

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **5 DECEMBER 2022** at 7.00pm.



**Councillors Present:**

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

**Apologies:**

Cllr P Gillan  
Cllr C Snow

**Absent:**

Cllr A Birch

**Officers Present:**

H Munro (Clerk)  
Y Allen (Deputy Clerk)

**Others Present:**

Architect for Cornford House  
Owner of Cornford House

22/279 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 at 7pm for the next item of business on the grounds that it will involve the likely disclosure of exempt information.

22/280 Cllr Reilly declared an interest as he is Deputy Chair of the Tunbridge Wells Conservative party and Mr Gautam is to stand in the local elections in May 2023.

22/281 **COUNCILLOR CO-OPTION**

- a. It was **RESOLVED** to co-opt Vivek Gautam onto the Parish Council. He would sign the Declaration of Acceptance of Office at the earliest opportunity.
- b. It was **RESOLVED** that he join the Planning & Highways Committee.
- c. Cllr Reilly to act as mentor.
- d. A meeting with Cllr Reilly, Cllr Gautam and the Clerk would be arranged in due course.

*The meeting was re-opened to the press and public at 7.21pm.*

- 22/282 **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Gillan and Snow. The apologies and reasons were accepted. Cllr Birch was not in attendance.
- County/Borough Cllr P Barrington-King, Borough Cllrs Hayward and Roberts were not in attendance.
- 22/283 **DECLARATIONS OF INTEREST.** See reference 22/280.
- 22/284 **CORNFORD HOUSE.** A presentation was given about the re-development of Cornford House.
- 22/285 **CHAIR'S ANNOUNCEMENTS.**
- The Chair thanked Cllrs Hall and Stratton for their work on the Neighbourhood Development Plan. The Regulation 16 consultation had started.
  - The Chair thanked everyone involved with helping on the night of the Christmas Carol event. All feedback would be taken to the next Community Events Working Group in January.
- 22/286 **OPEN SESSION.** No-one was present.
- 22/287 **MINUTES.** It was **RESOLVED** that the minutes of the 7 November 2022 be approved and were signed by the Chair as an accurate record.
- 22/288 **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. Planning & Highways Committee – 14 November
  - b. Finance & HR Committee – 21 November
  - c. Communications Working Group – 16 November
  - d. Remembrance Sunday Working Group – 22 November
- 22/289 **CLERK'S REPORT.** The following report was noted:
- a. **Allotment Track.** Work is anticipated to reinstate the track to its original condition during the closure of Henwood Green Road. However, in the meantime, a sink hole has opened up which is being monitored. Liaison is ongoing with the landowner of the nearby development and Party Wall Surveyor.
  - b. **Financial Regulations – review.** A review is being conducted for consideration by the Finance & HR Committee

- c. **Neighbourhood Development Plan.** The public consultation began on 5 December 2022 and would last eight weeks.
- d. **Commemorative Oak Tree.** The tree and tree guard have been delivered and the primary school wish to be involved with a planting event. A date to be agreed.
- e. **Pembury Village News.** Articles from Borough and County Councillors would be added to the June edition.
- f. **Vandalism / Damage.** There have been reports of shed break-ins and damage at the allotments. This has been reported to the PCSO and Community Warden. The Community Warden to visit the site and advise.

22/290 **REPORTS OF COUNTY/BOROUGH COUNCILLORS.** They were not in attendance.

22/291 **LOCAL PLAN.** There was no update but it was **RESOLVED** to write to Tunbridge Wells Borough Council requesting that the Parish Council is advised of any discussions affecting Pembury. This would be added to the next Full Council agenda.

22/292 **SECTION 106.** No update had been given on the delay to funding for the table tennis tables and it was **RESOLVED** to formally complain to the Director of Finance at Tunbridge Wells Borough Council (TWBC).

22/293 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 8.11pm on the grounds that it would involve the likely disclosure of exempt information.

22/294 **LEGAL ISSUES.** Correspondence was discussed and noted. It was **RESOLVED** that a reply would be sent and a formal complaint be made to the Chief Executive of TWBC about the related enforcement matter.

*The meeting was re-opened to the press and public at 8.35pm*

22/295 **EXTERNAL BODIES.**

- A report on the recent Charles Amherst Almhouses Committee meeting was noted.
- The Chair had become Vice-Chair of the Village Hall Committee.
- There had been a virtual meeting with the Kent Police & Crime Commissioner.

22/296 **RECOMMENDATIONS FROM COMMITTEES:**

Finance & HR Committee

- a. It was **RESOLVED** to approve the recommendation to renew approval for use of BACS, CHAPS and faster payments subject to existing controls.
- b. It was **RESOLVED** to approve the recommendation to sign up to the NALC Civility and Respect pledge subject to the relevant training being arranged.

22/297 **HARDSHIP AND GRANT FUNDING**

- a. Following discussion on the request from the Community Warden for £585 for Winter Warmth Packs and heated throws, it was **RESOLVED** to approve the request of up to £585 but, if appropriate, to release the money in stages.
- b. A request to contribute up to £250 towards the Memory café at Pembury Baptist Church had been received. It was **RESOLVED** to delegate this to the Clerk to pay donations in stages depending on uptake.

22/298 **COMMUNITY PROJECT FROM DEED OF RELEASE.** It was **RESOLVED** to install seating in bus shelters using money from the Deed of Release and this would be added to the next Planning & Highways agenda for further research.

