



Councillors Present:

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

Apologies:

Cllr H Eastoe-Kirby	Cllr C Snow
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Also in attendance:

H Munro (Clerk)
County / Borough Cllr P Barrington-King (left at 8:05pm)
Borough Cllr D Reilly (left at 8:05pm)

C20/1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs H Eastoe-Kirby and C Snow.

C20/2. **DECLARATIONS OF INTEREST.** Cllr Gaukroger declared that he had an interest in the Hendy Motor Village for which he had a dispensation.

C20/3. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on 2 March 2020 and 20 March 2020 be approved and would be signed at the earliest opportunity.

C20/4. **COMMITTEE MINUTES.** It was **RESOLVED** that the draft minutes of the following committees be adopted:

- a. Open Spaces Committee – 9 March 2020
- b. Finance & HR Committee – 27 April 2020
- c. Communication & Events Committee – 11 May 2020
- d. Planning & Highways Committee – 18 May 2020

C20/5. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair had attended the recent KALC meeting. The main topic under discussion was the opening of Tunbridge Wells town centre following the restrictions.

C20/6. **OPEN SESSION.** There was none.

C20/7. **CLERK'S REPORT.** Members noted the report:

- a. Vandalism – reports of damage to the equipment in Lower Green Recreation Ground had previously been shared with the Council by email. There had also been recent fires in the village: one in the woods and the other by the zebra crossing on Lower Green Road. Concern was raised about children on bikes riding in front of cars as a dare. The Clerk would liaise with the Community Safety Unit on possible solutions.

- b. Telephone Box on the Green – British Telecom has agreed to repaint the phone box. An update on progress will be reported at the next meeting. Clarification on further refurbishment will also be made.
- c. Quality Council – Quality status has been granted.
- d. Trees removed in Stone Court Lane – a tree Preservation order has been created for the remaining trees in the area. Investigations into whether TPOs can be added on the stumps of the trees that have already been cut down is ongoing.
- e. New lamp column – work is currently on hold.
- f. Ground works – Work on the manholes has been completed but the tarmac work to Lower Green Recreation ground is on hold. An update from the contractor is awaited about a suitable start date.
- g. Bank signatories - changes were on hold due to the office closure. This will be reviewed.
- h. Talk from speaker about Dementia Friendly Villages – the speaker was cancelled and will be rescheduled once restrictions are lifted.
- i. Request to use the Village Green – a request from residents to use the village green on Thursday was discussed. Due to concern that this would be contrary to current restrictions on large gatherings, it was agreed that this would be refused.

C20/8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS’.**

Cllr Barrington-King

- Re-surfacing works to the A228 had been scheduled for July.
- Replacement road signs had been approved.

Cllr Reilly

- Borough Cllr Hayward is a member of the TWBC Covid 19 panel and regularly shares updates with the Borough Cllrs. TWBC are bidding for funding from KCC to improve road systems in the borough.
- Rubbish was cleared from A21 and A228.
- The Owlsnest planning application is being discussed by the Planning Committee. There was concern that none of the section 106 items suggested by the Parish Council were included in the report.
- The planning application for the Hendy Motor Village is still not ready for consideration by the Committee.

- The Local Plan has been deferred for six months. A new transport review will be prepared which may have an impact on the Hendy application.
- The application for a McDonald Drive thru restaurant at Blue Boys was raised.

Cllr Gaukroger left the meeting at 19:58.

C20/9. **VIRTUAL MEETINGS.** The virtual meeting protocol was circulated, and it was **RESOLVED** that it be adopted.

C20/10. **COVID-19 UPDATE.**

- a. It was **RESOLVED** that the previously approved extended delegated powers, to enable the Council to fulfil its responsibilities to its residents for the period of restricted activity declared by the Government in respect of the Covid-19 virus, were no longer required and would be revoked.
- b. Office staff home working arrangements and issues with office re-opening were reviewed. It was **RESOLVED** that a risk assessment be considered at the next FHR Committee meeting.

C20/11. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**

- a. The appointment of Cllr Nigel Stratton as Chair of the NDP Working Group was ratified by **RESOLUTION**.
- b. The appointment of Alison Eardley and Jim Boot as consultants for the NDP was ratified by **RESOLUTION**.
- c. An update was reported. A Virtual workshop for volunteers was being organised to discuss the themes of the plan. Cllr Stratton was thanked for all his work on the project.
- d. The designation of the Neighbourhood Development Plan Area for submission to TWBC was reviewed. It was **RESOLVED** that the civil parish area be designated as the NDP area for submission to TWBC.

Cllr Hall entered the meeting at 20:23

C20/12. **YEAR END ACCOUNTS & AUDIT 2018/19.**

- a. The Annual Internal Audit Report was circulated and **noted**. There were no items of concern.
- b. The Statement on Internal Control for 2019/20 was circulated and reviewed. It was **RESOLVED** that this be approved for signature by the Chair and Clerk.

