

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office,  
Lower Green Road, Pembury on **Monday 2 March 2020** at **7.15pm**



**Councillors Present:**

Cllr K Brooks (C)	Cllr A Partridge (VC)
Cllr A Gaukroger	Cllr P Gillan
Cllr G Hall	Cllr S Sharp
Cllr C Snow	Cllr C Snow
Cllr N Stratton	Cllr N Stratton
Cllr M Weaver	

**Apologies:**

Cllr H Eastoe-Kirby	Cllr L Mills
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**Also in attendance:**

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough Cllr D Hayward	

C19/175. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs H Eastoe-Kirby and L Mills. Borough Cllrs D Reilly and P Barrington King were unable to attend.

C19/176. **DECLARATIONS OF INTEREST.** Cllr A Gaukroger declared a pecuniary interest in Cornford Lane and Hendy's Motor Village.

C19/177. **MINUTES.** It was **RESOLVED** that with one minor amendment, the minutes of **3 February 2020** be approved and signed as an accurate record.

C19/178. **COMMITTEE MINUTES.** It was **RESOLVED** that the minutes of the Planning & Highways Committee held on **24 February 2020** be adopted.

C19/179. **CHAIRMAN'S ANNOUNCEMENTS.**

- a. The seasonal groundsman had started work this week and would stay until the beginning of November.
- b. Thanks went to Cllr Reilly for organising the litter pick along the A228. It was hoped that the A21 would be targeted next.
- c. The Chair encouraged councillors to volunteer for various projects which were planned.
- d. Cllr Gaukroger confirmed his attendance at the next Parish Chairmen's meeting as several major planning issues were on the agenda.

C19/180. **OPEN SESSION.** The meeting closed at 7.24pm. No members of the public were present and the meeting was re-convened at 7.24pm.

C19/181. **CLERK'S REPORT.** Members noted the Project Update and the following comments were made:

- a. Vandalism. There were no reports of any vandalism since the last meeting.
- b. Pembury Athletic Youth Football Club – grant application for pitch improvement works. The grant funder, the Football Foundation, have asked for a formal agreement between the Parish Council and the football club which will initially be progressed through the Open Spaces Committee.
- c. Telephone box. BT has agreed to re-paint the telephone box on the Village Green.
- d. Quality Council. Quality Council status had been applied for and a few queries were raised which have now been answered. A further update would be given when any progress had been made.
- e. Mitsubishi Truck. The truck had sustained minor damage to the rear and this was now going through as an insurance claim.
- f. Speed Indicator Device. A request was made to chase this up.
- g. Picnic on the Green. A lady offering 'circus skills' for children had been approached but was not available for the Picnic on the Green. 'Messy Church' had offered to have a stall.
- h. Bin in the High Street. A request was made to chase this up.

C19/182. **REPORTS OF COUNTY AND BOROUGH COUNCILLORS.**

Cllr D Hayward

- A tip shop near/at the tip site on North Farm has been approved by Tunbridge Wells Borough Council.
- He will give a report at the next Full Council meeting from the Parish Chairmen's cross party group about the development of Tunbridge Wells town centre.

*Borough Cllr Hayward left the meeting at 19:33.*

- C19/183. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).** The Steering Group met with the first of the consultancy companies – and they are due to come back with a cost proposal within ten days. Arrangements to meet with other companies are being made. This would be discussed further in the April Full Council meeting.
- C19/184. **NEW LAMP COLUMN.** One quote had been received to replace the lamp column in the Recreation Ground car park following damage from a vehicle, and a further one was awaited. It was **RESOLVED** to delegate the final decision on who to appoint to the Clerk.
- C19/185. **GROUNDWORK QUOTES.** Urgent works were needed for work at the entrance to the Recreation Ground and the Burial Ground and two quotes had been received. Following discussion, it was **RESOLVED** to appoint the contractor to carry out the work for £960.
- C19/186. **RURAL SERVICES NETWORK.** Following a discussion, it was **RESOLVED** not to pursue membership of the Rural Market Towns Group.
- C19/187. **APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES.**
- a. It was **RESOLVED** to appoint Cllr Stratton as Vice Chair of the Finance & HR Committee.
  - b. It was **RESOLVED** to appoint Cllr Weaver on to the Village Hall Committee.
  - c. It was **RESOLVED** to appoint Cllr Hall to the Pavilion Management Committee.
- C19/188. **FINANCE AND ADMINISTRATION.**
- a. The Accounts for payment of £24,193.62 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £25,000 was approved by **RESOLUTION**. These were included at Appendix 1.
  - b. It was **RESOLVED** to remove Shelley Harris as a bank signatory and to add Cllr Nigel Stratton instead.
- C19/189. **RISKS.** It was suggested that Coronavirus advice be included on the Council's website.
- C19/190. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.
- C19/191. **FUTURE MEETINGS.**
- a. Full Council – Monday 6 April 2020 (earlier start – 18.45)

