

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **15 May 2023** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr P Gillan
Cllr N Stratton (Vice-Chair)	Cllr G Hall
Cllr M Barrett	Cllr S Harris
Cllr A Birch	Cllr D Reilly
Cllr V Gautam	Cllr M Weaver

Apologies:

Cllr C Snow	Cllr J Webster
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Officers Present:

H Munro (Clerk)
Y Allen (Deputy Clerk)

Others present:

Borough Cllr P Roberts

23/01. **CHAIR OF THE COUNCIL.**

- a. One nomination was received, and a unanimous vote taken. It was **RESOLVED** that Cllr Brooks be elected as Chair.
- b. The Chair of the Council signed the Declaration of Acceptance of Office.

23/02. **VICE-CHAIR OF THE COUNCIL.** One nomination was received, and a unanimous vote taken. It was **RESOLVED** that Cllr Stratton be elected as Vice-Chair.

23/03. **DECLARATION OF ACCEPTANCE OF OFFICE.** Declarations of acceptance of office had all been signed.

23/04. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs C Snow and J Webster. The apologies and reasons were accepted.

County/Borough Cllr P Barrington King and Borough Cllr D Hayward were not in attendance.

23/05. **DECLARATIONS OF INTEREST.** There were none.

23/06. **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed everyone to the new Parish Council year and in particular new Councillor, Martin Barrett.

She was looking forward to Pembury in the Park on 15 July and encouraged councillors to attend.

23/07. **OPEN SESSION.** No-one was present.

23/08. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.**

- Committee memberships at Tunbridge Wells Borough Council were currently being agreed.
- Speedwatch had been deployed and no-one was found to be speeding. Cllr Roberts was asked to send in a photo and a short report to be published via social media.

Borough Cllr Roberts left at 7.20pm

23/09. **DELEGATION ARRANGEMENTS TO COMMITTEES, WORKING GROUPS & STAFF.** It was **RESOLVED** to approve the amendments to the delegation arrangements.

23/010. **STANDING COMMITTEES AND WORKING GROUPS.** It was **RESOLVED** to approve the following memberships.

- a. Finance & Human Resources Committee
Cllr N Stratton (C), Cllr K Brooks (VC), Cllr S Harris.
- b. Open Spaces Committee
Cllr P Gillan (C), Cllr C Snow (VC), Cllr M Barrett, Cllr S Harris, Cllr D Reilly, Cllr M Weaver, Cllr J Webster.
- c. Planning & Highways Committee
Cllr G Hall (C), Cllr P Gillan (VC), Cllr M Barrett, Cllr V Gautam, Cllr D Reilly, Cllr J Webster.
- d. Neighbourhood Development Plan Working Group
Cllr N Stratton (C), Cllr G Hall, Cllr D Reilly.
- e. Climate & Environmental Action Working Group
Cllr J Webster (C), Cllr M Barrett, Cllr G Hall, Cllr D Reilly, Cllr N Stratton, P Mason.
- f. Community Events Working Group
Cllr A Birch (C), Cllr P Gillan, Cllr S Harris, Cllr N Stratton, Cllr M Weaver, C Boffey.
- g. PVN Advisory Group
Cllr K Brooks (C), Cllr D Reilly, Cllr C Snow, Cllr M Weaver, Cllr J Webster.

