

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **5 SEPTEMBER 2022** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr N Stratton (Vice-Chair)
Cllr P Gillan	Cllr C Snow
Cllr G Hall	Cllr M Weaver
Cllr D Reilly	Cllr J Webster

Officers Present:

H Munro (Clerk)
Y Allen (Deputy Clerk)

Others Present:

County Cllr P Barrington King
Borough Cllr D Hayward
Borough Cllr P Roberts
One member of the public

22/143 **APOLOGIES FOR ABSENCE.** There were none.

22/144 **DECLARATIONS OF INTEREST.** There were none.

22/145 **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed everyone back after the summer recess.

22/146 **OPEN SESSION.** *The meeting was adjourned at 7.21pm.*

The member of the public raised the recent incident in Lower Green Recreation Ground.

The meeting was reconvened at 7.26pm.

22/147 **MINUTES.** It was **RESOLVED** that the minutes of the 4 July 2022 be approved and were signed by the Chair as an accurate record.

22/148 **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committees for adoption:

- a. Open Spaces Committee – 18 July 2022
- b. Finance & HR Committee – 18 July 2022
- c. Planning & Highways Committee – 25 July 2022

22/149 **CLERK'S REPORT.** The following report was noted:

- a. **Allotment Track.** A response is awaited on the reinstatement of the gate which does not close properly. The track surface is to be reinstated to its original condition once work to the retaining wall is

complete.

- b. **Local Plan – meeting with site promoters.** A date is to be arranged.
- c. **Financial Regulations.** A review is being conducted for consideration by the Finance & HR Committee.
- d. **List of Pembury Groups and Organisations.** The following to potentially be invited to a future Full Council meeting to share projects that they are involved in:
- U3A
 - Pembury Society
 - Uniformed organisations – Scouts/Guides
 - Churches – St. Peter’s Church, St. Anselm’s Church and the Baptist Church
 - Aspens
 - Pembury Primary School
 - Kent College
 - Sports Clubs – Football/Bowls/Cricket
- e. **Lost property.** A handbag containing four passports had been handed in and has been given to Kent Police.
- f. **Community Warden.** It is hoped that Pembury will soon have a Community Warden.
- g. **Party in the Recreation Ground.** A group of approximately 100 youths held a party in the Recreation Ground in August and several calls were made to the police who did not attend during the party due to other higher priority calls. The Clerk is to write a letter to the Police and Crime Commissioner for an explanation and to invite him to a meeting. A small amount of damage was done in the Recreation Ground during the incident.

22/150 **REPORTS OF BOROUGH COUNCILLORS.**

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

- Clarity was sought about the inclusion of articles in the Pembury Village News from Borough and County Councillors. To be discussed further by the Working Group.
- The number 208 bus had been retained and the timetables had been changed to ensure that schoolchildren were able to get to and from school.

- A grant had been given to the Pembury Bowls Club to assist with woods for younger players.
- A grant had been given to the Village Hall to contribute towards improved acoustics in the hall.
- There had been an issue with bins not being emptied in parts of the village. This had now been rectified but would continue to be monitored.
- A meeting with National Highways, Kent Highways, Greg Clark MP, Cllr Barrington King and the Parish Council had been arranged for 16 September to discuss ongoing issues on the A21.
- Enforcement action was now being taken at a local property following a formal complaint.

The Deputy Clerk was thanked for arranging the meeting with National Highways and Greg Clark MP.

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

County/Borough Cllr Barrington King left at 8.01pm.

22/151 **BOUNDARY REVIEW.** An update was given which was discussed in detail. It was **RESOLVED** that no formal comment would be made on the consultation.

Borough Cllrs Hayward and Roberts left at 8.19pm.

22/152 **EXTERNAL BODIES.**

- a. Meetings from representatives of the Village Hall Management Committee and Pavilion Joint Management Committee were reported. The following were noted:

A new Chair of the Village Hall Management Committee had been appointed.

Bookings and revenue at the Pavilion were now back to pre-Covid levels.

- b. Following the resignation of Cllr Snow, it was **RESOLVED** that Cllr Stratton be appointed as the new Parish Council representative of the Charles Amherst Almshouses Charity. The next meeting is on 8 September 2022.

22/153 **WORKING GROUPS (WG).** It was **RESOLVED** to approve memberships as follows:

- a. Pembury Village News WG – Cllrs Brooks, Weaver and Webster
- b. Communications WG – Cllrs Gillan, Hall and Webster
- c. Events WG - Cllrs Gillan and Stratton.

