

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



Councillors Present:

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

Apologies:

Cllr M Weaver

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

One resident

22/449 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 7.15pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

22/450 **COUNCILLOR CO-OPTION.**

- a. An interview with the applicant took place.
- b. It was **RESOLVED** to co-opt Sammy Harris onto the Parish Council. He would sign the Declaration of Acceptance of Office at the earliest opportunity.
- c. It was **RESOLVED** that he would join the Finance & HR and Planning & Highways Committees. Cllr Gillan to act as mentor.

The meeting opened to the public and press at 7.30pm.

22/451 **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllr M Weaver. The apologies and reason were accepted.

22/452 **DECLARATIONS OF INTEREST.** There were none.

22/453 **CHAIR'S ANNOUNCEMENTS.** Cllr Stratton to attend the opening of the new Citizens Advice Bureau at Royal Victoria Place in Tunbridge Wells.

The meeting was adjourned at 7.30pm.

22/454 **OPEN SESSION.** The resident introduced himself. He had recently completed training to become a tree and pond warden and was keen to work in conjunction with the Parish Council.

He would be given a list of the Planning & Highways Committee meeting dates as this Committee handled applications involving trees.

The meeting re-opened at 7.36pm.

22/455 **MINUTES.** It was **RESOLVED** that the minutes of 6 February 2023 be approved and were signed by the Chair as an accurate record.

22/456 **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. Community Events Working Group – 13 February 2023
- b. Planning & Highways Committee – 20 February 2023
- c. Open Spaces Committee – 27 February 2023

22/457 **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 Enforcement.** The Head of Planning attended the February Planning & Highways Committee meeting. Enforcement action is in hand and notices are to be served in the next month.
- c. **Christmas Lights – new 3-year contract.** Meetings with contractors are underway.
- d. **Pavilion Joint Management Agreement.** The agreement has been signed and a copy is to be sent to all parties.
- e. **HOPE Churches.** The Parish Council's insurer advised that third party users of the PA system should obtain their own insurance cover.
- f. **Grant Funding.** An application for £1,000 for a rainwater harvesting system at the Groundsmen's depot was submitted to Kent County Council. The funding has been received and Cllr Barrington King was thanked. Work on this is now progressing.
- g. **Press enquiry.** A press enquiry had been received about the recent granting of a Lawful Development Certificate at 5 Lower Green Road. The Clerk, in consultation with the Chair, Vice-Chair and the Chair of the Planning & Highways Committee, briefly responded saying that

the Parish Council was disappointed with the outcome.

- h. **Deed of Surrender.** A request for a Deed of Surrender of the lease of land and buildings at Woodside Playing Fields has been received from a legal representative acting for the YMCA.

This would be discussed at the next Full Council meeting.

- i. **UKSPF Year 1 Community Grants Programme.** The application for a grant to refurbish the war memorial was approved. Work has been scheduled before the deadline of the end of April.
- j. **Plaque for Commemorative Oak.** Work is in progress.
- k. **Hedge cutter.** A meeting with suppliers of battery-operated equipment was held and advice given about requirements. Due to the charging requirements, the grounds maintenance team are to use battery operated equipment and their existing petrol hedge cutter to be used by the volunteers.
- l. **Section 106 monies.** Money for the table tennis tables has been received.

Items to note

- m. **Firework Display Music.** The music will be from 'The Greatest Showman'.

22/458 **REPORTS OF COUNTY/BOROUGH COUNCILLORS.** Reports were received from County/Borough Councillors. The following were noted:

- It was reported that ongoing issues with refuse collections were being investigated.
- Tunbridge Wells Borough Council (TWBC) were arranging litter picks on the A228 and the A21.

Cllr Barrington King left the meeting at 7.52pm.

- Information about Phase 2 of the UK Shared Prosperity Fund would be shared with the Clerk.
- A brief report was given about the TWBC Planning Committee meeting when applications at Past Heap Farm were discussed.

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

Cllrs Hayward and Roberts left the meeting at 8.03pm.

Cllr Snow left the meeting at 8.04pm.

22/459 **EXTERNAL BODIES.** There was nothing to report.

22/460 **VILLAGE CCTV.** A request to consider paying to expand the CCTV system to cover the entrances to the village at Maidstone Road and Bo-Peep corner was considered. It was **RESOLVED** not to go ahead with this as there was little evidence that it would be effective at stopping crime and funding was not in the budget.

22/461 **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS (WG).**

Finance & HR Committee:

- a. It was **RESOLVED** to disband the Communications WG and to review this early in 2024.

It was **RESOLVED** to rename the Pembury Village News (PVN) WG as the PVN Advisory Group.

It was **RESOLVED** to incorporate the Downingbury Pond WG into the Climate Change & Environmental Action WG.

Vice-Chairs of Working Groups to take notes/list of actions to save on officer time and the Vice-Chair of the Planning & Highways Committee to present the planning application slides on screen.

