

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **5 June 2023** at 7.15pm.



**Councillors Present:**

Cllr K Brooks (Chair)	Cllr D Reilly
Cllr N Stratton (Vice-Chair)	Cllr M Weaver
Cllr M Barrett	Cllr J Webster
Cllr P Gillan	

**Apologies:**

Cllr A Birch	Cllr S Harris
Cllr V Gautam	Cllr C Snow
Cllr G Hall	

**Officers Present:**

H Munro (Clerk)

**Others present:**

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

- 23/055. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs A Birch, V Gautam, S Harris, G Hall and C Snow. The apologies and reasons were accepted.
- 23/056. **DECLARATIONS OF INTEREST.** There were none.
- 23/057. **CHAIR'S ANNOUNCEMENTS.** There were none.
- 23/058. **OPEN SESSION.** No-one was present.
- 23/059. **MINUTES.** It was **RESOLVED** that the minutes of 15 May 2023 be approved and were signed by the Chair as an accurate record.
- 23/060. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committees. Updates were noted.
- a. Planning & Highways Committee – 22 May 2023
- 23/061. **CLERK'S REPORT.** The following report was noted:
- a. Allotment track  
The developer to undertake the work at the beginning of June.
  - b. War Memorial clean funded by UKSPF Year 1 Community Grant  
The legal agreement has been signed and returned to Tunbridge Wells Borough Council. Grant funding is awaited.

- c. Accounting software  
The software has now been ordered and will be installed in June.
- d. Single Point Swing  
The insurance claim has been unsuccessful. This has been added to the agenda of the next Open Spaces Committee meeting for discussion.
- e. The Boundary Commission  
The Boundary Commission has published its final recommendation that the boundaries of all wards in the borough should change, that Tunbridge Wells Borough Council should have 39 councillors (currently 48) and the number of wards reduce by 6. Pembury and Capel will be in a combined ward with 3 councillors. These changes will be implemented at the local elections in 2024.
- f. Possible Japanese Knotweed  
A report of possible Japanese Knotweed was made and was investigated immediately. Professional specialists were contacted to identify the plant. It has been confirmed that this is not Japanese Knotweed. The plant has now been removed.
- g. Homeless man on the village green  
A homeless man is currently sleeping on the village green. Generally, residents have been supportive. Local agencies are working to find alternative accommodation.

23/062. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.** Reports were received from County/Borough Councillors. The following were noted:

- The forthcoming roadworks required for the gas pipe replacement were a concern as this would cause significant congestion in and around Pembury. Contact had been made with Greg Clark, MP, the KCC Cabinet Member for Highways and Transport and SGN, the contractor to share relevant information and minimise any disruption.
- Cllr Roberts has been appointed as Armed Forces Covenant Champion.
- The changes to ward boundaries will require all out elections in 2024. Elections will then return to election by thirds in following years.
- The Local Plan is likely to be delayed.

23/063. **PLANNING APPLICATION.** Significant concern was raised about the planning application, 23/01107/FULL, 31 High Street, demolition of rear derelict store; erection of 1 x single-storey 2-bed dwelling; alterations to fenestration to the main building. It was **RESOLVED** to request that the application be called in. Borough Cllr Hayward agreed to call in the application on the following grounds:

- Proposal is out of proportion and out of keeping with other dwellings in the area.
- It is over-development and overcrowding in a Conservation Area.
- There is no vehicular access.
- No allocated parking which will cause more problems with parking in Penns Yard.
- Very little peripheral space.
- The alleyway access is also narrow and gets narrower closer to the development site.
- Concerns over the issue of parking outside the proposed building in the High Street, although not permissible, will occur for any deliveries of building materials during construction and, if constructed, by delivery vehicles and visitors in the future.
- There is no provision for placing refuse bins for collection purposes on a weekly basis, causing obstruction on the pavement.
- That compliant wheelchair access is not possible due to the reduced width access from the main High Street.

*Cllrs Barrington-King, Hayward and Roberts left at 7:53pm*

23/064. **EXTERNAL BODIES.** There were no reports.

23/065. **PRIORITIES.**

- a. The Clerk would check Councillors' availability for a meeting on 18 July.
- b. It was **RESOLVED** that residents be asked to share ideas for the Parish Council's priorities. Postcards would be printed, and a survey set up on the website and social media channels. It was **RESOLVED**

to approve spending up to £150 to print the postcards for distribution in local shops and businesses around the village.

23/066. **PEMBURY IN THE PARK.**

- a. An update was reported. The organisation for the event was progressing well. The premises licence had been approved.
- b. Volunteers on the day were requested. Cllr Stratton would prepare a schedule and request further volunteers if required.

23/067. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2022/23.**

- a. The Annual Internal Audit Report was received and noted. There were no items of concern.
- b. The Annual Governance Statement for 2022/23 was reviewed. It was **RESOLVED** that it be approved and was duly signed.
- c. The Accounting Statements for 2022/23 were reviewed. It was **RESOLVED** they be approved and was duly signed.
- d. The balance sheet as at 31 March 2023 was reviewed. It was **RESOLVED** that it be approved and was duly signed.
- e. The dates for the exercise of public rights from 12 June 2023 to 21 July 2023 were noted.