Decisions about the inclusion of members of the public would be discussed and agreed at forthcoming meetings.

22/154 **CO-OPTION OF COUNCILLORS.** It was **RESOLVED** that a co-option interview meeting would be held on Monday 26 September 2022 at the Baptist Church. All candidates would be invited as a group and would be informed the following day by email if they had been successful.

22/155 **PAVILION JOINT MANAGEMENT AGREEMENT.** The amended draft agreement has been shared with all parties and comments are awaited. The agreement will be reviewed by an external legal advisor before finalising. Cllr Stratton and the Clerk were thanked for the huge amount of work which had been carried out on this.

22/156 **EVENTS.** Updates on the following were noted:

- a. Firework Display – 4 November 2022.

Three wireless credit card machines are to be purchased for charity donations. An additional food outlet to be considered.

- b. Remembrance Parade – 13 November 2022.

A Working Group had met twice to discuss changes to the format to make it more inclusive and diverse.

- c. Christmas Carols on the Green – 2 December 2022.

Suggested changes to the format were agreed.

22/157 **PUBLIC ADDRESS (PA) SYSTEM.** Quotes for a PA system for use at Parish Council events were considered. It was **RESOLVED** to purchase one with four speakers and a wireless microphone system at a cost of £2,260 including VAT. Costs would be taken from general reserves.

22/158 **GRANT FUNDING.**

- a. It was **RESOLVED** to approve the recommendation from the Finance & HR Committee to award £700 of the Community Grant for 2022 to the Pembury Bowls Club.

- b. It was **RESOLVED** to approve the request from Pembury Scouts for a grant for £1,328.21 for buildings insurance.

22/159 **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2021/22.** The audited AGAR had been received and it was noted that there were no 'except for' items or comments from the External Auditor.

22/160 **FINANCIAL INFORMATION**

- a. The accounts for payment for August 2022 of £20,991.41 were approved by **RESOLUTION**. A list of the payments is shown in Appendix 1.
- b. The accounts for payment for September 2022 of £19,166.41 were approved by **RESOLUTION**. A list of the payments is shown in Appendix 2.
- c. The budget monitoring report as at 30 June 2022 was approved by **RESOLUTION**.
- d. The Bank Reconciliation as at 30 June 2022 was approved by **RESOLUTION**.
- e. The Reserves as at 30 June 2022 were approved by **RESOLUTION**.
- f. It was **RESOLVED** to approve the appointment of Cllr Webster as a new signatory.
- g. It was **RESOLVED** not to opt out of the SAAA central external auditor appointment arrangements.

22/161 **RISKS.** There were none.

22/162 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** Cllr Hall would be absent from the next Full Council meeting.

22/163 **FUTURE MEETINGS.** It was noted that the next meeting was scheduled to be held on Monday **3 October 2022** at 7.15pm at the Baptist Church Hall.

There being no other business, the meeting closed at 9.08pm.

Signed: _____ Date: _____
Chair

Appendix 1
Accounts for payment
August 2022

Accounts for Payment - August 2022			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - AUTHORISED PREVIOUSLY BUT NOT PAID			
07/057	Capel Cottage nursery	Floral display (other)	£ 56.89
ACCOUNTS FOR PAYMENT BY BACS - August 2022			
08/063	HMRC	Tax/NIC	£ 2,630.58
08/064	Kent Pension Fund	Pensions	£ 2,396.19
08/065	B&Q	Supplies	£ 153.07
08/066	Capel Cottage nursery	Floral display	£ 25.00
08/067	Columbaria	Memorial plaque	£ 81.60
08/068	DTH Plumbing	Allotment taps/valves	£ 960.00
08/069	Edge IT Systems	Cemetery software/set up / training	£ 604.80
08/070	Heliocentrix	IT Support / outlook accounts	Payment not made
08/071	Kidmans	Strimmer service/supplies	£ 303.12
08/072	The Living Forest	Urgent tree work - the Coppice & LG Rec	£ 650.40
08/073	One Ten Electrical	Picnic in the Park - electrics	£ 150.00
08/074	Pembury Autos	Repair to truck	£ 199.07
08/075	Play Inspection Company	Playground inspection	£ 186.00
08/076	South East Land based training	Basic Tree Survey/Inspection course - RL	£ 184.80
08/077	Vitax	Line marking paint	£ 819.12
08/078	Wise Stonecraft	Grave digging charges	£ 1,250.00
08/079	Kent County Council	Fire extinguisher service	£ 324.84
08/080	New Dreams	Office Cleaning - June/July	£ 120.00
			£ 11,095.48
DEBIT CARD - July 2022			
DC 07/01	Amazon	Fan for tractor	£ 23.99
DC 07/02	Amazon	Mouse mat	£ 4.99
DC 07/03	Amazon	Gloves for volunteers	£ 7.99
DC 07/04	Amazon	Gaffer tape & pens	£ 16.34
DC 07/05	Amazon	Disposable Gloves	£ 5.89
DC 07/06	Amazon	Copier Paper	£ 33.99
			£ 93.19