- c. The Annual Governance Statement for 2019/20 was circulated and reviewed. It was **RESOLVED** that this be approved for signature by the Chair and Clerk.
- d. The Accounting Statements for 2019/20 were circulated and reviewed. It was **RESOLVED** that this be approved for signature by the Chair.
- e. The balance sheet as at 31 March 2020 was circulated and reviewed. It was **RESOLVED** that this be approved for signature by the Chair and RFO.

C20/13. **Pembury Hardship Fund.** The receipt of £3,078 from TWBC for a Hardship Fund was **noted**.

Consideration of how to spend the money was discussed. It was **RESOLVED** that the money be put into a ring-fenced reserve until it was required.

Cllr Weaver left the meeting at 20:29

C20/14. **RECOMMENDATIONS FROM COMMITTEES.**

Open Spaces Committee:

- a. It was **RESOLVED** to approve the Terms of Reference for the Committee.
- b. It was **RESOLVED** to make a donation to the Rapid Relief Team. Cllr Gillan agreed to contact them to see if there was a project that funding could be used for.
- c. It was **RESOLVED** to ratify the hire agreement with Pembury Athletic Football Club to enable them to obtain grant funding for maintenance works to Lower Green Recreation Ground and Woodside Playing Fields.

C20/15. **FINANCE AND ADMINISTRATION.** To receive and approve the following:

- a. The Accounts for payment of £17,240.88 were approved by **RESOLUTION**. These were included at Appendix 1.
- b. The Budget monitoring report as at 31 March 2020 was **noted** and approved.
- c. The bank reconciliation as at 31 March 2020 was **noted** and approved.
- d. Reserves as at 31 March 2020 were **noted** and approved. It was **RESOLVED** to transfer the following amounts to earmarked reserves:
 - Allotment levelling works £500

- Allotment entrance works £300
- Tree works – Old Coach Road
- Office safe - £1550
- Lamp Column in Lower Green Rec £2,200
- Ground Works in Lower Green Recreation Ground £620
- Planning Consultants £1,000
- Memorial Repairs £2,760

C20/16. **RISKS.** No new risks had been identified.

C20/17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C20/18. **FUTURE MEETINGS.**

- a. The scheduled meetings for 2020/21 were approved by **RESOLUTION.**
- b. Full Council – Annual Parish Council Meeting – It was **RESOLVED** that the Annual Parish Council Meeting would be deferred until May 2021.

There being no other business, the meeting closed at 20:47pm.

Chairman

Date

Appendix 1
Accounts for Payment June 2020

Pembury Parish Council			
Accounts for Payment - June 2020			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY CHEQUE - Paid previously			
5032	VR Landscapes	BACs payments cancelled - white lining in car park & man hole repairs	£ 970.00
			£ 970.00
ACCOUNTS FOR PAYMENT BY BACS - June 2020			
06/025	HMRC	Tax/NIC	£ 2,263.15
06/026	Kent Pension Fund	Pensions	£ 2,109.13
06/027	AffinIT	Office 365 subscription	£ 22.32
06/028	Streetlights	Streetlight maintenance contract & lamp replacement	£ 1,135.07
06/029	ICCM	Subscription 2020/21	£ 95.00
06/030	Ryan Lewis	Printer ink - used during lockdown restrictions	£ 29.49
06/031	SKF Contractors	Dig & fill sink hole - the Coppice	£ 104.40
06/032	Capel Groundcare	Weedspray 1 of 2	£ 240.00
06/033	GDPR-info	DPO renewal 2020/21	£ 420.00
06/034	Dave Humphrey	Emergency plumber - mend leaking tap at allotment	£ 80.00
06/035	David Buckett	Internal Audit 2019-20	£ 400.00
			£ 6,898.56
CREDIT CARD - May 2020			
CC0501	Capel Nursery	Plants for floral display	£ 220.54
CC0502	Pembury Autos	Remove nail from truck tyre	£ 24.00
CC0503	Ebay	Additional planters for LG Rec playground	£ 62.34
			£ 306.88
DIRECT DEBITS - May 2020			
DD0501	Wex	Fuel	£ 44.00
DD0502	TWBC	Council tax May - Office & Depot	£ 858.00
DD0503	TWBC	Council tax May - Burial Ground	£ 55.00
DD0504	BT	Telephone & Internet	£ 92.76
DD0505	Sage	Accounting software	£ 72.00
DD0506	Wex	Fuel	£ 43.92
DD0507	Sage	Payoll software	£ 8.64
DD0508	EON	Highways lighting	£ 64.47
DD0509	Wex	Fuel	£ 69.80
DD0510	O2	Mobile phones PARTIAL CREDIT NOTE DUE - error on invoice	£ 228.48
			£ 1,537.07
CONFIDENTIAL SALARIES - May 2020			
AP	Confidential Salaries		£ 7,528.37
			£ 7,528.37
TOTAL EXTERNAL PAYMENTS			£ 17,240.88