



## To all Members of Pembury Parish Council

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

Helen Munro

Helen Munro  
Parish Clerk

Date of Issue: 1 December 2020

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

To join the meeting please use the following link:

<https://us02web.zoom.us/j/86487443702?pwd=V3krS2RqVnNGV0ZKdHdKbzJueTlEdz09>

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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 meetings held on 2 November 2020 and 30 November 2020 for signature.
4. **COMMITTEE MINUTES.** To note draft minutes of the committees for adoption and receive verbal report and update from Committee Chairs:
  - a. Planning & Highways Committee – 16 November 2020
  - b. Finance & HR Committee – 23 November 2020
  - c. Open Spaces Committee – 1 December 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. **HENDY MOTOR VILLAGE.** To receive update.

10. **CCTV.** To receive update on CCTV footage on the Village Green from Tunbridge Wells Borough Council.
11. **BUDGET 2021/22.**
  - a. To receive draft budget and recommendation from the Finance & HR Committee.
  - b. To agree final budget for 2021/22.
12. **PRECEPT & BAND D EQUIVALENT.** To agree Precept and Band D Equivalent for 2021/22.
13. **INTERIM INTERNAL AUDIT 2020/21.** To note Internal Audit report from audit undertaken on 11 November 2020.
14. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**
  - a. To receive update.
  - b. To receive minutes from the Steering Group Meeting – 10 November 2020
  - c. To note Steering Group Terms of Reference.
  - d. To consider applying for a Locality Grant for costs related to the production of design guidance.
  - e. To approve adding an NDP Working Group member as an editor for the Parish Council Facebook page in order to post NDP related material.
15. **TUNBRIDGE WELLS AGREEMENT.** To consider amendments proposed by Tunbridge Wells Borough Council and agree response.
16. **ACCOUNTS FOR PAYMENT.** To receive accounts for payment for approval.
17. **RISKS.** To consider any new risks affecting the Council and actions required.
18. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
19. **FUTURE MEETINGS.**
  - a. Monday 11 January 2021 at 7:15pm
  - b. To extend the use of virtual meetings after January 2021 as required.

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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 item of business on the grounds that it will involve the likely disclosure of exempt information.

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20. **REMOVAL OF COVENANT.** To receive deed of release for approval and agree signatories.