

**DRAFT MINUTES – SUBJECT TO CHANGE UNTIL APPROVED ON 4 FEBRUARY 2019**



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 7 January 2019** at 7.45pm.

**Councillors Present:**

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

**Also in attendance:**

- |                                      |                             |
|--------------------------------------|-----------------------------|
| H Munro (Clerk)                      | Y Allen (Deputy Clerk)      |
| Borough Councillor P Barrington King |                             |
| Borough Councillor S Nuttall         | Borough Councillor D Reilly |

- C18/146. **APOLOGIES FOR ABSENCE.** There were none.
- C18/147. **DECLARATIONS OF INTEREST.** Cllr Hocking declared a non-pecuniary interest in the allotments.
- C18/148. **MINUTES.** It was **RESOLVED** that the minutes of 3 December 2018 be approved and signed as an accurate record.
- C18/149. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 17 December 2018 be adopted.
- C18/150. **CHAIRMAN'S ANNOUNCEMENTS.**
- a. The Chairman wished everyone a Happy New Year and welcomed Councillor H Eastoe-Kirby.
  - b. Patrick Kirby had now left the Council as six months had elapsed since his last attendance.
  - c. Unity Bank was now set up.
  - d. Thanks to Cllr Barrington King, an undertaking had been received from all bus companies which wait at Stone Court Lane from 6am to turn their engines off. Environmental Health would be investigating claims that the local area was being used by the bus drivers as a public toilet.
  - e. Following complaints, all the village litter bins had finally been emptied.
  - f. Cllr Barrington King had organised a clear up of the rubbish left by the recycling bins at the Camden Arms over the Christmas period.
  - g. A small improvement to the A21 at the Kippings Cross junction was being considered by Highways England. A possible solution was to re-instate the slip road alongside the A21 at the lead up to the roundabout for vehicles travelling in the direction of Matfield.

**DRAFT MINUTES – SUBJECT TO CHANGE UNTIL APPROVED ON 4 FEBRUARY 2019**

- h. The Belisha beacon in Lower Green Road had been demolished in an accident and this had been reported to Kent Highway Services.

C18/151. **OPEN SESSION.** The meeting was adjourned. No members of the public were present. The meeting was reconvened.

C18/152. **CLERK'S REPORT AND ACTION UPDATE.**

- a. Old War Memorial Plaques / Wooden Plaque in the Church. Arrangements have been made for the old War Memorial plaques to be affixed to a wall at the Primary School on 19 February. A school assembly would be organised to talk to the children about the significance of the plaques.
- b. Village Gateway. Cllr Barrington King had arranged with KCC for the work to be carried out.
- c. Speaker from the Alzheimer's Society. It was hoped that arrangements could be made for someone from the Alzheimer's Society to speak at the Annual Parish Meeting and further research was required.
- d. New Logo. The new logo and letterhead had been created and was now in use.
- e. Precept 2019/20. The request had been acknowledged by Tunbridge Wells Borough Council. Government had confirmed that no referendum principles would be applied to Local Councils for 2019/20.
- f. Unity Bank. An account had now been opened and suppliers would now be paid by BACs rather than by cheque.
- g. Pavilion Joint Use agreement. The Committee is due to meet at the end of January to discuss the revised draft agreement.
- h. Annual Meeting with Allotment Tenants. A date of Monday 11 February has been scheduled and invitations would be sent out shortly.
- i. Agendas/Minutes. No more coloured paper is to be used except for any confidential matters which would be on pink paper.

C18/153. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr Barrington King

- Progress had been made with the proposed extension to St. Peter's Upper Church and this was now with the Planning Department.
- He was to attend a meeting on 9 January to further discuss the finer details for the Village Gateways but reported that everything was now in place for this to proceed.
- He had been in talks with a company which organises sponsorship for roundabouts.

Cllr Reilly

**DRAFT MINUTES – SUBJECT TO CHANGE UNTIL APPROVED ON 4 FEBRUARY 2019**

- He had attended a meeting regarding the Business Rate Retail Scheme.
- The Civic Development enquiry starts on 12 February at the Mercure Hotel.
- No planning application had been received from the Hendy Motor Group for a Motor Village next to Tesco.

Cllr Nuttall had nothing to report.

C18/154. **CONSULTATION.** Additional information had been received regarding the Kent Libraries, Registrations and Archive Strategy and was noted. Cllr Coleman would also attend a meeting organised by Greg Clark MP to discuss the proposal.

C18/155. **PLANNING APPLICATIONS.** The following applications were considered, and it was **RESOLVED** that the following responses be sent to Tunbridge Wells Borough Council (TWBC):

- a. 18/03835/ENVSCR – Land adjacent Tesco Car Park, Cornford Lane - EIA Screening Opinion – Development of a motor village car dealership and alterations to Tesco car park. To note that this was not required.
- b. 18/03715/FULL – 33 Maidstone Road – two storey rear extension, porch extension and decking; alterations to fenestration.

