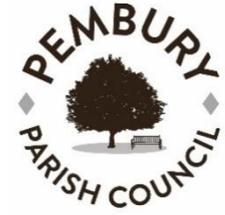


DRAFT – subject to amendment until approved at the next Full Council meeting on 7 October 2019

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 2 September 2019** at **7.15pm**



Councillors Present:

Cllr K Brooks (C)	Cllr A Partridge (VC)
Cllr A Gaukroger	Cllr P Gillan
Cllr S Harris	Cllr L Mills
Cllr S Sharp	Cllr C Snow
Cllr N Stratton	

Apologies:

Cllr G Hall	Cllr H Eastoe-Kirby
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Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough/County Councillor P Barrington King (left at 20:34)	
Borough Councillors Hayward and Reilly (left at 20:34)	
Borough Councillor MacKonochie and Paul Taylor – Director of Change & Communities (TWBC)	
Two residents	

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 7.15pm.

C19/67. **COUNCILLOR VACANCY.** The candidate was interviewed. After the interview the candidate left the meeting. It was **RESOLVED** to co-opt Margaret Weaver onto the Council. It was also **RESOLVED** that she should join the Open Spaces Working Group.

The meeting was re-opened to the public at 7.25pm. County & Borough Cllr Barrington-King, Borough Councillors Hayward and Reilly and two members of the public entered the meeting.

C19/68. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Eastoe-Kirby and Hall.

C19/69. **DECLARATIONS OF INTEREST.** There were none.

C19/70. **MINUTES.** It was **RESOLVED** that the minutes of **1 July 2019** be approved and signed as an accurate record.

C19/71. **COMMITTEE MINUTES.**

- a. It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 24 June 2019 and 29 July 2019 be adopted.

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- b. It was **RESOLVED** that the draft minutes of the Planning & Highways Committee meeting held on 27 August 2019 be approved.
- c. It was **RESOLVED** that the draft minutes of the Finance & HR held on 22 July 2019 be adopted.

C19/72. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. As two councillors had won awards in two different categories in the Pride in Pembury competition, they were to be invited guests at the forthcoming Winners' Tea rather than be asked to help host. Other Councillors were asked to bring either a home-made or a bought cake. Money was available in the budget to purchase additional cakes if needed.
- b. The Chair informed Council that Michael Hocking had resigned and wished to thank him for all his hard work, in particular at the allotment site. He had agreed to still help with allotment issues which was greatly appreciated.
- c. The Chair had attended a KALC meeting in August and reported on several of the issues discussed.

C19/73. **OPEN SESSION.** The meeting was adjourned at 7.39pm.

A resident spoke on several issues including speeding and noise from the A21. He told Council that he was selling his house next to the Recreation Ground to a developer and would like an easement over the Recreation Ground driveway for access on to the land. He was advised to put his proposal in writing and Council would consider it formally at a future meeting. His highways suggestions would be added to the next Planning & Highways Committee agenda for discussion.

The meeting was reconvened at 7.46pm.

C19/74. **CLERK'S REPORT.** Members noted the Project Update and the following comments were made:

- a. Vandalism. A small patch of 'wet pour' safety surface at the Kindergarden had been vandalised and a repair kit had been ordered.
- b. PCSO Newsletter. The PCSO had sent a newsletter which had been very informative and very well received.
- c. War Memorial. This had now become Grade II listed'.
- d. Bank Signatories. All paperwork had been submitted and signatory changes would be effective shortly.
- e. Community Warden. The Clerk had met with the Community Wardens' supervisor and had been told that although there was currently a vacancy,

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no active recruitment was taking place. She advised the Parish Council to write to KCC asking when recruitment would be activated.

