



Councillors Present:

CLr K Brooks (C)	CLr A Partridge (VC)
CLr A Gaukroger	CLr P Gillan
CLr G Hall	CLr L Mills
CLr S Sharp	CLr C Snow
CLr N Stratton	

Apologies:

CLr S Harris	CLr H Eastoe-Kirby
CLr M Weaver	

Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough CLr P Barrington-King	Borough CLr D Hayward
One member of the public	

C19/158. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from CLrs S Harris, H Eastoe-Kirby and M Weaver. Borough CLr D Reilly was unable to attend.

C19/159. **DECLARATIONS OF INTEREST.** CLr A Gaukroger declared a pecuniary interest in item 4b – regarding Cornford Lane and Hendy's Motor Village

C19/160. **MINUTES.** It was **RESOLVED** that the minutes of **13 January 2020** be approved and signed as an accurate record.

C19/161. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Finance & HR Committee held on **20 January 2020** and the Planning & Highways Committee held on **27 January 2020** be adopted.

C19/162. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. The Chair reported that ex-Councillor Patrick Kirby had sadly recently passed away and her thoughts were with his widow, CLr Heather Eastoe-Kirby. Patrick had been an excellent Councillor and his work had been much appreciated.
- b. The Chair reported that CLr S Harris would be resigning to focus on her company and all her efforts on the Parish Council were much appreciated.
- c. This had resulted in there being two Parish Councillor vacancies. This would be discussed at the next Finance and HR Committee meeting as a certain skill set in new councillors was desirable.

C19/163. **OPEN SESSION.** The meeting closed at 7.21pm. Resident, Sue Nuttall had attended to listen to item 12 - Pembury Matters and would wait to hear Council's views on this. The meeting was re-convened at 7.22pm.

C19/164. **CLERK'S REPORT.** Members noted the Project Update and the following comments were made:

- a. Vandalism. Nothing was reported.
- b. Crime and Anti-Social Behaviour. A date for the CCTV is being arranged following receipt of funds for the equipment required.
- c. Talk from Dementia representative. The talk about becoming a Dementia Village will be held on 6 April prior to the Full council meeting at 6.45pm.
- d. Playground repairs. The contractor has been appointed and he is awaiting delivery of parts from the supplier.
- e. Tree works. The work is scheduled for 16 March, weather depending. An application for the TPO works has been submitted to TWBC.
- f. Quality Council. The information has been submitted. The Regional Accreditation Panel will meet shortly to assess the application.
- g. Annual Parish Meeting – Thursday 30 April. The Chairman of Brenchley and Matfield Parish Council has agreed to speak at the meeting on Neighbourhood Development Plans.
- h. Memorial Repairs. Notices have been displayed on relevant memorials and work will be scheduled in due course.
- i. Allotment entrance surfacing. The contractor has been appointed and a date is being scheduled for the work to commence.
- j. Playground Fencing. The contractor has been appointed and work is scheduled for 4 March.
- k. Picnic Bench. Delivery will be arranged once the fence has been extended.
- l. Tree for playground. Delivery will be arranged once the fence has been extended.
- m. White lines in car park. No progress has been made.
- n. Adopt the BT Red Phone box on the Village Green. BT has refused Parish Council's request to adopt the phone box. The Clerk is to contact BT to ask

whether it can be refurbished.

- o. St. Peter's Church. Planning permission has now been granted for an extension.
- p. U3A. A request has been received from the U3A for an 'in principle' use of Parish Council land on National U3A Day on 3 June 2020. There were no objections, but they would be asked to ensure that the necessary risk assessments were carried out.
- q. Litter. There had been a report of litter being left by the bin men when bins were being emptied and it was recommended that individuals report this on the Borough Council's online portal rather than the Parish Council.

C19/165. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr D Hayward

- Other councils have a re-use/upcycle shop at refuse tips and he would like to put this idea forward to Kent County Council (KCC). A meeting between KCC and Tunbridge Wells Borough Council would be set up to progress this.

Cllr Barrington-King

- He is keen to set up a Cinema Club.
- He is supportive of a request to work with the 'Friends of Cornford Lane' in trying to find measures to reduce traffic congestion in Cornford Lane but is against closure.
- He had arranged for fly tipping to be removed from Henwoods Crescent and would try to engage with Town & Country Housing Group on this matter.
- Cllr Hayward and he had met the CEO of Pembury Hospital to discuss the Hendy Motor Village application and had been shocked that they were neutral on the application. There were huge concerns about the impact that this development might have on ambulances getting through to the hospital.
- Work to tidy up the roundabouts along the A264 was in hand.
- He was pleased that the Gateway had been installed.

Borough Cllrs Barrington-King and Hayward left the meeting at 19:45.

