



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 13 May 2019** at **7.15pm**

Councillors Present:

Cllr H Eastoe-Kirby	Cllr A Gaukroger
Cllr S Harris	Cllr P Gillan
Cllr M Hocking	Cllr L Mills
Cllr A Partridge	Cllr S Sharp
Cllr C Snow	Cllr N Stratton

Apologies:

Cllr K Brooks

Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough/County Councillor P Barrington King (left at 8.25pm)	Borough Councillor D Hayward (left at 8.25pm)
Borough Councillor D Reilly (left at 8.25pm)	
1 resident	

C19/1. **CHAIRMAN.** A nomination was received, and a unanimous vote taken. Cllr K Brooks was elected as Chair and due to absence, it was **RESOLVED** that Cllr Brooks would sign the declaration of acceptance of office at a later date.

C19/2. **VICE CHAIRMAN.** A nomination was received, and a unanimous vote taken. Cllr A Partridge was elected as Vice Chair.

In the Chair's absence, the meeting was chaired by Cllr Partridge (VC).

C19/3. **ACCEPTANCE OF OFFICE.** Declarations of acceptance of office were signed.

C19/4. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr K Brooks.

C19/5. **DECLARATIONS OF INTEREST.**

- a. Cllr Gaukroger declared a disclosable pecuniary interest in item C19/11a as he lives very close to the site. Cllr Gaukroger had been given a dispensation by the Clerk with regards to the item, planning application 19/00884.
- b. Cllr Hocking declared a non-pecuniary interest in the allotments.

C19/6. **MINUTES.** It was **RESOLVED** that the minutes of 1 April 2019 be approved and signed as an accurate record.

C19/7. **COMMITTEE MINUTES.**

- a. It was **RESOLVED** that the minutes of the Planning & Highways Committee held on 15 April 2019 be adopted.
- b. It was **RESOLVED** that the minutes of the Finance & HR Committee held on 24 April 2019 be adopted.

C19/8. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. General announcements.
 - A huge vote of thanks was given to David Coleman for his hard work over the previous 36 years in office.
 - Sue Nuttall was also thanked for her hard work over the previous four years as Borough Councillor.
 - New Parish Councillor Nigel Stratton was welcomed.
 - New Borough Councillor David Hayward was welcomed.
- c. Casual vacancies. Council noted that there were two casual vacancies and it was **RESOLVED** to advertise these positions.

C19/9. **CLERK'S REPORT AND ACTION UPDATE.** Members **noted** the Project Update and the following comments were made:

- a. Cashflow. The precept had been received on 30 April 2019.
- b. Lamp column re-siting. The lamp column in Henwood Green Road had been moved to the correct location at no extra cost to the Parish Council or the resident.
- c. Damaged lamp column. The insurance claim had been agreed in full and the column in Henwood Green Road would be replaced in due course.
- d. Lower Green Recreation Ground Playground Repairs. Work had been completed.
- e. Discharge of Covenant. A response had been received and would be discussed later in the meeting.
- f. Letter from Greg Clark MP. A letter had been received about the A228 and would be discussed at the forthcoming Planning & Highways Committee meeting.
- g. Temporary Road Closure. No traffic would be able to turn on to the High Street from the A228 for a four-week period starting at the end of July.

- h. Reports of Vandalism. These would be re-introduced on the Clerk's Report starting in June.
- i. Request for Use of Village Green. The Friends of the Old Church had requested that they be able to use the Village Green for their annual 'Coffee on the Green' event on 7 September between 10am and 12noon. Council **AGREED** to approve this.
- j. Disclosable Pecuniary Interest Forms. Members were reminded that these forms only needed to be completed if anything had changed over the previous year.

C19/10. **OPEN SESSION**. The meeting was adjourned and reconvened at 7.27pm as no members of the public wished to speak.

C19/11. **PLANNING APPLICATIONS**. The following items were considered.

