

Minutes of the **FULL COUNCIL** meeting held virtually on **Monday 1 February 2021** at **7:15pm**



Councillors Present:

Cllr K Brooks (C)	Cllr J Pearce
Cllr A Gaukroger	Cllr S Sharp
Cllr P Gillan	Cllr C Snow
Cllr G Hall	Cllr N Stratton
Cllr A Partridge (VC)	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)
County/Borough Cllr P Barrington King (left at 7.56pm)	Borough Cllr D Reilly (left at 7.56pm)
Borough Cllr D Hayward (left at 7.56pm)	One member of the public

C20/135. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Eastoe-Kirby and Mills.

C20/136. **DECLARATIONS OF INTEREST.** Cllr Gaukroger declared an interest in Cornford Lane as he lives nearby.

C20/137. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on 11 January 2021 be approved and would be signed at the earliest opportunity.

C20/138. **COMMITTEE MINUTES.** It was **RESOLVED** that the draft minutes of the following committees be adopted:

- a. Planning & Highways – 18 January 2021
- b. Finance & HR – 25 January 2021

C20/139. **CHAIRMAN'S ANNOUNCEMENTS.**

- A meeting of the Joint Transportation Board (JTB) and Tunbridge Wells Borough Council (TWBC) had been held. The majority of Borough Councillors were not in favour of Cornford Lane being closed to through traffic.
- A request had been received for some metal detecting to be carried out on Parish Council land. Following discussion, a vote was taken and it was unanimously agreed to refuse this request.

C20/140. **OPEN SESSION.** No-one wished to speak.

C20/141. **CLERK'S REPORT.** Members **noted** the report:

- a. Locality Grant for the Neighbourhood Development Plan (NDP). The application has been approved.
- b. Removal of Covenant. The signed deed has been received by the solicitors and payment of the fee is now awaited.
- c. Safety Surfacing works. Work started on 1 February but once the current damaged safety surface had been removed, the contractors found that it was too wet for them to install the replacement wetpour. Therefore the playground is now out of action until conditions improve.

The following items were **noted**:

- d. Vandalism/Damage. The tennis courts are locked due to current Covid restrictions. Damage had been done to the tennis court gate which enabled people to get into the courts. The Groundsmen would make repairs as soon as possible.
- e. Extension of legislation to allow Virtual meetings. The final date for virtual meetings is 6 May 2021 under existing legislation. An update from NALC which had been shared with all Councillors showed that the government do not intend to extend this deadline. Advice is urgently being sought by various local government organisations to clarify this. Updates will be shared when they become available.

Urgent action taken:

- f. Caravans reported near Bo Peep Corner. A resident reported numbers of caravans on a farm adjacent to the A21. This has been reported to enforcement officers at TWBC who will investigate as required.

C20/142. **REPORTS OF BOROUGH COUNCILLORS.**

Cllr Barrington-King

- All tiers of local government had worked well together against the potential closure of Cornford Lane. An item on the agenda of a recent JTB meeting had been to request the formation of a Working Party with TWBC Councillors and residents of Cornford Lane/Hall Holes Road. At the meeting Cllr Brooks requested that representatives from Pembury Parish Council and residents of Pembury should also be included. The JTB resolved to generate Terms of Reference for the Working Party. It was agreed that solutions to mitigate against the volume and width of traffic are a priority.
- Further litter picks along the A228 had been requested.

- He urged residents to report potholes on the Kent Highways website

The Chair asked if information about how to report potholes could be published on social media and in the Pembury Village News.

Cllr D Hayward

- There is a TWBC Full Council meeting on 3 February to discuss the Draft Local Plan.

Cllr D Reilly

- He advised that people can listen to the Local Plan meeting online on 3 February at 6.30pm.
- Various public consultations regarding the Local Plan will be sent out enabling residents to have their say before decisions are voted on by TWBC Full Council.
- Hendy has not approached TWBC with any appeal documents regarding the proposal for a Motor Village at Woodsgate Corner. Permission was refused in October 2020.

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

C20/143. **DRAFT LOCAL PLAN.** No further update to that reported in item C20/142 was discussed. An update would be given at the next Full Council meeting in March.

C20/144. **RECOMMENDATIONS FROM COMMITTEES.** To receive recommendations from the Finance & HR Committee:

- a. To approve the Council Risk Assessment. It was **RESOLVED** to **approve** the Council Risk Assessment after an item regarding risks due to Covid is added.
- b. To approve the Financial and Non-Financial Internal Controls. It was **RESOLVED** to **approve** the Financial and Non-Financial Internal Controls.
- c. To approve the effectiveness of the System of Internal Control. It was **RESOLVED** to **approve** the effectiveness of the System of Internal Control.
- d. To approve amended Virtual Meeting Protocols. It was **RESOLVED** to **approve** the amended Virtual Meeting Protocols.

