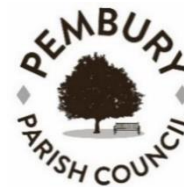


Minutes of the Full Council meeting held at Pembury Baptist Church, Hastings Road, on **Monday 7 March 2022** at 7.15pm.



Councillors Present:

Cllr N Stratton (VC)	Cllr D Reilly
Cllr P Gillan	Cllr C Snow
Cllr G Hall	Cllr M Weaver
Cllr L Mills	Cllr J Webster
Cllr J Pearce	

Apologies

Cllr K Brooks

Also in attendance:

H Munro (Clerk)	Y Allen (Deputy Clerk)
Borough/County Councillor Paul Barrington-King (left at 8.16pm)	
Borough Councillor David Hayward (left at 8.16pm)	

It was agreed that Pembury Parish Council stood in solidarity with the people of Ukraine.

C21/118. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr Brooks.

Borough Councillor P Roberts was not in attendance.

C21/119. **DECLARATIONS OF INTEREST.** Cllrs Weaver and Webster declared a prejudicial interest in item C21/138.

C21/120. **MINUTES.** It was **RESOLVED** that the minutes of 10 January 2022 be approved and signed as an accurate record.

C21/121. **MINUTES.** It was **RESOLVED** that the draft minutes of the Open Spaces Committee meeting held on 28 February 2022 be approved.

C21/122. **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. Full Council – 10 January 2022 and 7 February 2022
- b. Communications & Events - 17 January 2022
- c. Planning & Highways Committee – 24 January 2022 and 21 February 2022
- d. Finance & HR Committee – 31 January 2022.

C21/123. **OPEN SESSION.** The meeting was adjourned and re-opened as no members of the public were present.

C21/124. **CHAIRMAN'S ANNOUNCEMENTS.**

- The Chair thanked everyone who had attended the tree planting event at Pembury Burial Ground, in particular Cllr Webster for explaining about the trees to the school children.
- There was still money in the hardship fund and it was agreed to approach the Baptist Church to confirm if more funding was required. If so, an item would be added to the next Full Council agenda.

C21/125. **CLERK'S REPORT.** Members **noted** the report:

a. Change of bank signatory

Change of signatory forms are in progress.

b. Youth Council

The Youth Council met on 22 February 2022. As a number of members had now left, its primary focus was to attract more members before undertaking projects. A new email address had been set up for the group - youthcouncil@pemburyparishcouncil.gov.uk

c. Remembrance Service & Parade Working Group

A Working Group had been set up.

d. Tunbridge Wells Local Plan – Examination

Alison Eardley, the NDP Consultant and Cllr Hall to attend the day on the Local Plan to discuss Pembury.

e. Office Workload

The workload continues to be high and this will be discussed at the next Finance & HR Committee meeting.

C21/126. **REPORTS OF BOROUGH COUNCILLORS.**

Cllr Barrington King

- He gave an update on a garden subsidence issue at a dwelling in the Ridgeway.
- Storm damage at Rowley Hill had been addressed.
- He was surprised that no responses had been received with regard to a second email sent about A21 traffic using country lanes in Pembury as a cut through.

The Chair asked Borough Cllr Barrington King to find out whether KCC had made an application to the Department of Transport for powers to help prevent HGVs for using rural roads and if so, when they expected

to hear the outcome. Cllr Barrington King agreed to do so and would report back as soon as possible.

- He spoke about proposed cuts to bus services in Pembury which was discussed further under item C21/127.

Cllr Hayward

- He reported that the Head of Planning at Tunbridge Wells Borough Council was leaving.
- He was hopeful that the garden waste collection would restart shortly.

Cllr Roberts had sent in a written report and gave an update about a planning application at Sunhill Place.

Cllr Stratton thanked the Borough/County Councillors for their hard work for Pembury.

- C21/127. **KENT COUNTY COUNCIL BUS CONSULTATION.** The consultation was considered. It was **RESOLVED** to display a banner on the village green and install posters on bus stops and notice boards. It was **RESOLVED** to support the e-petition to be organised by Cllr Barrington-King.

This would be added to the next Planning & Highways agenda.

- C21/128. **BOUNDARY COMMISSION CONSULTATION.** An update was given, and it was **RESOLVED** not to take any action.

- C21/129. **RECOMMENDATIONS FROM COMMITTEES.**

FINANCE & HR COMMITTEE

- a. It was **RESOLVED** to approve the risk assessment.
- b. It was **RESOLVED** to approve the system of internal control and its effectiveness.
- c. It was **RESOLVED** to increase the balance of the Nationwide savings account to £85,000.
- d. It was **RESOLVED** to approve the terms and conditions for the Seasonal Groundsman for 2022.
- e. It was **RESOLVED** to ratify the budget monitoring report to 31 December 2021.

- f. It was **RESOLVED** to ratify the bank reconciliation and bank statements as at 31 December 2021.

PLANNING & HIGHWAYS COMMITTEE

- g. It was **RESOLVED** to approve the appointment of Cllr Gillan as Vice Chair of the Committee.

OPEN SPACES COMMITTEE

- h. It was **RESOLVED** to approve the vire of £6,000 from the Playground Project budget to Playground Repairs budget.
- i. It was **RESOLVED** to amend the Bee Policy to allow two hives per tenant following a request from an allotment tenant, as it was best practice.

