

Minutes of the virtual meeting of the Members of Full Council held on Monday 7 June 2021 at 7.15pm. All decisions are made under temporary delegated authority of the Clerk.



Councillors Present:

Cllr K Brooks (C)

Cllr P Gillan

Cllr G Hall

Cllr L Mills

Cllr A Partridge (VC)

Cllr J Pearce

Cllr S Sharp

Cllr N Stratton

Cllr G Trueman

Cllr M Weaver

Apologies:

Cllr H Eastoe-Kirby

Cllr C Snow

Also in attendance:

H Munro (Clerk)

Y Allen (Deputy Clerk)

Borough Cllr D Hayward (left at 7.54pm)

Borough Cllr P Roberts (left at 7.55pm)

County/Borough Cllr P Barrington King (left at 7.54pm)

1. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Eastoe-Kirby and Snow.
2. **DECLARATIONS OF INTEREST.** No-one declared an interest.
3. **CHAIRMAN'S ANNOUNCEMENTS.**
 - The Youth Council picnic had gone very well and a Chair, Vice Chair and Treasurer elected. Lots of ideas were discussed and their next step would be to present two project ideas to Full Council.
 - The Chair had taken part in an online National Association of Local Councils (NALC) seminar and had given a report on how to engage with young people.
 - Tunbridge Wells Borough Council (TWBC) had given away £50m in grants during the Covid pandemic.
 - Covid rates were generally low in the area. The take-up for vaccines in the Tunbridge Wells area was good.
 - TWBC were undertaking an electoral review.
 - The Chair and Cllr Hall had attended a Zoom meeting with Kent Highway Services (KHS) regarding the Highways Improvement Plan which had been very informative and worthwhile.
4. **OPEN SESSION.** No members of the public were present.
5. **CLERK'S REPORT.** Members **noted** the report:

- a. Transient traveller site – near Bo-Peep Corner. No application had been received to date.
- b. Neighbourhood Development Plan. A grant application for £9,700 had been submitted.
- c. Beech tree at the allotments. The contractor has been appointed and they are applying to Kent County Council (KCC) for a permit to close the road in order to carry out the works.
- d. Change of bank signatory. The Unity and Nationwide change of signatory forms have been submitted and confirmation of the change is awaited. Nat West require an approved set of minutes before they will action the change. This will be undertaken once the last Full Council minutes have been approved.
- e. Councillor Vacancy. No by-election was called following the resignation of a Councillor in May. Advertising for the vacancy will be arranged.
- f. Footpath maps. An order of 200 footpath maps has been received as an interim measure while work on a new map is carried out.
- g. Firework display. The usual company which puts on the Firework display is unable to do so this year. Other firework companies were approached and a decision on which one to appoint will be made shortly following the receipt of more information. A deposit will have to be paid and this will be approved outside of a Council meeting. Members will be kept updated and any decision ratified at a future proper Full Council meeting.

6. **REPORTS OF BOROUGH/COUNTY COUNCILLORS.**

Cllr D Hayward

- He would follow up the planning application at the transient traveller site with enforcement officers at TWBC on behalf of Pembury Parish Council and would share any correspondence.

Cllr P Barrington-King

- He had attended a site visit with Cllr Gillan to look at the verge destruction along Romford Road.
- He had visited an address in the Ridgeway together with Borough Cllrs Hayward and Roberts on the request of a resident whose garden was disappearing into the woodland behind. An email had been sent to TWBC Estates Department as a follow up.

- Following a complaint from a resident about the poor condition of the gulleys along the High Street, he had contacted KHS and work had now been scheduled.
- Work to white/yellow lining along the High Street following resurfacing was now complete. It had been agreed not to replace the yellow hatching at the traffic lights at the junction with Lower Green Road as it served no purpose.
- He was hoping to arrange a regular litter pick. Contact had been made with the Rapid Response Team who had carried out litter picks in the village in the past. They had been asked to suggest dates in the autumn and these were awaited.

Suggestions were made about future litter picks.

- He was looking into the possibility of lidded bins in Pembury. Cllr Hayward said that the Portfolio Holder at TWBC had been asked and a response awaited.

Cllr Roberts

- He had been in touch with a resident on a light pollution issue.
- He was keen to research Speedwatch.
- He had approached the Economic Development Manager at TWBC and had raised an issue concerning the cycle lanes in the High Street.

7. **HENDY MOTOR VILLAGE.** TWBC had not received any correspondence from Hendy's with regard to a potential appeal to their application.

8. V **PLANNING APPLICATIONS.** Responses to the following applications were considered and it was agreed to submit the following comments:

- a. 21/01549/FULL – 2 Gimble Way. Demolition of the existing single-storey side projection and erection of a two-storey side extension, installation of solar panels to the front plane of the main roof, internal alterations and other associated external works.

NEUTRAL

- b. 21/01315/TPO – Land adjacent to 71 Herons Way. Trees: OAK – Removal of dead and/or low hanging branches – effectively raising the canopy, cut back overhanging top branches to the border line of the property, approx. 5m from the widest point of overhanging branches.

