



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office,
Lower Green Road, Pembury on **Monday 9 December 2019 at 7.15pm**

Councillors Present:

CLlr K Brooks (C)	CLlr G Hall (left at 8.18pm)
CLlr S Harris	CLlr L Mills
CLlr A Partridge (VC)	CLlr S Sharp

Apologies:

CLlr H Eastoe-Kirby	CLlr A Gaukroger
CLlr P Gillan	CLlr C Snow
CLlr N Stratton	CLlr M Weaver

Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
One member of the public	

C19/122. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Eastoe-Kirby, Gaukroger, Gillan, Snow, Stratton and Weaver. Apologies from County/Borough Councillor P Barrington King and Borough Councillors D Hayward and D Reilly were noted.

C19/123. **DECLARATIONS OF INTEREST.** There were no declarations on interest.

C19/124. **MINUTES.** It was **RESOLVED** that the minutes of **4 November** and **2 December 2019** be approved and signed as an accurate record.

C19/125. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Finance and HR Committee held on **11 November 2019** be adopted.

C19/126. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. The Chair wished to thank everyone for their hard work including the groundsmen in organising the Christmas tree on the Village Green and the Carol Service at very short notice.
- b. Thanks also went to Cllrs Gaukroger and Partridge for their work on planning application 19/02067/FULL at 83 Woodhill Park.
- c. The Parish Office will close at noon on Tuesday 24 December and will re-open on Thursday 2 January 2020.
- d. There was nothing to report on the proposed Hendy Motor Village.
- e. CLlr Brooks was pleased that so many people had lit up their properties with Christmas lights and Pembury was looking very festive. It was suggested that a photo collage of the lights went in the March edition of the PVN.

- f. The quarterly KALC Parish Chairmen's meeting had been held in Pembury last week. Other parishes gave updates on their Neighbourhood Development Plans. The Chair wished to mention three items of particular interest: Swale Borough Council had passed a motion that an air quality assessment should be considered in all planning applications; to ensure to align Section 106 monies to specific projects and to encourage local people to use the bus services or risk losing them.

C19/127. **OPEN SESSION.** As no-one wished to speak, the meeting was adjourned at 7.22pm and was reconvened at 7.22pm.

C19/128. **CLERK'S REPORT.** Members noted the Project Update and the following comments were made:

- a. Vandalism. The Clerk had nothing to report. The Chair reported that some Christmas lights had been stolen.
- b. Awards for All. The Clerk recommended that research was carried out on exactly what was required for next year's Christmas tree before submitting an application for a grant to Awards for All due to the recent changes to the project.
- c. BT Phone Box. BT had applied to remove the telephone box from the Village Green. The planning application would be considered at the next Planning & Highways meeting. An objection to the application on the grounds that the Parish Council wanted to adopt it may stop its removal.
- d. Christmas Tree inspection rota. Councillors were asked to help with inspections over the Christmas period.
- e. Christmas Lights. A report on the load bearing of lamp columns in the village had been received from KCC. It was suggested that the Council's lighting contractor, Gala Lights, would be asked to review this.
- f. Payroll. The Clerk reported the staff would be paid a week earlier than usual due to Christmas.

C19/129. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.** No County/Borough Councillors were present.

C19/130. **CHRISTMAS LIGHTS.** The Parish Council was not able to erect its Christmas Lights this year due to the relevant street columns failing a load bearing test which was carried out by KCC. Several suggestions were put forward for next year and it was **RESOLVED** that decisions about Christmas lights would be delegated to the Communications and Events Committee and hanging baskets would be considered at the Open Spaces Working Group. It was **RESOLVED** that a 'tree lighting' event would be held in December 2020. The Carol Service this year had been a great success and thank you notes would be sent to

Pembury School Choir and to Rev'd. Worssam for his part in organising the event.

C19/131. **KCC PARISH SEMINAR.** Cllrs Gaukroger and Hall had attended this event held on Wednesday 20 November. Cllr Hall reported that it had been very well organised. KCC were very keen to promote joint working with parishes and Parish Councils were encouraged to put a Highways Improvement Plan in place.

C19/132. **CRIME AND ANTISOCIAL BEHAVIOUR.**

- a. The Clerk updated members on incidents of youths climbing on the office roof. Police advice had been sought and patrols of the Recreation Ground requested.
- b. Quotations for CCTV had been received and it was **RESOLVED** to appoint Get Digital to supply a CCTV system at a cost of £2,641. As part of the equipment would cover one area of the Pavilion, the Management Committee would be asked to contribute towards the cost. The Clerk was asked to enquire about an annual maintenance fee for the equipment.
- c. A quotation had been received to increase the height of the office fence and it was **RESOLVED** to appoint Elm Fencing at a cost of £1,617.91.

C19/133. **CHARLES AMHURST ALMSHOUSES.** Cllr Partridge had attended a quarterly Trustees meeting held at the end of September. Whilst the charity appeared to be well run and any offers of help were declined, Cllr Partridge was concerned that as the Parish Council was a Trustee, it had no current representatives. It was important to ascertain what liabilities the Parish Council would have if anything were to go wrong. It was suggested that the two previous Parish Council Chairmen were contacted for any advice. The Clerk was also asked to get a copy of their governing documents for review.

C19/134. **TUNBRIDGE WELLS & AREA ACCESS GROUP.** The group was set up to champion better disabled access across the Borough and a representative of the Parish Council had been invited to attend quarterly meetings. It was suggested that a different Parish Councillor attend on each occasion throughout the year and Councillors would be asked at the next Full Council meeting. Cllr Hall expressed an interest in attending.

