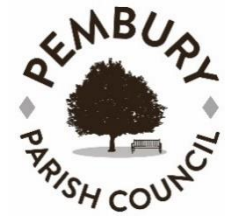


Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office,  
Lower Green Road, Pembury on **Monday 7 October 2019** at **7.15pm**



**Councillors Present:**

CLlr K Brooks (C)  
CLlr A Gaukroger  
CLlr G Hall  
CLlr N Stratton

CLlr H Eastoe-Kirby  
CLlr P Gillan  
CLlr L Mills  
CLlr M Weaver

**Apologies:**

CLlr S Harris  
CLlr S Sharp

CLlr A Partridge  
CLlr C Snow

**Also in attendance:**

H Munro (Clerk) Y Allen (Deputy Clerk)  
Borough/County Councillor P Barrington King (left at 8:03pm)  
Two members of the public

- C19/87. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Harris, Partridge, Sharp and Snow.
- C19/88. **DECLARATIONS OF INTEREST.** Cllrs Brooks, Gaukroger, Gillan and Hall declared they had been lobbied on C19/96 – Draft Local Plan as they had been lobbied by owner of land at PE4. There were no other declarations.
- C19/89. **MINUTES.** It was **RESOLVED** that the minutes of **2 September 2019** be approved and signed as an accurate record.
- C19/90. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on **16 September 2019** be adopted.
- C19/91. **CHAIRMAN’S ANNOUNCEMENTS.**
- a. The Chair thanked everyone who had contributed in any way to the Pride in Pembury Tea. There had been a huge turn-out and it had been a great afternoon.
  - b. The Hendy Motor Village application was not on the Tunbridge Wells Borough Council’s Planning agenda for 9 October. CLlr Gaukroger had spoken to the Head of Planning at TWBC and had been told that the case officer still had a lot of work to do on this and it was not likely to be heard until early 2020.
- C19/92. **OPEN SESSION.** The meeting was adjourned and reconvened at 7.22pm as no-one wished to speak.

C19/93.

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

- a. Vandalism. Fire damage to a litter bin in Lower Green Recreation Ground had been reported to the police but due to lack of evidence, no progress on this could be made. There were no more reports of vandalism.
- b. Christmas Tree on the Green. Local businesses were being approached to see if there was any interest in sponsoring a tree on the Village Green. Various grants were being sought but as yet there was no update. Gala Lights had been unable to offer any anti-vandalism measures.
- c. Honours Board. The Honours Board had been removed from the Village Hall and installed in the meeting room at the Parish Office. A letter of thanks had been sent to the Village Hall Management Committee.
- d. Poppies on the Village Green. The Clerk had been approached by a resident who was keen to put a display of poppies on the Village Green before Remembrance Sunday. Members were informed that permission had been given.
- e. Church Extension. Formal notification of the planning application had been received and would be discussed at the next Planning & Highways Committee meeting on 28 October 2019.
- f. Fireworks. Volunteers were needed to help at the Firework Display on 1 November 2019.
- g. Scouts and Guides. The work for a disabled entrance was being done in stages due to funding issues.
- h. Hendy Motor Village. Highways England had not yet sent in their response concerning the proposed Motor Village.

C19/94.

**REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

CLlr Paul Barrington King

- KCC Highways officers had objected to the proposed Hendy Motor Village.
- Maidstone Road and the A228 had been re-surfaced. Work still needed to be carried out to Hastings Road and Tonbridge Road outside Notcutts and the Mercure Hotel.
- Some of the village road signs had been replaced and members were urged to advise him of any others which needed replacing.

- The Speed Indicator Device in the High Street had been signed off and was awaited.
- The Village Gateway had been agreed and would be installed in early 2020.
- KCC officers were working on putting in place a 20mph speed limit outside the Primary School. The Parish Council would be consulted on this.
- He had given a report about knife crime in Tunbridge Wells to the Community Safety Unit.

Cllr Brooks thanked Cllr Barrington King for continuing to put Pembury first.

C19/95.

**STONE COURT LANE PLANNING APPLICATION 198/03929/PAPL.**

The Parish Council had been requested by a resident to formally complain to TWBC about the Planning Department's advice to the developer following their Freedom of Information request. Cllr Barrington King advised that precedents would need to be researched and suggested further discussions with the Councillors and the other Borough Councillors. It was **RESOLVED** that Cllrs Brooks, Gaukroger and the Clerk would liaise with Borough Councillors to take this forward.

C19/96.

