



To all Members of Pembury Parish Council

You are hereby summoned to attend the meeting of Pembury Parish Council on **Monday 6 September 2021** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury

H Munro

Helen Munro
Parish Clerk

Date of Issue: 31 August 2021

Members of the Public and Press are welcome to attend

During the Coronavirus pandemic and the subsequent recovery, we will continue to request that all attendees wear face masks or shields until seated, unless exempt. In the interests of keeping everyone safe, it is strongly recommended that all attendees undertake a lateral flow test on the day of the meeting.

Hand sanitiser will be provided on entry. The hall will be well ventilated, please ensure if attending, that you wear appropriate clothing. Public attendance will be limited to allow for the continuance of social distancing.

Public attendance will be by reservation only and numbers will be limited based on the size of the hall. Please contact Helen Munro, Clerk, to reserve a seat:
clerk@pemburyparishcouncil.gov.uk or 01892-870382.

A G E N D A

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 28 June 2021 for signature.
4. **DELEGATED DECISIONS.** To note and approve minutes from meetings where delegated decisions have been made by the Clerk in consultation with members.
 - a. Finance & HR Committee – 15 June 2021
 - b. Planning & Highways Committee – 21 June 2021
 - c. Communication & Events Committee – 28 June 2021
 - d. Full Council – 5 July 2021
 - e. Open Spaces – 12 July 2021
 - f. Finance & HR Committee – 19 July 2021
 - g. Planning & Highways Committee – 26 July 2021
5. **CHAIR'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. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.** To receive verbal report and updates from Annual General Meetings of:
 - a. Pembury Village Hall
 - b. Pembury Pavilion
10. **RECOMMENDATIONS FROM COMMITTEES:**
 - a. Open Spaces Committee: Skate Park – to update on research undertaken and agree to next steps.
 - b. Finance & HR Committee:
 - i. Award of Community Grants 2021
 - ii. Suggested use of some of the TWBC Hardship Fund
 - iii. Vire of £1,000 for speed surveys x3 and agree locations
11. **PARTY WALL AGREEMENT – 32-34 HENWOOD GREEN ROAD.** To receive the Notice of Consent to the placing of Special Foundations on the Council's property under Section 7(4) of the Party Wall (etc) Act 1996 for consideration.
12. **SECTION 106 CONTRIBUTIONS – 32-34 HENWOOD GREEN ROAD (STURGEONS).** To note payment of section 106 contributions to Tunbridge Wells Borough Council for contributions to table tennis tables and climbing frame at Lower Green Recreation Ground and improvements to the Cricket Club pavilion and scoreboard. To agree next steps.
13. **WOODSIDE PAVILION.** To note receipt of business rates demand for the pavilion and change of payee to Pembury Football Club and Small business rates relief to be applied for.
14. **MOTION FROM COUNCILLOR HALL - KENT WILDLIFE TRUST.** To consider annual subscription.
15. **FINANCIAL INFORMATION.** To receive and approve:
 - a. Accounts for payment – August and September 2021
 - b. Budget Monitoring Report – 30 June 2021
 - c. Bank Reconciliation – 30 June 2021
 - d. Reserves – 30 June 2021

16. **RISKS.** To consider any new risks affecting the Council and actions required.
17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
18. **FUTURE MEETINGS.** Monday 4 October 2021 at 7:15pm at Pembury Baptist Church Hall.

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.

19. **PARISH OFFICE.** To discuss suggested 3-month trial for changes to Parish Office opening hours and hybrid working.