

Minutes of the **FULL COUNCIL** meeting held virtually on **Monday 7 December 2020** at **7:15pm**



Councillors Present:

Cllr K Brooks (C)	Cllr A Partridge (VC)
Cllr H Eastoe Kirby	Cllr J Pearce
Cllr A Gaukroger	Cllr S Sharp
Cllr P Gillan	Cllr C Snow
Cllr G Hall	Cllr M Weaver
Cllr L Mills	

Apologies:

Cllr N Stratton

Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
County / Borough Cllr P Barrington-King (left at 8.36pm)	Borough Cllr D Reilly (left at 8.36pm) Borough Cllr D Hayward (left at 8.36pm)
One member of the public	

C20/95. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr Stratton.

C20/96. **DECLARATIONS OF INTEREST.** Cllr A Gaukroger declared an interest (for which he has a dispensation) in the item regarding Hendy

C20/97. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on 2 November 2020 be approved and would be signed at the earliest opportunity.

C20/98. **COMMITTEE MINUTES.** It was **RESOLVED** that the draft minutes of the following committees be adopted:

- a. Planning & Highways – 16 November 2020
- b. Finance & HR – 23 November 2020
- c. Open Spaces – 1 December 2020

C20/99. **CHAIRMAN'S ANNOUNCEMENTS.**

- The Christmas lights had been very well received.
- All members were encouraged to use the new Parish Council email addresses.
- Following a Freedom of Information request of the Tunbridge Wells Borough Council (TWBC), documents had been received.

C20/100. **OPEN SESSION.** No-one wished to speak.

C20/101. **CLERK'S REPORT.** Members noted the report:

- a. Telephone Box on the Green. The application to take the phone out of action was refused. The office contacted BT asking them for an update on refurbishing the phone box as had been previously discussed prior to the adoption application. BT have confirmed that they have scheduled its clean and re-paint in 2021.
- b. Pavilion Business Rates. Contact had been made to register for Business rates and an update from TWBC is awaited.
- c. Hendy Motor Village. Cllr Brooks met with Pembury's three Borough Councillors and the complaint has been put on hold.
- d. Drive-in Nativity. The Baptist Church decided not to proceed with the event as there was so much uncertainty around restrictions.
- e. Community Gardening. An application for cultivation of the approved areas has been submitted to Kent County Council (KCC) and the office is currently liaising on some queries. A KCC officer advised that the licence fee would not be payable.
- f. New emails now operational. All councillor emails have been set up. Internal training would be arranged if required.
- g. Vandalism/Damage
 - There had been repeated damage to the Poppy man on the village green. This was reported to the TWBC Crime and Safety Unit (CSU) and CCTV footage reviewed but insufficient information obtained.
 - The Planning & Highways Committee asked for clarification on how to access the CCTV footage. If an incident has occurred, people must be encouraged to report the details through 101. The TWBC CSU would then review the CCTV footage.
 - The bollard at the recreation ground had been damaged. It is assumed that someone drove into it accidentally. The groundsmen have straightened the bollard but it may need to be replaced.

Members were asked to report any other vandalism that had occurred since the last meeting.

- h. Member of staff self-isolating. Fortunately, the test came back negative and the member of staff was back at work.
- i. Urgent actions. Nothing to report.
- j. Woodsgate Corner. Discussions with TWBC were ongoing.

- k. TWBC Local Green Spaces. Discussions with TWBC were ongoing.
- l. Carols on the Green. Pembury Baptist Church had approached the Parish Council asking for permission to hold a 'Carols on the Green' event on Sunday 20 December. Singing outdoors is now allowed within certain guidelines. Updated guidance on this can be found on the .gov website.

This was discussed and **RESOLVED** not to allow this to go ahead as members did not feel it appropriate during the pandemic.

C20/102. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.**

Cllr Barrington-King

- He was hoping to provide a Speed Indicator Device in the High Street in the next financial year.
- Potholes in Tonbridge Road had been patched. The whole road would be resurfaced next year.
- A Schedule of Works to upgrade the CCTV on the village green had been agreed and he was hopeful this would be carried out before the end of the year.
- A Schedule of Works to introduce a 20mph outside the primary school had been agreed and would be instigated shortly.

Cllr Reilly

- Following the approval of planning permission for an extension to the Upper Church of St. Peter, he had directed church members to the Director of Communities at TWBC who would advise on outsourcing fundraising.
- He raised the matter of Kent being in Tier 3 in the pandemic and told members that Greg Clark MP had argued against it.

Cllr Hayward

- He was a member of Covid panel at TWBC and there were no further updates.
- He had been advising small businesses about the new grant scheme available to them.

Cllr Brooks thanked the three Councillors for their work for the village.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting for the next item of business at 7.51pm on the grounds that it would involve the likely disclosure of exempt information.

- C20/103. **HENDY MOTOR VILLAGE**. Following discussions, it was **RESOLVED** to withdraw previous comments made to TWBC.

