



To all Members of Pembury Parish Council

You are hereby summoned to attend the meeting of Pembury Parish Council at the Parish Council Offices, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ on **Monday 9 December 2019 at 7:15pm.**

Helen Munro

Helen Munro
Parish Clerk

Date of Issue: 3 December 2019

Members of the Public and Press are welcome to attend

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **MINUTES.** To receive and approve the minutes of the meeting held on 4 November and 2 December 2019 for signature.
4. **COMMITTEE MINUTES.** To note draft minutes of the following Committee Meetings:
 - a. Finance and HR Committee – 11 November 2019
5. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.
7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
9. **CHRISTMAS LIGHTS.** To note refusal to permit Christmas Lights on various lamp columns and consider future options.

10. **KCC PARISH SEMINAR.** To receive report on Seminar.
11. **CRIME AND ANTISOCIAL BEHAVIOUR.**
 - a. To receive update on recent incidents in Pembury.
 - b. To receive quotes for CCTV for the office.
 - c. To receive quote to increase the height of the fencing around the office.
12. **CHARLES AMEHURST ALMSHOUSES.** To receive verbal report on quarterly meeting and agree any actions.
13. **TUNBRIDGE WELLS & AREA ACCESS GROUP.** To consider appointing a representative for the Access Group.
14. **LOWER GREEN RECREATION GROUND.** To consider quotes to repair play equipment and safety surfacing and agree contractor.
15. **TREES.**
 - a. To consider quotes to undertake tree surgery works and agree contractor.
 - b. To agree vire required to cover cost.
16. **QUALITY COUNCIL.** To confirm by resolution the requirements of the Local Council Award Scheme.
17. **FINANCE AND ADMINISTRATION.**
 - a. To receive and approve the Accounts for payment for signature.
 - b. To note Budget Monitoring Report, Bank Reconciliation and Reserves as at 30 September 2019.
 - c. To receive Annual Governance and Accountability Return for 2018/19 and note no comments from the External Auditor.
 - d. To receive the interim Internal Audit report for 2019/20 and note comments.
18. **RISKS.** To consider any new risks affecting the Council and actions required.
19. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
20. **FUTURE MEETINGS.** Monday 13 January 2020.