of 2 x telescopic bollards	£ 210.00			<input type="checkbox"/>	<input type="checkbox"/>
			£ 12,820.60				
ACCOUNTS FOR PAYMENT - December 2018							
4980	Wise Stonecraft	Gravedigging Sec 5 E3, Sec 6 D5	£ 700.00			<input type="checkbox"/>	<input type="checkbox"/>
4981	Columbaria	Memorial Plaque	£ 78.00			<input type="checkbox"/>	<input type="checkbox"/>
4982	AffinIT	Office 365 sub x 2 for November 18	£ 18.72			<input type="checkbox"/>	<input type="checkbox"/>
4983	Treeability	Tree works. Village Green/Rec	£ 1,722.00			<input type="checkbox"/>	<input type="checkbox"/>
4984	Kent County Council	Fire Extinguisher Maintenance	£ 272.88			<input type="checkbox"/>	<input type="checkbox"/>
4985	Barge	Play Area repairs	£ 2,784.00			<input type="checkbox"/>	<input type="checkbox"/>
4986	Kent County Council	Pensions - November 2018	£ 1,975.54			<input type="checkbox"/>	<input type="checkbox"/>
4987	HMRC	Tax/NIC - November 2018	£ 2,136.29			<input type="checkbox"/>	<input type="checkbox"/>
4988	Viking	Groundsmen/Office supplies (incl stamps)	£ 138.53			<input type="checkbox"/>	<input type="checkbox"/>
4989	Columbaria	Photo memorial plaque	£ 144.00			<input type="checkbox"/>	<input type="checkbox"/>
4990	David Buckett	End of Year Internal Audit	£ 381.50			<input type="checkbox"/>	<input type="checkbox"/>
4991	SLCC	Subscription	£ 220.00			<input type="checkbox"/>	<input type="checkbox"/>
4992	ALCC	Subscription	£ 40.00			<input type="checkbox"/>	<input type="checkbox"/>
4993	Viking	Office Supplies	£ 42.89			<input type="checkbox"/>	<input type="checkbox"/>
4994	Bowman Brothers	Cesspit empty - depot	£ 120.00			<input type="checkbox"/>	<input type="checkbox"/>
4995	26 Works	PVN Winter Production	£ 1,322.50			<input type="checkbox"/>	<input type="checkbox"/>
4996	RIP Cleaning Services	Dog Waste Removal	£ 264.60			<input type="checkbox"/>	<input type="checkbox"/>
4997	Streetlights	Repairs to Column 28 - Romford Rd	£ 66.00			<input type="checkbox"/>	<input type="checkbox"/>
			£ 12,427.45				
DIRECT DEBITS - NOVEMBER 2018							
DD	BT	Office phone/internet	£ 42.22			<input type="checkbox"/>	<input type="checkbox"/>
DD	Sage	Book-keeping cover - November 2018	£ 72.00			<input type="checkbox"/>	<input type="checkbox"/>
DD	EON	Highway Lighting	£ 53.96			<input type="checkbox"/>	<input type="checkbox"/>
DD	The Business	Petrol/Diesel	£ 156.35			<input type="checkbox"/>	<input type="checkbox"/>
DD	O2	Mobile Phone	£ 47.70			<input type="checkbox"/>	<input type="checkbox"/>
DD	Castle Water	Supply - Burial Ground	£ 21.63			<input type="checkbox"/>	<input type="checkbox"/>
DD	BT	Office phone/internet	£ 34.56			<input type="checkbox"/>	<input type="checkbox"/>
DD	BT	Office phone/internet	£ 45.48			<input type="checkbox"/>	<input type="checkbox"/>
DD	Tunbridge Wells Borough Council	Depot/Office rates	£ 825.00			<input type="checkbox"/>	<input type="checkbox"/>
DD	Tunbridge Wells Borough Council	Cemetery rates	£ 52.00			<input type="checkbox"/>	<input type="checkbox"/>
DD	O2	Mobile Phone	£ 16.32			<input type="checkbox"/>	<input type="checkbox"/>
			£ 1,367.22				
CREDIT CARD - NOVEMBER 2018							
CC	Arlond Ltd	Removal of asbestos - Rec	£ 168.00			<input type="checkbox"/>	<input type="checkbox"/>
CC	Cash	Petty cash	£ 100.00			<input type="checkbox"/>	<input type="checkbox"/>
CC	Shaw and Sons	Register of Purchased Graves ledger	£ 201.60			<input type="checkbox"/>	<input type="checkbox"/>
			£ 469.60				
REFUNDS - OCTOBER 2018							
	KENT COUNTY COUNCIL	Refund for payment taken twice in error	-£ 191.90				
	KENT COUNTY COUNCIL	Office stationery (deducted from refund)	£ 7.18			<input type="checkbox"/>	<input type="checkbox"/>
			-£ 184.72				
CONFIDENTIAL SALARIES - NOVEMBER 2018							
AP	Confidential Salaries		£ 6,437.67				
			£ 6,437.67				
TOTAL PAYMENTS				£ 33,337.82			
Signed:							
	Signatory 1						
	Signatory 2						
Date:							