- 23/011. **COMMITTEE AND WORKING GROUP CHAIR AND VICE-CHAIR.** It was **RESOLVED** to approve the appointment of Chairs and Vice-Chairs as in item 23/010 above.
- 23/012. **STANDING ORDERS.** It was **RESOLVED** to adopt the Standing Orders.
- 23/013. **FINANCIAL REGULATIONS.** It was **RESOLVED** to approve the revised Financial Regulations.
- 23/014. **EXTERNAL BODIES.** It was **RESOLVED** to approve the following memberships:
- a. KALC Area Committee & Annual meeting
Cllr K Brooks, Cllr N Stratton.
 - b. Charles Amherst's Almshouses
Cllr N Stratton, Cllr M Weaver.
 - c. Pavilion Management Committee
Cllr G Hall, Cllr C Snow, Cllr N Stratton.
 - d. Village Hall Management Committee
Cllr A Birch, Cllr K Brooks, Cllr M Weaver.
- 23/015. **GENERAL POWER OF COMPETENCE.** It was confirmed that Pembury Parish Council satisfied the conditions to hold the General Power Of Competence as it has 12 out of 13 councillors elected and the Clerk holds the certificate in Local Council administration. It was **RESOLVED** to adopt the General Power of Competence for the term of the Council to 2027.
- 23/016. **ASSET REGISTER.** It was **RESOLVED** to agree the Asset Register.
- 23/017. **INSURANCE.** It was **RESOLVED** to confirm arrangements for insurance cover.
- 23/018. **SUBSCRIPTIONS TO OTHER BODIES.** It was **RESOLVED** to approve subscriptions to other bodies with one addition for the Kent Wildlife Trust.
- 23/019. **POLICIES.** It was **RESOLVED** to approve the following policies:
- a. Complaint's policy
 - b. Publication Scheme
 - c. Press Policy
 - d. Advertising and Sponsorship Policy

- e. IT policy

23/020. **MEETING DATES.** It was **RESOLVED** to agree the meeting dates for 2023/24.

23/021. **MINUTES.** It was **RESOLVED** that the minutes of 3 April 2023 be approved and were signed by the Chair as an accurate record.

23/022. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committees/Working Groups. Updates were noted.

- a. PVN Advisory Group – 12 April 2023
- b. Planning & Highways Committee – 17 April 2023
- c. Community Events Working Group – 18 April 2023
- d. Finance & HR Committee – 24 April 2023
- e. Climate & Environmental Action Working Group – 3 May 2023

23/023. **CLERK'S REPORT.** The following report was noted:

- a. Allotment track
Work to the allotment track has been started but is not yet complete.
- b. War Memorial clean funded by UKSPF Year 1 Community Grant
The work has been undertaken and forms are to be submitted to Tunbridge Wells Borough Council to obtain funding.
- c. Accounting software
The software has now been ordered and will be installed in June.
- d. Other
The Brownies will hold a cake sale on the Village Green on Monday 19 June from 5.30pm.

23/024. **EXTERNAL BODIES.** A report of the recent Pavilion Management Committee meeting was noted. A public access defibrillator had been installed on the outside of the building.

23/025. **RECOMMENDATIONS FROM COMMITTEE**

Finance & HR Committee

- a. It was **RESOLVED** to approve the Risk Assessment
- b. It was **RESOLVED** to approve the Interim Internal Audit Report and it was noted that there were no issues of concern raised.

- c. It was **RESOLVED** to approve and sign the Statement of Internal Control.
- d. It was **RESOLVED** to approve the disposal of the following assets from the asset register:
- Tree Warden Chain saw £200
 - Brush cutter lawn flite TH48 £350
 - Brush cutter Pro 4891 £350
 - Allen 218Si Hover Mower £250
 - Line Marker Spray £1,400.

23/026. **PRIORITIES.** It was agreed to hold a mind-mapping session on Tuesday 18 July 2023 to consider priorities for the term of the Council to 2027 and how best to engage with the public. This would be particularly important if Section 106 monies became available.

23/027. **HARDSHIP FUND.**

- a. It was **RESOLVED** to approve funding of £30 for the Knit & Natter Group which the Community Warden had requested.
- b. It was **RESOLVED** to approve a payment of £598 to Pembury Baptist Church who would use it for the Community Larder and to help residents who were struggling financially to top up their electricity.

23/028. **YOUTH COUNCIL.** It was **RESOLVED** to disband the Youth Council as there was insufficient interest. Youth Groups would be contacted for ideas on any future age-specific projects.

23/029. **CHRISTMAS LIGHTS.** It was **RESOLVED** to proceed with the recommendations made and to appoint Gala Lights for a three-year period from 2023 to 2025.

23/030. **SINGLE POINT SWING.** It was **RESOLVED** to delegate consideration of works to the swing, following damage at a cost of £2,542.92, to the Open Spaces Committee.

The other single point swing would be closely monitored, and an item put on the next Open Spaces agenda to discuss further if this needed any repairs.