Appendix 1
Accounts for payment
August 2022

DIRECT DEBITS - July 2022			
DD 07/01	Wex	Fuel charges	£ 21.60
DD 07/02	NEST	Pensions	£ 63.12
DD 07/03	Wex	Fuel charges	£ 146.83
DD 07/04	TWBC	Business rates - cemetery	£ 73.00
DD 07/05	TWBC	Business rates - depot & office	£ 858.00
DD 07/06	BT	Telephone & broadband	£ 65.98
DD 07/07	Sage	Accounting software	£ 78.00
DD 07/08	Wex	Fuel charges	£ 76.07
DD 07/09	Sage	Payroll software	£ 14.40
DD 07/10	SSE	Electricity - unmetered supply	£ 163.09
DD 07/11	Castle Water	Allotment Water	£ 13.94
DD 07/12	Wex	Fuel charges	£ 125.29
DD 07/13	Veolia	Waste collection	£ 47.40
DD 07/14	O2	Mobile phone charges	£ 88.45
			£ 1,835.17
CONFIDENTIAL SALARIES - July 2022			
CS 07/01	Confidential Salaries		£ 7,967.57
			£ 7,967.57
TOTAL EXTERNAL PAYMENTS			£ 20,991.41
Internal Payments - August 2022			
5055	NatWest	Unity	£ 30,000.00
TOTAL EXTERNAL PAYMENTS			£ 30,000.00

Appendix 2
Accounts for payment
September 2022

Accounts for Payment - September 2022			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - August 2022			
09/081	HMRC	Tax/NIC	£ 2,626.57
09/082	Kent Pension Fund	Pensions	£ 2,393.95
09/083	Heliocentrix	IT Support / outlook accounts July & August	£ 361.92
09/084	Kidmans	Repairs	£ 87.24
09/085	PKF LittleJohn	External Audit 2021/22	£ 720.00
09/086	SLCC	Arnold Baker 13th Edition	£ 141.80
09/087	26 Works	PVN Autumn edition printing & artwork	£ 2,015.30
09/088	Southern Care	Southern Care maintenance - office fire alarm system	£ 258.00
09/089	Vasile Mihalceanu	Office cleaning	£ 60.00
			£ 8,664.78
DEBIT CARD - August 2022			
DC 08/01	Corporate Wear	Groundsmen uniform	£ 208.23
DC 08/02	First Rescue Train	Defibrillator Pads	£ 77.94
DC 08/03	Sum Up	Credit card machine	£ 94.80
			£ 380.97
DIRECT DEBITS - August 2022			
DD 08/01	Wex	Fuel charges	£ 21.60
DD 08/02	KCC	Printer costs	£ 172.39
DD 08/03	Wex	Fuel charges	£ 116.87
DD 08/04	NEST	Pension July	£ 72.91
DD 08/05	TWBC	Business rates - cemetery	£ 73.00
DD 08/06	TWBC	Business rates - depot & office	£ 858.00
DD 08/07	Wex	Fuel charges	£ 1.80
DD 08/08	BT	Telephone & broadband	£ 65.98
DD 08/09	Sage	Accounting software	£ 90.20
DD 08/10	Sage	Payroll software	£ 14.40
DD 08/11	SSE	Electricity - unmetered supply	£ 167.53
DD 08/12	Castle Water	Allotment Water	£ 78.69
DD 08/13	Wex	Fuel charges	£ 114.50
DD 08/14	Veolia	Waste collection	£ 47.55
DD 08/15	O2	Mobile phone charges	£ 88.45
DD 08/16	Wex	Fuel charges	£ 96.31
DD 08/17	NEST	Pension August	£ 72.91
			£ 2,153.09
CONFIDENTIAL SALARIES - August 2022			
CS 08/01	Confidential Salaries		£ 7,967.57
			£ 7,967.57
TOTAL EXTERNAL PAYMENTS			£ 19,166.41