**DRAFT LOCAL PLAN.**

- a. Update from Public Consultation. The Clerk gave an oral update on responses received to date in the questionnaires. Residents' main concerns were with site PE1 and PE2 and there were strong objections to the proposed Motor Village at Woodsgate. It was **RESOLVED** to spend £30 to boost the Facebook post to urge more residents to give their views.
- b. Liaison with other stakeholders in Pembury. It was agreed to liaise with the Pembury Society, the Village Hall Management Committee and other community groups to gauge their opinions before finalising the Parish Council's response.
- c. Parish Council response. The deadline for all responses to the public consultation was 5pm on 1 November 2019. It was **RESOLVED** to delegate the Parish Council's response to the Planning & Highways Committee. An extra meeting was scheduled for Monday 21 October to which all Councillors and Borough Councillors would be invited to discuss this further. The formal response would be finalised on 28 October at the scheduled Planning & Highways Committee meeting.

C19/97.

**MOTION FROM CLLR STRATTON.** Cllr Stratton reported on his investigations about a Neighbourhood Development Plan (NDP) for Pembury. Initially Cllr Stratton has suggested consulting with residents to gauge the level of interest. The Pembury Society were keen to be involved. The cost of an NDP could reach up to £20-30k but grants were available to

assist and these would be investigated. It was **RESOLVED** to start the process.

- C19/98. **NEW PROJECTS/IDEAS.** An updated project list was circulated and was agreed in general. Grants would be investigated to assist with different projects.

The Telephone Box on the Village Green could be bought for £1 and different ideas were being put forward for its use. Cllr Barrington King had offered to fund this project.

- C19/99. **CRIME AND ANTISOCIAL BEHAVIOUR.** A meeting with the police had been arranged for 17 October and the draft agenda noted.

- C19/100. **PLANNING APPLICATIONS.** The following applications were considered, and responses agreed:

- a. **19/02489/OUT** Outline (All Matters Reserved) – Proposed new 3 bed chalet bungalow dwelling within existing rear garden.  
**28 Lower Green Road**

**RESPONSE: OBJECT** to the height of the building, to the over-development of the site; have concerns about access and concerns that this might create a precedent.

- b. **19/02167/LBC** – Listed Building Consent: Replacement of kitchen windows and door with wooden double-glazed windows and door.  
**61 Lower Green Road**

**RESPONSE: NEUTRAL**

- c. **19/022651/FULL** – Conversion of existing garage into study and erection of new single storey side extension  
**30 Henwoods Crescent**

**RESPONSE: NEUTRAL** subject to the distance to the boundary being satisfactory.

- C19/101. **INSTAGRAM.** Members **RESOLVED** to have a Parish Council Instagram account. The Clerk would need to upgrade her mobile phone and funds for this would go on a wishlist.

- C19/102. **OPEN SPACES WORKING GROUP.** The Vice Chair of the Working Group gave a report on the meeting and it was **RESOLVED** that the minutes of the Open Spaces Working Group held on Monday 24 September were noted. The minutes are included at Appendix 1. The following recommendations were considered:

- a. Council **RESOLVED** to agree allotment rent increases for 2020/21.
- b. Council **RESOLVED** to agree delegated powers for the Clerk to waive double fees for non-residents if there was a valid reason.

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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 8:30pm.

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C19/103. **DISCHARGE OF COVENANT.** There was no update.

The meeting was re-opened to the press and public at 8:31pm

C19/104. **FINANCE AND ADMINISTRATION.**

- a. The Accounts for payment of £24,094.18 were approved by **RESOLUTION**. These were included at Appendix 2.
- b. It was **RESOLVED** to approve new arrangement for payment of salaries as Natwest had stopped their Autopay system. Salaries would be paid on 25<sup>th</sup> of each month.

C19/105. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

Cllr Weaver queried the lack of a street mirror in Lower Green Road opposite the Baptist Church as this was a dangerous junction. The office would make investigations as there had previously been a mirror located there.

C19/106. **FUTURE MEETINGS.** Full Council - 4 November 2019.

There being no other business, the meeting closed at 8:43pm.

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

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Minutes of the **OPEN SPACES WORKING GROUP** (WG) meeting

Held on **TUESDAY 24 SEPTEMBER 2019** at 3:00pm at the Parish Office

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**Councillors present:**

Cllr S Sharp (C)

Cllr H Eastoe-Kirby

Cllr N Stratton

Cllr P Gillan (VC)

Cllr C Snow

**Apologies:**

Cllr A Gaukroger

Cllr M Weaver

**Also present**

Helen Munro (Clerk)