- e. To note new third-party event request form and risk assessment.
Following some amendments, the new third-party event request form would be circulated to members by email for approval.

C20/145. **PAVILION JOINT MANAGEMENT COMMITTEE.**

- a. To receive report from the Joint Committee meeting held on 14 January 2021 and note minutes and financial reports. Members **noted** the report, minutes and financial reports.
- b. To consider outstanding rates bills and receive update. A report was given and the update was **noted**. Work was ongoing to ascertain eligibility for small business or charitable rates relief.
- c. To consider the TWBC grant application. It was **RESOLVED** to apply for the grant.
- d. To receive update on Charitable status. The management committee were supportive of getting charitable status for the pavilion and when the outcome of the Business rates issue was clarified, this would be discussed further.

C20/146. **VILLAGE HALL MANAGEMENT COMMITTEE.** The minutes from the Village Hall Committee meeting on 14 January 2021 and a verbal report from Parish Council Representatives were **noted**.

C20/147. **NEIGHBOURHOOD DEVELOPMENT PLAN.**

- a. To receive verbal update on progress. An update was given and points **noted**.
- b. To receive Steering Group minutes from meeting held on 12 January 2021. Members **noted** the Steering Group minutes.
- c. To consider approval of environmental survey from Kent & Medway Biological Records Centre. The likely cost including detailed maps would be £320. Members **RESOLVED** to approve this cost. The Clerk confirmed that there is money in the budget for this.

C20/148. **ANNUAL PARISH MEETING (APM) 2021.** A provisional date of 29 April 2021 had been set. It was **RESOLVED** to plan for a virtual meeting and details would be confirmed at the next Full Council meeting in March.

C20/149. **FINANCIAL INFORMATION.**

- a. The accounts for payment for £16,974.97 were **approved** by **RESOLUTION**. A transfer from NatWest to Unity Bank of £30,000 was approved by **RESOLUTION**. These were included at Appendix 1.

b. Council **noted** the Budget Monitoring report as at 31 December 2020.

C20/150. **RISKS.** There were none.

C20/151. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C20/152. **FUTURE MEETINGS. Monday 1 March 2021** at 7.15pm

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 on the grounds that it will involve the likely disclosure of exempt information at 8.43pm

C20/153. The Clerk and Deputy Clerk left the meeting at 8.43pm

C20/154. **HR MATTERS.** To consider recommendations from the Finance & HR Committee:

a. Salary increases from April 2021. The recommendation was **approved** by **RESOLUTION.**

b. Homeworking Allowance. It was **RESOLVED** to offer two options for staff working at home during the pandemic. Office staff to inform the Chair of their preferred option.

There being no other business, the meeting closed at 8.50pm.

Chairman

Date

Pembury Parish Council			
Accounts for Payment - February 2021			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - February 2021			
02/132	HMRC	Tax/NIC	£ 2,326.65
02/133	Kent Pension Fund	Pensions	£ 2,143.43
02/134	Heliocentrix	IT support & Microsoft 365 subs Jan	£ 179.52
02/135	Gala Lights	Call outs x2	£ 300.00
02/136	KALC	H Munro GDPR updated training	£ 42.00
02/137	Kidmans	Replacement equipment	£ 762.00
02/138		Equipment service	£ 480.57
02/139		New safety boots for groundsman	£ 76.99
02/140	SLCC	H Munro Cyber crime training	£ 58.80
02/141	Sodexo	Dog bin empty Dec	£ 189.00
02/142	Greenbarnes	Replacement notice board by Primary school	£ 1,949.99
02/143	KALC	Chairmanship training N Stratton	£ 60.00
			£ 8,568.95
DIRECT DEBITS - January 2021			
DD01/01	Castle Water	Water charges	£ 53.44
DD01/02	Castle Water	Water charges	£ 149.29
DD01/03	Giff gaff	Mobile phone charges	£ 6.00
DD01/04	TWBC	Council tax - Burial Ground	£ 55.00
DD01/05	TWBC	Council tax - Office & Depot	£ 858.00
DD01/06	BT	Telephone & Internet	£ 62.22
DD01/07	Sage	Accounting software	£ 72.00
DD01/08	Wex	Fuel charges	£ 1.80
DD01/09	Sage	Payroll software	£ 8.64
DD01/10	EON	Streetlighting electricity	£ 66.62
DD01/11	O2	Mobile phone charges	£ 65.68
			£ 1,398.69
CONFIDENTIAL SALARIES - January 2021			
CS01/01	Confidential Salaries		£ 7,007.33
			£ 7,007.33
TOTAL EXTERNAL PAYMENTS			£ 16,974.97
Internal Payments - February 2021			
5037	NatWest	Unity	£ 30,000.00
			£ 30,000.00