

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **3 April 2023** at 7.15pm.



**Councillors Present:**

Cllr K Brooks (Chair)	Cllr S Harris
Cllr N Stratton (Vice-Chair)	Cllr D Reilly
Cllr A Birch	Cllr M Weaver

**Apologies:**

Cllr Gillan	Cllr Snow
Cllr V Gautam	Cllr Webster
Cllr Hall	

**Officers Present:**

H Munro (Clerk)  
Y Allen (Deputy Clerk)

**Others present:**

Borough Cllr D Hayward

One resident

22/490 **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Gautam, Gillan, Hall, Snow and Webster. The apologies and reasons were accepted. County/Borough Cllr P Barrington King and Borough Cllr P Roberts were not in attendance.

22/491 **DECLARATIONS OF INTEREST.** There were none.

22/492 **CHAIR'S ANNOUNCEMENTS.**

- The deadline for returning election papers was 4 April. Members were encouraged to consider which Committees/Working Groups they wished to be part of.
- The Chair had received a letter from a young resident who had carried out traffic surveys outside the War Memorial. He was keen to discourage people from using cars.

22/493 **OPEN SESSION.** No-one wished to speak.

22/494 **MINUTES.** It was **RESOLVED** that the minutes of 6 March 2023 be approved and were signed by the Chair as an accurate record.

22/495 **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committees/Working Groups. Updates were noted.

- a. Planning & Highways Committee – 28 February 2023
- b. Climate & Environmental Action Working Group – 1 March 2023

- c. Community Events Working Group – 15 March 2023
- d. Planning & Highways Committee – 20 March 2023

22/496 **CLERK'S REPORT.** The following report was noted:

- a. **Allotment Track.** The developer has agreed to complete the work before leaving site at the end of April
- b. **War Memorial Clean funded by UKSPF Year 1 Community Grant.** Burslem has been appointed and will undertake the work before the deadline of 30 April.
- c. **Plaque for Commemorative Oak Tree.** A slate plaque with white writing to be purchased.
- d. **Nationwide notice account.** Forms are being completed.
- e. **King's Coronation Decoration in the centre of the village.** The u3a will sew bunting to be hung in the centre of the village along with bunting from previous events. The coronation logo will be installed on lamp columns around the village green.
- f. **Annual Parish Meeting.** The village hall is booked from 7pm ready for members of the public to attend from 7.15pm.

22/497 **REPORTS OF COUNTY/BOROUGH COUNCILLORS.** A report was received from Borough Cllr Hayward. The following was noted:

- He promised to give any updates from Tunbridge Wells Borough Council's (TWBC) planning committees on matters relevant to Pembury.
- The wall along the allotment boundary at the new housing development in Henwood Green Road had not been reinstated. As this formed part of the original planning permission, this was a breach. He was chasing this with the Head of Planning at TWBC.
- The financial deficit at TWBC was back on track and assets were not being sold.

The Chair thanked Cllr Hayward for his work for the village.

*Cllr Hayward left the meeting at 7.35pm.*

22/498 **EXTERNAL BODIES.**

- **Almshouses.** Various roles had been reallocated including Cllr Stratton being appointed as Chair and Cllr Weaver as the secretary. Work would begin on investigating ongoing issues.

- 22/499 **CHRISTMAS LIGHT DISPLAY.** Three quotes for a three-year contract have been sought and one was still awaited. Initial information on designs was considered. An informal meeting with Cllrs Birch, Weaver and the Clerk would be arranged to decide which option to recommend and a final decision would be made at the Full Council meeting in May.
- 22/500 **ACCOUNTING SOFTWARE.** It was **RESOLVED** to approve the purchase of Rialtas accounting software as recommended by the Finance/HR Committee.
- 22/501 **FINANCIAL INFORMATION.** The accounts for payment for April 2023 of £ 21,722.71 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.
- 22/502 **RISKS.** There were none.
- 22/503 **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**
- A question was raised on the correct procedure for Councillors to pass on residents' queries to the office.
  - Cllr Stratton had attended the opening of the new CAB offices in Tunbridge Wells.
- 22/504 **FUTURE MEETINGS.** Dates of the following meetings were noted:
- a. Annual Parish Meeting – Thursday 11 May 2023 at 7.15pm at Pembury Village Hall.
  - b. Full Council – Monday 15 May 2023 at 7.15pm at Pembury Baptist Church Hall
- 22/505 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 8pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.
- 22/506 **DEED OF SURRENDER.** It was **RESOLVED** to approve draft deed of surrender for land and buildings leased by the YMCA.