C21/130. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**. A verbal update was given as follows:

- a. The current version of the NDP had been sent to TWBC for comment and it had been received;
- b. The NDP Working Party had suggested a few amendments to the plan that the Planning Consultant was working on as had the Steering Committee. There were also some sections that needed adding;
- c. The Working Party was happy with the work done so far;
- d. Once the final version is ready, the Working Party would review and make a final recommendation to Full Council.

C21/131. **OLD COACH ROAD**. Significant damage to trees following recent storms was reported. A quote was awaited. It was **RESOLVED** to approve these emergency works to be funded from the General Reserve. An update would be emailed to all councillors.

Members asked for their thanks to be passed on to the Volunteer Environmental Team who had carried out a huge amount of work to trees along the Old Coach Road.

C21/132. **JUBILEE PICNIC IN THE PARK**.

- a. A Working Group meeting had been held and an update was given on progress. The date of the next meeting to be scheduled.
- b. It was **RESOLVED** to ratify the creation of a Jubilee Event Working Group and confirm memberships and Terms of Reference.

C21/133. **CHARLES AMHERST ALMSHOUSES.** Following the resignation of a Parish Council representative, it was **RESOLVED** to appoint Cllr Snow as a Trustee.

C21/134. **ANNUAL PARISH MEETING (APM) – 28 APRIL 2022.** The Parish Council's planning consultant had been asked to give a presentation about the NDP and a short question and answer session would follow on this. Each Committee Chair would then give a five-minute report on their Committee's work during the year. One Borough Cllr would speak for 5 minutes, and the County Cllr would also speak for 5 minutes. An open forum question and answer session would follow. The meeting would start at 8pm and finish by 9.30pm/9.45pm.

C21/135. **FINANCIAL INFORMATION.**

- a. The accounts for payment for March 2022 of £19,252.61 were approved by **RESOLUTION**. This was included at Appendix 1.
- b. The updated NALC/SLCC pay award for 2021-33 was **noted**. Increases would be backdated to April 2021 and paid in March 2022.
- c. Following the lifting of all Covid-19 restrictions it was **RESOLVED** that staff should not attend face to face Council meetings and to work from home if displaying Covid-like symptoms. It was **RESOLVED** to recommend to councillors not to attend face-to-face Council meetings if displaying Covid-like symptoms.

C21/136. **RISKS.** There were none.

C21/137. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** An update was given about the Youth Council.

C21/138. **FUTURE MEETINGS.**

- a. Full Council – Monday 4 April 2022 at 7.15pm at Pembury Baptist Church.
- b. Annual Parish Meeting – Thursday 28 April at 8pm at the Village Hall

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 8.56pm on the grounds that it would involve the likely disclosure of exempt information.

C21/139. **LOCAL PLAN – AREA PE2.** An update was given and it was **RESOLVED** to liaise with the Planning Consultant on information received.

C21/140. **PARISH OFFICE.** A further three-month review would be undertaken in June 2022.

There being no other business, the meeting closed at 9.13pm.

Signed: Date:
Chair

APPENDIX 1
Accounts for Payment
March 2022

Pembury Parish Council			
Accounts for Payment - March 2022			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - February 2022			
03/166	HMRC	Tax/NIC	£ 2,346.38
03/167	Kent Pension Fund	Pensions	£ 2,258.36
03/168	New Dreams	Office cleaning	£ 135.00
03/169	Gallagher (Previously Came & Co)	Insurance renewal 2022-23	£ 4,568.40
03/170	KCC	Speed Surveys	£ -
03/171	Heliocentrix	IT Support / outlook accounts - December	£ 172.32
03/172	26 Works	PVN Printing	£ 1,470.00
03/173	Wicksteed	Playground spares / new swing seat	£ 370.81
03/174	B&Q	Wood stain / glue / filler / paint	£ 59.37
03/175	Pembury Pavilion	Platinum Jubilee Picnic pavilion hire	£ 100.00
03/176	Online Playgrounds	Spares for playground equipment	£ 46.80
			£ 11,527.44
DEBIT CARD - February 2022			
DC 02/01	Amazon	New mobile phone case & screen protector	£ 16.98
DC 02/02	Amazon	Hole Punch	£ 8.39
DC 02/03	NALC	"Working Together to make Communities Safer" - J Webster to attend	£ 38.93
			£ 64.30
DIRECT DEBITS - February 2022			
DD 02/01	Wex	Fuel charges	£ 55.06
DD 02/02	Giff gaff	Mobile phone charges	£ 6.00
DD 02/03	DVLA	Truck Road Tax	£ 275.00
DD 02/04	Wex	Fuel charges	£ 1.80
DD 02/05	BT	Telephone & Internet	£ 62.46
DD 02/06	Sage	Accounting software	£ 78.00
DD 02/07	ICO	Annual subscription	£ 35.00
DD 02/08	Wex	Fuel charges	£ 50.04
DD 02/09	Sage	Payroll software	£ 14.40
DD 02/10	O2	Mobile phone charges	£ 60.77
			£ 638.53
CONFIDENTIAL SALARIES - February 2022			
CS 01/01	Confidential Salaries		£ 7,022.34
			£ 7,022.34
TOTAL EXTERNAL PAYMENTS			£ 19,252.61