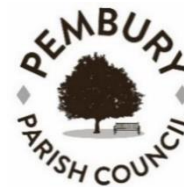


Minutes of the Full Council meeting held at Pembury Baptist Church, Hastings Road, on Monday 4 October 2021 at 7.15pm.



**Councillors Present:**

Cllr K Brooks (C)

Cllr G Hall

Cllr P Gillan

Cllr A Partridge (VC)

Cllr J Pearce

Cllr S Sharp

Cllr C Snow

Cllr N Stratton

**Apologies:**

Cllr H Eastoe-Kirby

Cllr L Mills

Cllr M Weaver

**Also in attendance:**

H Munro (Clerk)

Borough Councillor David Hayward

Y Allen (Deputy Clerk)

One member of the public

C21/64. Due to the possible confidential nature of item C21/73, it was **RESOLVED** to bring that item forward as this was of interest to the member of the public present.

C21/65. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Eastoe-Kirby, Mills and Weaver.

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

C21/66. **DECLARATIONS OF INTEREST.** There were none.

C21/67. **MINUTES.** It was **RESOLVED** that the minutes of **6 September 2021** be approved and signed as an accurate record.

C21/68. **MINUTES.** A verbal update on the following meetings was given and it was **RESOLVED** to approve the minutes of:

- a. Planning & Highways Committee – 13 September 2021
- b. Climate Change Working Group – 14 September 2021
- c. Open Spaces Committee – 20 September 2021
- d. Communications & Events Committee – 27 September 2021.

C21/69. **CHAIRMAN'S ANNOUNCEMENTS.**

- The Chair welcomed everyone to the meeting.
- The Chair thanked everyone for their help with the Litter Pick event.

*The meeting was adjourned at 7.36pm.*

C21/70. **OPEN SESSION.** The Chair welcomed the member of the public to the meeting.

The resident spoke about usage of the tennis courts in the Recreation Ground.

*The meeting reconvened at 7.49pm.*

C21/71. **CLERK'S REPORT.** Members **noted** the report:

- a. Transient Traveller Site – near Bo-Peep Corner. A decision on the application has not yet been notified to the Parish Council.
- b. Change of Bank Signatory. Nat West forms have been submitted in branch and confirmation of the change is still awaited.
- c. Meeting with Highways England. A virtual meeting was held with the Parish Council, residents and Highways England to discuss safety issues on the A21. A report will be given at the next Planning & Highways Committee meeting.
- d. Vandalism. A break-in at the allotment shed was reported to the office by an allotment holder. The padlock and bracket were damaged. Contents are being assessed to see what, if anything, has been taken. This was reported to 101.

There has been an increase in incidents of broken glass in Lower Green Recreation Ground. This is cleared by Groundsmen on a daily basis. This has been notified to the PCSO and Community Warden.

Project Update. A training event for Chairs and Vice Chairs had been arranged for 8 November and members were asked to confirm their attendance.

The 'Thank You' Tea is being held on 16 October at the Village Hall and Councillors were asked to supply cakes and confirm their attendance.

C21/72. **REPORTS OF BOROUGH COUNCILLORS.**

Cllr D Hayward

- He had received lots of complaints about the poor refuse collection service in Pembury. Tunbridge Wells Borough Council had an obligation to collect household and food waste.
- The collection of garden waste had been suspended and there was no update on when this service would resume. He was also asked whether the Community Amenity Vehicle could be reinstated but because Pembury is located very close to the Household Waste Site in Tunbridge Wells, it was often abused so it was unlikely to be reinstated at this time.

- He was hoping to set up a meeting with the Chief Executive of the Maidstone and Tunbridge Wells NHS Trust to gauge the Health Authority's views on key worker accommodation in relation to the Neighbourhood Development Plan in Pembury.
- There was no update on the Past Heap Farm application for a transient traveller site.
- He told members that the Conservative Councillor for Speldhurst and Bidborough Ward had passed away in late September.

Cllr Brooks thanked Cllr Hayward for his hard work for Pembury.

C21/73. **RECOMMENDATIONS FROM COMMITTEES.**

a. Open Spaces Committee

- i. The following changes to tennis coaching terms of use and public use of the courts from April 2022 were agreed by **RESOLUTION**:
  - Times for public use
  - Times for coaching use
  - Tenders would be invited for coaches every three years. A scoring matrix to be developed. The opportunity would be advertised on social media and in the Pembury Village News.
  - Only Parish Council advertising material would be allowed on the courts
  - To increase the charge to the coach to £5.50 per hour from April 2023 – a rise of 10%.

C21/74. 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 at 8.26pm on the grounds that it would involve the likely disclosure of exempt information.

*The member of the public left the meeting.*

C21/75. **PARTY WALL AGREEMENT.**

- a. An update on discussions with the landowner and surveyor was given.
- b. It was **RESOLVED** to inform the landowner that the Council would agree to the special foundations to the boundary wall if an agreement is drawn up about future maintenance of the retaining wall and fence above.
- c. Correspondence regarding a site visit and an update were noted.