**RESPONSE - NEUTRAL** subject to there being no material loss of light to neighbours.

C18/156. **LATE PLANNING APPLICATIONS.** The following applications were considered, and it was **RESOLVED** that the following responses be sent to TWBC:

- a. 18/03817/FULL – 5 Polley Close  
Erection of single storey rear extension.

**RESPONSE – NEUTRAL**

- b. 18/03737/FULL – 33 High Street  
The construction of a detached 2 storey, 5-bedroom house with a detached double garage.

**RESPONSE – NEUTRAL** subject to the drainage being satisfactory. The Parish Council has concerns over extra vehicular use of an already busy High Street.

- c. 18/03307/FULL – The Springs, 18 Tonbridge Road  
Conversion and extension of existing building to create 10 two-bedroom flats, plus associated parking, amenity areas, cycle storage and refuse collection point.

**RESPONSE – OBJECT** due to the proposal being in the Metropolitan Green Belt (MGB) as the developer has not demonstrated exceptional

**DRAFT MINUTES – SUBJECT TO CHANGE UNTIL APPROVED ON 4 FEBRUARY 2019**

circumstances supported by evidence of need to justify this development in the MGB. It is outside of the limits to Built Development and it is overbearing.

C18/157. **PEMBURY VILLAGE NEWS.** Council **AGREED** in principle to a request to include blog posts in the newsletter and would discuss some guidelines at the forthcoming Communications Working Group meeting on 14 January.

C18/158. **AMENITIES WORKING GROUP.** The Chairman gave a report of the meeting and it was **RESOLVED** that the minutes of the Amenities Working Group meeting held on Monday 10 December were noted. The minutes are included in Appendix 1. The following recommendations were considered:

- a. Entrance signage for Lower Green Recreation Ground. It was **RESOLVED** to purchase two reflective signs. Money for an entrance light had been budgeted for (instead of signage) but the cost had been prohibitive. After purchase of the signs, any surplus money would be earmarked for the purchase of a light in the future.
- b. Removal of a speed bump. It was **RESOLVED** to appoint SKF Contractors to remove a speed bump in the Recreation Ground entrance road.
- c. Picnic on the Green Event plan and sponsorship. The plan was noted. Sponsoring the event was discussed and it was **RESOLVED** not to ask for sponsorship. It was **AGREED** that the Communications Working Group would consider a media pack for all Council events at their next meeting.
- d. First Aid Training for residents. It was **RESOLVED** to go ahead with offering first aid training to residents charged at cost. The Hospice in the Weald had rooms for hire and a cost for this would be sought. Cllr Coleman would raise the issue at the forthcoming Patient Participation Group meeting and would report back. Cllr Snow would carry out some research to progress this.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press were excluded from the meeting for items 13 and 14 on the grounds that it would involve the likely disclosure of exempt information at 9.11pm.

C18/159. **LOCAL PLAN.** Minutes from the meeting with TWBC held on Wednesday 19 December were agreed and noted.

C18/160. **DISCHARGE OF COVENANT.** Research had been carried out and a report was given but further professional legal advice on this would be sought.

The meeting was re-opened to the press and public at 9.40pm.

C18/161. **SEASONAL GROUNDS PERSON**

- a. Council **RESOLVED** to appoint a seasonal grounds person from May 2019 to October 2019 on a fixed term contract.
- b. Council **RESOLVED** to delegate the recruitment and selection to the Finance and HR Committee.

**DRAFT MINUTES – SUBJECT TO CHANGE UNTIL APPROVED ON 4 FEBRUARY 2019**

C18/162. **FINANCE AND ADMINISTRATION.**

- a. The accounts for payment of £26,430.72 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.
- b. A transfer from NatWest to Unity Bank of £16,000 was approved by **RESOLUTION**.