C19/166. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**

- a. Councillors reviewed the planning brief for a Planning Consultant and **RESOLVED** that this should be shared with consultants.
- b. It was **RESOLVED** to set up a Steering Group and Cllrs Gaukroger, Hall, Sharp, Snow and Stratton offered to be part of it. The Clerk would arrange a meeting and this matter would be progressed.

C19/167. **LOWER GREEN RECREATION GROUND AND WOODSIDE PLAYING FIELDS.**

It was **RESOLVED** to support Pembury Youth Athletic Football Club's request to support its grant application for improvement works to the pitches.

C19/168. **VE DAY.** Cllr Snow had circulated a report on the various events already arranged for VE Day. An article would feature in the forthcoming Pembury Village News.

C19/169. **PEMBURY MATTERS.** Council was asked how to respond to comments on the 'Pembury Matters' Facebook page. Resident Sue Nuttall offered to direct residents to the Parish Council office if that was appropriate and also offered to send a weekly list to the Clerk with any relevant matters raised by residents. Councillors were advised not to respond as members of the Parish Council but as individuals.

C19/170. **RECOMMENDATIONS FROM COMMITTEES**

Finance and HR Committee

- a. The Grievance and Disciplinary Procedures were approved by **RESOLUTION.**
- b. The CCTV policy was approved by **RESOLUTION.**
- c. The General Risk Assessment was approved by **RESOLUTION.**
- d. The Financial and Non-Financial Internal Audit Controls report and the effectiveness of the system of internal controls were approved by **RESOLUTION.**

Planning & Highways Committee

- e. A request had been received to lobby for a footpath along the A21 from Kippings Cross to the Hastings Road junction. It was agreed that because of likely changes to Bo-Peep due to the Local Plan, the Parish Council could not assist at this stage. Cllr Gaukroger is to respond.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting at 20.27 for the next items of business on the grounds that it will involve the likely disclosure of exempt

information. The Clerk and Deputy Clerk left the meeting at 20.27 and returned at 20.30.

- f. Staff pay rises from April 2020 were approved by **RESOLUTION**.
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The meeting was re-opened to the press and public at 20.30.

C19/171. **FINANCE AND ADMINISTRATION.**

- a. The Accounts for payment of £12,936.88 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £10,000 was approved by **RESOLUTION**. These were included at Appendix 1.
- b. Council **noted** the budget monitoring report as at 31 December 2019.
- c. The bank reconciliation to 31 December 2019 was approved by **RESOLUTION**.
- d. Council **noted** reserves as at 31 December 2019.

C19/172. **RISKS.** No new risks had been identified.

C19/173. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** Cllr Hall queried whether there would be Section 106 monies if permission for an additional level of parking at Pembury Hospital was granted. It was explained that Section 106 monies were only available if the application was found to be unacceptable to local residents.

C19/174. **FUTURE MEETINGS.** Monday 2 March 2020.

There being no other business, the meeting closed at 20.41.

Chairman

Date

Appendix 1
Accounts for Payment
February 2020

Pembury Parish Council			
Accounts for Payment - February 2020			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - February 2020			
02/151	HMRC	Tax/NIC - January 2020	£ 2,243.58
02/152	Kent Pension Fund	Pensions - January 2020	£ 2,067.47
02/153	AffinIT	Office 365 subscription & IT repair	£ 54.72
02/154	B&Q	Supplies for notice boards	£ 143.63
02/155	Invicta Law	VAT on legal costs	£ 151.28
02/156	Pembury Village Hall	Hire & Deposit - APM 30/04/2020	£ 98.00
02/157	Paul McKinnell / Get Digital	CCTV equipment - upfront payment	£ 1,728.00
02/158	Viking	Shredder, Toilet paper, stationery	£ 439.03
02/159	Gala lights	Christmas lights 2019	£ 1,398.00
			£ 8,323.71
CREDIT CARD - January 2020			
CC			
			£ -
DIRECT DEBITS - January 2020			
DD	KCC	Photocopier	£ 282.88
DD	The Business	Petrol/Diesel	£ 1.20
DD	TWBC	Business Rates - Office and Depot	£ 844.00
DD	BT	Office phone/internet	£ 90.68
DD	Sage UK	Computerised accounts	£ 72.00
DD	EON	Highway Lighting	£ 66.62
DD	O2	Mobile Phones x 3	£ 70.39
			£ 1,427.77
CONFIDENTIAL SALARIES - January 2020			
AP	Confidential Salaries		£ 6,750.43
			£ 6,750.43
TOTAL EXTERNAL PAYMENTS			£ 16,501.91
INTERNAL PAYMENTS - January 2020			
5027	Unity Bank (Internal payment)	Transfer to cover BACs payments & payroll	£ 10,000.00
			£ 10,000.00