



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 4 February 2019 at 7.15pm**

Councillors Present:

Cllr K Brooks (VC)
Cllr P Gillan
Cllr M Hocking
Cllr S Sharp

Cllr A Gaukroger
Cllr S Harris
Cllr A Partridge

Apologies:

Also in attendance:

H Munro (Clerk)
Borough Councillor S Nuttall (left at 7.55pm)

Y Allen (Deputy Clerk)
Borough Councillor D Reilly (left at 7.55pm)

C18/165. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs D Coleman, H Eastoe-Kirby, L Mills and C Snow. Cllr P Barrington King sent his apologies.

C18/166. **DECLARATIONS OF INTEREST.** Cllr Hocking declared a non-pecuniary interest in the allotments.

C18/167. **MINUTES.** It was **RESOLVED** that the minutes of 7 January 2019 be approved and signed as an accurate record.

C18/168. **COMMITTEE MINUTES.**

- a. It was **RESOLVED** that the draft minutes of the Finance & HR Committee held on 21 January 2019 be adopted.
- b. It was **RESOLVED** that the draft minutes of the Planning & Highways Committee held on 28 January 2019 be adopted.

C18/169. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

C18/170. **OPEN SESSION.** The meeting was adjourned. No members of the public were present. The meeting was reconvened.

C18/171. **CLERK'S REPORT AND ACTION UPDATE.** Members **noted** the Project Update and the following comment was made:

- a. First Aid Training. Cllr Harris had a contact who could be asked to hold a training session. It was suggested that the Pavilion be used as a venue.

C18/172. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr S Nuttall expressed her concerns about the lack of local infrastructure.

Cllr D Reilly

- Re-cycling contract. Information about the new waste disposal contract could be found on the Borough Council website.

- Budget. The Tunbridge Wells Borough Council's budget had balanced and it was now being taken to Cabinet.
- The Retail Rate Relief scheme. This was now being discussed at Cabinet in the hope that it would encourage more businesses into Tunbridge Wells town centre.
- Grants. Members' Grants were no longer available.
- Calverley Square. The public enquiry is due to start on 12 February at the Mercure Hotel in Tonbridge Road.
- Brexit. Information about the impact of Brexit on the local economy could be found on the Government website.

C18/173. **PAVILION JOINT COMMITTEE.**

- a. New representative. It was agreed to wait until after the May Annual Parish Council meeting to appoint a new representative on to the Pavilion Joint Committee.
- b. Joint Management Agreement. Council **RESOLVED** to sign the agreement once it had been signed by the Chairman of the Football Club.

C18/174. **WORKING GROUP REMIT AND DELEGATIONS.**

- a. Committee and Working Group (WG) remits. Council **RESOLVED** to change the names of each Working Group to reflect the new responsibilities. Open Spaces WG, Allotments & Burials WG, Communications & Events WG and Planning & Highways Committee. These would be effective from May 2019.
- b. Delegation. Council **RESOLVED** to give increased delegation to the Clerk. This would include:
 - Open space and recreation ground repairs or maintenance works up to £500 within budget.
 - Tree/hedge work up to £500 within budget.
 - Events in line with previous event plans and approved budgets.
 - War memorial – ongoing day to day floral displays.
 - Floral displays up to £500 within budget.
 - Projects, (all Committee / WG) once approved by Full Council for the budget, the actual work for certain projects will be delegated to officers with no requirement to take to a Working Group if it is progressing as planned and is within budget.

Monthly updates would be given at the Full Council meeting when there would be an opportunity to question an action.

- c. Chairman Training. It was **RESOLVED** that Working Group and Committee Chairmen would receive formal in-house training in the new civic year.

C18/175. **RISK ASSESSMENT**. Council **RESOLVED** to approve the Council's Risk Assessment.

C18/176. **EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROLS**. Council **RESOLVED** to approve the Financial and non-Financial Internal Audit

Controls report and **APPROVED** the effectiveness of the system of Internal control.

C18/177. **GOVERNANCE.**

- a. Terms of Reference. Council **RESOLVED** to approve the Terms of Reference for Internal Audit.
- b. Reserves Policy. Council **RESOLVED** to approve the Reserves Policy.
- c. Investment Strategy. Council **RESOLVED** to approve the Investment Strategy
- d. Recruitment and Selection Policy. Council **RESOLVED** to approve the Recruitment and Selection Policy.

