

Minutes of the Full Council meeting held at Pembury Baptist Church, Hastings Road, on Monday 6 September 2021 at 7.15pm.



**Councillors Present:**

Cllr K Brooks (C)

Cllr G Hall

Cllr A Partridge (VC)

Cllr J Pearce

Cllr S Sharp

Cllr N Stratton

Cllr M Weaver

**Apologies:**

Cllr H Eastoe-Kirby

Cllr P Gillan

Cllr C Snow

**Also in attendance:**

H Munro (Clerk)

7 Members of the public

Y Allen (Deputy Clerk)

C21/44. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Eastoe-Kirby, Gillan and Snow. Cllr Mills was not in attendance.

Borough Councillors Hayward and Roberts and County Cllr Barrington-King also sent their apologies.

C21/45. **DECLARATIONS OF INTEREST.** Cllrs Brooks, Hall and Partridge had been lobbied by residents of Romford Road/Woodside Road and Kings Toll Road regarding road safety concerns caused by problems on the A21 at Kippings Cross.

C21/46. **MINUTES.** It was **RESOLVED** that the minutes of **28 June 2021** be approved and signed as an accurate record.

C21/47. **DELEGATED DECISIONS.** It was **RESOLVED** to note and approve minutes from meetings where delegated decisions had 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

Cllr Hall requested that the forthcoming Planning & Highways Committee meeting be held virtually on 13 September 2021. The format of future meetings would be on the agenda. Meetings could not be held at the Baptist Church as there was no projector which was an essential part of the meeting.

C21/48. **CHAIRMAN'S ANNOUNCEMENTS.**

- The Chair welcomed everyone back to the first face-to-face meeting after the pandemic.
- It had been hoped that some members of the Youth Council would attend but communication with them had been difficult. It was hoped that this issue had now been resolved and they would be invited to a future meeting.
- The Chair thanked everyone for their part in making the Picnic on the Green held on Saturday 5 September a very successful event.

*The meeting was adjourned at 7.24pm.*

C21/49. **OPEN SESSION.** The Chair welcomed members of the public to the meeting.

A resident of Romford Road gave a report of the concerns regarding excess traffic driving along country lanes due to congestion at Kippings Cross. She asked the Parish Council for support by lobbying Highways England.

A resident, who had been working closely with Borough Cllr Barrington-King and Highways England over the past three years again asked for support from the Parish Council and made suggestions as to how improvements could be made.

Cllr Hall suggested that two representatives from the residents affected by this issue be invited to the forthcoming virtual meeting with Highways England at the end of September which would also be attended by Cllrs Brooks, Hall and Stratton. Cllr Hall asked the residents if all the information that had been sent in by them could be collated and forwarded to Highways England in advance. This was agreed.

*The meeting reconvened at 7.37pm.*

C21/50. **CLERK'S REPORT.** Members **noted** the report:

- a. Transient traveller site – near Bo-Peep Corner. An application was received during the summer recess and the response agreed under the Clerk's delegated powers in consultation with Planning & Highways Committee members. It was agreed to object to the application and call it in for a decision by the Tunbridge Wells Borough Council Planning Committee if officers were minded to approve the application. Borough Cllr Hayward has agreed to call it in.
- b. Change of bank signatory. Nat West forms are being completed.

- c. Disabled access for Scout hut. There is now a new Chair of Pembury Scouts and further quotes are being sought for the disabled access ramp.
- d. Councillor vacancies. No by-election has been called following the recent resignation of a Parish Councillor. The Parish Council is now able to co-opt.

C21/51. **REPORTS OF BOROUGH/COUNTY COUNCILLORS.**

No Borough/County Councillors were present although Cllr Hayward wished it to be recorded that he had agreed to 'call in' planning application 21/02290/FULL for a transient traveller site at Past Heap Farm, should planning officers at Tunbridge Wells Borough Council be minded to approve it. He also sent his congratulations on the Picnic on the Green event which had been very successful.

C21/52. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.** Verbal reports and updates were received from Annual General Meetings (AGM) of:

- a. Pembury Village Hall. Minutes from the AGM held in July had been circulated. Bookings for the hire of the Village Hall had been very busy since the pandemic restrictions had been lifted.
- b. Pembury Pavilion. Cllr Stratton reported that the Pavilion was now registered as a Charitable Incorporated Organisation.

