



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

Councillors Present:

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

Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough/County Councillor P Barrington King (left at 7.58pm)	Borough Councillor S Nuttall (left at 7.58pm)
Borough Councillor D Reilly (left at 7.58pm)	

C18/187. **APOLOGIES FOR ABSENCE.** There were none.

C18/188. **DECLARATIONS OF INTEREST.** Cllr Hocking declared a non-pecuniary interest in the allotments.

C18/189. **MINUTES.** It was **RESOLVED** that the minutes of 4 February 2019 be approved and signed as an accurate record.

C18/190. **COMMITTEE MINUTES.** It was **RESOLVED** that the draft minutes of the Planning & Highways Committee held on 18 February 2019 be adopted.

C18/191. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. In May, there would be a new Council and present Councillors were encouraged to stand. They had all received the relevant papers.
- b. He reminded Councillors about the forthcoming assembly at Pembury Primary School at which Richard Snow would speak to the children about the old War Memorial plaques which had recently been affixed to the school wall.

C18/192. **OPEN SESSION.** The meeting was adjourned. No members of the public were present. The meeting was reconvened.

C18/193. **CLERK'S REPORT AND ACTION UPDATE.** Members **noted** the Project Update and the following comments were made:

- a. Joint Management Agreement – Pavilion. The Pavilion Joint Agreement had now been signed by Pembury Athletic Youth Football Club.
- b. Pride in Pembury. The Winners' Tea would be held on Saturday 5 October.
- c. Local Plan. A response had been sent to the NE Quadrant Group.
- d. Hope Churches Together. A request had been received for members of HOPE to hold a game of rounders on the Recreation Ground in September and after discussion, this was agreed providing that HOPE took full

responsibility.

- e. Election. Election papers had been sent round and Councillors needed to complete the relevant nomination papers if they wished to stand.
- f. Replacement Vehicle. A vehicle had been found and an Extraordinary meeting of the Finance & HR Committee (F&HR) would be arranged for Friday 8 March to further discuss its purchase. Delegated authority had previously been given to the F&HR Committee to make a decision on this.

C18/194. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr Barrington King.

- He was pursuing a request from Pembury Primary School about helping to fund a sensory garden.
- Following a report of more fly-tipping behind the re-cycling bins at the Camden Arms, he had made arrangements for this to be collected.
- Planning applications for sponsorship of the roundabouts had now been submitted. Kent County Council had no concerns about them.
- A Kent Highways steward was to visit Rowley Hill which had once again flooded.
- He had arranged for a Borough Council officer to visit Stone Court Lane following complaints about parking on the bank.
- He had organised a clean-up of the twitten between Belfield Road and Henwoods Crescent.
- A Speed Indicator Device should shortly be positioned in the High Street.

Cllr Nuttall

- During canvassing, Cllr Nuttall had met lots of people who had commented that the Parish Council are doing a good job and also that Pembury was a great place to live.
- The main concerns from residents were proposed house-building and the proposed Hendy Motor Village on land neighbouring Tesco.

Cllr Reilly

- The new re-cycling contract would start on 30 March and the contractor would be delivering leaflets with information about it.
- The Borough Council budget had been passed.
- Details about the Local Plan would be on the Borough Council website at the end of May. It was due to be signed off by the Tunbridge Wells Borough Council Planning & Policy Working Group in early April.

C18/195. **ANNUAL PARISH MEETING.** All Councillors would sit facing the members of the public and each Committee Chairman would speak about their Committee's achievements. Council **RESOLVED** not to have a speaker.

C18/196. **PARKING BY THE VILLAGE GREEN.** This issue had escalated recently, and consideration needed to be given to whether restricted parking should be introduced. This would be discussed at the forthcoming Planning & Highways Committee meeting. Cllr Barrington King offered to take this to a Joint Transportation Board meeting and asked to be kept informed.

C18/197. **TRAFFIC CONGESTION – PEMBURY ROAD.** It was **RESOLVED** to write to Kent County Council to ask formally what the current intentions were regarding this issue now that funding from the Tesco extension for previously agreed improvements would no longer take place.

C18/198. **ENVIRONMENT WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Environment Working Group held on Monday 25 February 2019 were **noted**. The minutes were included in Appendix 1.

a. Allotments

- i. It was **RESOLVED** that any request from a non-resident to have an allotment would be decided on a case by case basis.
- ii. It was **RESOLVED** to amend two Conditions on the Terms and Conditions for allotment tenants.
- iii. It was **RESOLVED** that prospective bee-keepers maintain an area of 10ft around the hives.
- iv. Following advice from the Community Safety Unit and a local PCSO, it was **RESOLVED** to purchase two more combination padlocks and chains and to have them welded to the gates in the hope that this would help with security at the allotment site. Due to vandalism and theft of these safety measures, this would be the last time that the Parish Council would do this.