C18/178. **REPLACEMENT VEHICLE PURCHASE.** Council **RESOLVED** to delegate the purchase of the replacement work truck to the Finance & HR Committee.

C18/179. **LITTER PICK.** The Rapid Response Team had suggested a date of 2 March for a litter pick. Unfortunately, it would be too late to advertise in the Pembury Village News but it would be publicised on posters around the village and on the website. The Baptist Church would be informed as they had expressed an interest in helping.

C18/180. **COMMUNICATIONS WORKING GROUP**

- a. 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 14 January 2019 were **noted**. The minutes were included in Appendix 1.
- a. Media Packs for Sponsorship. Council **RESOLVED** to send Media Packs to local businesses, to put in the Pembury Village News and to put a short article on the website.
- b. Pride in Pembury format. Council **RESOLVED** to agree the same format of the Pride in Pembury competition and winners' Tea and to not go ahead with the People's Champion.

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 8.15pm.

C18/181. **LOCAL PLAN.** An update was received and **noted** by Council. The Clerk was asked to write to the North East Quadrant Group.

C18/182. **DISCHARGE OF COVENANT.** An update on this was received and **noted** by Council. The Clerk was asked to contact the landowner and discuss terms.

C18/183. **STAFF PAY RISES.** The Finance & HR Committee recommended staff pay rises and it was **RESOLVED** to approve the recommendations.

The meeting was re-opened to the press and public at 8.37pm.

C18/184. **FINANCE AND ADMINISTRATION.**

- a. Accounts for payment. The accounts for payment of £21,366.81 were approved by **RESOLUTION**. A list of payments is included in Appendix 1.
- b. Unity Bank. A transfer from NatWest to Unity Bank of £15,000 was approved by **RESOLUTION**.
- c. Unity Bank. A transfer from NatWest to Unity Bank of £8,000 was approved by **RESOLUTION**.
- d. The Budget Monitoring Report. The budget monitoring report to December was approved by **RESOLUTION**.
- e. Bank Reconciliation. The bank reconciliation to December was approved by **RESOLUTION**.

C18/185. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C18/186. **NEXT MEETING DATES.** Councillors **noted** the following meeting dates:

- a. Full Council – 4 March 2019
- b. Full Council 1 April 2019
- c. Annual Parish Meeting – 29 April 2019
- d. Councillors noted that an alternative speaker needed to be sought for the Annual Parish Meeting.

There being no other business, the meeting closed at 8.40pm.

Chairman

Date

MINUTES OF THE COMMUNICATION WORKING GROUP (WG) MEETING
HELD ON **MONDAY 14 JANUARY 2019** at 7.30PM AT THE PARISH OFFICE

Councillors present:

Cllr L Mills (C)
Cllr D Coleman

Cllr K Brooks

Apologies:

Cllr C Snow

Also present

Clerk: Helen Munro
Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr C Snow.
2. **PEMBURY VILLAGE NEWS.**
 - a. Review of previous edition. The Winter edition had been well received.
 - b. Items for the next edition. Members suggested that local businesses be asked to write an advice column and guidelines were discussed. They would also like to make their own suggestions for Pembury People for future editions.
 - c. Terms and conditions for future blog posts. Posts needed to be helpful, generic and no more than 300 words. Individuals who had expressed an interest would be contacted and blogs on specific subjects would be requested.
 - d. Printing cost increases. A 12% increase in costs had been received. In future years the printer would be asked to submit any increase by the beginning of December so that they could be factored into the budget. Advertising rates would need to increase in 2020 to take account of this increase.
3. **ANNUAL REPORT.** The WG discussed various formats and for 2019 would like to recommend that the six centre pages are used for this with individual Working Group and Committee Chairmen writing their own section.
4. **MEDIA PACK.** Ideas were put forward for the creation of a media pack for local businesses. The main events for which sponsorship would be sought were Musical Picnic, Pride in Pembury and Fireworks. Companies who agreed to sponsor would have their name and logo on all adverts/banners which would be on social media and in the Pembury Village News (PVN).