- f. Dog Fouling signs at the Burial Ground. New signs had been installed at the Burial Ground.
- g. Tree and hedge works along driveway at St. Peter's Upper Church. The contractor would commence work in October.
- h. Safety surface under basket swing. Work had been scheduled and would take place after the school holidays.
- i. Urgent Item during Summer recess. KCC would not grant a permit for Christmas lights without a load test being undertaken for health and safety reasons. As KCC would not allow Christmas lights to be installed without the load test, the work had been approved under delegated powers. The cost of the works is £880 and a vire was required.

C19/75. **TUNBRIDGE WELLS BOROUGH COUNCIL.** Cllr Mackonochie and Mr Taylor gave a short presentation about issues within the Borough.

C19/76. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**
Cllr David Hayward

- He had 'called in' application 19/02067/FULL as requested.
- The Calverley Square development was being scrutinised.

Cllr David Reilly

- Further meetings were being held about the Calverley Square development. Although a figure of £90m had been agreed, an extra £18m was now needed for the project to be completed. A decision on the future of this would be made shortly.
- Building work on the former cinema site should commence next Spring.
- If the Parish Council wished, he was able to set up a meeting with the CEO of Campaign to Protect Rural England.

Cllr Paul Barrington King

- He had attended a meeting with the Kent Youth Council.
- The beacon at Bulls Place had been replaced.
- The A228 Pembury Bypass had been re-surfaced and Maidstone Road from Church Road to the Bypass was to be re-surfaced soon.
- The Village Gateway sign at Woodsgate would be installed imminently.
- He had won a school transport appeal for a Pembury family.
- New street signage was being installed around the village.
- He had attended a meeting with KCC officers about reducing the speed limit outside the school to 20mph.

DRAFT – subject to amendment until approved at the next Full Council meeting on 7 October 2019

- He hoped to have more information for Parish to consider about the Speed Indicator Device data before the next meeting.
- There had been an increase in banners at the roundabout which were being dealt with by the TWBC Enforcement department.
- He had organised for some repainting of white lines over a driveway near the village convenience store as there had been an issue with parking.

Cllr Brooks thanked Cllrs Reilly, Hayward and Barrington King for continuing to put Pembury first.

C19/77. **DRAFT LOCAL PLAN.**

- a. All information was now out in the public domain. A banner would be put on the Village Green advertising the public meeting to be held on 23 September at the Village Hall from 6 – 9pm.
- b. It was **RESOLVED** to ratify the decision to hold a public meeting.
- c. There would be a drop-in session from 6 – 8pm and a formal meeting from 8 – 9pm chaired by Cllrs Brooks and Gaukroger. Plans would be displayed and members of the Planning & Highways Committee would be on hand to listen to residents' views and to answer questions. Borough Councillors had also been invited. A questionnaire would be devised and the Clerk was asked to research the cost of temporarily using Survey Monkey to gauge villagers' opinions. Details on the exact format and aims would be finalised at the Planning & Highways meeting on 16 September.

C19/78. **HIGH WEALD AONB.** Cllr Partridge had attended the training and gave an oral report.

C19/79. **NEW PROJECTS/IDEAS.** As the majority of the new projects came under the remit of the Open Spaces Working Group, the Chair of the WG wished to re-visit the suggestions at the next meeting to discuss which projects to take further. Members of the Communications WG would have an informal meeting to discuss their projects.

C19/80. **'CHAT BENCHES'.** The idea of introducing 'chat benches' in the village was discussed and it was agreed not to take this any further at this point.

C19/81. **COMMUNICATIONS & EVENTS WORKING GROUP.** The Chair of the Working Group gave a report on the meeting and it was **RESOLVED** that the minutes of the Communications & Events Working Group held on Monday 8 July 2019 were **noted**. The minutes are included at Appendix 1. The following recommendations were considered:

- a. It was **RESOLVED** to allow a competing business to advertise in the PVN but not to have an editorial.

