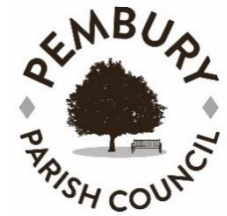


Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office,  
Lower Green Road, Pembury on **Monday 4 November 2019** at **7.15pm**



**Councillors Present:**

CLlr K Brooks (C)	CLlr H Eastoe-Kirby
CLlr A Gaukroger	CLlr P Gillan
CLlr Harris	CLlr L Mills
CLlr A Partridge (VC)	CLlr S Sharp
CLlr C Snow	

**Apologies:**

CLlr G Hall	CLlr N Stratton
CLlr M Weaver	

**Also in attendance:**

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough Councillor D Reilly (left at 8:00pm)	
Three members of the public	

C19/107. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Hall, Stratton and Weaver. Apologies from County/Borough Councillor P Barrington King and Borough Councillor D Hayward were noted.

C19/108. **DECLARATIONS OF INTEREST.** Cllrs Brooks, Gaukroger, Gillan, Harris and Sharp declared they had been lobbied by the owner of land at PE4. Cllrs Brooks and Harris declared an interest in PE1 as they were Trustees of the Village Hall and Cllr Eastoe-Kirby declared an interest as she lives opposite the access way to site PE2. Cllr Sharp declared a pecuniary interest in PE1 as she is the Village Hall bookings Manager.

C19/109. **MINUTES.** It was **RESOLVED** that the minutes of **7 October 2019** be approved and signed as an accurate record.

C19/110. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on **21 October 2019** and the Extraordinary Planning & Highways Committee meeting held on **28 October 2019** be adopted.

C19/111. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. The Chair wished to thank the team of people who had organised the Poppy display and asked that a thank you card be sent from the Parish Council.
- b. All Councillors who were involved in the Poppy collection at Tesco were thanked.
- c. The Chair thanked everyone who had helped out at the Firework Evening.
- d. The Chair thanked Cllr Gaukroger and the Clerk for their work on the Parish Council response to the draft Local Plan.

- e. There was no date yet for the Tunbridge Wells Borough Council's (TWBC) Planning Committee to determine the Hendy Motor Village proposal at Woodsgate.
- f. Training for Chairmen and Vice Chairmen carried out by the Clerk had been very helpful.
- g. Members were asked to put forward names of volunteers in the Village for the Christmas card list.
- h. A request for a donation had been received from the Citizens' Advice Bureau (CAB). This would be considered for next year's budget. The suggestion was made that the CAB had a stand at the Musical Picnic in 2020 to raise money and also awareness.

C19/112. **OPEN SESSION.** The meeting was adjourned at 7.25pm

A resident had attended to hear the Parish Council's views on the draft Local Plan and pointed out that proposed developments in other areas, i.e. Capel/Tudeley and Paddock Wood would have a huge impact on Pembury.

The meeting was reconvened at 7.27pm.

C19/113. **CLERK'S REPORT.** Members noted the Project Update and the following comments were made:

- a. Firework Evening. Numbers and donations were down on last year. Total raised was £2286.70. An attempt by a group of youths to steal some of the sound system equipment was thwarted. More no alcohol signs were needed.
- b. Anti-social behaviour. There had been problems with youths at the Pavilion. The possibility of a camera or more lighting was discussed. The Police Community Support Officer would be asked for advice.
- c. Risk Assessment. Cllr Stratton had requested that an 'identified risk' item be put on each agenda and members to be asked if any risks had been identified in between meetings which would then be added to the Council's risk assessments. This would be added to all subsequent agendas.

C19/114. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr D Reilly

- TWBC has cancelled the Calverley Square project.
- He advised that Sevenoaks District Council has had its draft Local Plan returned by the Planning Inspectorate as it had not met its housing targets and it had failed in its duty to co-operate with neighbouring Councils.

- He also advised that Tonbridge & Malling Borough Council had liaised with TWBC and it was not satisfied that TWBC had no more capacity for extra housing.
- Kent County Council (KCC) had taken a special interest in the proposed Hendy Motor Village development at Woodsgate and agreed with concerns shown up in the traffic assessment. KCC would prefer to see the Park and Ride go ahead which was in the current Local Plan.
- The new waste contract is being monitored closely by TWBC as there had been lots of problems with refuse collections. Residents should be encouraged to register any complaints on the TWBC website.
- The results of the Stone Court Farm planning application discussed by the TWBC Planning Committee are in the public domain on the planning portal.

C19/115. **DRAFT LOCAL PLAN.** The Chair summarised the draft response predominantly based on replies received from residents in a questionnaire. After discussions, a few amendments are to be made. The Clerk would circulate the revised version to all Councillors for any further comments. Once the final version had been agreed, it was **RESOLVED** that it would be sent to TWBC before the deadline date of 15 November and would be published on the Parish Council website and on Facebook.

