



To all Members of Pembury Parish Council

Cllrs Brooks, Gillan, Hall, Mills, Pearce, Reilly, Snow, Stratton, Weaver & Webster

You are hereby summoned to attend the meeting of Pembury Parish Council on **Monday 7 March 2022 at 7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

H Munro

Helen Munro

Parish Clerk

Date of Issue: 1 March 2022

Members of the Public and Press are welcome to attend

We recommend that all attendees wear face masks or shields until seated, unless exempt. Hand sanitiser will be provided on entry. The hall will be well ventilated, please ensure that you wear appropriate clothing.

Please do not attend if you test positive or have any covid symptoms.

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.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **MINUTES.** To receive and approve the minutes of the meeting held on 10 January 2022 for signature.
4. **COMMITTEE MINUTES.** To note draft minutes of the committees for adoption and receive verbal report and update from Committee Chairs:
 - a. Open Spaces Committee – 28 February 2022
5. **CONSULTATION MEETINGS.** To note decisions from Consultation meetings for adoption and receive verbal report and update from the Committee Chairs:
 - a. Full Council – 10 January 2022 & 7 February 2022
 - b. Communications & Events – 17 January 2022

- c. Planning & Highways Committee – 24 January 2022 & 21 February 2022
- d. Finance & HR Committee – 31 January 2022

6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. 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 Committee. For further information please see [our website](#)

7. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
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. **KENT COUNTY COUNCIL BUS CONSULTATION.** To consider public [consultation](#) to reduce bus services and agree actions.
11. **BOUNDARY COMMISSION CONSULTATION.** To consider consultation and agree response.
12. **RECOMMENDATIONS FROM COMMITTEES.**

FINANCE & HR COMMITTEE

- a. To approve risk assessment.
- b. To review the system of internal control and its effectiveness.
- c. To agree increasing the balance of the Nationwide savings account to £85,000.
- d. To approve the terms and conditions for the Seasonal Groundsman for 2022.
- e. To ratify budget monitoring report to 31 December 2021
- f. To ratify bank reconciliation and bank statements as at 31 December 2021.

PLANNING & HIGHWAYS COMMITTEE

- g. To approve the appointment of Cllr Gillan as Vice Chair of the Committee.

OPEN SPACES COMMITTEE

- h. To approve vire of £6,000 from the Playground Project budget to Playground Repairs budget.
- i. To amend the Bee Policy to allow two hives for each tenant as per a request from an allotment tenant and best practice.

13. **NEIGHBOURHOOD DEVELOPMENT PLAN.** To receive verbal report on progress with Draft Neighbourhood Plan and recommendation from the Neighbourhood Plan Working Group.
14. **OLD COACH ROAD.** To report significant damage to trees requiring work following recent storms. Quotes are being obtained. To agree to costs being funded from General Reserves.
15. **JUBILEE PICNIC IN THE PARK.**
 - a. To receive update on progress and agree next steps.
 - b. To ratify the creation of a Jubilee Event Working Group, confirm memberships and Terms of Reference.
16. **CHARLES AMHERST ALMHOUSES.** To appoint Parish Council representatives following the resignation of current representatives.
17. **ANNUAL PARISH MEETING (APM) 28 APRIL 2022.** To finalise format of the meeting and any actions required.
18. **FINANCIAL INFORMATION & ADMINISTRATION.**
 - a. To receive and approve the Accounts for Payment.
 - b. To note the updated NALC / SLCC pay award for 2021-22. Increases to be backdated to April 2021 and paid in March 2022.
 - c. To consider the Council's policy on in-person attendance in the office and at Council meetings if displaying Covid-like symptoms following the removal of all Covid-19 restrictions
19. **RISKS.** To consider any new risks affecting the Council and actions required.
20. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
21. **FUTURE MEETINGS.**
 - a. Full Council - Monday 4 April 2022 at 7:15pm. Baptist Church Hall.
 - b. Annual Parish Meeting – Thursday 28 April at 8:00pm. Village Hall.
22. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press may be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

23. **LOCAL PLAN - AREA PE2.** To receive information for consideration.
24. **PARISH OFFICE.** To undertake a three-month review of the hybrid working arrangements.