



**Councillors Present:**

- |                     |                       |
|---------------------|-----------------------|
| Cllr K Brooks (C)   | Cllr A Partridge (VC) |
| Cllr H Eastoe-Kirby | Cllr A Gaukroger      |
| Cllr S Harris       | Cllr M Hocking        |
| Cllr S Sharp        | Cllr C Snow           |
| Cllr N Stratton     |                       |

**Apologies:**

- |               |              |
|---------------|--------------|
| Cllr P Gillan | Cllr L Mills |
|---------------|--------------|

**Also in attendance:**

- H Munro (Clerk)
- Borough/County Councillor P Barrington King (left at 20:11)
- 5 residents

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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 C19/28 on the grounds that it would involve the likely disclosure of exempt information at 7:15pm.

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C19/28. **COUNCILLOR VACANCY.** The candidate was interviewed. After the interview the candidate left the meeting. It was **RESOLVED** to co-opt Mr Hall onto the Council. It was also **RESOLVED** that he should join the Planning & Highways Committee.

The meeting was re-opened to the public at 7:25pm. County & Borough Cllr Barrington-King and 5 members of the public entered the meeting.

C19/29. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs P Gillan and Mills. Apologies from Borough Cllrs Haywood and Reilly were noted.

C19/30. **DECLARATIONS OF INTEREST.**

- a. Cllr Gaukroger declared a disclosable pecuniary interest in item C19/38 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.

C19/31. **MINUTES.** After a minor amendment, it was **RESOLVED** that the minutes of 13 May 2019 be approved and signed as an accurate record.

C19/32. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee held on 20 May 2019 be adopted.

C19/33. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair thanked everyone for their support.

C19/34. **OPEN SESSION.** The meeting was adjourned at 7.27pm and members of the public invited to speak.

A resident shared their concerns about the planning application for development of barns at Stone Court Farm that was being discussed later in the meeting at item C19/37.

2 residents left the meeting at 7:38pm and the meeting was reconvened.

C19/35. **CLERK'S REPORT.** Members noted the Project Update and the following comments were made:

- a. Vandalism – there were reports of damage to one of the planters in Lower Green Recreation Ground, a garden planter had been stolen from outside a resident's house and a litter bin at a bus stop had been set on fire.
- b. Damaged lamp column – the insurance claim has been agreed in full and the column will be replaced in due course.
- c. Hendy Motor Village Planning application - a leaflet drop was undertaken, banners put on the Village Green and Facebook posts were boosted. Additional costs were £177.65.
- d. Charles Amhurst Alms-houses Committee - a Parish Council representative has been invited to attend the next Trustees meeting on Tuesday 24 September at 4pm. Cllr Partridge has offered to attend on behalf of PPC.
- e. Quality Council – PPC has been registered with NALC and work will commence collating the required information
- f. Bank Signatories - Forms have been submitted to remove Mr Coleman and add Cllr Sharp to the bank mandate for NatWest. Additional signatures are awaited for the Unity and Nationwide accounts.
- g. Fabric recycling – a request for suitable locations had been received. The Council did not want to have these on their land.
- h. Suspicious activity in the Recreation Ground – concerns had reported to the police.

C19/36. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr Paul Barrington King

- Reports of projects recently funded from his Member's grant were detailed.
- The village gateway at Woodside Corner would shortly go ahead.
- Results from traffic surveys in the High Street will determine which Speed indicator Device is suitable and where it should be located.

- A review of traffic in Lower Green Road has also been undertaken and a 20mph zone outside the school is being considered.
- He has been approached by concerned residents about the Stone Court Farm application.
- Cllr Barrington-King commended the Parish Council for meeting with Greg Clark, MP regarding the Hendy Motor Village planning application.

C19/37. **PLANNING APPLICATION.** The application 19/01430/PNQCLA - Stone Court Farm, Stone Court Lane – Prior Notification for the Change of Use of a Building and Land within its Curtilage from an Agricultural Use to a Use falling within Class C3 (Dwelling house) and Building Operations reasonably necessary to convert the building was considered.

It was **RESOLVED** that the Council strongly OBJECT to the proposal on the grounds that the development was not in keeping with the surrounding area, they had concerns about access to the site, insufficient parking provision for existing houses and the site is within the Metropolitan Green Belt and Area of Outstanding Natural Beauty. There were also concerns about the introduction of an extra storey to the building. If the planning officer was minded to approve the application, Cllr Barrington-King agreed to call it in for a decision by committee.

C19/38. **PROPOSED HENDY MOTOR VILLAGE.**

- a. To report on rally and subsequent meeting with Greg Clark, MP. Mrs Nuttall was thanked for organising the rally and the meeting with Greg Clarke, MP. It was agreed that the rally was well attended. A report on the meeting with Greg Clark, MP was given. Concern about the loss of sustainable transport options, use of out of date information for the transport assessment and possible future expansion of Tesco store was discussed. He agreed to liaise with KCC. Appointing a planning consultant was suggested. It was also suggested that consideration be given to joining forces with other local councils and the development of a Neighbourhood Development Plan.
- b. Planning Consultant. It was **RESOLVED** to appoint a planning consultant to review the application and the decision on who to appoint was delegated to the Clerk in consultation with Cllrs Brooks and Gaukroger up to a value of £2,700. The decision would be formally ratified at the July Full Council meeting.
- c. To note march on Town Hall and agree Parish Council involvement. The march was noted, and details of times were still awaited. It was **RESOLVED** that the Parish Council would not formally attend the event. However, Councillors were entitled to attend as individuals.