b. Burial Ground

- i. It was **RESOLVED** to allocate additional funds for work to trees at the entrance to Pembury Burial Ground in the 2019/20 budget.
- ii. Before agreeing to remove the concrete pillars on the boundary between the Church driveway and Camden Court, the Clerk was asked to seek a quotation for the work for presentation at a future meeting. Permission from Town & Country Housing would have to be sought as the pillars belonged to them.
- iii. It was **RESOLVED** that letters be sent to the last know addressee informing them that remedial works were needed on memorials in Pembury Burial Ground. If the memorial owner was not contactable, the Parish Council would have to undertake the work.
- iv. It was **RESOLVED** that, as a temporary measure, no parking signs would be put on the grass verge where parking had become a problem. Further discussions about a more permanent solution would be held at a future Environment Working Group meeting.
- v. Council **RESOLVED** to approve the updated Burial Fees for 2019/20.

- vi. Council **RESOLVED** not to allow an additional memorial bench where requested but would allow another bench to be sited elsewhere.
- vii. Council **RESOLVED** to purchase more signage for the Burial Ground regarding the problems of dogs being allowed to run loose and the fouling. An article about this issue would be featured in the next edition of the Pembury Village News.

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 C18/199, 200 and 201 on the grounds that it would involve the likely disclosure of exempt information at 8.33pm.

- C18/199. **LOCAL PLAN.** It was reported that information would be on the Tunbridge Wells Borough Council website at the end of May and a Public Consultation would take place in August/September 2019.
- C18/200. **DISCHARGE OF COVENANT.** An update was received, and advice was awaited on Section 106 monies from the Borough Council. The Clerk was asked to write to the landowner to clarify their position.
- C18/201. **CORONATION GARDENS.** A request to sell the land had been received. No comment would be made until more information from the Borough Council about the Local Plan had been received.

The meeting was re-opened to the press and public at 8.46pm

C18/202. **FINANCE AND ADMINISTRATION.**

- a. Accounts for payment. The accounts for payment of £20,326.21 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.
- 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 £20,000 was approved by **RESOLUTION**.

C18/203. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C18/204. **NEXT MEETING DATES.** Councillors **noted** the following meeting dates:

- a. Full Council - 1 April 2019
- b. Annual Parish Meeting – 29 April 2019

There being no other business, the meeting closed at 8.57pm.

Chairman Date

MINUTES OF THE ENVIRONMENT WORKING GROUP MEETING

HELD ON **MONDAY 25 FEBRUARY 2019** at 3.30PM AT THE PARISH OFFICE

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

In attendance: Yvette Allen (Deputy Clerk)

1. **APOLOGIES FOR ABSENCE.** There were none.
2. **ALLOTMENTS.**
 - a) Allotment eligibility. Following a request for an allotment from a non-Pembury resident, and in order not to deprive anyone from having a plot, members would like to **recommend to Full Council** that anyone from just outside of the village could rent a plot in Pembury provided that the Woodside Road allotments were the nearest to them. This would be at the Clerk's discretion. Six plots would always be set aside for Pembury residents. **ACTION:** The Deputy Clerk was asked to ask why the Sherwood resident wished to take on a plot in Pembury.
 - b) Change to Terms and Conditions. Members would like to **recommend to Full Council** that Condition No. 1 is altered to reflect what is in item a) above concerning eligibility and No. 24 be changed from 'New tenants will be required to pay a deposit of £50....' to 'A £50 deposit will be required for any new tenancies....'
3. **BEES**
 - a) Application form. Members would like to **recommend to Full Council** that this form be approved with one addition - that bee-keepers maintain an area of 10ft around the hives.
 - b) Maintenance around the hives. An area of 10ft around the hives be maintained by the bee-keepers (as above).
4. **ALLOTMENT MEETING.** Members noted the minutes of the meeting held with allotment tenants and the Parish Council on Monday 11 February.
5. **SECURITY AT ALLOTMENTS.** Members would like to **recommend to Full Council** that two more robust combination padlocks and some chain are purchased and for them to be welded to the gates. An email/letter to be sent to all tenants / the lady with the horses with the combination lock number and explaining that this is the final time that padlocks would be purchased and that gates are to be closed and locked at all times.
6. **TREES – UPPER CHURCH.** After carefully studying the photographs of the trees, members would like to **recommend to Full Council** that the extra money is vired for all the work on the quotation to be carried out. Members would also like to **recommend to Full Council** that the concrete pillars on the boundary between the church and Camden Court are removed. **ACTION:** The Deputy Clerk to find out ownership of the pillars.
7. **GRAVE INSPECTIONS.** Grave inspections had been carried out at Pembury Burial Ground and it was explained that, following advice from the Parish Council's gravedigger,

approximately forty needed attention. The cost of purchasing resin to re-fasten the stonework was £200. Members would like to **recommend to Full Council** that the resin is purchased, and the work is carried out by the Groundsmen (in conjunction with the gravedigger if necessary). The Deputy Clerk and the Senior Groundsmen would be attending a course later in the year on Memorial Inspections. Inspections at the two closed burial grounds would take place during the summer.

