



**To all Members of Pembury Parish Council**

You are hereby summoned to attend the virtual meeting of Pembury Parish Council on **Monday 7 September 2020** at **7:15pm**.

*Helen Munro*

Helen Munro

Parish Clerk

Date of Issue: 1 September 2020

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

To join the Virtual Meeting please contact the Clerk by email  
[clerk@pemburyparishcouncil.gov.uk](mailto:clerk@pemburyparishcouncil.gov.uk)

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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**

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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 6 July 2020 for signature.
4. **COMMITTEE MINUTES.** To note draft minutes of the committees for adoption:
  - a. Communications & Events Committee – 13 July 2020
  - b. Planning & Highways Committee – 20 July 2020
  - c. Open Spaces Committee – 22 July 2020
  - d. Finance & HR Committee – 27 July 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. **TUNBRIDGE WELLS AGREEMENT.** To review draft Tunbridge Wells Agreement and agree any comments.

10. **DRAFT LOCAL PLAN.**
  - a. To receive update on Parish Chairmen meeting and Local Plan progress.
  - b. To note future meetings with TWBC to discuss the Draft Local Plan.
11. **PLANNING APPLICATION.** To consider response to TWBC for Planning Application 20/02241/PAYPH – Payphone Removal – Payphone Opposite Camden Hotel, High Street and confirm decision to apply to adopt the phone box.
12. **PEMBURY FOOTBALL CLUB.** To consider request to amend the lease to allow the club to pay their rent on a quarterly basis.
13. **POLICIES.** To approve policies recommended by the Finance & HR Committee:
  - a. Absence policy
  - b. Capability policy
  - c. Web Accessibility Statement.
14. **FINANCE AND ADMINISTRATION.** To receive and approve the following:
  - a. Accounts for payment for signature.
  - b. Budget monitoring, bank reconciliations and reserves as at 30 June 2020.
  - c. To note the conclusion of the external audit for 2019-20 and report no other matters raised.
  - d. To receive request to contribute towards village planting costs.
15. **RISKS.** To consider any new risks affecting the Council and actions required.
16. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
17. **FUTURE MEETINGS.** Monday 5 October 2020 at 7:15pm.

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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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18. **THE COPPICE - FENCE.** To note actions taken and receive update.
19. **THE COPPICE - DISPUTE.** To receive request from residents to assist them with a dispute and consider options available.
20. **PAVILION.** To receive update and consider registering the Pavilion for Business Rates and reviewing the legal structure of the Joint Management Committee.
21. **FLEXIBLE WORKING.** To consider recommendation from the Finance & HR Committee for office staff to continue working from home at present.
22. **WORKING HOURS.** To consider request to amend working hours.