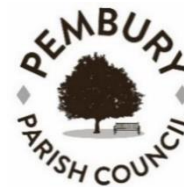


Minutes of the **FULL COUNCIL** meeting held virtually on **Tuesday 4 May 2021** at **7:15pm**



Councillors Present:

Cllr K Brooks (C)

Cllr A Gaukroger

Cllr P Gillan

Cllr G Hall

Cllr L Mills

Cllr A Partridge (VC)

Cllr J Pearce

Cllr S Sharp

Cllr N Stratton

Cllr C Snow

Cllr G Trueman

Cllr M Weaver

Apologies:

Cllr H Eastoe-Kirby

Also in attendance:

H Munro (Clerk)

Y Allen (Deputy Clerk)

County/Borough Cllr P Barrington King (left at 7.40pm)

- C21/1. **CHAIR OF THE COUNCIL.** A nomination was received and a unanimous vote taken. Cllr K Brooks was elected as Chair.
- C21/2. **VICE CHAIR OF THE COUNCIL.** A nomination was received and a unanimous vote taken. Cllr A Partridge was elected as Vice Chair.
- C21/3. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr Eastoe-Kirby. Borough Councillors Hayward and Reilly were not in attendance.
- C21/4. **DECLARATIONS OF INTEREST.** No-one declared an interest.
- C21/5. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on 12 April 2021 be approved and would be signed at the earliest opportunity.
- C21/6. **COMMITTEE MINUTES.** It was **RESOLVED** that the draft minutes of the following committees be adopted:
- Planning & Highways – 19 April 2021
 - Finance / HR – 26 April 2021
- C21/7. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair told members that matters which had been raised by residents at the Annual Parish Meeting would be added to a future Full Council agenda for further discussion.
- C21/8. **OPEN SESSION.** No members of the public were present.
- C21/9. **CLERK'S REPORT.** Members **noted** the report:

- a. Transient traveller site – near Bo-Peep Corner. No application had been received to date.
- b. Anti-ram bollards at Woodside playing fields. These had been installed.
- c. Neighbourhood Development Plan – new grant. The application window has re-opened and the NDP consultants were working on the budget. An application would be submitted shortly.
- d. Change of Use – business. A change of use application would not be required for the new business as it fell within the same planning use class.
- e. Mirror at junction of Lower Green Road / Romford Road. This has been reported to Kent County Council (KCC) and a response awaited.
- f. Replacement lamp columns – Hastings Road / High Street. A significant number of lamp columns have been replaced but KCC will not approve any attachments (such as hanging baskets and Christmas lights) to the columns without a new load test. This has impacted on the hanging basket display for 2021 and may well affect Christmas lights proposals.
- g. The Coppice. Items were again being stored on Parish Council owned land in the Coppice. A letter would be written to the resident if necessary.

C21/10. **REPORTS OF BOROUGH/COUNTY COUNCILLOR.**

CLlr Barrington-King.

He had nothing to report as he is in purdah.

- C21/11. **HENDY MOTOR VILLAGE.** The date for an appeal process to start was 6 May 2021. An email would be sent to the Head of Planning and the Chief Executive at Tunbridge Wells Borough Council (TWBC) on 7 May 2021 asking if an appeal had been lodged.

- C21/12. **DRAFT LOCAL PLAN.** The draft pre-submission Local Plan response was agreed and it was **RESOLVED** that it is submitted to TWBC. Thanks were given to Cllrs Gaukroger, Hall and Stratton for their work on this.

- C21/13. **TERMS OF REFERENCE.** It was **RESOLVED** to approve the following:

- a. Internal Audit
- b. Open Spaces Committee
- c. Communications & Events
- d. Finance & HR
- e. Planning & Highways

C21/14. **DELEGATION ARRANGEMENTS.** It was **RESOLVED** to approve the Scheme of Delegation.

C21/15. **STANDING COMMITTEES AND WORKING GROUPS.** Nominations were received and the following Councillors were elected on to Committees and Working Groups.

- a. Communications & Events Committee:
Cllr L Mills (C), Cllr S Sharp (VC), Cllr K Brooks, Cllr P Gillan, Cllr C Snow, Cllr G Trueman, Cllr M Weaver
- b. Finance & Human Resources Committee:
Cllr N Stratton (C), Cllr K Brooks (VC), Cllr A Partridge, Cllr J Pearce
- c. Open Spaces Committee:
Cllr P Gillan (C), Cllr C Snow (VC), Cllr K Brooks, Cllr A Partridge, Cllr S Sharp, Cllr M Weaver
- d. Planning & Highways Committee:
Cllr G Hall (C), Cllr A Partridge (VC), Cllr K Brooks, Cllr P Gillan, Cllr J Pearce, Cllr N Stratton
- e. Neighbourhood Development Plan Working Group:
Cllrs N Stratton (C), Cllr G Hall, Cllr C Snow

C21/16. **COMMITTEE AND WORKING GROUP CHAIR AND VICE-CHAIR.** It was **RESOLVED** to appoint Chairs and Vice-Chairs as listed in C21/15.

C21/17. **EXTERNAL BODIES.** It was **RESOLVED** to agree the following representatives:

- a. KALC Area Committee & Annual meeting:
Cllr K Brooks, Cllr A Partridge
- b. Charles Amhurst Almshouses:
Mrs S Ditchett, Mr S Rose
- c. Pavilion Management Committee:
Cllr G Hall, Cllr S Sharp, Cllr N Stratton
- d. Village Hall Management Committee:
Cllr K Brooks, Cllr G Trueman, Cllr M Weaver

C21/18. **STANDING ORDERS.** It was **RESOLVED** to adopt the Standing Orders.

