

DRAFT MINUTES – SUBJECT TO CHANGE UNTIL APPROVED AT THE NEXT MEETING ON 13 MAY 2019



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 1 April 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 M Hocking |
| Cllr L Mills | Cllr A Partridge |

Apologies:

- | | |
|---------------|--------------|
| Cllr S Harris | Cllr S Sharp |
| Cllr C Snow | |

Also in attendance:

- | | |
|--|---|
| H Munro (Clerk) | Y Allen (Deputy Clerk) |
| Borough/County Councillor P Barrington King (left at 7.52pm) | Borough Councillor S Nuttall (left at 7.47pm) |

C18/205. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Harris, Sharp and Snow. Cllr Reilly sent his apologies.

C18/206. **DECLARATIONS OF INTEREST.** Cllr Hocking declared a non-pecuniary interest in the allotments.

C18/207. **MINUTES.** It was **RESOLVED** that the minutes of 4 March 2019 be approved and signed as an accurate record.

C18/208. **COMMITTEE MINUTES.**

- a. It was **RESOLVED** that the minutes of the Finance & HR Committee held on 8 March 2019 be adopted.
- b. It was **RESOLVED** that the minutes of the Planning & Highways Committee held on 18 March 2019 be adopted.

C18/209. **CHAIRMAN’S ANNOUNCEMENTS.**

- a. Councillors were reminded of the forthcoming Annual Parish Meeting to be held at the Village Hall on Monday 29 April at 8pm.
- b. Nomination papers for the Parish Council election needed to be at Tunbridge Wells Borough Council (TWBC) by Wednesday 3 April.
- c. The village litter pick is to be held on Saturday 6 April at 10.30am.

C18/210. **OPEN SESSION.** The meeting was adjourned. No members of the public were present. The meeting was reconvened.

C18/211. **CLERK’S REPORT AND ACTION UPDATE.** Members **noted** the Project Update and the following comments were made:

- a. Traffic Congestion – Pembury Road. Following an email sent to Mr Simon Jones of Kent Highways, a reply has been received stating that whilst it is recognised that the A264 is one of the most congested routes into/through Tunbridge Wells, due to the cost of improvements and concerns that junction improvements would simply result in moving congestion on to the following junction, improvement schemes have been difficult to progress.
- b. Coronation Gardens. An email was sent to the developer as requested. No further response has been received.
- c. Cashflow. The bank account is being monitored carefully due to the purchase of the new vehicle in 2018/2019 and not in 2019/2020 as budgeted. The precept would not be paid into the account until the end of April.
- d. Community Clean ups. No update had been received on the Government funding scheme supporting community clean ups.
- e. Tyres for Tractor. The solid wheels had been received.
- f. Lamp-post re-siting. UK Power Networks were returning at the end of April to re-site the lamp-post in Henwood Green Road following their initial error. The resident and an officer would be on site on the day.
- g. Damaged Lamp-post. Quotes would be sought to replace the lamp-post in Henwood Green Road following a road traffic accident. The car number plate was recorded by a resident and this would go through the insurance company. This would be discussed at the forthcoming Planning & Highways Committee meeting.

C18/212. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr Sue Nuttall

- Dog fouling by the school in Lower Green Road, Henwood Green Road and at the Burial Ground had been reported. Cllr Nuttall told Council that this was no longer the responsibility of the Borough Council.
- Problems with youths in the village had re-surfaced. The new pastor at the Baptist Church was keen to re-start some form of youth club at the Church.

Cllr Paul Barrington King

- Nine planning applications for sponsored advertising signs on local roundabouts have been submitted to TWBC. Cllr Barrington King is in favour of this and has requested a meeting with the Chief Planning Officer and the lead Planning Officer at TWBC to discuss these further.
- The A228 would soon be closed overnight for some major re-surfacing works. At the same time, road signs would be cleaned, and a litter pick carried out.
- Pembury Road would have some major resurfacing works carried out soon.
- He had reported seven potholes along Hastings Road and the High Street to Kent Highway Services (KHS). He was appalled at the state of these two roads and has asked the District Manager at KHS for assistance to investigate the possibility of having both roads partly resurfaced.
- There was a lot of broken glass along the tarmac in-between 57 and 59 Henwood Green Road. As this was potentially a Health and Safety issue, KCC would clear this within 24 hours.
- Some street signs in the Village had been replaced. He asked Councillors to report any which they felt needed replacement and he would pass these on to the relevant department.
- He was still awaiting a reply from the KCC Projects Officer regarding the Village Gateways but was hopeful that these would be signed off very soon.
- He was in discussions with KCC Cabinet Member for Transport and Environment and the Director of Transportation, Highways and Waste about reducing the speed limit to 20mph outside the school in Lower Green Road.
- He had arranged for TWBC Traffic engineer to respond to the office giving details of the process of implementing parking restrictions alongside the Village Green. This would be discussed further at the forthcoming Planning & Highways Committee meeting.
- He had given a grant to St. Peter's Upper Church for leaflets to be distributed to every household in Pembury informing residents of the proposal to extend the Church.