- a. **19/00884/FULL - HENDY MOTOR VILLAGE**. Development of a Motor Village Car Dealership and Minor Alterations to Tesco Foodstore Car Park at Land adjacent to Tesco Car Park, Cornford Lane.
The Parish Council would strongly object to this application and a response would be formulated and sent back within a couple of days.
- b. Members reconsidered decision C18/213 to follow the usual procedure to advertise planning applications and **RESOLVED** to agree to let residents know of larger scale applications.
- c. Members considered how to inform residents of the Hendy planning application and **AGREED** on a leaflet drop, banners on the Village Green, posters at bus stops, shops etc. Pembury Village News volunteer deliverers would be asked to help deliver the leaflets.
- d. **19/00699/FULL – 23 Sandhurst Avenue** – Single storey side and rear extension at first floor level.
RESPONSE: Neutral subject to there being no loss of light or privacy for immediate neighbours.

C19/12. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS**.

Cllr Paul Barrington King

- There had been progress with the sponsorship of roundabouts which would be maintained by an external company.
- Resurfacing on the A228 between Pembury Road and Maidstone Road would go ahead. Other works including sign cleaning would also be

carried out.

- A Kent Highways steward had visited Pembury and negotiations were now underway to include the High Street in future works.
- Signage at Kings Toll Road had now been corrected.

Cllr David Reilly

- He welcomed new Borough Councillor David Hayward.
- Travellers were on the move and are in the area.
- He reminded members that the new Waste Contract would start on 30 September.
- There was a meeting on the Local Plan on 14 May 2019.
- An Extraordinary Full Council meeting at TWBC had been scheduled for 14 June to discuss the Calverley Ground Development.

Cllr David Hayward

- It was hoped that the meeting to discuss the Calverley Ground Development could be brought forward.

C19/13. **DELEGATION ARRANGEMENTS.** After a review, it was **RESOLVED** to adopt delegations to committees and officers.

C19/14. **TERMS OF REFERENCE.** After a review, it was **RESOLVED** to adopt the Terms of Reference for the Planning & Highways Committee, the Finance and Human Resources (HR) Committee, the Allotments and Burials Working Group, the Communications and Events Working Group and the Open Spaces Working Group.

C19/15. **STANDING COMMITTEES AND WORKING GROUPS.** Nominations were received and the following Councillors were elected on to Committees and Working Groups.

- a. Planning and Highways Committee: Cllrs A Gaukroger (C), A Partridge (VC), K Brooks and P Gillan.
- b. Finance and HR Committee: Cllrs K Brooks (C), S Harris (VC), A Partridge and N Stratton.
- c. Open Spaces Working Group: Cllrs S Sharp (C), P Gillan (VC), H Eastoe-Kirby, A Gaukroger, C Snow and N Stratton.
- d. Allotments and Burials Working Group: Cllrs P Gillan (C), S Sharp (VC), M Hocking and C Snow.

- e. Communications and Events Working Group: Cllrs L Mills (C), K Brooks (VC), H Eastoe-Kirby, S Harris and A Partridge.

C19/16. **COMMITTEE AND WORKING GROUP CHAIRMAN AND VICE-CHAIRMAN.** It was **RESOLVED** to appoint the above Chairmen and Vice Chairmen.

C19/17. **EXTERNAL BODIES.** The following representatives were agreed:

- a. KALC Area Committee & Annual meeting: Cllrs K Brooks and A Partridge.
- b. Charles Amhurst Alms-houses: S Rose and J Ditchett.
- c. Pavilion Management Committee: Cllrs S Harris and S Sharp.
- d. Village Hall Management Committee: Cllrs K Brooks and S Harris.

C19/18. **STANDING ORDERS.** After a review, it was **RESOLVED** to adopt the Standing Orders.

C19/19. **FINANCIAL REGULATIONS.** After a review, it was **RESOLVED** to adopt the Financial Regulations.

C19/20. **POLICIES.** It was **RESOLVED** to adopt the following policies:

- a. Complaints Policy.
- b. Publication Scheme.
- c. Press Policy.

C19/21. **MEETING DATES.** Dates were approved for 2019/2020.

C19/22. **GENERAL POWER OF COMPETENCE.** It was **RESOLVED** to that the Council was eligible and would adopt the General Power of Competence.

C19/23. **QUALITY COUNCIL.** It was **RESOLVED** to apply for Quality Status.

C19/24. **FINANCE AND ADMINISTRATION.**

- a. Accounts for payment. The accounts for payment of £22,338.98 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £15,000 was approved by **RESOLUTION**.
- b. Budget Monitoring Report. The budget monitoring report up to 31 March 2019 was approved by **RESOLUTION**.
- c. Bank Reconciliation. The bank reconciliation to 31 March 2019 was approved by **RESOLUTION**.
- d. Reserves. The reserves to 31 March 2019 were approved by **RESOLUTION**.