1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Gaukroger and Weaver.
2. **ALLOTMENT TENANCY RENEWALS.** Allotment rents for 2020-21 were reviewed. It was agreed to **recommend to Full Council** that rents be increased from £40 to £42 per annum for a full plot and from £20 to £21 for a half plot.
3. **BURIAL MATTERS.** Delegation arrangements and criteria to waive double fees were considered. It was agreed to **recommend to Full Council** that delegated powers be granted to the Clerk to use their discretion to waive double fees on the basis of hardship, connection to the village or proximity to the village.
4. **TREE SURGERY WORKS.** The visual tree assessment and recommendations for tree surgery required were **noted**. One quote for the works had been received and others were awaited. The Working Group agreed that the Clerk should make a **recommendation to Full Council** on which contractor to appoint once the quotes were received.
5. **WOODSIDE PLAYING FIELDS.**
  - a. A complaint about the proposed stile was **noted**. **ACTION:** The Clerk would investigate the installation of 2 overlapping fences as an alternative to a stile.
  - b. A request for grant funding for a defibrillator was received and discussed. There was concern that the Parish Council did not have sufficient funds to help. **ACTION:** The Clerk would offer grant funding advice and information of where to get alternative funding from.
6. **LOWER GREEN RECREATION GROUND.**
  - a. The Working Group considered whether to replace the litter bin recently damaged beyond repair. **ACTION:** It was agreed that £500 for a replacement vandal proof bin should be included in the wish list for the 2020/21 budget. In

the meantime, the Groundsmen would continue to litter pick daily and monitor the area. The Groundsmen were congratulated on their work around the village.

- b. The playground inspection report was **noted**. Quotes were being sought for the work required in the report. It was agreed that the Clerk should make a **recommendation to Full Council** on which contractor to appoint once the quotes were received. **ACTION:** The Clerk would allocate the work required to the appropriate financial year and add future work required to the wish list for the 2020/21 budget.
  - c. Consideration of removing the old climbing frame in the recreation ground was discussed. The Working Group considered whether to remove the piece of equipment or refurbish it and install safety surface underneath it. **ACTION:** The Clerk would put a sign on the climbing frame informing users that the Council were considering removing it and asking for their opinions. The Clerk would obtain quotes for both its removal and its refurbishment for **recommendation to Full Council**. Comments from residents would also be reported.
7. **NEW IDEAS / PROJECTS.** Updates on research into new projects were reported as follows:
- a. Public toilet in Lower Green Recreation Ground – the Working Group expressed their concern about the installation and ongoing running costs and impact on office staff. They recommended that this project was not progressed further.
  - b. Old Coach Road project – pond and notice boards – Cllr Gaukroger and a local resident were meeting to discuss the project shortly and a report would be given at the next meeting. Research was being undertaken to find grant funding for this project.
  - c. Distance Markers in Lower Green Recreation Ground – this would be undertaken by the Groundsman during the winter.
  - d. Woodside Playing Fields Pavilion – a site meeting was held but the building was not suitable for the projects suggested. The site meeting highlighted that the exterior of the building required work and it was suggested that support be offered to the tenant through advice on grant funding and liaison with AXA on their volunteer programme.
  - e. Quiet garden in the centre of the village – various locations were being considered including the front of St Peter’s Upper Church, land adjacent to the Village Hall and in Lower Green Recreation Ground. Funding for the project under Section 106 had been requested through TWBC. **ACTION:** Cllr Stratton agreed to get a rough costing for the garden to share with TWBC if required.

- f. More bulbs planted on the Village Green – bulbs would be planted imminently. **ACTION:** The Clerk was asked to arrange for more bulbs to be planted around the war memorial.
- g. Improvement of messy amenity areas – the landowner would not address the problem area as requested.
- h. Telephone box on the Village Green – the cost to buy the phone box is £1 plus any refurbishment required. British Telecom would remove the phone equipment but continue to supply electricity for the time being. It was suggested that a volunteer group be created to refurbish and maintain it. An article could be included in the PVN.
- i. Extend the fenced area in the playground to create a dog free picnic area – a third quote was awaited. Ideally this would be funded through the 2019/20 budget. Picnic benches should be added to the wish list for the 2020/21 budget.
- j. New surface for adult gym – there was a significant cost, and this was not considered to be a priority.
- k. Dog fouling – the problem seems to have improved and the Council should continue to display signs.
- l. An additional tap at Pembury Burial Ground – it was agreed not to progress this project due to costs.

*Cllr Snow left the meeting at 16:43*

#### 8. **BUDGET 2020-21 & FUTURE PLAN.**

- a. Recommended pitch hire rates for 2020-21 were discussed. **ACTION:** it was agreed to include them in the wish list for the 2020/21 budget.
- b. Recommended burial fees for 2020-21 were discussed. **ACTION:** it was agreed to include them in the wish list for the 2020/21 budget.
- c. The following wish list for the 2020-21 budget was agreed:
  - i. Replacement vandal proof litter bin - £500
  - ii. Removal or refurbishment of the climbing frame in the recreation ground – quotes awaited
  - iii. Telephone box on the Green - £500
  - iv. Picnic benches for playground x2 - £1,000
  - v. Memorial Garden refurbishment - £250
  - vi. Replacement grounds maintenance vehicles reserves - £5,000
  - vii. Seasonal Groundsman – budget to be discussed further
  - viii. Replacement safety surfacing – quotes awaited



- d. Projects for the future plan to 2022-23 was discussed. **ACTION:** The Clerk to schedule the agreed projects into the future plan as discussed.
9. **COMMITTEE.** Consideration of becoming a committee and what delegated powers are required was deferred and will be added to the agenda for the next meeting.
10. **OTHER.** There were no other matters.
11. **DATE OF NEXT MEETING.** Members **noted** the date of the next meeting on Monday 25 November 2019 at 3pm.

