

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



Councillors Present:

Cllr K Brooks (C)	Cllr A Partridge (VC)
Cllr P Gillan	Cllr C Snow
Cllr L Mills (arrived at 7.50pm)	Cllr N Stratton
Cllr D Reilly	Cllr M Weaver

Apologies

Cllr G Hall	Cllr J Pearce
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Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
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Borough/County Councillor Paul Barrington-King (left at 7.45pm)
Borough Councillor David Hayward (left at 7.45pm)
Borough Councillor Paul Roberts (left at 7.45pm)

C21/85. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Hall and Pearce.

C21/86. **DECLARATIONS OF INTEREST.** There were none.

C21/87. **MINUTES.** It was **RESOLVED** that the minutes of 1 November 2021 be approved and signed as an accurate record.

C21/88. **MINUTES.** It was **RESOLVED** that the draft minutes of the Open Spaces Committee meeting held on 29 November 2021 be approved.

C21/89. **CONSULTATION MEETINGS.** Verbal updates were given and it was **RESOLVED** to note and approve the minutes from meetings where delegated decisions had been made by the Clerk in consultation with Councillors:

- a. Planning & Highways consultation meeting - 15 November 2021.
- b. Finance & HR consultation meeting - 22 November 2021.

C21/90. **CHAIRMAN'S ANNOUNCEMENTS.**

- The Chair thanked everyone for their hard work throughout the year.
- The Parish Council office would close at 12noon on Friday 24 December and staff would return on Tuesday 4 January.
- The Chair wished to thank the Pembury Baptist Church for allowing the Full Council meetings to take place in the church hall at no charge.

C21/91. **OPEN SESSION.** No-one was present.

C21/92. **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

NatWest forms have been submitted in branch but there is a problem with setting Cllr Pearce up. This is being investigated. Change of signatory forms for Cllr Hall are in progress

c. Youth Council

A response has been received from the group and a new acting Chair in place. A meeting is to be arranged soon.

d. Platinum Jubilee Copse

Trees are expected to be delivered shortly. The event has now been postponed and will be held in the New Year.

e. Staff wages

These are to be paid a week early due to Christmas

f. Charitable donations

Requests for donations have been received from local charities. The Clerk is to direct them to the Portfolio Holder for Leisure and Culture at Tunbridge Wells Borough Council

C21/93. **REPORTS OF BOROUGH COUNCILLORS.**

Cllr Barrington King

- The Christmas lights on the Village Green looked spectacular.
- He had paid to have a salt bin installed at the top end of Westway from his members' grant and was hoping to have another installed at the junction of Woodside Road and Romford Road.
- He updated members about his committee appointments at Kent County Council.

Cllr Hayward

- He wished to thank Cllr Barrington-King for his hard work as a County Councillor

- Changes were happening to the structure at TWBC
- Official notices have been served on Past Heap Farm

Cllr Roberts

- He thanked the Parish Council for allowing him to make a presentation at the last Planning & Highways meeting on Electric Vehicle charging points in Pembury.
- He was a member of the Licensing Team and had been dealing with complaints from noise at Colebrook

Cllr Brooks thanked the three Councillors for their hard work for Pembury.

C21/94. **COMMITTEE & WORKING GROUP MEMBERSHIPS.** It was **RESOLVED** to approve the following memberships for Cllr Reilly: Finance & HR Committee; Open Spaces Committee; Planning & Highways Committee; Climate Change Working Group; Neighbourhood Development Plan Working Group.

C21/95. **RECOMMENDATIONS FROM COMMITTEES.**
Finance & HR Committee

- a. Pavilion Joint Committee Agreements Legal Fees. It was **RESOLVED** to approve legal fees of no more than £390.

Open Spaces Committee

- b. It was **RESOLVED** to allow one banner only at the tennis court.
- c. One quote for playground repairs had been received and additional quotes were awaited. It was **RESOLVED** to approve the use of funding from general reserves for this purpose.
- d. It was **RESOLVED** to approve Contractor B to undertake tree works as a result of ash dieback. It was **RESOLVED** to approve the use of funding of £2,100 from General Reserves for this purpose.

C21/96. **INTERIM INTERNAL AUDIT.** Members **noted** the interim internal audit.

C21/97. **WORKING GROUPS.** Members noted the recommendation from the Internal Auditor to set up Working Groups rather than using temporary delegation to the Clerk. Following discussion, it was **RESOLVED** to continue without setting up Working Groups but with a full and robust delegation to the Clerk in consultation with Chairs and members of the Committee.

C21/98. **DELEGATION TO THE CLERK.** It was **RESOLVED** to approve the temporary delegation to the Clerk from all committees, as listed in the Scheme of Delegation adopted on 21 May 2021 in consultation with Committee members during virtual meetings until the Annual Parish Council Meeting in May 2022. It

was **RESOLVED** that draft minutes of Committee meetings would be sent to every member within a week of the meeting.

C21/99. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2020/21.**

The audited AGAR was received, and members noted that there were no 'except for' items or comments from the External Auditor.

C21/100. **FINANCIAL INFORMATION.**

- a. The accounts for payment for December 2021 of £22,139.028 were approved by **RESOLUTION**. This was included at Appendix 1.
- b. The budget monitoring report as at 30 September 2021 was approved by **RESOLUTION**.
- c. The bank reconciliation to 30 September 2021 was approved by **RESOLUTION**.
- d. The reserves as at 30 September 2021 were approved by **RESOLUTION**.

