

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **9 January 2023** at 7.15pm.



**Councillors Present:**

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

**Officers Present:**

H Munro (Clerk)  
Y Allen (Deputy Clerk)

**Others Present:**

Siobhan McKay – Community Warden Area Supervisor  
Sophie Marsh – Community Warden for Pembury

The new Community Warden for Pembury was introduced and a short speech about the Community Warden role was noted. The Chair welcomed Ms Marsh and thanked her for what she had achieved to date.

22/322 **APOLOGIES FOR ABSENCE.** There were none.

County/Borough Cllr P Barrington-King, Borough Cllrs Hayward and Roberts were not in attendance.

22/323 **DECLARATIONS OF INTEREST.** Cllr Hall declared that he had been lobbied about item 22/333g - Lawful Development Certificate application 22/03534/LAWPRO at 5 Lower Green Road.

22/324 **CHAIR'S ANNOUNCEMENTS.**

- The Chair wished everyone a Happy New Year and welcomed new councillor, Vivek Gautam.
- There is a Village Hall meeting on 11 January and an update would be given at the next Full Council meeting.
- She congratulated Cllr Weaver on the Pembury Players presentation which had taken place the previous weekend.

22/325 **OPEN SESSION.** No-one was present.

22/326 **MINUTES.** It was **RESOLVED** that the minutes of the 5 December 2022 be approved and were signed by the Chair as an accurate record.

22/327 **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committees/Working Groups. Updates given by Chairs were noted.

- a. Open Spaces Committee – 19 December 2022
- b. Climate Change Working Group – 14 December 2022

22/328 **CLERK'S REPORT.** The following report was noted:

- a. **Allotment Track.** Work is anticipated to reinstate the track to its original condition shortly.
- b. **Commemorative Oak Tree.** The tree and tree guard have been delivered and the primary school wish to be involved. The planting event will take place on 25 January 2023. Social media posts will be published informing residents of the date and time of the planting.
- c. **Formal Complaint re Section 106.** A formal response has been received.
- d. **Formal Complaint re Enforcement.** A meeting with the Head of Planning at Tunbridge Wells Borough Council (TWBC) took place on 16 December 2022. He is to attend the Planning & Highways meeting in February 2023 and will share any updates.
- e. **Civility & Respect Pledge.** Work has begun on policies required to sign up to the pledge. Training is available.
- f. **Hardship Grant.** Funding for Winter Warmth Packs has been paid. The goods were required in one tranche rather than in stages as discussed at the previous meeting.
- g. **Vandalism / Damage.**
  - a. Tops to two litter bins in the Recreation Ground were removed. These have now been found and reinstated.
  - b. Christmas lights on oak trees on the Village Green have not been working properly due to water in the electrical connection box. The contractor was unable to sort it out when they attended as the ground conditions were too soft for their vehicles to get close.

22/329 **REPORTS OF COUNTY/BOROUGH COUNCILLORS.** They were not in attendance.

22/330 **LOCAL PLAN.**

- a. A letter from the Planning Inspectorate had been received acknowledging that further work was needed on the Stage 2 Assessment. This is to determine whether 'exceptional circumstances' exist to take land out of the Green Belt. This would cause a considerable delay to the next stage of the Local Plan as TWBC will need to review all of the proposed sites.
- b. TWBC are to be asked whether they are resurrecting the Planning Policy Working Group.
- c. A site meeting at PE2 is scheduled for 10 January 2023. Cllrs Hall and Stratton are to attend.

22/331 **EXTERNAL BODIES.**

- a. **Charles Amherst Almshouses.** Following the retirement of the Clerk of the Almshouses, Cllr Weaver has volunteered for the role.

22/332 **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.**

Open Spaces Committee

- a. The revised date of 25 January 2023 for the planting of the Commemorative Oak Tree on the Village Green was noted. School children had been asked to write a poem either about the Queen or the Oak Tree (or both) and the winning entry would be announced at the planting event. It was **RESOLVED** to give the winner a £20 Waterstones voucher.
- b. It was **RESOLVED** to approve a recommendation to vire suitable available budget towards an earmarked reserve for War Memorial improvements and clean provided the money was not needed for anything more critical.