C19/116. **CRIME AND ANTISOCIAL BEHAVIOUR.** The meeting held on 17 October with the Police Community Support Officer had been very useful and informative. Any further advice on individual matters would be sought as necessary. Cllr Snow felt strongly that any kind of police presence in the village would be an effective deterrent.

C19/117. **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 14 October were noted. The minutes are included at Appendix 1. The following recommendations were considered:

- a. It was **RESOLVED** to apply to Awards for All for funding for **Christmas** Tree infrastructure for the Village Green in 2020.
- b. It was **RESOLVED** that the Fireworks Display is held on Friday 6 November 2020 and follows the same format as 2019.
- c. It was **RESOLVED** that the Communications & Events Working Group becomes a Committee.

C19/118. **DISCHARGE OF COVENANT.** There was no update.

C19/119. **FINANCE AND ADMINISTRATION.** The Accounts for payment of £20,290.11 were approved by **RESOLUTION**. These were included at Appendix 2.

C19/120. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

- a. Cllr Gillan had attended a talk given by a Dementia charity and asked if the speaker could give a brief talk to Councillors on the topic of Pembury becoming a Dementia Friendly village. Members agreed and the Clerk would invite the speaker to attend a future Parish Council meeting.
- b. Cllr Harris asked if there could be a feature in the September 2020 PVN about Halloween, particularly for the elderly who were anxious about children knocking on their door.
- c. Cllr Partridge had attended a meeting about the Charles Amhurst Almshouses and would report on this at the next Parish Council meeting.
- d. Cllr Snow commented that TWBC parking enforcers had given parking tickets to several cars on Sunday and felt that this was more necessary during the week.

Members were all reminded of the Remembrance Sunday Service which was to take place on Sunday 10 November at 10.45am.

C19/121. **FUTURE MEETINGS.**

- a. Budget meeting – 2 December 2019.
- b. Full Council – 9 December 2019.

There being no other business, the meeting closed at 8:45pm.

Chairman .....

Date .....

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Minutes of the **COMMUNICATIONS AND EVENTS WORKING GROUP**  
held on **MONDAY 14 OCTOBER** at 7.30pm in the Parish Office

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**Councillors present:**

Cllr L Mills (C)

Cllr K Brooks (VC)

Cllr H Eastoe-Kirby

**Apologies**

Cllr S Harris

Cllr A Partridge

**Also present**

Clerk: Helen Munro

Deputy Clerk: Yvette Allen

1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Harris and Partridge.
2. **PEMBURY VILLAGE NEWS.**
  - a. **Review of previous edition.** The Autumn edition had been well received.
  - b. **Items for the next edition.** Lots of suggestions were put forward for the Winter edition including a footer on each page giving details of the Parish Council's Facebook and Instagram accounts. A request had been made for the Village Pantomime poster to be the front cover of the December PVN. Members did not agree to this as it could be seen as unfair to other organisations' events but suggested it appeared on the inside front cover.
3. **NEW PROJECTS.**
  - A more professional type of banner which would be housed in a framework was discussed for the Village Green. **ACTION:** Research to be carried out into what was available.
  - A logo to be put on the front of the Parish Council office. **ACTION:** As the cost of this was approximately £50, the Clerk to arrange this.
  - Community grants were considered with three differing amounts of 1 x £750, 1 x £500 and 1 x £250 to be available to local community groups on successful application. **ACTION:** This would be added to the Working Group's wish list.
  - Sponsorship for a Christmas Tree on the Village Green was proving to be difficult. It was **recommended to Full Council** that the Clerk apply to Awards for All for this for 2020.
  - The Clerk had written a 'Welcome Pack' for new people in the village. **ACTION:** Cllr Brooks would edit the opening paragraph, and this is to go on A5 paper and be given to the local Estate Agents to pass on.
  - As the Clerk had recently set up a Parish Council Instagram account, a photo competition was suggested. Members would like to **recommend to**

**the Finance and HR Committee** that money is vired to fund a new mobile phone for the Clerk to enable better photographs to be taken.