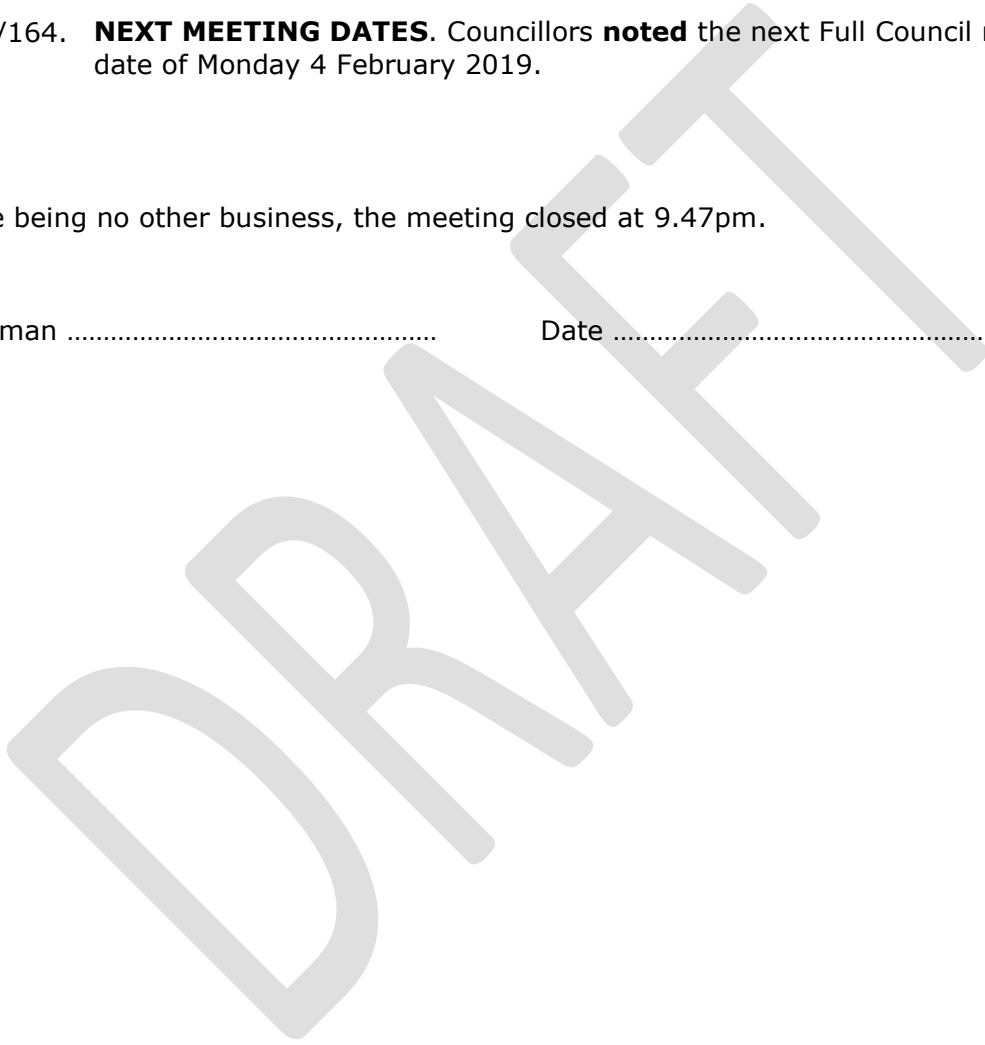
C18/163. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

Following a Councillor request, an earlier start time of 7.15pm was **AGREED** for Full Council meetings.

C18/164. **NEXT MEETING DATES.** Councillors **noted** the next Full Council meeting date of Monday 4 February 2019.

There being no other business, the meeting closed at 9.47pm.

Chairman ..... Date .....



MINUTES OF THE **AMENITIES WORKING GROUP** MEETING

HELD ON **MONDAY 10 DECEMBER 2018** AT 7:30PM IN THE PARISH OFFICE

Present: Cllrs C Snow (C), S Sharp (VC), D Coleman, H Eastoe-Kirby, L Mills

Apologies: Cllrs A Gaukroger, P Gillan

Clerk: Helen Munro

1. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs A Gaukroger and P Gillan.
2. **CHAIRMAN'S ANNOUNCEMENTS.** Cllr Eastoe-Kirby was welcomed to the Parish Council and to the Amenities Working Group.
3. **LOWER GREEN RECREATION GROUND.**
  - a. Street light at entrance – the quote to install a light was reviewed, however it was significantly more expensive than anticipated. It was agreed not to progress with the work at present.
  - b. Entrance Signage – a reflective entrance sign was suggested as an alternative to street lighting and an indicative quote was presented. It was agreed to **recommend to Full Council** that this approach be taken. The Clerk would present a full set of quotes with the agreed amendments for consideration by Full Council.
  - c. Speed Ramp Removal – the quotes to remove a speed ramp were presented and it was agreed to **recommend to Full Council** that SKF Contractors undertake the work.
4. **PICNIC ON THE GREEN.**
  - a. To agree event plan – the plan was circulated and discussed. **ACTION:** clarification on how the Scarecrow Competition would be incorporated into the event was required. It was agreed that there should be no stalls and the event continue with the same format as in previous years.
  - b. To receive update on liaison with local bands – a verbal report was given, and two bands were recommended who were available to perform.
  - c. To agree sponsorship package – the suggestion was discussed, and it was **recommended to Full Council** that the Clerk write to a selected group of businesses initially to ascertain their interest in sponsoring the event. If that was unsuccessful then an advert would be placed in the March edition of the Pembury Village News followed up with targeted letters to businesses in the village. It was agreed to **recommend to Full Council** that the event is funded from reserves if sponsorship requests are unsuccessful.