23/031. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the accounts for payment for May 2023 for £42,470.36. A transfer from Nat West to Unity Bank of £50,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

- b. It was **RESOLVED** to approve the Budget Monitoring Report as at 31 March 2023.
- c. It was **RESOLVED** to approve the Bank Reconciliations and statements as at 31 March 2023.
- d. It was **RESOLVED** to approve the recommendation for Earmarked Reserves as at 31 March 2023.
- e. It was **RESOLVED** to approve reserves as at 31 March 2023.

23/032. **RISKS.** There were none.

23/033. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

23/034. **FUTURE MEETINGS.** The date of the following meeting was noted:

- a. Full Council – Monday 5 June 2023 at 7.15pm at Pembury Baptist Church Hall

There being no other business, the meeting closed at 8.30pm.

Signed: _____ Date: _____
Chair

Accounts for Payment - May 2023			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - May 2023			
05/016	HMRC	Tax/NIC	£ 2,868.33
05/017	Kent Pension Fund	Pensions	£ 2,680.91
05/018	Breakthrough Communications	Civility & Respect Training	£ 252.00
05/019	Insistute of Cemetery & Crematorium Management	Subscription 2023/24	£ 95.00
05/020	KALC	Subscription 2023/24	£ 2,034.00
05/021	Medi Aid (UK)	First Aid training	£ 288.00
05/022	Streetlights	Maintenance contract 1st installment	£ 782.32
05/023	Heliocentrix	April IT	£ 200.70
05/024	Knockout Print	APM Banner	£ 48.00
05/025	E Gabriel	Allotment deposit refund	£ 50.00
05/026	Burslems	War Memorial Clean (funded by grant)	£ 1,314.00
05/027	Castle Water	Allotment water	£ 6.24
05/028	Pembury Society	Refund of stall holder fee	£ 25.00
05/029	Living Forest	Tree work	£ 17,194.80
05/030	Kidmans	Equipment servicing & Repairs (various)	£ 3,332.37
			£ 31,171.67
DEBIT CARD - April 2023			
DC 04/01	Tate Fencing	Fencing & bollards (LG Rec)	£ 196.41
DC 04/02	Amazon	Bunting tape	£ 15.23
DC 04/03	Amazon	Thread for bunting	£ 21.31
DC 04/04	Amazon	Adaptor for monitor	£ 10.98
DC 04/05	Amazon	Stationery	£ 8.90
DC 04/06	Regatta	Groundsmen uniform (coats)	£ 61.11
DC 04/07	Amazon	Blue roll dispenser (depot)	£ 25.99
DC 04/08	Defib Warehouse (First Rescue Training & Supplies)	Defibrillator Cabinet (Outside chemist)	£ 552.00
DC 04/09	Ye Olde Cobblers	Commemorative Oak Tree plaque	£ 50.00
DC 04/10	Site King	Groundsmen uniform (shorts)	£ 44.46
DC 04/11	Post Office	Postage	£ 22.60
			£ 1,008.99

DIRECT DEBITS - April 2023			
DD 04/01	Wex	Fuel charges	£ 21.60
DD 04/02	BT	Telephone & broadband	£ 77.57
DD 04/03	Sage	Accounting software	£ 86.40
DD 04/04	TWBC	Council Tax - depot & offic	£ 902.94
DD 04/05	TWBC	Council Tax - cemetery	£ 52.03
DD 04/06	Wex	Fuel charges	£ 66.64
DD 04/07	Sage	Payroll software	£ 14.40
DD 04/08	SSE	Electricity - unmetere	£ 176.46
DD 04/09	Wex	Fuel charges	£ 124.50
DD 04/10	O2	Mobile phone charges	£ 87.49
DD 04/11	Veolia	Waste collection	£ 83.96
			£ 1,693.99
CONFIDENTIAL SALARIES - April 2023			
CS 04/01	Confidential Salaries		£ 8,595.71
			£ 8,595.71
TOTAL EXTERNAL PAYMENTS			£ 42,470.36
Internal Payments - May 2023			
Chq 5061	NatWest	Unity	£ 50,000.00
TOTAL EXTERNAL PAYMENTS			£ 50,000.00