4. **FUTURE EVENTS.**

- a. **Musical Picnic and the Scarecrow Competition.** This was to be held on Saturday 4 July 2020. In view of the date, it would have an American theme. **ACTION:** Two bands to be sought. **ACTION:** Ellinors Ice Cream van to be booked. Up to three charity stalls would be permitted. The Scarecrow competition would take place and scarecrows to be displayed at the Picnic.
- b. **Pride in Pembury Competition and Tea.** Other categories were considered and the addition of a 'Best photograph of Pembury' category was suggested. Date for the tea was set for Saturday 5 September 2020. Councillors would be asked to provide cakes but there would be no obligation and money would be put into the budget for these. It was acknowledged that there are a lot of other volunteers who had not been invited and more discussion was needed as to who to invite in 2020.
- c. **Fireworks.** It was recommended to Full Council that the event be held on Friday 6 November 2020 and follows the format from 2019.
- d. **Remembrance Day.** The service this year was once again to be held outside and would start at 10.45am. The road closure from Belfield Road to Chalket Lane had been arranged between 10am and 12midday.
- e. **First Aid Training.** It was agreed to defer this.

5. **BUDGET 2020-21 AND FUTURE PLAN.**

- a. **Advertising rates for 2020-21 in the Pembury Village News.** Members would like to recommend the following to Full Council:

	<b>2019</b>	<b>2020</b>
Quarter page	£230	£240
Half page	£310	£325
Full page	£465	£490
Back cover	£620	£650
Inside front cover	-	£575

- b. **Wish list for budget 2020-21.** Members would like to recommend the following:

£1500 - New noticeboards  
 £250 - Leaflet printing  
 £100 - Facebook boosts  
 £1500 - Grant

£200 – Banner display board for Village Green

£1000 – Musical Picnic

£180 – Pride in Pembury

- c. **Projects for the future plan to 2022-23.** Members considered the purchase of a gazebo with sides which could be sign written and used at different events. The purchase of promotion flags on poles was also considered.
6. **COMMITTEE.** Members would like to **recommend to Full Council** that the Communications and Events Working Group become a Committee.
7. **DATE OF NEXT MEETING.** Members **noted** that the date of the next WG meeting was 6 January 2020.

There being no other business, the meeting closed at 9.25pm

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - November 2019</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT BY BACS - November 2019</b>			
11/103	Weddle & Co. Ltd	Fitting of window mirror film	£ 36.00
11/104	Y Allen	Mileage	£ 52.52
11/105	Trade UK	Bulb Planter	£ 8.84
11/106	Kidmans	Groundsmen Sundries	£ 28.00
11/107	HMRC	Tax/NIC - Oct 2019	£ 2,291.83
11/108	Kent Pension Fund	Pensions - Oct 2019	£ 2,067.47
11/109	Shades Events	Supply lighting/sound system for Fireworks	£ 850.00
11/110	Wild Flower Lawns & Meadows	Meadow seeds/plug plants	£ 82.01
11/111	Streetlights	Part 2 of Maintenance Contract	£ 729.04
11/112	AffinIT	Office 365 subscription	£ 20.52
<b>11/113</b>	<b>J P Miles</b>	<b>Hedgecutting - various areas</b>	<b>£ 912.00</b>
<b>11/114</b>	<b>One Ten Electrical</b>	<b>Replacement of vandalised lighting - offic</b>	<b>£ 78.72</b>
<b>11/115</b>	<b>Pyrovision Ltd</b>	<b>Provision of Firework Display</b>	<b>£ 3,720.00</b>
<b>11/116</b>	<b>ILK Security Ltd</b>	<b>Security at Firework Display</b>	<b>£ 172.80</b>
			<b>£ 11,049.75</b>
<b>ACCOUNTS FOR PAYMENT BY CHEQUE</b>			
5020	Royal British Legion	Donation for Remembrance Day Wreath	£ 100.00
			<b>£ 100.00</b>
<b>CREDIT CARD - October 2019</b>			
CC	Facebook	Facebook Boosts	£ 13.00
CC	HelloPrint	Firework Banner for Village Green	£ 61.12
CC	Tesco	Pride in Pembury Refreshments	£ 24.09
CC	Downingbury Farm	Pride in Pembury Refreshments	£ 38.00
CC	Waitrose	Pride in Pembury Refreshments	£ 5.00
<b>CC</b>	<b>Amazon</b>	<b>Prime Subscription (to be refunded)</b>	<b>£ 7.99</b>
			<b>£ 149.20</b>
<b>DIRECT DEBITS - October 2019</b>			
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 - Cemetery	£ 52.00
DD	TWBC	Business Rates - Office and Depot	£ 844.00
DD	THE BUSINESS	Petrol/Diesel	£ 240.75
DD	EON	Highway Lighting	£ 64.47
DD	O2	Mobile Phones x 3	£ 70.67
			<b>£ 1,362.01</b>
<b>CONFIDENTIAL SALARIES - October 2019</b>			
AP	Confidential Salaries		£ 7,629.15
			<b>£ 7,629.15</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 20,290.11</b>
<b>INTERNAL PAYMENTS - November 2019</b>			
5021	Unity Bank (Internal payment)	Transfer to cover BACs payments & payroll	£ 5,000.00
			<b>£ 5,000.00</b>