C18/213. **PLANNING APPLICATION – HENDY MOTOR VILLAGE.** This application had not yet been received. Even though this was a major proposal, Council would

follow its usual procedure except that it would be considered by Full Council rather than the Planning & Highways Committee.

C18/214. **AMENITIES WORKING GROUP.** The Council Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Amenities Working Group held on Monday 11 March 2019 were **noted**. The minutes are included at Appendix 1.

- a. Lower Green Recreation Ground. Council **RESOLVED** to appoint Wicksteed to undertake repair works for £675.45 plus VAT.

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 C18/215 and 216 on the grounds that it would involve the likely disclosure of exempt information at 7.55pm.

C18/215. **LOCAL PLAN.** There was no update to report. Details were awaited and should be available at the end of May.

C18/216. **DISCHARGE OF COVENANT.** The offer requested at the previous meeting was rejected by the landowner. The Clerk was asked to reply to the landowner’s letter re-iterating the Parish Council’s position.

The meeting was re-opened to the press and public at 8.10pm

C18/217. **FINANCE AND ADMINISTRATION.**

- a. Accounts for payment. The accounts for payment of £16,532.65 were approved by **RESOLUTION**. A list of payments is included in Appendix 2.
- b. Disposal of Nissan D22 pick-up truck. Council **RATIFIED** the disposal of the Nissan truck.

C18/218. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

- a. It was suggested that more anti-dog fouling posters were put up around the village as this had become a major issue.
- b. The question was raised as to why the Belisha Beacon at Bulls Place/Lower Green Road had not been replaced following a previous road traffic accident. This would be investigated.

C18/219. **NEXT MEETING DATES.** Councillors **noted** the following meeting dates:

- a. Annual Parish Meeting – 29 April 2019
- b. Annual Parish Council Meeting – 13 May 2019.

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Full Council Minutes
1 April 2019

There being no other business, the meeting closed at 8.23pm.

Chairman Date

MINUTES OF THE **AMENITIES WORKING GROUP** MEETING

HELD ON **MONDAY 11 March 2019** AT 7:00PM IN THE PARISH OFFICE

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

Apologies: Cllrs A Gaukroger, L Mills

Clerk: Helen Munro

1. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs A Gaukroger and L Mills.
2. **PICNIC ON THE GREEN.** The following update was received:
 - Both bands had confirmed they would attend.
 - Quotes were being sought for First Aid cover.
 - The ice cream van was booked.
 - It was suggested that the Scarecrow competition take place before the Picnic on the Green event with winners announced by the Master of Ceremonies just before the music begins. **ACTION:** the Clerk would liaise with Cllrs Brooks and Harris to agree the timetable and design the posters.
3. **CHRISTMAS TREE ON THE GREEN.** The Working Group discussed the logistics of installing a tree on the Village Green. **ACTION:** the Clerk was asked to get more information and costs for a 15ft tree, its fixing in a suitable socket, ducting for an electricity supply and enough fairy lighting for the size of tree. **ACTION:** the Clerk would investigate where to vire the budget from to cover the costs. This would be discussed again at the next Working Group meeting.
4. **LOWER GREEN RECREATION GROUND.** Quotes for repairs to the children's playground were considered. It was agreed to **recommend to Full Council** that Wicksteed be appointed to undertake the work for £675.45 plus VAT.
5. **FLORAL DISPLAY.** A suggestion to consider an additional floral display on the fence of the children's playground of Lower Green Recreation Ground was discussed. It was suggested that the Parish Council purchase the baskets, the Community Gardening Club supply the plants and children from Pembury Primary School's Gardening Club plant the baskets. **ACTION:** the Clerk would investigate the purchase of 3 suitable baskets under her delegated powers.
6. **WOODSIDE RECREATION GROUND ENTRANCE.** Installation of a stile or kissing gate at the entrance to the recreation ground was considered to stop motorbikes entering the site and causing damage to the recreation ground and adjacent land. **ACTION:** It was agreed to install a stile under the Clerk's delegated powers.
7. **WOODSIDE RECREATION GROUND.** A request to protect the recreation ground in perpetuity was discussed. Fields in Trust could assist with a Deed of Dedication if required. It was agreed that this would not be progressed as the Parish Council own the land on behalf of the community and was protected by its location in the Metropolitan Green Belt.