8. **PARKING AT THE BURIAL GROUND.** It was brought to members' attention that some people visiting graves regularly parked on the grass which left it unsightly. In order to stop this, members would like to **recommend to Full Council** that two bollards are installed part way up the driveway. The cost of this would be approximately £700.
9. **BURIAL FEES.** Members would like to **recommend to Full Council** a 5% increase on burial fees in 2019/20. The cost of memorial plaques would stay the same.
10. **BENCH AT BURIAL GROUND.** Members considered a request for an additional memorial bench in a particular area of the Burial Ground. Members would like to **recommend to Full Council** that whilst they agreed with another memorial bench in principle, it needed to be sited in a different area.
11. **SIGNAGE AT BURIAL GROUND.** Following ongoing complaints about dog walkers allowing their dogs to exercise and foul the Burial Ground, members would like to **recommend to Full Council** that dogs are banned from the Burial Ground. Members would like a sign explaining why this has had to be done and also for it to go in the PVN and on Facebook.
12. **LITTER PICK.** The date for the litter pick being carried out by the Rapid Relief Team had been postponed until 6 April in order for the event to be advertised. The Baptist Church had been informed as they wished to be involved.
A resident, who voluntarily and regularly litter picked the High Street, had suggested that a litter picking volunteer group be set up. An article could be put in the summer PVN asking for volunteers.
13. **REPORTS/QUESTIONS FROM COUNCILLORS/DEPUTY CLERK.**
 - a. Post Office signs are still up at the former premises in Hastings Road which was still causing confusion.
 - b. Fly tipping behind the re-cycling bins at the Camden car park was reported. Cllr Barrington King would be contacted.
14. **DATE OF THE NEXT MEETING.** Members noted the date of the next meeting **20 May 2019.**

There being no other business, the meeting closed at 4.38pm.

Pembury Parish Council			
Accounts for Payment - March 2019			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - MARCH 2019			
03/030	AffinIT	Office 365 Subscription x 2	£ 18.72
03/031	Archer Signs	LG Recreation Ground entrance sign	£ 186.66
03/032	Ben Gilchrist	PVN	£ 1,445.00
03/033	Burslem	Install Memorial Plaques at School	£ 1,021.51
03/034	Came & Company	Annual insurance 2019/20	£ 4,508.74
03/035	Kidmans	Servicing various pieces of machinery	£ 936.16
03/036	Meridian Fire Protection	Fire alarm maintenance	£ 129.74
03/037	New Dreams	Office cleaning	£ 104.00
03/038	Sage UK	Payroll - annual subscription	£ 234.00
03/039	Streetlights	Repairs to column 26	£ 66.00
03/040	Kent Pension Fund	Pensions - Feb 19	£ 1,975.54
03/041	HMRC	Tax/NIC - Feb 19	£ 2,136.09
03/042	David Coleman	Mileage expenses	£ 90.00
03/043	Helen Munro	Mileage expenses	£ 19.74
03/044	Yvette Allen	Mileage expenses	£ 14.56
03/045	Trade UK	Groundsmen supplies	£ 19.10
03/046	KCC	Office supplies/stationery	£ 82.91
03/047	RIP Cleaning Services	Dog waste removal	£ 235.20
			£ 13,223.67
ACCOUNTS FOR PAYMENT BY CHQ - MARCH 2019			
5006	SJ Osborne & Sons	Office key & notice board locks	£ 40.50
			£ 40.50
DIRECT DEBITS - FEBRUARY 2019			
DD	The Business	Petrol/Diesel	£ 139.87
DD	BT	Office phone/internet - REFUND	-£ 58.89
DD	BT	Office phone/internet	£ 42.18
DD	BT	Office phone/internet	£ 45.48
DD	Sage UK	Computerised Accounts	£ 72.00
DD	ICO	Data Protection Annual registration	£ 35.00
DD	EON	Highway lighting	£ 58.45
DD	O2	Mobile Phone	£ 89.63
			£ 423.72
CREDIT CARD - FEBRUARY 2019			
CC	Corporate Wear	Grounds staff uniform	£ 135.60
CC	Plastic Sheets.com	Acrylic sheets for notice board	£ 23.25
			£ 158.85
CONFIDENTIAL SALARIES - FEBRUARY 2019			
AP	Confidential Salaries		£ 6,479.47
			£ 6,479.47
TOTAL EXTERNAL PAYMENTS			£ 20,326.21
INTERNAL PAYMENTS - MARCH 2019			
5007	Unity Bank (Internal payment)	Transfer to cover BACs payments	£ 15,000.00
5008	Unity Bank (Internal payment)	Transfer to cover payment - new truck	£ 20,000.00
TOTAL INTERNAL PAYMENTS			£ 35,000.00