C19/135. **LOWER GREEN RECREATION GROUND.** It was **RESOLVED** to appoint Capel Groundcare to carry out repair work in the Recreation Ground at a cost of £1,025.

C19/136. **TREES.**

- a. It was **RESOLVED** to appoint Living Forest to undertake tree surgery work at a cost of £5,735.50 + VAT.
- b. It was **RESOLVED** to vire £2,500 from Gravedigging and £1,000 from Allotment Levelling.

C19/137. **QUALITY COUNCIL.** It was **RESOLVED** to apply for the Quality Council scheme. It was confirmed by **RESOLUTION** that the Council has the following in place:

- A risk management scheme
- A register of assets
- Contracts for all members of staff
- Disciplinary & grievance procedures
- A policy for training new staff and councillors
- A record of all training undertaken by staff and councillors in the last year
- A Clerk who has achieved 12 CPD points in the last year
- A scheme of delegation
- Up to date insurance policies that mitigate risks to public money
- Addressed complaints received in the year
- At least two thirds of its councillors who stood for election
- A printed annual report that is distributed at locations across the community
- A qualified clerk
- A clerk and deputy employed according to nationally or locally agreed terms and conditions
- A formal appraisal process for all staff
- A training policy and record for all staff and councillors.

C19/138. **FINANCE AND ADMINISTRATION.**

- a. The Accounts for payment of £18,411.09 were approved by **RESOLUTION**. A transfer from Natwest to Unity Bank of £15,000 was approved by **RESOLUTION**. These were included at Appendix 1.
- b. It was **RESOLVED** to approve the budget monitoring report, the bank reconciliation and reserves as at 30 September 2019.
- c. Members **noted** the Annual Governance and Accountability Return for 2018/19 and it was **noted** that no comments had been received from the External Auditor.
- d. Members **noted** the interim Internal Audit report for 2019/20 which included a comment that Pembury is a well-run parish council.

C19/139. **RISKS.** No new risks had been identified.

C19/140. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C19/141. **FUTURE MEETINGS.** Full Council – Monday 13 January 2020.

There being no other business, the meeting closed at 8:22pm.

Chairman

Date

Pembury Parish Council			
Accounts for Payment - December 2019			
Our Ref:	Payee	Description	Total £
ACCOUNTS PAID PREVIOUSLY (Not included in November list)			
11/117	Les Henry Associates	Review of Hendy info & report	£ 120.00
			£ 120.00
ACCOUNTS FOR PAYMENT BY BACS - December 2019			
12/118	Kent County Council	Fire Extinguisher maintenance	£ 199.20
12/119	HMRC	Tax/NIC - Nov 19	£ 2,243.98
12/120	Kent Pension Fund	Pensions - Nov 19	£ 2,067.47
12/121	SKF Contractors Ltd	Remembrance Sunday road closures	£ 288.00
12/122	David Buckett	Interim internal audit	£ 431.50
12/123	Viking	Office supplies	£ 42.07
	Viking	Office supplies	£ 87.41
12/124	Columbaria	Memorial plaques x 2	£ 156.00
	Columbaria	Memorial plaque	£ 78.00
	Columbaria	Plaque screws and washers	£ 18.00
12/125	Kent County Council	Groundsmen / office supplies	£ 84.42
12/126	KALC	Training - Clerk	£ 72.00
	KALC	Training - Deputy clerk	£ 72.00
12/127	RIP Cleaning Services	Office gutter clearing	£ 60.00
12/128	AffinIT	Office 365 subscription	£ 20.52
12/129	Trade UK	Groundsmen supplies	£ 13.00
	Trade UK	Groundsmen / office supplies	£ 50.90
12/130	Kidmans	Hedgecutter service	£ 124.13
12/131	SLCC/ALCC	Subscriptions	£ 294.00
12/132	Netwise	Website support/maintenance + domain nam	£ 380.00
12/133	Peter King	Mole catching - Woodside	£ 110.00
12/134	26 Works	Winter PVN production	£ 1,515.00
12/135	C&A Landscapes	Christmas Tree & install	£ 1,476.00
12/136	SLCC	Training - Clerk	£ 108.00
12/137	One Ten Electrical	Electrical work for Christmas tree	£ 174.75
			£ 10,166.35
ACCOUNTS FOR PAYMENT BY CHEQUE			
5022	Wild Flower Lawns & Meadows	Wild flower seed - Top Church	£ 28.50
5024	S J Osborne & Son	Padlock	£ 62.33
			£ 90.83
CREDIT CARD - November 2019			
CC	Snob Ye Olde Cobblers	Key cutting	£ 27.65
CC	Cash	Petty cash	£ 100.00
CC	Tesco	Office supplies	£ 5.64
CC	Marks & Spencer	Catering - KALC quarterly meeting	£ 62.00
			£ 195.29
DIRECT DEBITS - November 2019			
DD	The Business	Petrol/Diesel	£ 132.36
DD	TWBC	Business Rates - Cemetery	£ 52.00
DD	TWBC	Business Rates - Office and Depot	£ 844.00
DD	BT	Office phone/internet	£ 44.11
DD	BT	Office phone/internet	£ 45.48
DD	Sage UK	Computerised accounts	£ 72.00
DD	EON	Highway Lighting	£ 66.62
DD	O2	Mobile Phones x 3	£ 70.39
			£ 1,326.96
CONFIDENTIAL SALARIES - November 2019			
AP	Confidential Salaries		£ 6,722.49
			£ 6,722.49
TOTAL EXTERNAL PAYMENTS			£ 18,411.09
INTERNAL PAYMENTS - December 2019			
5023	Unity Bank (Internal payment)	Transfer to cover BACs payments & payroll	£ 15,000.00
			£ 15,000.00