DRAFT – subject to amendment until approved at the next Full Council meeting on 7 October 2019

- b. Councillors had previously agreed which of their contact details were to be published in the PVN.
- c. Picnic on the Green was to be held on 4 July 2020. Bands needed to be sourced and one suggestion was put forward.
- d. In principle, Councillors were keen to have a Christmas Tree on the Village Green but had concerns about the costs of required infrastructure as this had not been budgeted for. Grants and sponsorship would be sought to help with the associated costs.

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 9:35pm.

C19/82. **DISCHARGE OF COVENANT.** The landowner had formally agreed to the Council's conditions to discharge the covenant and cover their legal costs. The Clerk was liaising with solicitors.

C19/83. **SALE OF LAND.** Discussions were held about the proposals for an extension to St. Peter's Upper Church and their request to purchase/lease a strip of land from the Parish Council. It was **RESOLVED** to offer an easement over the land providing the Church installed the path and took full responsibility for the maintenance of it. Further discussion was needed.

The meeting was re-opened to the press and public at 9:45pm.

C19/84. **FINANCE AND ADMINISTRATION.**

- a. The Accounts for payment of £18,057.19 were approved by **RESOLUTION**. These were included at Appendix 2.
- b. It was **RESOLVED** to approve the Complaints Policy.
- c. It was **RESOLVED** to move the Honours Board from the Village Hall to the Parish Office. A courtesy letter would be sent to the Village Hall Management Committee.
- d. Council **noted** the budget monitoring report. The bank reconciliation to 30 June 2019 was approved by **RESOLUTION**.

C19/85. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** In order for members to get to know each other, the Chair was keen for all Councillors to give a very short speech about themselves and asked that this be carried out over several future Full Council meetings.

DRAFT – subject to amendment until approved at the next Full Council meeting on 7 October 2019

C19/86. **FUTURE MEETINGS.**

- a. 23 September 2019 – Draft Local Plan - Village Hall
- b. 7 October 2019 – Full Council

There being no other business, the meeting closed at 21:56.

Chairman Date

Minutes of the **COMMUNICATIONS AND EVENTS WORKING GROUP**
Held on **MONDAY 8 JULY 2019** at 7.30pm in the Parish Office

Councillors present:

Cllr L Mills (C)

Cllr K Brooks (VC)

Cllr H Eastoe-Kirby

Cllr S Harris

Cllr A Partridge

Also present

Clerk: Helen Munro

Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** There were none.
2. **PEMBURY VILLAGE NEWS.**
 - a. Review of previous edition. The Summer edition had been well received.
 - b. Items for the next edition. Lots of suggestions were put forward including the celebration of volunteers in the village, an introduction to new Councillor Graham Hall and a short paragraph about the new GP.
 - c. Request to allow a competing business to advertise. It was **recommended to Full Council** to allow the business to advertise but not to write an editorial.
 - d. Inclusion of councillors' home contact details. It was **recommended to Full Council** that councillors should individually decide which personal details they would like published alongside their photographs on the 'Your Representatives' page in the PVN.
3. **ADVERTISING FOR NON-COMMUNITY EVENTS.** It was agreed that no changes to the current policy, of only allowing advertising for community events, would be recommended.
4. **MEDIA PACKS.** Cllr Mills had compiled a draft 'media pack' but more work was needed.
5. **SOCIAL MEDIA.** Members considered whether to open a Parish Council Instagram account. **ACTION:** The Clerk was asked to carry out more research on this. Councillors were asked to share photographs of Pembury on the WhatsApp Group.
6. **PRIDE IN PEMBURY.**
 - a. Update. A few entry slips had been received. The competition had been advertised on the website and on Facebook. **ACTION:** Councillors would be asked to nominate gardens.
 - b. Judging. It was agreed that Cllrs Brooks and Partridge would judge the entries.

