



To all Members of Pembury Parish Council

You are hereby summoned to attend the meeting of Pembury Parish Council on **Monday 4 October 2021 at 7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury

#Munro

Helen Munro
Parish Clerk

Date of Issue: 28 September 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 by reservation only and numbers will be limited based on the size of the hall to allow for the continuance of social distancing. Please contact Helen Munro, Clerk, to reserve a seat: clerk@pemburyparishcouncil.gov.uk or 01892-870382.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

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 6 September 2021 for signature.
4. **COMMITTEE MINUTES.** To note draft Committee and Working Group minutes for adoption and receive verbal report and update from the Committee and Working Group Chair.
 - a. Planning & Highways Committee – 13 September 2021
 - b. Climate Change Working Group – 14 September 2021
 - c. Open Spaces – 20 September 2021
 - d. Communications & Events Committee – 27 September 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. **PARTY WALL AGREEMENT.**
 - a. To receive update on discussions with the landowner and surveyor.
 - b. To consider foundation plans provided and agree which type of foundation to give consent to and any additional matters.
 - c. To note correspondence regarding a site visit and receive an update.
10. **RECOMMENDATIONS FROM COMMITTEES:** To receive recommendations:
 - a. Open Spaces Committee
 - i. To agree changes to tennis coaching terms of use and public use of the courts.
 - ii. To suggest using donations from the Firework Event for a specific project and match fund those donations from 2022-23 budget.
 - b. Communications & Events Committee
 - i. To receive update about the Youth Council and actions taken.
 - ii. To comment on recommendation for use of donations from the Fireworks Event and suggest alternative options.
 - iii. To recommend changes to the 2022 programme of events and competitions for approval.
11. **COUNCIL MEETINGS.**
 - a. To review face-to-face meetings and suggest any changes.
 - b. To consider where to hold future meetings.
12. **FINANCIAL INFORMATION.** To receive accounts for payment.
13. **RISKS.** To consider any new risks affecting the Council and actions required.
14. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
15. **FUTURE MEETING.** Monday 1 November 2021 at 7:15pm. To agree location.

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.

16. **PARISH OFFICE.**

- a. To undertake ongoing review of 3-month trial for changes to Parish Office opening hours and hybrid working.
- b. To consider overtime required as a result of current high workload.

17. **WORKLOAD ISSUES.** To discuss the way forward to address the current high Council workload and impact on some Parish Councillors.