5. **PAVILION JOINT COMMITTEE.** A verbal report of the meeting on 14 November was **noted**. Work on various improvements were welcomed. Accounts to 1 November 2018 were also **noted**.
6. **VILLAGE HALL MANAGEMENT COMMITTEE.** Minutes from the meeting were **noted** and a verbal report given.
7. **OVERDUE CLUB RENTS.** No payment had yet been received and suggestions for recovering the amount were discussed. **ACTION:** the Clerk would write to the Chairman formally and review an option to claim the debt through "Money Claim Online".
8. **FIRST AID TRAINING.** Consideration of holding a First Aid Training event for residents was discussed. One trainer could train a maximum of 15 delegates and required at least 3m<sup>2</sup> of space per delegate. Tickets would be sold to cover the cost of the event. It was agreed to **recommend to Full Council** that this suggestion be trialled for up to 15 delegates to ascertain residents' interest. **ACTION:** Cllr Coleman agreed to contact the Doctors' Surgery to ask to use their venue for the event free of charge.
9. **FUTURE MEETING DATES.** 11 March 2019.
10. **OTHER.**
  - a. Working Groups – there was some cross over between the responsibilities of the Amenities, Environment and Communication Working Groups. **ACTION:** responsibilities were being reviewed and would be clarified.
  - b. Christmas Tree on the Green – a request to consider a Christmas tree for 2019 was discussed. It was suggested that Notcutts could be approached to donate one to the village. **ACTION:** the Clerk would confirm if the current electricity supply was suitable or if additional work was required to ensure it was tamper proof.

There being no other business, the meeting closed at 9:07pm.

Appendix 2  
Accounts for payment

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - January 2019</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS PAID PREVIOUSLY (Not included in December list)</b>			
4998	HMRC	Correct PAYE/NIC payment Nov 18	£ 160.35
			<b>£ 160.35</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - January 2019</b>			
01/001	AffinIT	Resolve IT issues/antivirus renewal/Office 365	£ 150.36
01/002	B&Q	Groundsmen supplies	£ 91.76
01/003	David Buckett	Interim Internal Audit	£ 431.50
01/004	Gala Lights	Electrical testing/ replacement infrastructure/ Xmas Lights	£ 8,710.80
01/005	Kidmans	New hedgecutter	£ 599.89
<b>01/006</b>	<b>Netwise Training Ltd</b>	<b>Website 2019</b>	<b>£ 380.00</b>
01/007	Vasile Mihalceanu / New Dreams	Office cleaning Nov & Dec 18	£ 208.00
<b>01/008</b>	<b>RIP Cleaning Services</b>	<b>Gutter clean / Dog bin empty Dec 18</b>	<b>£ 324.60</b>
01/009	SKF Contractors	Insurance claim door at Depot/repair LG Rec trip hazard	£ 687.60
01/010	TWBC	Printing Remembrance Day Order of Service	£ 240.00
01/011	Viking	Black sacks for G/men & Gaffer tape	£ 60.97
01/012	KCC	Superannuation	£ 1,975.54
01/013	HMRC	PAYE / NIC	£ 2,136.09
			<b>£ 15,997.11</b>
<b>DIRECT DEBITS - DECEMBER 2018</b>			
DD	Public works Loan Board	Half yearly loan repayment	£ 2,059.48
DD	The Business	Petrol/Diesel	£ 48.02
DD	EDF	Electricity - depot	£ 107.79
DD	EDF	Electricity - office	£ 394.54
DD	KCC	Photocopier charges	£ 234.65
DD	BT	Office phone/internet	£ 43.30
DD	BT	Office phone/internet	£ 45.48
DD	Sage	Book-keeping cover - November 2018	£ 72.00
DD	Tunbridge Wells Borough Council	Depot/Office rates	£ 825.00
DD	EON	Highway Lighting	£ 52.22
DD	O2	Mobile phones x3	£ 119.53
			<b>£ 4,002.01</b>
<b>CREDIT CARD - DECEMBER 2018</b>			
CC	Cash	Petty Cash	£ 100.00
			<b>£ 100.00</b>
<b>REFUNDS - December 2018</b>			
	O2	Mobile phone charges applied in error	£ 62.38
			<b>£ 62.38</b>
<b>CONFIDENTIAL SALARIES - DECEMBER 2018</b>			
AP	Confidential Salaries		£ 6,453.47
			<b>£ 6,453.47</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 26,775.32</b>
<b>INTERNAL PAYMENTS - JANUARY</b>			
4999	Unity Bank	Transfer to cover BACs payments	£ 16,000.00
			<b>£ 16,000.00</b>