*The meeting was re-opened to the public at 8.49pm.*

C21/76. **RECOMMENDATIONS FROM COMMITTEES.**

a. Open Spaces Committee

- ii. It was **RESOLVED** not to agree to the suggestion of using donations from the Firework Event on a specific project but to state that any donations would go towards community projects.

b. Communications & Events Committee

- i. Attempts to communicate with members of the Youth Council had been unsuccessful. A letter would be written to each member stating that if communication with the Parish Council did not improve then the Youth Council would have to disband.
- ii. The following recommendations were approved by **RESOLUTION:**
  - Not to hold the Scarecrow or the Pembury in Bloom competition in 2022.
  - To hold the Community Litter Pick in Spring 2022.
  - To hold the Thank You Tea in February rather than October starting in 2023. There would not be one in 2022.
  - To move the Musical Picnic to the Recreation Ground and to return to holding it in July. It would be a much bigger event with an extra band, beer tent and stalls. The date for 2022 would be 2 July. Councillors would be asked to take on specific roles.
  - The Fireworks Display, Remembrance Parade and the Christmas Lights Turn on and Carols Event would follow the format from previous years.

C21/77. **COUNCIL MEETINGS.**

- a. A review of face-to-face meetings was held and members were pleased to have returned to meeting in person.
- b. It was **RESOLVED** to continue to meet at Pembury Baptist Church for November and December and to hold smaller Committee meetings at the Parish Office meeting room.

C21/78. **FINANCIAL INFORMATION.** The accounts for payment for October 2021 of £18,001.15 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £50,000 was approved by **RESOLUTION**. These were included at Appendix 1.

- C21/79. **RISKS.** The fuel shortage was raised and whether it was affecting the Groundsmen. They had been able to buy a limited amount of fuel so were able to manage the workload at present.
- C21/80. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.
- C21/81. **FUTURE MEETINGS. 1 November 2021** at 7.15pm at Pembury Baptist Church.
- C21/82. 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 at 9.10pm on the grounds that it would involve the likely disclosure of exempt information.
- C21/83. **PARISH OFFICE.**
- a. A review of the 3-month trial for changes to Parish Office opening hours and hybrid working was held. It was **RESOLVED** that arrangements would stay the same and a further review would be held at the next Full Council meeting.
  - b. It was **RESOLVED** to approve a maximum of six hours a month of overtime as a result of the current high workload.
- C21/84. **WORKLOAD ISSUES.** The way forward to address the current high Council workload and impact on some Parish Councillors was discussed. Councillors were encouraged to become more involved in projects.

There being no other business, the meeting closed at 9.29pm.

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

**APPENDIX 1**  
Accounts for Payment  
October 2021

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - October 2021</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT BY BACS - October 2021</b>			
10/075	HMRC	Tax/NIC	£ 2,350.85
10/076	Kent Pension Fund	Pensions	£ 2,227.64
10/077	Shades Events	Deposit for DJ _ Fireworks Display	£ 200.00
10/078	Heliocentrix	IT - monthly suport / emails	£ 270.37
10/079	PKF Littlejohn	External audit 2020-21	£ 720.00
10/080	Kent Wildlife Trust	Subscription - 1 year	£ 75.00
10/081	Debbie Gillan	Delivery charges - PVN	£ 33.12
10/082	KALC	Clerk's Conference - HM	£ 60.00
10/083	Kidmans	Strimmer repair, lopper parts, strimmer harness	£ 212.29
10/084	Pembury Cricket club	Community Grant 2021	£ 1,000.00
10/085	Pembury Baptist church	Kingdom Café fridge - hardship fund	£ 169.99
10/086	Falon Nameplates	Memorial plaque (recharged)	£ 180.54
10/087	Downsview Monumental	Consultation on memorial testing	£ 60.00
10/088	DTH Plumbing	Repair tap in Depot staff room	£ 70.00
10/089	Knockout Print	Litter pick banner	£ 42.00
			<b>£ 7,671.80</b>
<b>DEBIT CARD - September 2021</b>			
DC 09/01	Cash	Bands for Picnic on the Green 2nd tranche	£ 300.00
DC 09/02	NALC	Training events	£ 38.93
DC 09/03	NALC	Training events	£ 77.86
			<b>£ 416.79</b>
<b>DIRECT DEBITS - September 2021</b>			
DD09/01	Wex	Fuel charges	£ 140.15
DD09/02	Wex	Fuel charges	£ 21.60
DD09/03	Giff gaff	Mobile phone charges	£ 6.00
DD09/04	NEST	Pension payments	£ 69.39
DD09/05	EDF	Electricity - Depot	£ 91.43
DD09/06	Wex	Fuel charges	£ 70.86
DD09/07	KCC	Photocopier charges	£ 172.39
DD09/08	TWBC	Office & depot Business rates	£ 858.00
DD09/09	TWBC	Cemetery Business rates	£ 63.00
DD09/10	BT	Telephone & Internet	£ 62.46
DD09/11	Sage	Accounting software	£ 78.00
DD09/12	Wex	Fuel charges	£ 92.89
DD09/13	EDF	Electricity office	£ 166.48
DD09/14	Sage	Payoll software	£ 14.40
DD09/15	EON	Streetlighting electricity	£ 66.62
DD09/16	O2	Mobile phone charges	£ 67.14
			<b>£ 2,040.81</b>
<b>CONFIDENTIAL SALARIES - September 2021</b>			
CS09/01	Confidential Salaries		£ 7,871.75
			<b>£ 7,871.75</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 18,001.15</b>
<b>Internal Payments - October 2021</b>			
5043	NatWest	Unity	£ 50,000.00
			<b>£ 50,000.00</b>