- c. Prizes and Certificates. It was agreed that a letter is sent informing people that they have won a prize and to invite them to the Winners' Tea on 5 October. Notcutts vouchers and certificates would be presented to the winners at the Tea Party.
- d. Format of Winners' Tea. It would be very informal which would encourage people to mingle. There would be brief presentation before tea and cakes.
- e. Invitees. **ACTION:** It was agreed to invite the winners, PVN deliverers and other volunteers including people who pick up litter and the Gardening Group. Former councillors June Crowhurst and David Coleman would also be invited.

7. **EVENTS.**

- a. Picnic on the Green. Everyone agreed that it had been an excellent event and £433 had been raised. The Working Group **recommend to Full Council** that the event is held in the same format next year and the date of 4 July 2020 was suggested.
 - b. Fireworks. Arrangements were in hand for the Firework Event on Friday 1 November. **ACTION:** The Clerk is to liaise with the Football Club regarding the catering.
 - c. Remembrance Day. Arrangements were in hand for Remembrance Sunday – 10 November. **ACTION:** A letter would be sent to the new vicar to ask whether the service is to be held outside again this year. A different route for the procession of Scouts and Guides was discussed and would be researched further. Road closures would shortly be applied for.
8. **CHRISTMAS TREE.** A quotation of £2206.50 plus additional costs for stars had been received from Gala Lights for the installation of infrastructure for the Christmas tree and lighting on the Village Green. This would largely be a one-off cost and the WG would like to **recommend to Full Council** to appoint the contractor. **ACTION:** Cllr Harris had offered to visit local businesses to try and get sponsorship for the tree.
9. **NEW IDEAS/PROJECTS.** Councillors agreed to carry out further research on individual projects and to report back at a future meeting.
10. **DATE OF NEXT MEETING.** Members **noted** that the date of the next WG meeting was 14 October 2019.

There being no other business, the meeting closed at 9.52pm

Pembury Parish Council			
Accounts for Payment - September 2019			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - September 2019			
09/072	AffinIT	Office 365 Subscription x 3 Aug 2019	£ 20.52
09/073	Ben Gilcrest / 26 Works	PVN printing	£ 1,445.00
09/074	Bishop Sport & Leisure	Tennis Net wire	£ 23.94
09/075	Colimbaria / Odells	Memorial Wall plaque	£ 78.00
09/076	KALC	Staff & Cllr training	£ 288.00
09/077	Kidmans	Replacement compressor, broom, loppers, equip repairs	£ 551.51
09/078	KCC	Hand towels.toilet roll/black sacks	£ 52.02
09/079	Peter King	Mole catcher - Woodside / Burial Ground	£ 190.00
09/080	Streelights	Replace photocell - column 31	£ 117.30
09/081	Traditional Signwriting/M Parparis	Honours board update	£ 225.00
09/082	New Dreams	Office cleaning Aug	£ 104.00
09/083	TWBC	Uncontested parish election charges	£ 1,083.39
09/084	Kent Pension Fund	Pensions - Aug 19	£ 2,067.47
09/085	HMRC	Tax/NIC - Aug 19	£ 2,304.18
09/086	WHW Services Ltd	Allotment levelling - 1 day	£ 300.00
09/087	Les Henry	Transport assessment - Hendys	
09/088	Sterling Industrial Doors	Annual service to security shutters	£ 312.00
			£ 8,850.33
DIRECT DEBITS - August 2019			
DD	The Business	Petrol/Diesel	£ 359.64
DD	TWBC	Business Rates - Cemetery	£ 52.00
DD	TWBC	Business Rates - Depot & Office	£ 844.00
DD	BT	Office phone/internet	£ 43.31
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 July 2019	£ 64.99
			£ 1,548.04
CONFIDENTIAL SALARIES - August 2019			
AP	Confidential Salaries		£ 7,658.82
			£ 7,658.82
TOTAL EXTERNAL PAYMENTS			£ 18,057.19
INTERNAL PAYMENTS - August 2019			
5018	Unity Bank (Internal payment)	Transfer to cover BACs payments	£ 10,000.00
TOTAL INTERNAL PAYMENTS			£ 10,000.00