Climate Change Working Group

- c. It was **RESOLVED** to approve a change of name of the Working Group to Climate & Environmental Action Working Group.

22/333 **PLANNING APPLICATIONS.** The following applications were considered, and it was **RESOLVED** to submit the following comments to TWBC:

- a. **22/02583/FULL 37 High Street (Retrospective).** Installation of 2 air conditioning units.

Support subject to a BS4142 type noise assessment being obtained by the applicant.

- b. **22/03300/FULL Great Bayhall Barn, Chalket Lane.** Variation of Condition 2 of Planning Permission 19/03602/FULL – (Conversion of two industrial sheds into a two-bedroom residential property. Demolition of a third industrial shed). (Internal layout alterations to increase number of bedrooms to six).

No objection

- c. **22/03578/TPO 37 The Gill.** Trees: Oak x 3 (T1, T2, T3) – 50% crown reduction.

Strongly object. There is no indication that the trees are diseased or dying. The 50% reduction proposed was more than the recommended reduction suitable for an oak tree. The application has not been made by the owner of the trees but by a neighbour.

- d. **22/03624/FULL 21 The Coppice.** Erection of single-storey first floor front extension and two-storey rear extension, alterations to existing fenestration.

No objection but ask that a permeable surface is used for the driveway as garden is to be taken away.

- e. **22/03626/FULL 15 Knights Ridge.** Erection of two-storey front extension and first floor cantilevered rear extension (previously approved under 19/02993/FULL).

No objection but ask that a permeable surface is used for the driveway as garden is to be taken away. Also, to ensure that no damage is done to the oak tree/root in the rear garden or apply for planning permission if any work is needed to be done to the tree.

- f. **22/03642/FULL 18 Highfield Close.** Demolition of garage, erection of a double-storey side extension plus part rear extension.

Object on the grounds that this is an over-development of the site. There is a potential of a loss of light/privacy to the neighbouring property due to the difference in levels of both properties.

- g. **22/03534/LAWPRO 5 Lower Green Road.** Lawful Development Certificate (proposed). Siting of an ancillary temporary structure.

The Parish Council has not been notified and has therefore not been asked to comment as this is not a formal planning application. It does however, wish to raise the following with TWBC:

- This is in a Conservation Area.
- No mention of the proposed 'caravan' was made when approval was sought for seven trees to be felled which will enable the

structure to be sited.

- The three tests used to determine whether a structure can be classed as a 'caravan/mobile home' are size, movability and construction. Size and movability are extremely questionable in this instance as the height of the structure, which is 4.5m in the central vaulted section, will impact on neighbouring properties as the land it would be sited on is higher than the neighbouring property. The limit on internal ceiling heights is 3.05m.
- It is claimed that once the two sections are bolted together, the whole unit can be craned back over the house.
- There are two showers but no toilets planned internally so there is a query on the use of it.

22/334 **YOUTH COUNCIL.** Aa verbal update on progress with research included the following:

- The Youth Coordinator at Pembury Baptist Church (PBC) had been very supportive and had offered the use of their hall as well as other help.
- The Youth Council should be run similarly to the formal Parish Council (PC) with scheduled meetings, agendas and minutes.
- The group would need guidance at the beginning but should subsequently be able to run it themselves with PC support.
- A request for members would be made via social media, the PVN, and posters in school bus stops ready to start in September 2023.
- It was suggested that the group be involved with the new climbing frame project which was being funded by Section 106 money.

The Chair thanked Cllr Birch for her work so far.

22/335 **CHRISTMAS TREE.** A request to plant a Christmas tree on the Village Green instead of purchasing one every year was considered. As a Christmas tree is not a native species, is not deciduous and the Village Green is in the Conservation Area, it was **RESOLVED** not to go ahead with this.

22/336 **CHRISTMAS LIGHT SPECIFICATION**

- a. It was agreed that the focus of the display should remain on the Village Green rather than have motifs along Hastings Road and the High Street. Advice / suggestions from lighting contractors would be requested before finalising the specification for a new three-year

contract.