23/068. **RECOMMENDATIONS FROM COMMITTEE**

Finance & HR Committee

- a. It was **RESOLVED** to approve the Investment Strategy.
- b. After a minor amendment to item 1.2 to approve the Internal Audit Terms of Reference annually, it was **RESOLVED** to approve them.

23/069. **UKSPF COMMUNITY GRANTS – ROUND 2.** Grant funding was available to Local Councils and suitable projects were discussed. It was **RESOLVED** to apply for funding for the following projects:

- a. Refurbish the War Memorial paving - £1k.
- b. Footpath map displays in key locations around the village - £3.5k approximately.
- c. Twitten signage in the village centre - £3.5k approximately.

- 23/070. **FINANCIAL INFORMATION.** It was **RESOLVED** to approve the accounts for payment for June 2023 for £26,825.34. A transfer from NatWest to Unity Bank of £30,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
- 23/071. **RISKS.** Concern about recent fires in Marshleyharbour Woods was reported.
- 23/072. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.
- 23/073. **FUTURE MEETINGS.** The date of the following meeting was noted:
- a. Full Council – Monday 3 July 2023 at 7.15pm at Pembury Baptist Church Hall.

There being no other business, the meeting closed at 20:40pm.

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

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - June 2023</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
05/031	Amberol	Hanging basket brackets	£ 228.29
			<b>£ 228.29</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - June 2023</b>			
06/032	HMRC	Tax/NIC	£ 2,562.21
06/033	Kent Pension Fund	Pensions	£ 2,674.72
06/034	SKF Contractors	Playground trip hazard repair	£ 300.00
06/035	Screwfix	Jubilee clips for hanging baskets	£ 35.98
06/036	KALC	Training - Finance for Cllrs (Cllr Stratton)	£ 48.00
06/037	GDPR-info	Data Protection Officer annual charge	£ 350.00
06/038	Edge IT Systems	Cemetery software - annual licence fee	£ 283.20
06/039	Heliocentrix	Monthly IT costs - May 2023	£ 207.76
06/040	Pembury Baptist Church	Hardship fund grant	£ 598.00
06/041	SLCC	Training - Cemetery Matters (Clerk)	£ 36.00
06/042	Hrishikesh Korde	Allotment deposit return	£ 50.00
06/043	Pembury Society	Refund of Pembury in the Park pitch fee	£ 25.00
06/044	New Dreams	Office Cleaning May 2023	£ 90.00
06/045	B&Q	Padlock / AA batteries	£ 34.00
06/046	Sovereign Sports	Tennis Court Refurbishment	£ 6,942.00
06/047	David Buckett	Final Internal Audit 2022-23	£ 431.50
			<b>£ 14,668.37</b>
<b>DEBIT CARD - May 2023</b>			
DC 05/12	Name Badges Int (J&A)	Name Badges for new cllrs	£ 64.26
DC 05/13	Canva	Annual Subscription	£ 99.00
DC 05/14	Sevenoaks District Council	Premises licence (Pembury in the Park)	£ 100.00
DC 05/15	Kent Messenger	Advert for Premises licence (Pembury in the Park)	£ 279.94
DC 05/16	Asbestos Gone	Asbestos report for LG Rec garage	£ 168.00
DC 05/17	Amazon	Black sacks	£ 11.99
DC 05/18	Waitrose	Refreshments APM	£ 6.05
			<b>£ 729.24</b>

<b>DIRECT DEBITS - May 2023</b>			
DD 05/12	Wex	Fuel charges	£ 89.22
DD 05/13	Wex	Fuel charges	£ 137.66
DD 05/14	TWBC	Council Tax - depot & office	£ 901.00
DD 05/15	TWBC	Council Tax - cemetery	£ 54.00
DD 05/16	Wex	Fuel charges	£ 1.80
DD 05/17	BT	Telephone & broadband	£ 77.57
DD 05/18	Sage	Accounting software	£ 86.40
DD 05/19	Castle Water	Water Allotments	£ 157.80
DD 05/20	Castle Water	Water recharge to the Bowls Club	£ 267.88
DD 05/21	Castle Water	Water Cemetery	£ 91.70
DD 05/22	KCC	Printer lease	£ 187.63
DD 05/23	Sage	Payroll software	£ 14.40
DD 05/24	SSE	Electricity - unmetered supply	£ 158.90
DD 05/25	Castle Water	Water Allotments	£ 16.60
DD 05/26	NEST	Pension contributions	£ 83.42
DD 05/27	O2	Mobile phone charges	£ 102.58
DD 05/28	Veolia	Waste collection	£ 91.62
			<b>£ 2,520.18</b>
<b>CONFIDENTIAL SALARIES - May 2023</b>			
CS 05/02	Confidential Salaries		£ 8,907.55
			<b>£ 8,907.55</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 26,825.34</b>
<b>Internal Payments - June 2023</b>			
Chq 5063	NatWest	Unity	£ 30,000.00
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 30,000.00</b>