

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **4 JULY 2022** at 7.30pm.



Councillors Present:

Cllr K Brooks Chair	Cllr N Stratton Vice-Chair
Cllr P Gillan	Cllr D Reilly
Cllr G Hall	Cllr C Snow
Cllr L Mills	Cllr J Webster

Apologies:

Cllr M Weaver

Officers Present:

H Munro (Clerk)
Y Allen (Deputy Clerk)

Others Present:

Borough Cllr D Hayward
Borough Cllr P Roberts
One member of the public

- 22/073 **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Weaver. The apologies and reasons were accepted. County/Borough Cllr Barrington-King was not in attendance.
- 22/074 **DECLARATIONS OF INTEREST.** There were none.
- 22/075 **CHAIR'S ANNOUNCEMENTS.** The Chair reported that Cllr Mills would resign at the end of the meeting as she was moving away. She was thanked for all of her hard work and commitment during the seven years that she had been a Councillor.
- 22/076 **OPEN SESSION.** No-one wished to speak.
- 22/077 **MINUTES.** It was **RESOLVED** that the minutes of the 6 June 2022 be approved and were signed by the Chair as an accurate record.
- 22/078 **CONSULTATION NOTES.** It was **RESOLVED** to note and approve the draft minutes from meetings where delegated decisions had been made by the Clerk in consultation with Councillors:
- a. Planning & Highways Committee – 20 June 2022
- 22/079 **CLERK'S REPORT.** The following report was noted:
- a. **Change of bank signatory.** Unity and Nationwide changes have been implemented. Change of signatory forms for NatWest are still

in progress despite being with the bank since March.

- b. **KCC Bus Consultation.** An update from Greg Clark MP has been received. The issue is being discussed at Kent County Council (KCC) on 6 July 2022.
- c. **Pembury Map.** The new map was awaited.
- d. **Allotment Track.** The gateway to the allotments has been temporarily relocated and the gate has been reinstated by the developer. This is to be moved back when the retaining wall has been completed.
- e. **Climbing Frame.** Issues with the paint have been resolved with the contractor.
- f. **Tunbridge Wells Borough Council (TWBC) Cabinet meeting in Pembury.** The Village Hall has been booked by TWBC on 27 October 2022.
- g. **Aid & Veteran Association.** Approval has been given to hold a commemorative event at the War Memorial on Wednesday 30 November 2022.
- h. **Pembury WI.** Approval has been given to hold a cake stall on the Village Green on Saturday 3 September 2022.
- i. **Vandalism.** There were no reports.

22/080 **REPORTS OF BOROUGH COUNCILLORS.**

Reports were received from Borough Councillors. The following were noted:

- An enforcement notice with regard to Past Heap Farm was awaited
- There was a new administration at TWBC
- Planning permission had been granted at Sunhill Place

The Chair thanked the Borough Councillors for their hard work for the village.

Borough Councillors Hayward and Roberts left at 7.55pm

- 22/081 **EXTERNAL BODIES.** A report was given about recent meetings for the Charles Amherst Almshouses and some concerns were raised. It was **RESOLVED** to request a meeting and a formal letter would be sent.

- 22/082 **COMMUNICATIONS & EVENTS COMMITTEE.** It was **RESOLVED** to offer the Pembury Society a double page spread in the forthcoming Pembury Village News to publicise their History of Pembury book.
- 22/083 **PLANNING APPLICATION.** The following response would be submitted to TWBC:
- a. 22/01711/FULL – 10 Greenleas – First floor side extension

 SUPPORT but question the proximity of the extension to the boundary
- 22/084 **EXAMINATION OF LOCAL PLAN.** A verbal report on the examination for Pembury was given. It was **RESOLVED** to convene a meeting with a Principal Planning Officer at TWBC and site developers to discuss various issues further.
- 22/085 **STRATEGIC REVIEW.** A meeting had been held and it was **RESOLVED** to:
- a. Disband the Communications & Events Committee.
 - b. Set up a PVN Working Group.
 - c. Set up a Communications Working Group.
 - d. Create a Communications strategy.
 - e. Improve engagement on social media.
 - f. Invite Pembury groups and organisations to attend Full Council meetings to discuss specific projects that they were involved with.
 - g. Set up a Community Events Working Group.
 - h. Engage more with residents and ask for their involvement.
 - i. Consider the use of external contractors to help with communications and marketing.
- 22/086 **FINANCIAL INFORMATION**
- a. Accounts for Payment for June 2022 of £20,773.12 were approved by **RESOLUTION**. A transfer from NatWest to Unity Bank of £30,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
 - b. It was noted that work to strengthen the Financial Regulations to ensure the appropriate professional advice is taken before the sale of Parish Council property, or interest in any property, is to be

carried out by the Finance & HR Committee.