- d. Amendments to Budget. Amendments to the 2019/2020 budget from reserves were approved by **RESOLUTION:**
 - i. Staff training £300
 - ii. Defibrillator £250
 - iii. Playground Repairs £700

- e. Changes to Bank Signatories. It was **RESOLVED** to remove David Coleman as he was no longer a Councillor. It was **RESOLVED** to add Cllr S Sharp as a signatory to all bank accounts.

C19/25. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** It was **AGREED** to hold an informal 'brainstorming' meeting before the next Full Council meeting to discuss different ideas for projects in the village and it would be an opportunity to ask questions of the Clerk. Date to be confirmed.

C19/26. **NEXT MEETING DATES.** Councillors **noted** the next Full Council meeting was **10 June 2019.**

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 C19/27 on the grounds that it would involve the likely disclosure of exempt information at 8.53pm.

C19/27. **DISCHARGE OF COVENANT.** A response had been received which needed further discussion. It would be added to the next Full Council agenda.

There being no other business, the meeting closed at 9.16pm.

Chairman Date

Pembury Parish Council			
Accounts for Payment - May 2019			
Our Ref:	Payee	Description	Total £
ACCOUNTS PAID PREVIOUSLY (Not included in April list)			
5010	Kent County Council	Licence for hanging baskets	£ 99.00
			£ 99.00
ACCOUNTS FOR PAYMENT BY BACS - May 2019			
05/013	AffinIT	Office 365 Subscription x 3 April 2019	£ 20.52
05/014	Trade UK (B&Q)	Groundsmen supplies	£ 80.25
05/015	Institute of Cemetery & Crematorium Management	Subscription 2019/20 & training	£ 419.00
05/016	KALC	Subscription 2019/20	£ 1,560.00
05/017	Kidmans	Service equip and machinery	£ 1,206.24
05/018	New Dreams	Office Clean	£ 104.00
05/019	RIP Cleaning Services	Dog Waste Emptying	£ 58.80
05/020	Society of Local Council Clerks	Training	£ 72.00
05/021	Streetlights	Repair to lamp columns	£ 1,034.14
05/022	Treability	Visual Tree Assessment Old Coach Road	£ 420.00
05/023	TWBC	Civc Amenity Lorry	£ 1,035.12
05/024	Wise Stonecraft	Grave digging	£ 500.00
05/025	Kent Pension Fund	Pensions - Apr 19	£ 2,067.47
05/026	HMRC	Tax/NIC - Apr 19	£ 2,243.58
05/027	GDPR-info	DPO Services 2019/20	£ 420.00
05/028	UK Power Networks	Replace Street light (Insurance Claim)	£ 1,647.60
05/029	Wicksteed	Repair to Mega twister & swing	£ 809.15
05/030	Columbaria	Memorial Wall plaque	£ 138.00
			£ 13,835.87
ACCOUNTS FOR PAYMENT BY CHEQUE - May 2019			
5011	S.J. Osborne	Padlocks x 2	£ 28.90
			£ 28.90
DIRECT DEBITS - April 2019			
DD	The Business	Petrol/Diesel	£ 164.65
DD	KCC		£ 261.12
DD	TWBC	Business Rates - Cemetery	£ 55.49
DD	TWBC	Business Rates - Depot & Office	£ 849.20
DD	BT	Office phone/internet	£ 43.64
DD	BT	Office phone/internet	£ 45.48
DD	Sage UK	Computerised Accounts	£ 72.00
DD	EON	Highway lighting	£ 66.62
DD	O2	Mobile phone charges	£ 65.40
			£ 1,623.60
CREDIT CARD - April 2019			
CC	Corporate Wear	Uniform for new groundsman	£ 95.92
			£ 95.92
CONFIDENTIAL SALARIES - April 2019			
AP	Confidential Salaries		£ 6,754.69
			£ 6,754.69
TOTAL EXTERNAL PAYMENTS			£ 22,338.98
INTERNAL PAYMENTS - May 2019			
5012	Unity Bank (Internal payment)	Transfer to cover BACs payments	£ 15,000.00
TOTAL INTERNAL PAYMENTS			£ 15,000.00