- b. It was **RESOLVED** to consider quotes at a future Full Council meeting rather than delegate the decision.

22/337 **PAVILION JOINT MANAGEMENT AGREEMENT.** It was **RESOLVED** to approve the amended agreement and it was **RESOLVED** that the Chair and the Clerk sign it on behalf of the Parish Council.

22/338 **FINANCIAL INFORMATION.** The accounts for payment for December 2022 of £ 20,656.08 were approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

22/339 **RISKS.** There were none.

22/340 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

It was reported that photo ID would be required in order to vote in the forthcoming elections. This information would be publicised.

Speeding along the High Street was raised. This would be put on the next Planning & Highways Committee agenda.

22/341 **FUTURE MEETING.** It was noted that the next meeting was scheduled to be held on Monday 6 February 2023 at 7.15pm at the Baptist Church Hall.

There being no other business, the meeting closed at 9.10pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair

<b>Accounts for Payment - January 2023</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
12/141	Hygiene Supplies	Hardship Fund grant - winter packs	£ 335.52
12/142	Sunhigh	Hardship Fund grant - winter packs	£ 225.00
			<b>£ 560.52</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - January 2023</b>			
01/143	HMRC	Tax/NIC	£ 2,602.89
01/144	Kent Pension Fund	Pensions	£ 2,585.94
01/145	Knockout Print	NDP Consultation Banner	£ 48.00
01/146	DTH Plumbing	Tap 4 at allotments	£ 2,200.00
01/147	Pembury Village Hall	Hall booking APM 11/05/2023	£ 90.00
01/148	New Dreams	Office Cleaning (Nov & Dec)	£ 120.00
01/149	SLCC	Training (various)	£ 96.00
01/150	Capel Groundcare	Work to single point swing	£ 134.46
01/151	RIP Cleaning	Office gutter clean	£ 60.00
01/152	Netwise	Website & .gov annual subscription	£ 492.00
01/153	KALC	Cllr Birch Training	£ 104.40
01/154	Heliocentrix	IT December	£ 190.68
01/155	Columbaria (Odlings)	Memorial Wall Plaque	£ 147.60
01/156	KALC	Cllr Gautam training	£ 60.00
			<b>£ 8,931.97</b>
<b>DEBIT CARD - December 2022</b>			
DC 12/01	Tesco	Refreshments Christmas Carols	£ 89.00
DC 12/02	Amazon	Copier paper	£ 29.99
DC 12/03	Amazon	Black sacks	£ 19.20
DC 12/04	Amazon	Phone charger	£ 10.99
DC 12/05	Amazon	Toilet roll	£ 22.99
			<b>£ 172.17</b>
<b>DIRECT DEBITS - December 2022</b>			
DD 12/01	Public Works Loan	Loan Repayments	£ 2,059.48
DD 12/02	Wex	Fuel charges	£ 121.77
DD 12/03	TWBC	Business rates - cemetery	£ 73.00
DD 12/04	TWBC	Business rates - depot & office	£ 858.00
DD 12/05	BT	Telephone & broadband	£ 65.98
DD 12/06	Sage	Accounting software	£ 86.40
DD 12/07	Southern Electric	Electricity - office & depot	£ 38.12
DD 12/08	Wex	Fuel charges	£ 71.81
DD 12/09	SSE	Electricity - unmetered supply	£ 163.09

Appendix 1  
Accounts for payment

DD 12/10	Sage	Payroll software	£	14.40
DD 12/11	BT	Telephone & broadband	£	65.98
DD 12/12	KCC	Printing charges	£	102.20
DD 12/13	Veolia	Waste collection	£	62.81
DD 12/14	O2	Mobile phone charges	£	88.45
			<b>£</b>	<b>3,871.49</b>
<b>CONFIDENTIAL SALARIES - December 2022</b>				
CS 12/01	Confidential Salaries		£	7,680.45
			<b>£</b>	<b>7,680.45</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£</b>	<b>20,656.08</b>