- c. It was **RESOLVED** to approve delegation of August payments to the Clerk to be noted at the September Full Council meeting.
- d. It was **RESOLVED** to approve delegation of August planning applications to the Clerk, if required, in consultation with the Planning & Highways Committee members.

The member of the public left the meeting at 8.46pm

22/087 **RISKS.** There were none.

22/088 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** The suggestion of creating a Tree Map for Pembury was raised and would be discussed further at the Open Spaces budget meeting.

22/089 **FUTURE MEETINGS.**

- a. It was noted that the next meeting was scheduled to be held on **Monday 5 September 2022** at 7.15pm at the Baptist Church Hall.

22/090 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 8.53pm on the grounds that it would involve the likely disclosure of exempt information.

22/091 **ENFORCEMENT ACTION – FELLING OF TREES.** A verbal report was given and an update from TWBC was awaited.

There being no other business, the meeting closed at 8.55pm.

Signed: _____ Date: _____
Chair

Pembury Parish Council			
Accounts for Payment - July 2022			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - July 2022			
07/054	HMRC	Tax/NIC	£ 2,748.96
07/055	Kent Pension Fund	Pensions	£ 2,417.58
07/056	Capel Cottage nursery	Floral display replaces payment 06/042 returned	£ 550.04
07/057	Capel Cottage nursery	Floral display (other)	£ 56.89
07/058	Capel Groundcare	Weedspray	£ 256.80
07/059	Kidmans	Service tractor	£ 666.73
07/060	RIP Cleaning services	Annual gutter clean (office)	£ 60.00
07/061	Heliocentrix	IT Support / outlook accounts	£ 184.20
07/062	Fourpoint mapping	New footpath map	£ 1,393.00
			£ 8,334.20
DEBIT CARD - June 2022			
DC 06/01	Amazon	Toilet rolls	£ 14.98
DC 06/02	Amazon	post it notes / lined paper / dividers	£ 14.25
DC 06/03	Amazon	Combination padlocks - allotments	£ 78.60
DC 06/04	Amazon	Printer paper	£ 25.99
DC 06/05	Amazon	A3 printer paper	£ 17.41
DC 06/06	Amazon	Wireless mouse	£ 9.99
DC 06/07	Amazon	A3 laminating pouches	£ 18.41
DC 06/08	Land Registry	Title Deeds for adjacent land to Old Coach Road	£ 6.00
DC 06/09	Amazon	Fan for tractor	£ 23.99
DC 06/10	Land Registry	Title Deeds for adjacent land to Old Coach Road	£ 9.00
			£ 218.62
DIRECT DEBITS - June 2022			
DD 06/01	NEST	Pensions	£ 72.42
DD 06/02	Public works loan	Loan repayment	£ 2,059.48
DD 06/03	Wex	Groundsmen fuel	£ 305.18
DD 06/04	KCC	Printer rental	£ 265.62
DD 06/05	TWBC	Business rates - cemetery	£ 73.00
DD 06/06	TWBC	Business rates - depot & office	£ 858.00
DD 06/07	Sage	Accounting software	£ 78.00
DD 06/08	BT	Telephone & broadband	£ 66.74
DD 06/09	Wex	Fuel charges	£ 1.80
DD 06/10	SSE	Electricity - unmetered supply	£ 158.90
DD 06/11	Sage	Payroll software	£ 14.40
DD 06/12	Wex	Fuel charges	£ 102.57
DD 06/13	Veolia	Waste collection	£ 74.34
DD 06/14	O2	Mobile phone charges	£ 87.97
DD 06/15	Castle Water	Water charges	£ 241.57
			£ 4,459.99

CONFIDENTIAL SALARIES - May 2022			
CS 06/01	Confidential Salaries		£ 7,760.31
			£ 7,760.31
TOTAL EXTERNAL PAYMENTS			£ 20,773.12
Internal Payments - July 2022			
5054	NatWest	Unity	£ 30,000.00
TOTAL EXTERNAL PAYMENTS			£ 30,000.00