Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **3 OCTOBER 2022** at 7.15pm.

Councillors Present:

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

Apologies:

Cllr G Hall

Officers Present:

H Munro (Clerk)
Y Allen (Deputy Clerk)

One minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8 September 2022.

22/169 **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Hall. The apologies and reasons were accepted. County/Borough Cllr Barrington King and Borough Cllrs Hayward and Roberts were not in attendance.

22/170 **DECLARATIONS OF INTEREST.** There were none.

22/171 **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed new Councillor, Astra Birch.

22/172 **OPEN SESSION.** No members of the public were present.

22/173 **MINUTES**. It was **RESOLVED** that the minutes of the 5 September 2022 and 26 September 2022 be approved and were signed by the Chair as an accurate record.

22/174 **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Working Group:

a. Remembrance Day Working Group – 2 September 2022

b. Climate Change Working Group – 14 September 2022

22/175 **CLERK'S REPORT.** The following report was noted:

a. **Allotment Track.** A site meeting has been held and the contractor agreed to bring the track back to its original condition.

b. **Local Plan – meeting with site promoters.** A virtual joint meeting has been scheduled for 2 November with site promoters of PE1, 2 & 3

as well as Planning Officers from TWBC.

c. **Financial Regulations.** A review is being conducted for consideration by the Finance & HR Committee.

d. **Police & Crime Commissioner.** The Parish Council's request for a meeting has been acknowledged and a date is awaited.

e. **P A System.** Delivery is awaited.

f. **Bowls Club Quiz night.** Councillors have been invited to a quiz night at the Bowls Club on 21 October at 6pm.

g. **Pembury Village News.** County/Borough Cllr Barrington King and Borough Cllr Roberts' request to write an article in the forthcoming PVN would be discussed at the PVN Working Group meeting on 5 October.

22/176 **REPORTS OF COUNTY/BOROUGH COUNCILLORS.** They were not in attendance.

22/177 **EXTERNAL BODIES.**

a. Charles Amherst Almshouses. A visit had taken place to view the refurbished properties.

22/178 **BOUNDARY REVIEW.** An update was given and it was **RESOLVED** to support a review to consider either "All Out" elections or election "by thirds".

22/179 **NEIGHBOURHOOD DEVELOPMENT PLAN**. It was **RESOLVED** to approve the amended plan for Regulation 16 consultation.

The Chair thanked Cllr Stratton for the huge amount of work that he had carried out on this.

22/180 **COST OF LIVING CRISIS.**

- A list would be drawn up of opening times of Pembury's cafés, library and Mother & Toddler Groups. Research into other 'warm / co-working hubs' would be carried out and publicised.

- Consideration would also be given to the distribution of the Parish Council's hardship fund and discussions would include leaders of the uniformed organisations to identify where help maybe needed.

- There would be an article in the next PVN giving advice on keeping warm.

22/181 **COMMUNITY WARDEN.** A new Community Warden had now been appointed. Consideration was given to allowing her to use the Parish Office on an ad hoc basis and it was **RESOLVED** to allow this subject to a few internal changes.

22/182 **YOUTH COUNCIL**. It was **RESOLVED** to try to resurrect the Youth Council and Cllrs Birch and Brooks would lead on this. They would liaise with the recently appointed Youth and Children's Worker at Pembury Baptist Church as she was keen to be involved.

22/183 **FINANCIAL INFORMATION.** The accounts for payment for September 2022 of £19,197.44 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.

22/184 **RISKS.** There were none.

22/185 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

a. The issue of planting an Oak tree on the Village Green to commemorate the Queen was raised. This was on the forthcoming Open Spaces Committee agenda for consideration.

b. Two councillors had held a 'surgery' at the Kingdom Café at the Baptist Church and were keen to continue this. Others were encouraged to do the same at other cafés in the village. Days and times would be publicised on social media and on posters.

c. The lack of seating in bus stops was raised.

d. Cleaning of bus stops was raised and could potentially become part of the annual litter pick.

e. Use of the Community Fund from the Deed of Release would be added to the next Full Council agenda.

