



## 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 3 February 2020 at 7:15pm.**

*Helen Munro*

Helen Munro

Parish Clerk

Date of Issue: 28 January 2020

### Members of the Public and Press are welcome to attend

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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 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.

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## 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 13 January 2020 for signature.
4. **COMMITTEE MINUTES.** To note draft minutes of the following Committee Meetings:
  - a. Finance & HR Committee – 20 January 2020
  - b. Planning & Highways Committee – 27 January 2020
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. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**
  - a. To review the planning brief for a Planning Consultant and agree to share with consultants.

- b. To consider setting up a steering group and agree process for appointing Planning Consultant.
- 10. **LOWER GREEN RECREATION GROUND AND WOODSIDE PLAYING FIELDS.** To receive request from Pembury Youth Athletic Football club to support their grant application for improvement works to the pitches.
- 11. **VE DAY.** To receive update on investigations on events in the village and agree actions.
- 12. **PEMBURY MATTERS.** To consider how to respond to comments on the Facebook group as a Council and as a Councillor.

13. **RECOMMENDATIONS FROM COMMITTEES:**

Finance & HR Committee

- a. To approve the Grievance and Disciplinary Procedures.
- b. To approve the CCTV policy.
- c. To approve the General Risk Assessment.
- d. To receive recommendation to approve the Financial and Non-Financial Internal Audit Controls report and approve the effectiveness of the system of internal controls.

Planning & Highways Committee

- e. To receive request to lobby for a footpath along the A21 from Kippings Cross to the Hastings Road junction.

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Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

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- e. To receive recommendation for staff pay rises from April 2020

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The meeting will be re-opened to the press and public

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13. **FINANCE AND ADMINISTRATION.**

- a. To receive and approve the Accounts for payment for signature.
  - b. To receive budget monitoring report as at 31 December 2019.
  - c. To receive bank reconciliation as at 31 December 2019.
  - d. To receive reserves as at 31 December 2019.
14. **RISKS.** To consider any new risks affecting the Council and actions required.

15. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
16. **FUTURE MEETINGS.** Monday 2 March 2020.