8. **WOODSIDE RECREATION GROUND.** The Tunbridge Wells Borough Council press release, which confirmed that they will not progress with the development of sports facilities at this site due to access concerns by Kent Highways and Highways England, was **noted**.
9. **TREES.** The Working Group **noted** the works to trees in Lower Green Cemetery to make them safe after the recent storm.
10. **PEMBURY VILLAGE HALL.** Minutes and additional papers from the meeting on 9 January 2019 were **noted**.
11. **OTHER.**
 - a. Litter pick – the Community Litter Pick would take place on 6 April. It was suggested that leaflets be handed out at the event encouraging attendees to help litter pick with a regular litter picking volunteer. **ACTION:** Cllr Snow would liaise with the volunteer for more details.
 - b. Working Groups – Full Council had agreed changes to the Working Group structure and remit. From May 2019 the Amenities Working Group would no longer exist. The new Working Group would be called the “Open Spaces” Working Group.

There being no other business, the meeting closed at 8:03 pm.

Pembury Parish Council			
Accounts for Payment - April 2019			
Our Ref:	Payee	Description	Total £
ACCOUNTS PAID PREVIOUSLY (Not included in March list)			
BACS	Humphries & Parks	New Vehicle	£ 19,304.19
BACS	Humphries & Parks	New Vehicle - correcting balance	£ 480.00
			£ 19,784.19
ACCOUNTS FOR PAYMENT BY BACS - April 2019			
04/001	AffinIT	Office 365 Subscription x 2 (Sept & March)	£ 37.44
04/002	Kidmans	Groundsmen supplies	£ 206.58
04/003	New Dreams	Office cleaning (Feb & March)	£ 208.00
04/004	Streetlights	Repair to columns 14 & 36	£ 265.80
04/005	Vitax	Line marking paint	£ 759.42
04/006	Treeability	Urgent work -snapped branch LG Cemetery	£ 288.00
04/007	Trade UK	Groundsmen supplies	£ 6.56
04/008	Pembury Village Hall	Hire of hall for APM 29/04/2019	£ 15.00
04/009	Kent Pension Fund	Pensions - Mar 19	£ 1,975.54
04/010	HMRC	Tax/NIC - Mar 19	£ 2,136.29
04/011	Came & Company	Vehicle Insurance 2019/20	£ 956.76
04/012	RIP Cleaning Services	Dog Waste Emptying	£ 235.20
			£ 7,090.59
DIRECT DEBITS - March 2019			
DD	The Business	Petrol/Diesel	£ 40.74
DD	EDF	Electricity depot	£ 255.37
DD	EDF	Electricity office	£ 514.77
DD	BT	Office phone/internet	£ 43.34
DD	BT	Office phone/internet	£ 45.48
DD	Sage UK	Computerised Accounts	£ 72.00
DD	Castle Water	Water charges	£ 41.18
DD	Castle Water	Water charges	£ 114.94
DD	Castle Water	Water charges	£ 108.96
DD	Castle Water	Water charges	£ 21.62
DD	Castle Water	Water charges	£ 195.28
DD	Castle Water	Water charges	£ 79.46
DD	EON	Highway lighting	£ 60.18
DD	O2	Mobile phone charges	£ 63.06
			£ 1,656.38
CREDIT CARD - March 2019			
CC	Humphries & Parks	New Vehicle - deposit	£ 500.00
CC	Locks Direct	Padlocks	£ 69.75
CC	Cash	Petty Cash	£ 100.00
CC	Wessex Tyres	Tyres for tractor	£ 615.86
CC	Sevenoaks District Council	Picnic on the Green TENS Licence	£ 21.00
			£ 1,306.61
CONFIDENTIAL SALARIES - March 2019			
AP	Confidential Salaries		£ 6,479.07
			£ 6,479.07
TOTAL EXTERNAL PAYMENTS			£ 16,532.65
INTERNAL PAYMENTS - April 2019			
5009	Unity Bank (Internal payment)	Transfer to cover BACs payments	£ 15,000.00
TOTAL INTERNAL PAYMENTS			£ 15,000.00