



To all Members of Pembury Parish Council

You are hereby summoned to attend the meeting of Pembury Parish Council on **Monday 1 November 2021 at 7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury

#Munro

Helen Munro
Parish Clerk

Date of Issue: 26 October 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. **COUNCILLOR CO-OPTION.** To co-opt a new member of the Parish Council and agree Committee memberships.
4. **MINUTES.** To receive and approve the minutes of the meetings held on 4 October 2021 for signature.
5. **COMMITTEE MINUTES.** To note draft Committee minutes for adoption and receive verbal report and update from the Committee Chair.
 - a. Planning & Highways Committee – 18 October 2021
6. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
7. **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.

8. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
9. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
10. **NEIGHBOURHOOD DEVELOPMENT PLAN.** To receive draft Design Codes and verbal report on progress.
11. **PLANNING APPLICATIONS.** To consider responses to the following:
 - a. 21/03375/FULL - **Roseanne, Romford Road** - Proposed part single part two storey, side/rear extension with porch to front and side
 - b. 21/03392/FULL - **5 Greenleas** - New roof to existing conservatory together with window amendments
12. **PAVILION JOINT MANAGEMENT COMMITTEE.**
 - a. To receive suggestion that a new agreement is drawn up due to the Joint Management Committee becoming a Charitable Incorporated Organisation.
 - b. To agree legal representation to draw up the agreement.
 - c. To consider filling the vacancy for a Parish Council representative.
13. **PLATINUM JUBILEE COPSE.**
 - a. To receive report on proposed event to plant the Platinum Jubilee Copse and agree actions and budget.
 - b. To consider requesting a specimen tree from Tunbridge Wells Borough Council at a reduced price following information from them about partnership working with Parish/Town Councils on this project.
14. **FIRE HYDRANT INITIATIVE PROJECT.** To receive information and consider signing up to the initiative.
15. **FINANCIAL INFORMATION.**
 - a. To receive accounts for payment.
 - b. To appoint new bank signatory
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 MEETING.** Monday 6 December 2021 at 7:15pm in 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 undertake ongoing review of 3-month trial for changes to Parish Office opening hours and hybrid working.