It was **recommended** to Full Council that Media Packs be emailed to local businesses, a link be put in the Pembury Village News and a short article is put on the website.

5. **PRIDE IN PEMBURY.** The competition in 2019 would follow the same format as the previous year. A banner would be displayed on the Village Green to make the competition more visual. The WG **recommend to Full Council** that there be no Peoples' Champion.

Winners and runners up of the four categories (Best front garden, Best Community Group, Best Hanging Basket/container and Best Allotment) together with volunteers throughout the village would be invited to an 'Afternoon Tea'. **ACTION:** The Deputy Clerk was asked to compile a list of volunteers.

6. **ELECTIONS – MAY 2019.** The promotion of elections was discussed and posters would be put in the PVN, on the website and on Facebook.
7. **LOCAL MAGAZINE.** The WG would like to **recommend to Full Council** that an article of about 300 words is submitted to the Tunbridge Wells LOCAL magazine on the subject of Margery Polley. Cllr Brooks offered to draft the article.
8. **OTHER.** There were none.
9. **DATE OF NEXT MEETING.** Members **noted** the date of the next meeting - 8 April 2019.

Appendix 2
Accounts for payment

Pembury Parish Council			
Accounts for Payment - February 2019			
Our Ref:	Payee	Description	Total £
ACCOUNTS PAID PREVIOUSLY (Not included in January list)			
5000	UK Power Networks	Re-siting of lamp column in Henwood Green Road	£ 993.60
5001	Streetlights	Re-siting of lamp column in Henwood Green Road	£ 906.00
5002	Rapport Housing & Care	Refund for overpayment	£ 310.00
			£ 2,209.60
ACCOUNTS FOR PAYMENT BY BACS - February 2019			
01/014	Kidmans	Machine Repairs	£ 478.51
01/015	Kidmans	Machine Repairs	£ 48.00
01/016	Columbaria	Memorial Plaque	£ 78.00
01/017	Treeability	Tree Works from Visual Tree Assessment	£ 1,260.00
01/018	Herons Electrical	Replacement of light fittings in office	£ 250.00
01/019	Streetlights	Repairs to Cols. 10 and 16 in Henwood Green Rd	£ 523.80
01/020	SKF Contractors	Remove speed hump - Rec driveway	£ 435.60
01/021	AffinIT	Office 365 Subscription x 2	£ 18.72
01/022	Burslem	Repairs to wooden plaques	£ 384.00
01/023	Kent Pension Fund	Pensions - Jan 19	£ 1,975.54
01/024	HMRC	Tax/NIC - Jan 19	£ 2,135.89
01/025	Viking	Office Stationery/Groundsmen Supplies	£ 79.01
01/026	RIP Cleaning Services	Dog waste removal	£ 264.60
01/027	AffinIT	Computer support	£ 36.00
01/028	Elm Fencing	Depot fencing/gates	£ 3,263.69
01/029	Clubb Security	Office lock repairs	£ 137.46
			£ 11,368.82
DIRECT DEBITS - JANUARY 2019			
DD	Sage UK	Book-keeping cover	£ 72.00
DD	BT	Office phone/internet	£ 45.48
DD	BT	Office phone/internet	£ 43.87
DD	The Business	Petrol/Diesel	£ 80.88
DD	TWBC	Depot/Office rates	£ 825.00
DD	EON	Highway lighting	£ 53.96
DD	O2	Mobile Phone	£ 46.74
			£ 1,167.93
CREDIT CARD - JANUARY 2019			
CC	Cash	Petty Cash	£ 100.00
CC	Jewson	Paving Slabs/Sand for Memorial Wall	£ 56.39
			£ 156.39
CONFIDENTIAL SALARIES - JANUARY 2019			
AP	Confidential Salaries		£ 6,464.07
			£ 6,464.07
TOTAL EXTERNAL PAYMENTS			£ 21,366.81
TOTAL INTERNAL PAYMENTS			
5003	Unity Bank (Internal payment)	Transfer to cover BACs payments	£ 15,000.00
5005	Unity Bank (Internal payment)	Transfer to cover BACs payments	£ 8,000.00
			£ 23,000.00