22/299 **BUDGET 2023/24.**

- a. The draft budget for 2023/24 was received and it was **RESOLVED** to approve the recommendation from the Finance & HR Committee.
- b. It was **RESOLVED** to approve the final budget of £311,490
- c. It was **RESOLVED** to approve recommendation to combine legal and planning consultants earmarked reserves.

22/300 **PRECEPT & BAND D EQUIVALENT 2023/24.** It was **RESOLVED** that a precept of £247,504.19 would be requested from TWBC for 2023/24. The Band D equivalent for 2023/24 was £106.19. This was an increase of 0.08% on 2022/23.

22/301 **FINANCIAL INFORMATION.**

- a. The accounts for payment for November 2022 of £27,390.48 were approved by **RESOLUTION**. It was **RESOLVED** to approve the additional payment of £1,915.30 to BG26 Works for the publication of the winter PVN. A transfer from NatWest to Unity Bank of £25,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

- b. The bank reconciliation as at 30 September 2022 was approved by **RESOLUTION.**
- c. The budget monitoring report as at 30 September 2022 was approved by **RESOLUTION.**
- d. The reserves as at 30 September 2022 were approved by **RESOLUTION.**

22/302 **RISKS.** There were none.

22/303 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

22/304 **FUTURE MEETINGS.** The following were noted:

- a. The next Full Council meeting - Monday **9 January 2023** at 7.15pm at the Baptist Church Hall. The Community Warden to be introduced at the start of the meeting.
- b. Annual Parish Meeting – date to be confirmed.

There being no other business, the meeting closed at 9.30pm.

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

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - December 2022</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
11/126	Pembury Baptist Church	Hardship Fund grant	£ 810.96
			<b>£ 810.96</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - December 2022</b>			
12/127	HMRC	Tax/NIC	£ 4,435.03
12/128	Kent Pension Fund	Correction from May 2022	£ 9.00
12/129	Kent Pension Fund	Pensions	£ 3,664.11
12/130	Knockout Print	Christmas Carols Banners	£ 84.00
12/131	Capel cottage Nursery	Community Gardening costs	£ 46.26
12/132	B&Q	Postcrete, line marking paint	£ 37.40
12/133	Kidmans	Tractor tyres / equipment repairs	£ 2,447.36
12/134	Kent County Council	Christmas Lights Licence	£ 32.00
12/135	Royal British Legion	Wreath & crosses	£ 175.00
12/136	Society of Local Council Clerks	Annual Subscription	£ 296.00
12/137	Capel Groundcare	Replacement playground gate	£ 694.80
12/138	Heliocentrix	IT November	£ 184.20
12/139	Southern Care Maintenance	Fire alarm work required	£ 287.82
12/140	26 Works	PVN printing	£ 1,915.30
			<b>£ 14,308.28</b>
<b>DEBIT CARD - November 2022</b>			
DC 11/01	Sum Up	Test payments for credit card	£ 4.00
DC 11/02	Designer Metal	Commemorative oak - tree guard	£ 336.00
DC 11/03	Barcham Trees	Commemorative oak tree	£ 369.00
DC 11/04	Amazon	Cash tin	£ 13.99
DC 11/05	Amazon	Microphone clip	£ 9.19
DC 11/06	Tesco	Refreshments for Allotment meeting	£ 5.15
DC 11/07	Tesco	Handwash	£ 2.40
DC 11/08	Tesco	Gift for help with PA system	£ 16.00
DC 11/09	Amazon	Fairy lights for Carols on the Green event	£ 21.89
DC 11/10	Cash	Petty Cash	£ 100.00
DC 11/11	Amazon	Samsung tablet cases	£ 47.98
DC 11/12	Amazon	Samsung tablet screen protectors	£ 21.98
DC 11/13	John Lewis	Samsung Tablets x2	£ 318.00
			<b>£ 1,265.58</b>

<b>DIRECT DEBITS - November 2022</b>			
DD 11/01	Wex	Fuel charges	£ 101.60
DD 11/02	Wex	Fuel charges	£ 36.58
DD 11/03	Castle Water	Allotment Water	£ 1,279.51
DD 11/04	Castle Water	Bowls Club water - recharged	£ 230.08
DD 11/05	Castle Water	Burial Ground water	£ 77.86
DD 11/06	TWBC	Business rates - cemetery	£ 73.00
DD 11/07	TWBC	Business rates - depot & office	£ 858.00
DD 11/08	KCC	Printer	£ 170.96
DD 11/09	Sage	Accounting software	£ 86.40
DD 11/10	Wex	Fuel charges	£ 50.26
DD 11/11	SSE	Electricity - unmetered supply	£ 158.90
DD 11/12	Sage	Payroll software	£ 14.40
DD 11/13	Castle Water	Allotment Water	£ 45.81
DD 11/14	BT	Telephone & broadband	£ 66.96
DD 11/15	Veolia	Waste collection	£ 71.46
DD 11/16	O2	Mobile phone charges	£ 88.45
DD 11/17	Wex	Fuel charges	£ 35.30
			<b>£ 3,445.53</b>
<b>CONFIDENTIAL SALARIES - November 2022</b>			
CS 10/01	Confidential Salaries		£ 10,286.39
			<b>£ 10,286.39</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 29,305.78</b>
<b>Internal Payments - December 2022</b>			
5057	NatWest	Unity	£ 25,000.00
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 25,000.00</b>