C19/39. **TUNBRIDGE WELLS BY-PASS.** A request to consider lobbying for a bypass was considered. It was **RESOLVED** that this would be reconsidered after the Local Plan was agreed as it would have a significant bearing on its feasibility. The Clerk was asked to write to the resident with an update.

- C19/40. **BRAINSTORMING MEETING.** The recommendations from the meeting were considered. It was **RESOLVED** that the project suggestions would be investigated further by the relevant committees and working groups. It was also **RESOLVED** to undertake a trial to email meeting papers to members rather than provide paper copies. Cllrs Gillan, Harris, Hocking and Stratton would take part. Paper copies would continue to be delivered to other Members.
- C19/41. **YEAR END ACCOUNTS & AUDIT 2018/19.**
- a. It was **RESOLVED** to receive and note the Annual Internal Audit Report. There were no further actions required and the Clerk and Council were commended for their work.
  - b. The Statement on Internal Control for 2018/19 was approved by **RESOLUTION** and duly signed.
  - c. The Annual Governance Statement for 2018/19 was approved by **RESOLUTION.**
  - d. The Accounting Statement for 2018/19 was approved by **RESOLUTION.**
  - e. The Annual Governance Statement and Accounting Statement were then signed by the Chair and Clerk.
  - f. The balance sheet as at 31 March 2019 was reviewed and approved by **RESOLUTION** and duly signed by the Chair and Responsible Financial Officer.
- C19/42. **ALLOTMENT & BURIALS WORKING GROUP.** The Vice-Chair of the Working Group gave a report on the meeting and it was **RESOLVED** that the minutes of the Allotment and Burials Working Group held on Monday 3 June 2019 were **noted**. The minutes are included at Appendix 1.
- C19/43. **THE TUNBRIDGE WELLS AGREEMENT.** A response to the survey on the agreement with Tunbridge Wells Borough Council was considered and comments agreed which would be submitted by the Clerk.
- C19/44. **LOCAL PLAN.** It was reported that the public consultation had been delayed further. The local press had recently reported that over 4,000 new homes were planned in Paddock Wood and a new Garden Village planned near Tudely.

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Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 9:02pm.

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- C19/45. **DISCHARGE OF COVENANT.** A response from landowner was considered. It was **RESOLVED** that the Clerk write to confirm the Council's original request.

The meeting was re-opened to the press and public at 9:08pm.

- C19/46. **FINANCE AND ADMINISTRATION.**

- a. The Accounts for payment of £18,962.98 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £15,000 was approved by **RESOLUTION**.
- b. It was **RESOLVED** to remove Cllr Snow as a bank signatory at her request due to personal commitments. It was **RESOLVED** to add Cllr Gaukroger as a signatory to all bank accounts.
- c. It was **RESOLVED** to approve the Community Engagement Policy. It was agreed that a further review should be undertaken by the Communication and Events Working Group in a years' time

C19/47. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** The next Open Spaces Working Group meeting would need to be deferred and a new date arranged.

C19/48. **FUTURE MEETING.** 1 July 2019

There being no other business, the meeting closed at 21:15.

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

MINUTES OF THE ALLOTMENTS AND BURIALS WORKING GROUP MEETING  
HELD ON **MONDAY 3 JUNE 2019** at 3.00PM AT THE PARISH OFFICE

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

Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** There were none.
2. **CLERK'S REPORT.** The following were noted:
  - a) Allotment security. Padlocks had been fitted and welded to the gates. Tenants had been given the new number.
  - b) Allotment Clear up day. There was to be a clear up day and BBQ on Saturday 22 June.
  - c) Allotment levelling. The groundsmen had been working on this and are now able to mow a number of vacant plots which they had not been able to previously. The remaining vacant plots would be levelled at the end of the season.
  - d) Allotment entrance. Two more quotes are being sought to tarmac the entrance in Woodside Road to form a car park.
  - e) Burial Ground. White 'no parking' posts had been installed at the Burial Ground and were proving successful.
3. **OLD CHURCH GRAVE INSPECTIONS.** Work had started on this and only a few had been found to be unstable. **ACTION:** The Deputy Clerk to organise for Burslem to quote for the work.
4. **MEMORIAL BENCHES.** From time to time, requests are received for a memorial bench to be installed at Pembury Burial Ground. Each time the request is taken to Full Council for decision. **ACTION:** The Deputy Clerk was asked to draw up a plan of the Burial Ground showing all current benches. A recommendation on the number and location of benches allowed in future would be made to Full Council to avoid each request having to go before Council.