C21/53. **RECOMMENDATIONS FROM COMMITTEES.**

- a. Open Spaces Committee: Skate Park. This had been discussed at the latest Open Spaces Committee meeting when it was acknowledged that further guidance was needed from specialist contractors. It was also suggested that this went out to the public for consultation to gauge opinion particularly from the people who would use it. Grant funding would be sought. Further research was delegated to the Open Spaces Committee.
- b. Finance & HR Committee
  - i. Award of Community Grants 2021. It was **RESOLVED** to approve awarding the Cricket Club £1,000
  - ii. Suggested use of some of TWBC Hardship Fund. It was **RESOLVED** to approve giving £200 to Pembury Baptist Church for a new fridge and £1,000 to Pembury Baptist Church for Christmas hampers for people in need in Pembury. Any surplus would be used to support residents who are experiencing hardship.

- iii. Vire of budget for speed surveys. It was **RESOLVED** to approve the vire of £1,000 for speed surveys x 3 from the Christmas Lights budget. Lower Green Road, Romford Road, Henwood Green Road and Hastings Road/Bo-Peep Corner were the suggested locations, and this would be discussed further at a Planning & Highways meeting.

C21/54. **PARTY WALL AGREEMENT.** 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 was considered and it was **RESOLVED** not to agree to mesh being integrated into concrete foundations under the pathway belonging to the Parish Council. The Clerk was asked to raise concerns about the damaged drain adjacent to the boundary and the impact on the proposed foundations.

*3 residents left the meeting at 20:42.*

C21/55. **SECTION 106 CONTRIBUTIONS – 32-34 HENWOOD GREEN ROAD (STURGEONS).** It was noted that TWBC had received payment from the developer. Some of this would be used to purchase two concrete table tennis tables, a new climbing frame in Lower Green Recreation Ground and improvements to the Cricket Club Pavilion. It was **RESOLVED** to delegate the selection of tables to the Open Spaces Committee at their October meeting. Cllr Hall would advise on the best location for the tables.

C21/56. **WOODSIDE PAVILION.** A business rates demand for the Pavilion had been received and it was noted that a change of payee to Pembury Football Club had been carried out. Small Business Rate relief of 100% would be applied for by the football club.

C21/57. **MOTION FROM COUNICLLOR HALL – KENT WILDLIFE TRUST.** Following a verbal report from Cllr Hall, it was **RESOLVED** that an annual subscription of £75 would be paid and it was **AGREED** that for the first year, it would be paid from the Neighbourhood Development Plan budget and subsequently by the Parish Council.

*1 resident left the meeting at 20:48.*

C21/58. **FINANCIAL INFORMATION.**

- a. The accounts for payment for August 2021 of £17,729.32 were approved by **RESOLUTION**. A list of the payments is shown in Appendix 1.
- b. The accounts for payment for September 2021 of £20,680.78 were approved by **RESOLUTION**. A list of the payments is shown in Appendix 2.
- c. It was **RESOLVED** to approve the Budget Monitoring Report as at 30 June 2021.

d. It was **RESOLVED** to approve the Bank Reconciliation as at 30 June 2021.

e. It was **RESOLVED** to approve the Reserves as at 30 June 2021

C21/59. **RISKS.** There were none.

C21/60. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** Cllr Hall requested that an item regarding 'Tree planting for the Platinum Jubilee' go on the next Open Spaces Committee agenda.

C21/61. **FUTURE MEETINGS. 4 October 2021** at 7.15pm at Pembury Baptist Church.

C21/62. Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it was **RESOLVED** to exclude the public and press from the meeting for the next item of business on the grounds that it would involve the likely disclosure of exempt information at 20:48.

*The Clerk and Deputy Clerk left the meeting at 20:48.*

C21/63. **PARISH OFFICE.** It was **RESOLVED** to approve a three-month trial for changes to Parish Office opening hours and hybrid working. This would be added to the next Full Council agenda for an interim review.