- b. It was **RESOLVED** to approve the system of internal control and its effectiveness.
- c. It was **RESOLVED** to approve the annual risk assessment.
- d. It was **RESOLVED** to approve opening new Nationwide notice accounts and to delegate transfer arrangements between accounts to the Clerk.
- e. It was **RESOLVED** to approve banking arrangements.

Community Events Working Group:

- f. It was **RESOLVED** to approve the updated format for the 2023 Musical Picnic renamed 'Pembury in the Park'. Local business sponsorship for the event was being researched.
- g. It was **RESOLVED** to agree the revised budget for the event and delegation to the Clerk.
- h. It was **RESOLVED** to support a resident-organised 'thank you' tea event and would apply for grant funding.

- i. It was **RESOLVED** to support a community bunting project for the King's Coronation and would fund £100 towards bunting and Coronation logos for lamp columns around the Village Green.
- j. It was **RESOLVED** to approve changes to the format of the Fireworks Display including introducing an entrance fee of £5.00 for adults and additional catering outlets.

22/462 **CIVILITY & RESPECT PLEDGE.**

- a. It was **RESOLVED** to approve Councillor/Officer Protocol
- b. It was **RESOLVED** to approve Dignity at Work Policy
- c. Civility and Respect training for Councillors and staff was noted.
- d. It was **RESOLVED** to approve signing the Civility & Respect Pledge.

22/463 **ANNUAL PARISH MEETING – 11 MAY 2023.** It was **RESOLVED** to change the format of the meeting. It is hoped that there can be an opportunity from 7.15pm for attendees to speak to Councillors in an informal surgery type setting and to look at displays showing the work of the Parish Council. Formal business would start at 8pm with the minutes from 2022 being signed, the accounts presented for approval and a Q & A session.

22/464 **FINANCIAL INFORMATION.** The accounts for payment for February 2023 of £32,147.19 were approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

22/465 **RISKS.** There were none.

22/466 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

22/467 **FUTURE MEETINGS.** Dates of the following meetings were noted:

- a. Full Council – Monday 3 April 2023 at 7:15pm at Pembury Baptist Church Hall
- b. Annual Parish Meeting – Thursday 11 May 2023 at 8pm at Pembury Village Hall.

22/468 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 8.37pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

22/469 **HR MATTERS.** It was **RESOLVED** to approve salaries for 2023/24.

There being no other business, the meeting closed at 8.46pm.

Signed: _____ Date: _____
Chair

Appendix 1
Accounts for payment

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - March 2023			
03/175	HMRC	Tax/NIC	£ 2,550.42
03/176	Kent Pension Fund	Pensions	£ 2,554.96
03/177	Phoenix fireworks	25% Deposit for 2023 Display	£ 1,815.00
03/178	Knockout	Dogs on leads signs	£ 86.40
03/179	Capel Groundcare	Playground Repairs	£ 1,466.69
03/180	David Buckett	Interim Internal Audit 2022-23	£ 431.50
03/181	Gallaghers (AJGIBL GBP CLIENT NST ACCOUNT)	Annual Council insurance	£ 4,951.95
03/182	The Living Forest	London Plane - reduce branch due to cavity at fork LG Cemetery	£ 325.20
03/183	Kidmans	Grounds maintenance equipment annual servicing	£ 1,044.42
03/184	SJ Osborn	Padlocks	£ 66.54
03/185	Sophie Marsh	Winter warmth packs additional items	£ 74.20
03/186	Pembury Cricket club	Section 106 re cricket club pavilion	£ 5,056.98
03/187	Gareth Wanstall	Christmas Tree installation, removal & disposal	£ 300.00
03/188	Pimms Christmas Tree Farm	Supply of Christmas Tree	£ 250.00
03/189	Heliocentrix	IT February	£ 297.73
03/190	26 Works	PVN print & artwork	£ 1,915.30
			£ 23,187.29
DEBIT CARD - February 2023			
DC 02/01	Amazon	Litter pickers	£ 35.00
DC 02/02	Amazon	Stationery	£ 8.89
DC 02/03	Hedges Direct	Hedging plants for gap at Old Church	£ 85.18
DC 02/04	DVLA	Truck Road Tax	£ 290.00
			£ 419.07
DIRECT DEBITS - February 2023			
DD 02/01	Wex	Fuel charges	£ 91.61
DD 02/02	KCC	Photocopier charges	£ 251.70
DD 02/03	BT	Telephone & broadband	£ 65.98
DD 02/04	Sage	Accounting software	£ 86.40
DD 02/05	ICO	Data Protection Annual Subscription	£ 35.00
DD 02/06	Wex	Fuel charges	£ 81.76
DD 02/07	Sage	Payroll software	£ 14.40
DD 02/08	SSE	Electricity - unmetered supply	£ 158.90
DD 02/09	O2	Mobile phone charges	£ 87.49
DD 02/10	Veolia	Waste collection	£ 38.95
			£ 912.19
CONFIDENTIAL SALARIES - February 2023			
CS 02/01	Confidential Salaries		£ 7,628.64
			£ 7,628.64
TOTAL EXTERNAL PAYMENTS			£ 32,147.19