C21/19. **FINANCIAL REGULATIONS.** It was **RESOLVED** to adopt the Financial Regulations.

C21/20. **POLICIES.** It was **RESOLVED** to adopt the following policies:

- a. Complaints policy
- b. Publication Scheme
- c. Press Policy
- d. Metal Detecting Policy

C21/21. **MEETING DATES.** Members agreed the meeting dates set for 2021/22.

C21/22. **COUNCIL MEETINGS.**

- a. An update on virtual meeting legislation was noted.
- b. It was recommended and it was **RESOLVED** that temporary delegated authority be given to the Clerk in conjunction with the Council and Committee members until 21 June 2021 when Government restrictions were due to ease further. Council and Committee members would meet virtually to make these decisions.
- c. Further consideration would be given to returning to face-to-face meetings at the next Full Council meeting. Alternative venues to hold Full Council meetings would be researched as the Parish Office meeting room was too small to allow for social distancing and not well ventilated.

C21/23. **PEMBURY PAVILION.**

- a. It was **RESOLVED** to approve the recommendation from the Pavilion Joint Committee to set up a Charitable Incorporated Organisation (CIO) to manage the facility.
- b. It was **RESOLVED** to approve the draft constitution for the CIO.

C21/24. **PROJECT FUNDED FROM DEED OF COVENANT.** A plan to set up a limited number of strategic themes for Pembury for the future was agreed. It was agreed to ask the residents, by means of social media and the PVN, what is important to them. Each idea would then be ranked. Councillors were asked to consider ideas and for these to be discussed further at the virtual meeting of Council members in June.

C21/25. **BEECH TREE AT THE ALLOTMENTS.** Various proposals for work to the diseased Beech tree at the allotments were considered and following advice, it was **RESOLVED** to create a monolith which would still retain the trunk and the surrounding wildlife habitat. Notices will be displayed and posted on social media explaining why the work is being carried out.

C21/26. **FINANCIAL INFORMATION.**

- a. The accounts for payment for £19,177.64 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £50,000 was

approved by **RESOLUTION**. These were included in Appendix 1.

- b. The budget monitoring report as at 31 March 2021 was **noted**.
- c. It was **RESOLVED** to approve the general, earmarked and ring-fenced reserves as at 31 March 2021.
- d. It was **RESOLVED** to approve the Statement on Internal Control. This would be signed as soon as it was possible.
- e. It was **RESOLVED** to add Cllr Pearce as a signatory on the bank mandate for NatWest and Unity and it was **RESOLVED** to remove Cllr Gaukroger.

C21/27. **RISKS.** There were none.

C21/28. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There was a discussion about electric scooters which were being used on the pavements in Pembury. It was agreed usage would be monitored and any issues reported to 101.

C21/29. **FUTURE MEETINGS.** 7 June 2021 at 7.15pm

C21/30. Training for new Chairs of Committees would be arranged shortly.

Cllr Gaukroger announced that he is resigning as a Parish Councillor due to his recent house move out of the area. Cllr Brooks thanked him for all his hard work over the past seven years. Cllr Gaukroger said that it had been a privilege to have been a Parish Councillor for Pembury and he had enjoyed working with everyone. He was to remain part of the NDP Steering Group.

There being no other business, the meeting closed at 8.45pm.

Signed: _____ Date: _____
Chair

Pembury Parish Council			
Accounts for Payment - May 2021			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - May 2021			
05/018	HMRC	Tax/NIC	£ 2,336.98
05/019	Kent Pension Fund	Pensions	£ 2,154.58
05/020	Heliocentrix	IT support & Microsoft 365 subs Apr	£ 180.88
05/021	Weddle & Co	Pembury Burial Ground signage	£ 720.00
05/022	DTH Plumbing	Recrify problems with allotment taps	£ 160.00
05/023	Treeability	High priority works to trees at Woodside & allotment	£ 1,713.60
05/024	KALC	Annual subscription 2021/22	£ 1,944.00
05/025	Institute of Cemetery & Crematorium Management	Subscription	£ 95.00
05/026	Trade UK (B&Q)	Various Groundsman spares / supplies	£ 177.10
05/027	Knockout Print	Additional car park closed sign in LG Rec	£ 180.00
05/028	Sterling Industrial Doors	Office shutter service	£ 312.00
05/029	GDPR-info	GDPR annual services	£ 420.00
			£ 10,394.14
DEBIT CARD - April 2021			
DC04/01	Hello print	Banner for APM	£ 56.77
DC04/02	Teamviewer	IT software	£ 156.96
DC04/03	Zoom	Virtual meeting software	£ 143.88
			£ 357.61
DIRECT DEBITS - April 2021			
DD04/01	Wex	Fuel charges	£ 82.52
DD04/02	Giff gaff	Mobile phone charges	£ 6.00
DD04/03	Wex	Fuel charges	£ 70.25
DD04/04	TWBC	Office & depot Business rates	£ 860.80
DD04/05	TWBC	Cemetery Business rates	£ 66.53
DD04/06	Sage	Accounting software	£ 78.00
DD04/07	BT	Telephone & Internet	£ 62.46
DD04/08	Wex	Fuel charges	£ 49.25
DD04/09	Sage	Payoll software	£ 14.40
DD04/10	EON	Streetlighting electricity	£ 66.62
DD04/11	Wex	Fuel charges	£ 25.07
DD04/12	O2	Mobile phone charges	£ 67.12
			£ 1,449.02
CONFIDENTIAL SALARIES - April 2021			
CS03/01	Confidential Salaries		£ 6,976.87
			£ 6,976.87
TOTAL EXTERNAL PAYMENTS			£ 19,177.64
Internal Payments - May 2021			
5041	NatWest	Unity	£ 50,000.00
			£ 50,000.00