There being no other business, the meeting closed at 9.20pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair \_\_\_\_\_

**APPENDIX 1**  
Accounts for Payment  
August 2021

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - August 2021</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT BY BACS - August 2021</b>			
08/054	HMRC	Tax/NIC	£ 2,367.77
08/055	Kent Pension Fund	Pensions	£ 2,237.18
08/056	One Ten electrical	Replace water heater in office / repair meeting room lights / office light testing	£ 288.86
08/057	Play Inspection Company	Annual RosPA Inspection	£ 186.00
08/058	Alison Eardely	NDP Consultant	£ 1,920.00
08/059	Heliocentrix	IT - monthly suport / emails	£ 179.52
08/060	Wise Stonecraft	Grave digging	£ 750.00
08/061	Kidmans	Groundsmen supplies	£ 126.85
			<b>£ 8,056.18</b>
<b>DEBIT CARD - July 2021</b>			
DC 07/01	Sign Trade Supplies	Parts for LG Rec sign	£ 25.48
DC 07/02	Sevenoaks District Council	TENS licence - Picnic on the Green	£ 21.00
			<b>£ 25.48</b>
<b>DIRECT DEBITS - July 2021</b>			
DD07/01	NEST	Pension payments	£ 69.39
DD07/02	Wex	Fuel charges	£ 145.02
DD07/03	Giff gaff	Mobile phone charges	£ 6.00
DD07/04	Wex	Fuel charges	£ 60.02
DD07/05	EDF	Electricity office - balance	£ 13.74
DD07/06	TWBC	Office & depot Business rates	£ 858.00
DD07/07	TWBC	Cemetery Business rates	£ 63.00
DD07/08	BT	Telephone & Internet	£ 62.46
DD07/09	Sage	Accounting software	£ 78.00
DD07/10	Wex	Fuel charges	£ 88.41
DD07/11	Sage	Payoll software	£ 14.40
DD07/12	EON	Streetlighting electricity	£ 64.47
DD07/13	Wex	Groundsmen fuel	£ 158.79
DD07/14	O2	Mobile phone charges	£ 66.59
			<b>£ 1,748.29</b>
<b>CONFIDENTIAL SALARIES - July 2021</b>			
CS07/01	Confidential Salaries		£ 7,899.37
			<b>£ 7,899.37</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 17,729.32</b>

**APPENDIX 2**  
Accounts for Payment  
September 2021

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - September 2021</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID PREVIOUSLY</b>			
08/062	Pembury Village Hall	Hall hire for NDP exhibition & £50 refundable deposit	£ 226.00
08/063	WC Hire	Portaloos hire - Picnic on the Green	£ 222.00
			<b>£ 448.00</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - September 2021</b>			
09/064	HMRC	Tax/NIC	£ 2,367.77
09/065	Kent Pension Fund	Pensions	£ 2,237.18
09/066	One Ten electrical	Office electrical works	£ 184.54
09/067	Heliocentrix	IT - monthly support / emails	£ 179.52
09/068	Kidmans	Broom / eyelet	£ 29.83
09/069	Knockout Print	NDP Exhibition banners & posters / Picnic banners / LG Rec sign	£ 234.00
09/070	Streetlights	Repair Column 15 Henwood Green Road	£ 66.00
09/071	Pembury Village Hall	Hall hire for "Thank you tea"	£ 55.00
09/072	Columbaria	Memorial plaque	£ 79.20
09/073	Treeworks	Tree work to beech tree at allotments	£ 4,058.45
09/074	26 Works	PVN printing & artwork	£ 1,515.00
			<b>£ 11,006.49</b>
<b>DEBIT CARD - August 2021</b>			
DC 08/01	Cash	Bands for Picnic on the Green 1st tranche	£ 300.00
			<b>£ 300.00</b>
<b>DIRECT DEBITS - August 2021</b>			
DD08/01	Wex	Fuel charges	£ 40.00
DD08/02	NEST	Pension payments	£ 69.39
DD08/03	Giff gaff	Mobile phone charges	£ 6.00
DD08/04	Wex	Fuel charges	£ 118.46
DD08/05	Sage	Accounting software	£ 78.00
DD08/06	TWBC	Office & depot Business rates	£ 858.00
DD08/07	TWBC	Cemetery Business rates	£ 63.00
DD08/08	Wex	Fuel charges	£ 1.80
DD08/09	BT	Telephone & Internet	£ 62.46
DD08/10	Sage	Payroll software	£ 14.40
DD08/11	EON	Streetlighting electricity	£ 66.62
DD08/12	Wex	Groundsmen fuel	£ 48.00
DD08/13	O2	Mobile phone charges	£ 66.59
			<b>£ 1,492.72</b>
<b>CONFIDENTIAL SALARIES - August 2021</b>			
CS07/01	Confidential Salaries		£ 7,881.57
			<b>£ 7,881.57</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 20,680.78</b>