b. Annual Parish Meeting – Thursday 30 April

There being no other business, the meeting closed at 19.57.

Chairman .....

Date .....

**Appendix 1**  
Accounts for Payment  
March 2020

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - March 2020</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT BY BACS - March 2020</b>			
03/160	HMRC	Tax/NIC - January 2020	£ 2,243.58
03/161	Kent Pension Fund	Pensions - January 2020	£ 2,067.47
03/162	AffinIT	Office 365 subscription	£ 22.32
03/163	Earth Anchors	New dog bin Cemetery Walk	£ 183.54
03/164	Elm Fencing	Increase height of office fence & repair tennis gate mesh	£ 2,241.49
03/165	KALC	Training & Quality Council fee	£ 420.00
03/166	Kidmans	Annual equipment servicing	£ 1,258.54
03/167	Sodexo	Dog bin empty April to January	£ 2,683.80
03/168	Treeability	Remove branches snapped in storm	£ 192.00
03/169	Vitax	Line marking paint	£ 623.93
03/170	Helen Munro	Mileage to 28 February	£ 30.68
03/171	Yvette Allen	Mileage to 28 February	£ 42.64
03/172	SKF Contractors	Tarmac entrance to allotments	£ 1,738.80
<b>03/173</b>	<b>KCC</b>	<b>Disposable gloves/bleach/printer paper</b>	<b>£ 57.48</b>
<b>03/174</b>	<b>Vince Upstone</b>	<b>Car park white lines</b>	<b>£ 550.00</b>
<b>03/175</b>	<b>Paul McKinnell (Get Digital)</b>	<b>Balance of CCTV</b>	<b>£ 570.00</b>
<b>03/176</b>	<b>26 Works</b>	<b>PVN design &amp; printing</b>	<b>£ 1,445.00</b>
<b>03/177</b>	<b>Wicksteed</b>	<b>Playground spares / parts</b>	<b>£ 378.05</b>
<b>03/178</b>	<b>B&amp;Q</b>	<b>Paint brushes/wood stain</b>	<b>£ 18.92</b>
			<b>£ 16,768.24</b>
<b>CREDIT CARD - February 2020</b>			
CC	Marks & Spencers	Flowers	£ 25.00
CC	Sign Shed	Dogs on Leads signs for LG Rec	£ 55.98
CC	Katies Jane Florist	Flowers	£ 40.00
CC	Stencil Marking	Stencils for distance markers - LG Rec	£ 26.16
CC	Cash	Petty Cash	£ 100.00
CC	Sign Shed	CCTV signs	£ 4.74
			<b>£ 251.88</b>
<b>DIRECT DEBITS - February 2020</b>			
DD	Wex	Petrol/Diesel	£ 6.60
DD	BT	Office phone/internet	£ 88.56
DD	Sage UK	Computerised accounts	£ 72.00
DD	Wex	Petrol/Diesel	£ 85.84
DD	ICO	Annual subscription Data Protection	£ 35.00
DD	EON	Highway Lighting	£ 66.62
DD	Wex	Petrol/Diesel	£ 46.55
DD	O2	Mobile Phones x 3	£ 70.64
			<b>£ 471.81</b>
<b>CONFIDENTIAL SALARIES - February 2020</b>			
AP	Confidential Salaries		£ 6,701.69
			<b>£ 6,701.69</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 24,193.62</b>
<b>INTERNAL PAYMENTS - February 2020</b>			
<b>5028</b>	<b>Unity Bank (Internal paymen</b>	<b>Transfer to cover BACs payments &amp; payroll</b>	<b>£ 25,000.00</b>
			<b>£ 25,000.00</b>