The possibility of siting a memorial bench in the Recreation Ground was also discussed. **ACTION:** The Deputy Clerk to draw up a plan of any benches in the Recreation Ground and for members to consider whether to offer people the opportunity of siting a memorial bench there.
5. **ANY OTHER BUSINESS.**

- a. Memorial wording. Members were asked to approve the wording on a memorial. With a slight amendment, it was agreed that it could go ahead.
- b. Meeting set-up. The remit of the Environment and the Amenities WG had been altered resulting in two new Working Groups. Members were asked if they were happy with the new groups. Members appreciated that this was a trial period but suggested that the two were amalgamated.

- 6. **DATE OF THE NEXT MEETING.** Members noted the date of the next meeting **2 September 2019.**

There being no other business, the meeting closed at 3.40pm.

| <b>Pembury Parish Council</b>                     |                                   |  |                    |
|---|-----------------------------------|--|--------------------|
| <b>Accounts for Payment - June 2019</b>           |                                   |  |                    |
| Our Ref:  | Payee                             | Description                            | Total £            |
| <b>ACCOUNTS FOR PAYMENT BY BACS - June 2019</b>   |                                   |  |                    |
| 06/031  | AffinIT                           | Office 365 Subscription x 3 May 2019   | £ 20.52            |
| 06/032  | Trade UK (B&Q)                    | Groundsmen supplies/uniform            | £ 34.00            |
| 06/033  | Ben Gilcrist 26 works             | PVN production                         | £ 1,445.00         |
| 06/034  | David Buckettt                    | Internal audit - Final - 2018/19       | £ 431.50           |
| 06/035  | Capel nurseries                   | Hanging Baskets                        | £ 528.00           |
| 06/036  | KALC                              | Dynamic Cllr Training - Cllr Stratton  | £ 60.00            |
| 06/037  | Kent County Council               | Stationery                             | £ 80.16            |
| 06/038  | NALC                              | Regsitration Fee - Quality Council     | £ 60.00            |
| 06/039  | RIP Cleaning Services             | Gutter cleaning                        | £ 60.00            |
| 06/040  | Screwfix                          | Staff uniform                          | £ 15.99            |
| 06/041  | Streetlights                      | Repair to lamp columns/insurance claim | £ <b>1,350.00</b>  |
| 06/042  | Viking                            | Stationery & postage                   | £ 114.06           |
| 06/043  | Kent Pension Fund                 | Pensions - Apr 19                      | £ 2,067.47         |
| 06/044  | HMRC                              | Tax/NIC - May 19                       | £ 2,377.48         |
| <b>06/045</b>                                     | <b>New Dreams</b>                 | <b>Office cleaning May</b>             | <b>£ 104.00</b>    |
|   |                                   |  | <b>£ 8,748.18</b>  |
| <b>ACCOUNTS FOR PAYMENT BY CHEQUE - June 2019</b> |                                   |  |                    |
| 5013  | Kent County Council               | Licence for Christmas Lights           | £ 99.00            |
|   |                                   |  | <b>£ 99.00</b>     |
| <b>DIRECT DEBITS - May 2019</b>                   |                                   |  |                    |
| DD  | The Business                      | Petrol/Diesel                          | £ 267.19           |
| DD  | TWBC                              | Business Rates - Cemetery              | £ 52.00            |
| DD  | TWBC                              | Business Rates - Depot & Office        | £ 844.00           |
| DD  | BT                                | Office phone/internet                  | £ 42.20            |
| DD  | BT                                | Office phone/internet                  | £ 45.48            |
| DD  | Sage UK                           | Computerised Accounts                  | £ 72.00            |
| DD  | EON                               | Highway lighting                       | £ 64.47            |
| DD  | O2                                | Mobile phone charges                   | £ 64.12            |
|   |                                   |  | <b>£ 1,451.46</b>  |
| <b>CREDIT CARD - May 2019</b>                     |                                   |  |                    |
| CC  | Amazon                            | Planters for LG Rec                    | £ 75.45            |
| CC  | Amberol                           | New brackets for hanging baskets       | £ 82.80            |
| CC  | Unbeatable Banners / Easier print | Hendy banners                          | £ 117.23           |
| CC  | Solopress                         | Hendy leaflets                         | £ 72.95            |
| CC  | Cash                              | Petty Cash                             | £ 100.00           |
| CC  | Facebook                          | Hendy post - boosts                    | £ 17.00            |
| CC  | Camden Arms                       | Event                                  | £ 269.00           |
|   |                                   |  | <b>£ 734.43</b>    |
| <b>CONFIDENTIAL SALARIES - May 2019</b>           |                                   |  |                    |
| AP  | Confidential Salaries             |  | £ 7,929.91         |
|   |                                   |  | <b>£ 7,929.91</b>  |
| <b>TOTAL EXTERNAL PAYMENTS</b>                    |                                   |  | <b>£ 18,962.98</b> |
| <b>INTERNAL PAYMENTS - June 2019</b>              |                                   |  |                    |
| 5014  | Unity Bank (Internal payment)     | Transfer to cover BACs payments        | £ 15,000.00        |
| <b>TOTAL INTERNAL PAYMENTS</b>                    |                                   |  | <b>£ 15,000.00</b> |