There being no further business the meeting ended at 17:01.

Appendix 2  
Accounts for Payment  
October 2019

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - October 2019</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS PAID PREVIOUSLY (Not included in September list)</b>			
09/089	MSY Grab hire	Hire of Digger plus operative x2 days	£ 720.00
			<b>£ 720.00</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - October 2019</b>			
10/090	Abacus Playgrounds	Install safety surface under basket swing	£ 3,625.20
10/091	AffinIT	Office 365 Subscription x 3 Aug 2019	£ 20.52
10/092	Complete Weed Control / Invica Weeds	Weed killing	£ 462.00
10/093	Fenland Leisure Products	Wet pour repair kit	£ 66.00
10/094	Kidmans	New strimmer / machine repairs	£ 762.37
10/095	PKF Littlejohn	External Audit	£ 720.00
10/096	Playsafety	R. Lewis Playground training	£ 294.00
10/097	Sealasite	Replacement bus shelter roof (Polley Close)	£ 984.00
10/098	Treeability	Visual Tree assessment	£ 526.50
10/099	Weddle & Co	Logo on Truck	£ 120.00
10/100	Yvette Allen	Eye test	£ 55.00
10/101	Kent Pension Fund	Pensions - Sept 19	£ 2,067.47
10/102	HMRC	Tax/NIC - Sept 19	£ 2,292.03
<b>10/103</b>	<b>Peter King</b>	<b>Mole catcher</b>	<b>£ 258.00</b>
<b>10/104</b>	<b>Columbaria</b>	<b>Memorial Wall Plaque</b>	<b>£ 78.00</b>
<b>10/105</b>	<b>Strutt &amp; Parker Client Account</b>	<b>Rent - triangle at Woodside</b>	<b>£ 0.50</b>
<b>10/106</b>	<b>Capel Nursery</b>	<b>Bulbs</b>	<b>£ 26.21</b>
			<b>£ 12,357.80</b>
<b>CREDIT CARD - September 2019</b>			
CC	Amazon	Stapler, staples, blue roll, tick lasso	£ 49.67
CC	Amazon	Privacy window film, pens for Local Plan meeting	£ 18.28
CC	Helloprint	Banner for Local Plan Meeting	£ 87.55
CC	J&A / Name badges International	Councillor / staff name badges	£ 115.96
CC	Amazon	Stationery	£ 36.89
CC	Cash	Petty Cash	£ 100.00
CC	Cash	Petty Cash (includes £80 Pride in Pembury prizes)	£ 100.00
<b>CC</b>	<b>Amazon</b>	<b>Privacy window film</b>	<b>£ 23.98</b>
			<b>£ 532.33</b>
<b>DIRECT DEBITS - September 2019</b>			
DD	The Business	Petrol/Diesel	£ 170.95
DD	EDF	Electricity - depot	£ 94.35
DD	KCC	Photocopier	£ 243.73
DD	BT	Office phone/internet	£ 43.31
DD	BT	Office phone/internet	£ 45.48
DD	Sage UK	Computerised Accounts	£ 72.00
DD	TWBC	Business Rates - Depot & Office	£ 844.00
DD	TWBC	Business Rates - Cemetery	£ 52.00
DD	Castle Water	Water - Woodside Pavilion	£ 63.65
DD	Castle Water	Water - allotments	£ 178.31
DD	Castle Water	Water - allotments	£ 169.02
DD	Castle Water	Water - Pembury Burial Ground	£ 33.28
DD	Castle Water	Water - Bowls Club - recharged	£ 303.14
DD	Castle Water	Water - Pembury Burial Ground	£ 123.17
DD	EDF	Electricity - office	£ 277.37
DD	EON	Highway lighting	£ 66.62
DD	O2	Mobile phone charges August 2019	£ 64.12
			<b>£ 2,844.50</b>
<b>CONFIDENTIAL SALARIES - September 2019</b>			
AP	Confidential Salaries		£ 7,639.55
			<b>£ 7,639.55</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 24,094.18</b>
<b>INTERNAL PAYMENTS - August 2019</b>			
5019	Unity Bank (Internal payment)	Transfer to cover BACs payments & payroll	£ 20,000.00
<b>TOTAL INTERNAL PAYMENTS</b>			<b>£ 20,000.00</b>