There being no other business, the meeting closed at 8.04pm.

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

<b>Accounts for Payment - April 2023</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
03/191	Gallaghers (AJGIBL GBP CLIENT NST ACCOUNT)	Motor & Cyber insurance	£ 1,238.78
			<b>£ 1,238.78</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - April 2023</b>			
04/001	HMRC	Tax/NIC	£ 2,568.70
04/002	Kent Pension Fund	Pensions	£ 2,565.69
04/003	Tivoli	Dog bin empties April 2022 to March 2023	£ 3,250.80
04/004	Mr A N & Mrs V G B Smith	Refund of Grant of Exclusive Right of Burial agreed by Open Spaces Committee	£ 830.00
04/005	Capel Nurseries	Burial ground display	£ 255.74
04/006	Kidmans	Equipment servicing	£ 725.70
04/007	KALC	Training S Harris - dynamic cllr - not used due to work but to be reallocated to another course	£ 60.00
04/008	Flash welding	Weld padlock onto allotment gate	£ 72.00
04/009	B&Q	Tarmac repair kit, paint for signs	£ 63.55
04/010	Heliocentrix	IT March less credit note	£ 84.37
04/011	Screwfix	Impact wrench -groundsmen	£ 169.99
04/012	New Dreams	Office Cleaning February & March	£ 150.00
04/013	Invicta Law	Legal fees for Pavilion agreement	£ 331.20
04/014	Alison Eardley	NDP consultant fees	£ 798.00
04/015	Listening Room Music	Deposit for "Move over Dali" band for Pembury in the Park	£ 30.00
Chq 5061	Kent County Council	Admin Fee/annual licence / inspection fee for bus shelter seating	£ 395.00
			<b>£ 12,350.74</b>
<b>DEBIT CARD - March 2023</b>			
DC 03/01	RBLI	Coronation lamp post signs	£ 61.57
DC 03/02	NALC	Training	£ 16.00
DC 03/03	Amazon	Supplies for bunting	£ 10.95
DC 03/04	Amazon	Supplies for bunting	£ 24.66
DC 03/05	Amazon	Supplies for bunting	£ 5.78
DC 03/06	Cash	Petty cash	£ 100.00
DC 03/07	Tesco	Stamps	£ 16.32
DC 03/08	Amazon	Toilet rolls (office & depot)	£ 22.49
DC 03/09	Amazon	Laminating pouches	£ 9.99
DC 03/10	Amazon	Pens	£ 4.99
DC 03/11	Amazon	Black sacks	£ 22.07
DC 03/12	Corporate wear	Hi Viz jackets	£ 144.66
			<b>£ 439.48</b>

<b>DIRECT DEBITS - March 2023</b>			
DD 03/01	Wex	Fuel charges	£ 21.60
DD 03/02	Wex	Fuel charges	£ 70.62
DD 03/03	BT	Telephone & broadband	£ 65.98
DD 03/04	Sage	Accounting software	£ 86.40
DD 03/05	SSE	Office & Depot electricity	£ 675.71
DD 03/06	Wex	Fuel charges	£ 1.80
DD 03/07	SSE	Electricity - unmetered supply	£ 154.46
DD 03/08	Sage	Payroll software	£ 14.40
DD 03/09	O2	Mobile phone charges	£ 87.49
DD 03/10	Veolia	Waste collection	£ 45.34
DD 03/11	Wex	Fuel charges	£ 80.05
			<b>£ 1,303.85</b>
<b>CONFIDENTIAL SALARIES - March 2023</b>			
CS 03/01	Confidential Salaries		£ 7,628.64
			<b>£ 7,628.64</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 21,722.71</b>
<b>Internal Payments - April 2023</b>			
Chq 5060	NatWest	Unity	£ 30,000.00
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 30,000.00</b>