

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **6 February 2023** at 7.15pm.



Councillors Present:

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

Apologies:

Cllr D Reilly

Officers Present:

H Munro (Clerk)
Y Allen (Deputy Clerk)

Others present:

County/Borough Cllr P Barrington King
Borough Cllr D Hayward
Borough Cllr P Roberts

- 22/389 **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr D Reilly. The apologies and reason were accepted.
- 22/390 **DECLARATIONS OF INTEREST.** Cllr Snow declared a personal interest in item 22/401 Cornford House and Cllr Hall declared that he had been lobbied about item 22/401 Cornford House.
- 22/391 **CHAIR'S ANNOUNCEMENTS.** There were none.
- 22/392 **OPEN SESSION.** No-one was present.
- 22/393 **MINUTES.** It was **RESOLVED** that the minutes of the 9 January 2023 be approved and were signed by the Chair as an accurate record.
- 22/394 **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. Pembury Village News Working Group – 18 January 2023
 - b. Planning & Highways Committee – 23 January 2023
 - c. Climate Change Working Group – 25 January 2023
 - d. Communications Working Group – 1 February 2023
 - e. Community Events Working Group – 1 February 2023
 - f. Finance & HR Committee – 3 February 2023
- 22/395 **CLERK'S REPORT.** The following report was noted:

- a. **Allotment Track.** Work to reinstate the track to its original condition had been delayed due to the recent poor weather conditions.
- b. **Formal Complaint re Section 106.** A decision is to be taken shortly by the Cabinet Member for Leisure, Wellbeing and Culture.
- c. **Formal Complaint re Enforcement.** An update will be discussed when the Head of Planning attends the February Planning & Highways meeting.
- d. **Civility & Respect Pledge.** Work has begun on policies required to sign up to the pledge.
- e. **Christmas Lights – new 3-year contract.** Meetings with contractors are being arranged.
- f. **Pavilion Joint Management Agreement.** The agreement is ready for the other parties to sign.
- g. **HOPE Churches.** Permission has been sought for the use of the Village Green for the Good Friday Service and a request to borrow the Parish Council's PA system has been received. This would be dependent on insurance cover.
- h. **Gardeners' Plant Sale.** Permission has been granted for the use of the Village Green on 27 May 2023 for the annual plant sale.

22/396 **REPORTS OF COUNTY/BOROUGH COUNCILLORS.** Reports were received from County/Borough Councillors. The following were noted:

- The Local Plan Inspector has asked for more information.
- A Planning Policy Working Group has been set up at Tunbridge Wells Borough Council (TWBC).
- Proposals at Kippings Cross roundabout were a serious cause for concern.
- A small amount of the Members' Grant funding was available.
- Staffing problems in the Planning and Enforcement Departments at TWBC continue.
- Options for more CCTV in the village were being researched but costs to be borne by the Parish Council.

Cllr Barrington King left the meeting at 8.07pm.

- Cycleways were being researched.

Queries were raised about Speedwatch and littering.

The Chair thanked the three Councillors for their work for the village.

Cllrs Hayward and Roberts left the meeting at 8.11pm.

- 22/397 **LOCAL PLAN.** This had been delayed due to the Planning Inspector requesting further information. An update was expected in May 2023.
- 22/398 **GRANT FUNDING.** The decision to apply for funding for the fruit tree avenue in the Recreation Ground was ratified. If this was not permitted, it was **RESOLVED** to give authority to the Clerk to apply for funding for water butts and improved guttering at the Groundsmen's depot.
- 22/399 **UKSPF YEAR 1 COMMUNITY GRANTS PROGRAMME.** It was **RESOLVED** to apply for a grant to fund the cleaning of the War Memorial.
- 22/400 **EXTERNAL BODIES.**
- a. Pavilion Committee. A meeting had been held.
 - b. Village Hall. A meeting had been held and a new weekend bookings manager had been appointed.
- 22/401 **CORNFORD HOUSE.** A consultation evening had been held to which Parish Councillors had been invited.
- 22/402 **PLAQUE FOR THE COMMEMORATIVE OAK TREE.** A plaque, to commemorate Queen Elizabeth II, made from 'bronze effect' dibond with black writing is to be purchased. Wording from the winning poem would also be included on the plaque.
- 22/403 **HEDGE CUTTER.** A replacement hedgecutter for the volunteer Environmental Group is required and research is to be carried out on one which is battery powered.
- 22/404 **ELECTION 2023.** Paperwork and guidance would be forwarded to all Parish Councillors on the process and the timeline.
- 22/405 **FINANCIAL INFORMATION.**
- a. The accounts for payment for January 2023 of £ 26,738.12 were approved by **RESOLUTION.** A transfer from NatWest to Unity Bank of £50,000 was approved by **RESOLUTION.** Approved payments are listed in Appendix 1.
 - b. The Budget Monitoring Report as at 31/12/2022 was approved by **RESOLUTION.**

