



To all Members of Pembury Parish Council

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

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 6 June 2022** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

#Munro

Helen Munro

Parish Clerk

Date of Issue: 27 May 2022

Members of the Public and Press are welcome to attend

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. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
4. **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](#)

5. **MINUTES.** To receive and approve the minutes of the meeting held on 9 May 2022 for signature.
6. **COMMITTEE MINUTES.** To note draft minutes of the committees for adoption and receive verbal report and update from Committee Chairs:
 - a. Planning & Highways Committee – 16 May 2022

7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **EXTERNAL REPORTS.** To receive and note any reports from representative of External Bodies or other meetings attended.
9. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports.
10. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2021/22.**
 - a. To receive and note the Annual Internal Audit Report.
 - b. To receive the Statement of Internal Control for approval and signature.
 - c. To receive the Annual Governance Statement for 2021/22 for review and approval. To sign the approved Statement.
 - d. To receive the Accounting Statements for 2021/22 for review and approval. To sign the approved Statement.
 - e. To receive the balance sheet as at 31 March 2022 for review, approval and signature.
 - f. To note the dates for the exercise of public rights from 13 June 2022 to 22 July 2022.
11. **DOWNINGBURY POND PROJECT.**
 - a. To receive verbal update on meeting with the High Weald Partnership.
 - b. To consider approval for the project.
 - c. To consider setting up a Working Group and agree the Membership and Terms of Reference.
 - d. To receive verbal update about grant funding.
12. **NEIGHBOURHOOD DEVELOPMENT PLAN.**
 - a. To receive verbal update.
 - b. To note commencement of 6-week consultation from 5 June to 18 July 2022.
 - c. To note public consultation drop-in session on 16 June from 5pm to 9pm at the Baptist Church Hall.
13. **POLICE & CRIME.** To receive verbal update from meeting with PCSO and agree any actions.
14. **PEMBURY SOCIETY.** To consider request for contribution to publishing costs for their history of Pembury book and a credit for the funding in the book.
15. **FINANCIAL INFORMATION.**
 - a. To receive and approve the Accounts for Payment.
 - b. To ratify grant application to Tunbridge Wells Borough Council for the UK Shared Prosperity Fund for various projects.

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 MEETINGS.**
 - a. Parish Council Meeting – Monday 4 July 2022 at 7:15pm at Pembury Baptist Church Hall.
 - b. To confirm where to hold future Full Council meetings for the rest of the civic year.

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 items of business on the grounds that it will involve the likely disclosure of exempt information.

19. **OFFICE OPENING HOURS.** To receive verbal update on trial office opening hours and agree next steps.
20. **ALLOTMENT TRACK.**
 - a. To receive update on adjacent building work affecting the track.
 - b. To receive professional advice related to the Party Wall Agreement.
 - c. To consider taking legal advice as required.
21. **PEMBURY CRICKET CLUB.** To receive verbal update and consider next steps.