NEUTRAL

9. **COMMUNITY WARDEN.**

- a. Pembury now has a Community Warden who started induction training at the beginning of June.
- b. It was agreed that there could be a trial period of the Warden being based at the Parish Office on a part time basis.

10. **COUNCIL MEETINGS.**

- a. It was agreed to hold the July Full Council meeting virtually. Occasional face-to-face meetings would be held to ratify decisions with the minimum number of members present.
- b. Risk assessments would be carried out before the return of face-to-face meetings.
- c. A decision would be taken at each meeting on how to conduct the subsequent meeting. Research on hiring a larger local meeting room with good ventilation would be carried out.

11. **ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2020-21.** A face-to-face meeting must take place to legally approve the AGAR before 30 June 2021. This would be arranged following some research on the most appropriate location.

12. **ANNUAL PARISH MEETING.** The draft minutes were noted and discussions were held on how to progress with some of the residents' suggestions.

- Request for a speed check in Henwood Green Road. This would be followed up by the Planning & Highways Committee
- What were the Parish Council doing about climate change? This would be considered by the Open Spaces Committee.
- Could the Parish Council use its reserves to improve its green credentials e.g., plant trees on pockets of land throughout the village. This would be considered by the Open Spaces Committee.
- Could the Parish Council hold some of their meetings in the Village Hall? This request was noted and would be considered as it was dependent on availability.

13. **STRATEGIC PRIORITIES.** Various ideas had previously been put forward and discussions were ongoing. It was agreed that Working Groups would be set up to progress with different themes for the year and a framework for short/medium/long-term projects would be devised. Members were keen to start with biodiversity and climate change. Ideas would be shared with residents on social media.

14. **MOTIONS FROM COUNCILLORS.** Cllr Hall had requested that members consider the planting of trees on Parish Council land as part of “the Queen’s Green Canopy – Planting a Tree for the Platinum Jubilee”. He had provisionally booked 30 trees. Locations for planting needed to be discussed and agreed.
15. **BRENCHLEY AND MATFIELD NEIGHBOURHOOD PLAN CONSULTATION.**
This was noted.
16. **FINANCIAL INFORMATION.** A list of accounts for payment was agreed.
17. **RISKS.** There were none.
18. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** Cllr Weaver had been contacted by a resident about the purchase of a projector for the Village Hall. This would be directed to the Village Hall Management Committee.
19. **FUTURE MEETINGS.** 5 July 2021 at 7.15pm.

There being no other business, the meeting closed at 9.11pm.

Signed: _____ Date: _____
Chair

Pembury Parish Council			
Accounts for Payment - June 2021			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID PREVIOUSLY			
05/030	KALC	Training - Deputy Social media	£ 42.00
			£ 42.00
ACCOUNTS FOR PAYMENT BY BACS - June 2021			
06/031	HMRC	Tax/NIC	£ 2,388.06
06/032	Kent Pension Fund	Pensions	£ 2,150.52
06/033	Streetlights	Maintenance contract for streetlights Apr-Sep 21	£ 745.07
06/034	Vitax	Line marking paint - football pitches	£ 710.29
06/035	David Buckett	Final Internal Audit 2020/21	£ 400.00
06/036	Elm fencing	Anti-ram bollards Woodside Playing Fields	£ 1,068.00
06/037	26 Works	PVN Summer edition printing	£ 1,515.00
06/038	Heliocentrix	IT support & Microsoft 365 subs May	£ 184.92
06/039	KCS	Fire extinguisher service - query on invoices to be resolved	£ 84.00
06/040	Jim Boot	NDP Consultant	£ 380.00
06/041	B&Q (Trade UK)	Tape measure / pressure washer	£ 125.87
			£ 9,751.73
DEBIT CARD - May 2021			
DC05/01	Amazon	NDP competition prize winner - voucher	£ 25.00
DC05/02	Cash	Petty Cash	£ 100.00
DC05/03	Cash	Petty Cash	£ 100.00
			£ 225.00
DIRECT DEBITS - May 2021			
DD05/01	Giff gaff	Mobile phone charges	£ 6.00
DD05/02	Wex	Fuel charges	£ 101.11
DD05/03	BT	Telephone & Internet	£ 62.46
DD05/04	Sage	Accounting software	£ 78.00
DD05/05	TWBC	Office & depot Business rates	£ 858.00
DD05/06	TWBC	Cemetery Business rates	£ 63.00
DD05/07	Wex	Fuel charges	£ 27.04
DD05/08	Castle Water	Water charges	£ 39.99
DD05/09	Castle Water	Water charges	£ 35.47
DD05/10	Castle Water	Water charges	£ 224.33
DD05/11	Castle Water	Water charges	£ 73.01
DD05/12	Sage	Payoll software	£ 14.40
DD05/13	EON	Streetlighting electricity	£ 64.47
DD05/14	Wex	Fuel charges	£ 49.62
DD05/15	O2	Mobile phone charges	£ 68.03
			£ 1,764.93
CONFIDENTIAL SALARIES - May 2021			
CS05/01	Confidential Salaries		£ 7,973.31
			£ 7,973.31
TOTAL EXTERNAL PAYMENTS			£ 19,714.97