c. The Bank Reconciliation as at 31/12/2022 was approved by
RESOLUTION.

d. Reserves as at 31/12/2022 were approved by **RESOLUTION.**

22/406 **RISKS.** There were none.

22/407 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

22/408 **FUTURE MEETING.** It was noted that the next meeting was scheduled to be held on Monday 6 March 2023 at 7.15pm at the Baptist Church Hall.

There being no other business, the meeting closed at 8.58pm.

Signed: _____ Date: _____
Chair

Accounts for Payment - February 2023			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
01/157	Pembury Autos	Truck service, MOT & repair	£ 902.57
			£ 902.57
ACCOUNTS FOR PAYMENT BY BACS - February 2023			
02/158	HMRC	Tax/NIC	£ 2,566.73
02/159	Kent Pension Fund	Pensions	£ 2,564.50
02/160	S Payne	Allotment deposit refund	£ 50.00
02/161	Streetlights	Replace faulty lantern & fuse	£ 492.30
02/162	SJ Osborne	Office lock	£ 99.80
02/163	Tivoli	Dog bin empties to march 2022	£ 3,250.80
02/164	SKF	Remembrance Day stewards	£ 456.00
02/165	Gala lights	Christmas Lights	£ 6,966.00
02/166	B&Q	Groundsmen supplies	£ 159.44
02/167	SLCC	FiLCA training - H Munro	£ 144.00
02/168	Sophie Marsh (Community Warden)	Refund of costs for Winter Warmth Packs	£ 76.46
02/169	Burslems	Refund of overpayment	£ 4.00
02/170	New Dreams	Office cleaning January	£ 90.00
02/171	Columbaria (Oodlings)	Memorial Wall Plaque	£ 81.60
02/172	Kidmans	Hedge cutter service	£ 153.55
02/173	Bowman Bros	Depot Cess pool empty	£ 130.00
02/174	Heliocentrix	IT monthly charges January	£ 195.04
			£ 17,480.22
DEBIT CARD - January 2023			
DC 01/01	Amazon	Wall planner & Calendar - Grounds staff	£ 9.46
DC 01/02	Amazon	Diary	£ 8.39
DC 01/03	Tesco	Waterstones Voucher - poem	£ 25.00
			£ 42.85
DIRECT DEBITS - January 2023			
DD 01/01	Castle Water	Water Pembury Burial Grounds	£ 15.45
DD 01/02	Wex	Fuel charges	£ 21.60
DD 01/03	BT	Telephone & broadband	£ 65.98
DD 01/04	Sage	Accounting software	£ 86.40
DD 01/05	TWBC	Business rates - cemetery	£ 73.00
DD 01/06	TWBC	Business rates - depot & office	£ 858.00
DD 01/07	Wex	Fuel charges	£ 101.82
DD 01/08	Sage	Payroll software	£ 14.40
DD 01/09	SSE	Electricity - unmetered supply	£ 176.46
DD 01/10	Castle Water	Water allotments	£ 14.18
DD 01/11	O2	Mobile phone charges	£ 87.97
DD 01/12	Veolia	Waste collection	£ 43.33
			£ 1,558.59

CONFIDENTIAL SALARIES - January 2023			
CS 01/01	Confidential Salaries		£ 7,656.46
			£ 7,656.46
TOTAL EXTERNAL PAYMENTS			£ 26,738.12
Internal Payments - February 2023			
5058	NatWest	Unity	£ 50,000.00
TOTAL EXTERNAL PAYMENTS			£ 50,000.00