The meeting re-opened at 8.36pm

- C20/104. **CCTV.** This item had been covered under Cllr Barrington King's report.
- C20/105. **BUDGET 2021/22.**
- a. The draft budget and recommendations from the Finance & HR Committee were discussed.
 - b. The final budget for 2021/22 was circulated and discussed. It was **RESOLVED** to accept the budget.
- C20/106. **PRECEPT & BAND D EQUIVALENT.** It was **RESOLVED** that a precept of £228,497 would be requested from TWBC. The Band D equivalent for 2021/22 of £101.06 was agreed. This was a 4.25% increase.
- C20/107. **INTERIM INTERNAL AUDIT 2020/21.** Members noted the interim audit report for 2020/21.
- C20/108. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**
- a. An update had been circulated.
 - b. Members noted the minutes from the Steering Group meeting held on 10 November 2020.
 - c. Members noted the Steering Group Terms of Reference.
 - d. It was **RESOLVED** to apply for a Locality Grant for costs relating to the production of design guidance.
 - e. It was **RESOLVED** to appoint one of the members from the NDP Working Group as an editor for the Parish Council Facebook page in order to post NDP related material.
- C20/109. **TUNBRIDGE WELLS AGREEMENT.** Members **RESOLVED** to approve amendments proposed by TWBC.
- C20/110. **FINANCE AND ADMINISTRATION.** The accounts for payment for £20,604.13 were approved by **RESOLUTION.** (Appendix 1)
- C20/111. **RISKS.** There were none.
- C20/112. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.
- C20/113. **FUTURE MEETINGS.**
- a. Monday 11 January 2021 at 7.15pm
 - b. It was noted that the use of virtual meetings would be extended after January 2021 as required.
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C20/114. **REMOVAL OF COVENANT.** Following advice from the Parish Council's solicitor, it was **RESOLVED** to approve the deed of release and it was **RESOLVED** that Councillors Brooks and Partridge would sign the deed.

There being no other business, the meeting closed at 9.00pm.

Chairman

Date

Accounts for Payment - December 2020			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - December 2020			
12/099	HMRC	Tax/NIC	£ 2,410.13
12/100	Kent Pension Fund	Pensions	£ 2,149.51
12/101	Heliocentrix	IT support & Mictrosoft 365 subs Oct & Nov	£ 248.59
12/102	Les Henry	Planning consultant Hendy appl	£ 120.00
12/103	David Buckett	Interim Internal Audit	£ 400.00
12/104	Pembury Bowls Club	Community Grant	£ 500.00
12/105	Pembury Football Club	Comuity Grant	£ 500.00
12/106	Columbaria	Memorial Wall Plaque x3	£ 237.60
12/107	Earth Anchors	Replacement dog bin	£ 346.74
12/108	KALC	Training - chairing meetings AP/SS & YA bitesized training	£ 117.60
12/109	26 Works	PVN Production	£ 1,445.00
12/110	Jim Boot	Consultant NDP	£ 300.00
12/111	Kidmans	Grounds maintenance equip repairs/service	£ 124.96
12/112	Netwise Training	Website - annual fee	£ 380.00
12/113	Sodexo	Dog bin emptying	£ 151.20
12/114	Treeability	Remove branch over drive at Burial Ground	£ 352.80
12/115	SJ Osborne & Sons	Replace broken padlock LG Rec entrance	£ 20.09
12/116	SLCC	Annual Membership H Munro	£ 262.00
12/117	Wise Stonecraft	Gravedigging	£ 400.00
12/118	Streetlights	Replace burnt lantern column #20	£ 390.00
12/119	Wicksteed	Playground parts	£ 111.60
			£ 10,967.82
DEBIT CARD - November 2020			
DC1101	Shaws	Grant of Exclusive Right of Burial ledger	£ 132.00
DC1102	Amazon	VGA to HDMI adaptor	£ 12.48
			£ 144.48
DIRECT DEBITS - November 2020			
DD1101	Wex	Fuel charges	£ 21.46
DD1102	NEST	Pension contributions	£ 72.73
DD1103	Giff gaff	Mobile phone charges	£ 6.00
DD1104	BT	Telephone & Internet	£ 62.22
DD1105	Sage	Accounting software	£ 72.00
DD1106	TWBC	Council tax - Burial Ground	£ 55.00
DD1107	TWBC	Council tax - Office & Depot	£ 858.00
DD1108	Wex	Fuel charges	£ 106.56
DD1109	Castle Water	Water charges LG Rec	£ 11.35
DD1110	Sage	Payoll software	£ 8.64
DD1111	EON	Streetlighting electricity	£ 66.62
DD1112	Castle Water	Water charges	£ 35.06
DD1113	O2	Mobile phone charges	£ 67.60
			£ 1,443.24
CONFIDENTIAL SALARIES - November 2020			
CS0801	Confidential Salaries		£ 7,986.37
			£ 7,986.37
TOTAL EXTERNAL PAYMENTS			£ 20,541.91
Internal Payments - December 2020			
5035	NatWest	Unity	£ 50,000.00
			£ 50,000.00