



**To all Members of Pembury Parish Council**

*Cllrs Barrett, Birch, Brooks, Gautam, Gillan, Hall, Harris, Reilly, Snow, Stratton, Weaver & Webster*

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 4 September 2023** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

*H Munro*

Helen Munro  
Parish Clerk

Date of Issue: 29 August 2023

**Members of the Public and Press are welcome to attend**

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**A G E N D A**

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1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence from Parish Councillors.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.*

3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
4. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

*To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#)*

5. **MINUTES.** To receive and approve the minutes of the meeting held on 3 July 2023 for signature.
6. **COMMITTEE & WORKING GROUP MINUTES.** To note draft minutes of Committees and/or Working Groups for adoption and receive verbal report and update from Committee or Working Group Chairs:
  - a. Community Events (Remembrance Day) Working Group – 7 July 2023
  - b. PVN Advisory Group – 19 July 2023
  - c. Finance & HR Committee – 18 August 2023

7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.**
  - a. To receive reports.
  - b. To receive updates on the Local Plan with specific reference to housing developments.
9. **PLANNING APPLICATIONS.** To agree response to the following planning applications:
  - a. [23/02170/FULL](#) – 36 Henwood Green Road – Demolition of existing buildings and erection of a detached dwelling house and attached car port, and shared access with retained existing dwelling with revised car parking.
  - b. [23/01962/FULL](#) – Land on the South-West of Redwings Lane – construction of agricultural barn.
10. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
11. **COMMIITTEE CHAIRS & VICE CHAIRS.** Following the resignation of Patrick Gillan, to agree changes to the Chairs/Vice-Chairs of the Open Spaces Committee and the Planning & Highways Committee.
12. **RECOMMENDATION FROM COMMITTEES.** To receive recommendation:  
Finance & HR Committee
  - a. To approve the appointment of an Internal Auditor for 2023/24.
13. **PRIORITIES.**
  - a. To note list of residents' comments and possible Council priorities for further discussion.
  - b. Agree next steps.
14. **PEMBURY IN THE PARK.**
  - a. To receive update and feedback on 2023 event.
  - b. To consider format of event for 2024.
15. **PEMBURY BUSINESS GROUP.** To receive report from Cllr Birch proposing a business group for discussion.
16. **FINANCIAL INFORMATION.**
  - a. To note the accounts for payment – August 2023.
  - b. To receive and approve the Accounts for Payment – September 2023.
  - c. To receive Income and Expenditure report as at 30 June 2023.
  - d. To receive Bank Reconciliations as at 30 June 2023.

- e. To receive Reserves as at 30 June 2023
- 17. **RISKS.** To consider any new risks affecting the Council and actions required.
- 18. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
- 19. **FUTURE MEETINGS.** Full Council – Monday 2 October 2023 at 7:15pm at Pembury Baptist Church Hall.