22/186 **FUTURE MEETINGS.** It was noted that the next meeting was scheduled to be held on Monday **7 November 2022** at 7.15pm at the Baptist Church Hall.

There being no other business, the meeting closed at 8.39pm.

Signed: ..... Date: .....
Chair

Accounts for Payment - October 2022				
Our Ref:	Payee	Description		Total £
ACCOUNTS FOR PAYMENT - AUTHORISED PREVIOUSLY BUT NOT PAID				
09/090	Pembury Scouts & Guides	Donation - insurance	£	1,328.21
09/091	Pembury Bowls Club	Community Grant	£	700.00
09/092	Richer Sounds	PA System	£	2,260.40
			£	**4,288.61**
ACCOUNTS FOR PAYMENT BY BACS - October 2022				
10/093	HMRC	Tax/NIC	£	2,598.48
10/094	Kent Pension Fund	Pensions	£	2,369.18
10/095	Strutt & Parker	Annual rent of triangle - Woodside	£	0.50
10/096	The Living Forest	Work to Storm damaged Oak - Allotments	£	517.20
10/097	Capel Groundcare	Hedge cutting	£	354.00
10/098	Capel Groundcare	Climbing Frame painting	£	1,272.00
10/099	Ryan Lewis	Mileage expenses for training event - 59 miles @ £0.45 per mile	£	26.55
10/100	Knockout Print	Allotment signage	£	307.80
10/101	KALC	Training - Jon Webster	£	42.00
10/102	B&Q	Groundsman supplies	£	37.35
10/103	**Wise Stonecraft**	**Gravedigging**	**£**	**400.00**
10/104	**KALC**	**Training - K.Brooks / H Munro**	**£**	**84.00**
			£	**8,009.06**
DEBIT CARD - September 2022				
DC 09/01	Post office	Stamps	£	21.76
DC 09/02	Amazon	Bin bags	£	10.99
DC 09/03	Amazon	Toilet rolls	£	21.49
DC 09/04	Amazon	Poo bags	£	4.49
DC 09/05	Amazon	Paper cups for events	£	17.99
DC 09/06	Amazon	Hand Cleaner (groundsmen)	£	18.99
DC 09/07	Amazon	Double sided tape	£	4.99
DC 09/08	Amazon	Phone case	£	17.99
DC 09/09	Amazon	Poo bags	£	8.00
DC 09/10	Amazon	Hand towels	£	47.84
DC 09/11	**Cash**	**Petty Cash**	**£**	**100.00**
			£	**274.53**
DIRECT DEBITS - September 2022				
DD 09/01	Wex	Fuel charges	£	18.78
DD 09/02	Southern Electric	Electricity office & depot	£	1,141.63
DD 09/03	Npower	Streetlighting electricity old	£	177.10
DD 09/04	TWBC	Business rates - cemetery	£	73.00
DD 09/05	TWBC	Business rates - depot & office	£	858.00
DD 09/06	BT	Telephone & broadband	£	65.98

DD 09/07	Sage	Accounting software	£	86.40
DD 09/08	Wex	Fuel charges	£	1.80
DD 09/09	SSE	Electricity - unmetered supply	£	167.53
DD 09/10	Sage	Payroll software	£	14.40
DD 09/11	Castle Water	Allotment Water	£	8.15
DD 09/12	Wex	Fuel charges	£	128.01
DD 09/13	Veolia	Waste collection	£	50.33
DD 09/14	O2	Mobile phone charges	£	87.49
DD 09/15	NEST	Pension September	£	75.36
			£	**2,953.96**
CONFIDENTIAL SALARIES - September 2022				
CS 09/01	Confidential Salaries		£	7,959.89
			£	**7,959.89**
TOTAL EXTERNAL PAYMENTS			**£**	**19,197.44**
Internal Payments - October 2022				
5055	NatWest	Unity	£	30,000.00
TOTAL EXTERNAL PAYMENTS			**£**	**30,000.00**