C21/101. **BUDGET 2022/23**

- a. The draft budget for 2022/23 was received and recommendation from the Finance & HR Committee noted.
- b. The final budget for 2022/23 was approved by **RESOLUTION**.
- c. Recommended changes to earmarked reserves were approved by **RESOLUTION** as follows:
 - i. Release £3,000 from the earmarked reserves for the Streetlights replacement programme
 - ii. Release £2,092 from the earmarked reserve for the Entrance lighting at Lower Green Recreation Ground
 - iii. Allocate £5,000 to a Lower Green Recreation Ground General Fund.

C21/102. **PRECEPT & BAND D EQUIVALENT 2022/23.** It was **RESOLVED** that a precept of £243,624 would be requested from TWBC for 2022/23. The Band D equivalent for 2021/22 was £101.06. This was an increase of 5%.

C21/103. **RISKS.** There were none.

C21/104. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

C21/105. **FUTURE MEETINGS. 10 January 2022** at 7.15pm at Pembury Baptist Church.

C21/106. 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 8.42pm on the grounds that it would involve the likely disclosure of exempt information.

C21/107. **PARISH OFFICE.** It was **RESOLVED** to approve the recommendation from the Finance & HR Committee to next review changes to Parish Office opening hours and hybrid working in March 2022.

There being no other business, the meeting closed at 8.17pm.

Signed: Date:
Chair

APPENDIX 1
Accounts for Payment
December 2021

Pembury Parish Council			
Accounts for Payment - December 2021			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID PREVIOUSLY			
11/106	JS Security	Firework Security	£ 244.80
			£ 244.80
ACCOUNTS FOR PAYMENT BY BACS - December 2021			
12/107	HMRC	Tax/NIC	£ 2,376.26
12/108	Kent Pension Fund	Pensions	£ 2,275.32
12/109	RBL	Wreath / crosses	£ 175.00
12/110	Sheralynne Ashby	Allotment deposit return	£ 50.00
12/111	KALC	Training - NS & LM	£ 90.00
12/112	ICCM	Burial Training	£ 96.00
12/113	Knockout Print	Banner - Carols	£ 78.00
12/114	Paul Enville	First Aid - Fireworks	£ 160.00
12/115	Jim Boot	NDP Consultant	£ 320.00
12/116	New Dreams	Office cleaning - deep clean (June)	£ 67.50
12/117	B&Q	Battery lights for portaloos (Fireworks)	£ 14.40
12/118	Viking	Laminator	£ 251.95
12/119	Kidmans	Various - servicing / repairs etc	£ 1,454.03
12/120	David Buckett	Interim Internal Audit	£ 400.00
12/121	SLCC	Annual membership (Clerk)	£ 270.00
12/122	Pembury Baptist Church	Donation - hardship fund	£ 1,000.00
12/123	Pembury Baptist Church	Hall Hire (Open Spaces Committee)	£ 15.00
12/124	Heliocentrix	IT Support / outlook accounts	£ 172.32
12/125	Streetlights	Replacement bulbs x3	£ 1,170.00
12/126	New Dreams	November office cleaning	£ 60.00
12/127	RIP Cleaning	Gutter clear out	£ 60.00
12/128	Capel Cottage	Winter floral display	£ 12.00
12/129	26 Works	PVN Winter edition	£ 1,615.00
12/130	B&Q	Jeyes fluid, paint, De-icer, brush	£ 41.07
			£ 12,223.85
DEBIT CARD - November 2021			
DC 11/01	Amazon	Paper cups - Christmas Carols event	£ 17.99
DC 11/02	Amazon	Wall planners	£ 7.99
DC 11/03	Amazon	Diary	£ 5.99
DC 11/04	Amazon	Diary	£ 7.99
DC 11/05	Amazon	Calendar	£ 3.49
DC 11/06	Amazon	Black sacks	£ 30.46
DC 11/07	Amazon	Black sacks	£ 30.46
DC 11/08	Memorial Benches	Rechargeable bench	£ 574.95
DC 11/09	Notcutts	Fairy lights - Christmas Carols	£ 31.99
DC 11/10	Tesco	Mince pies / choc rolls - Christmas Carols	£ 43.80
			£ 755.11

APPENDIX 1
Accounts for Payment
December 2021

DIRECT DEBITS - November 2021			
DD 11/01	Giff gaff	Mobile phone charges	£ 6.00
DD 11/02	Wex	Fuel charges	£ 21.60
DD 11/03	NEST	Pension payments	£ 69.39
DD 11/04	Castle Water	Water - recharged to Bowls Club	£ 49.89
DD 11/05	Castle Water	Water Allotments	£ 39.47
DD 11/06	Castle Water	Water Pembury Burial Grounds	£ 32.66
DD 11/07	Castle Water	Water Pembury Burial Grounds	£ 70.65
DD 11/08	O2	Mobile phone charges	£ 12.00
DD 11/09	TWBC	Office & depot Business rates	£ 858.00
DD 11/10	TWBC	Cemetery Business rates	£ 63.00
DD 11/11	Wex	Fuel charges	£ 54.14
DD 11/12	BT	Telephone & Internet	£ 62.46
DD 11/13	Sage	Accounting software	£ 78.00
DD 11/14	Wex	Fuel charges	£ 60.05
DD 11/15	Sage	Payoll software	£ 14.40
DD 11/16	EON	Streetlighting electricity	£ 76.57
DD 11/17	O2	Mobile phone charges	£ 58.09
DD 11/18	NEST	Pension payments	£ 16.01
			£ 1,642.38
CONFIDENTIAL SALARIES - November 2021			
CS 11/01	Confidential Salaries		£ 7,273.14
			£ 7,273.14
TOTAL EXTERNAL PAYMENTS			£ 22,139.28
Internal Payments - December 2021			
5044	NatWest	Unity	£ 50,000.00
			£ 50,000.00