

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **4 September 2023** at 7.15pm.



**Councillors Present:**

Cllr K Brooks (Chair)	Cllr G Hall
Cllr N Stratton (Vice-Chair)	Cllr D Reilly
Cllr M Barrett	Cllr C Snow
Cllr A Birch	Cllr M Weaver

**Apologies:**

Cllr V Gautam	Cllr J Webster
Cllr S Harris	

**Officers Present:**

H Munro (Clerk)

**Others present:**

Borough Cllr D Hayward

23/144. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Gautam, Harris and Webster. The apologies and reasons were accepted.

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

23/145. **DECLARATIONS OF INTEREST.** There were none.

23/146. **CHAIR'S ANNOUNCEMENTS.** The Chair reported that Patrick Gillan had resigned from the Council and would be missed. She also announced that the Neighbourhood Plan Referendum was taking place on Thursday 14 September 2023.

23/147. **OPEN SESSION.** No-one was present.

23/148. **MINUTES.** It was **RESOLVED** that the minutes of 3 July 2023 be approved and were signed by the Chair as an accurate record.

23/149. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committees. Updates were noted.

- a. Community Events (Remembrance Day) Working Group – 7 July 2023
- b. PVN Advisory Group – 19 July 2023 – the Deputy Clerk was thanked for the work she puts into the newsletter.
- c. Finance & HR Committee – 18 August 2023

23/150. **CLERK'S REPORT.** The following report was noted:

- a. UKSPF Community Grants – Round 2

Three applications have been submitted. Only one has been successful, for the footpath signs. The other two projects, for the War

Memorial paving and notice boards, were unsuccessful.

b. Appeal against Enforcement Notice – The Meadows, Past Heap Farm

An update is awaited. Cllr Hayward to report back to the Parish Council after a meeting with the Head of Planning at Tunbridge Wells Borough Council (TWBC).

c. Community Litter Pick

The litter pick will take place from 10.30am on Saturday 30 September. The Rapid Relief team will also be serving refreshments. A local company will provide litter pickers and hi-viz jackets and remove the waste after the event.

d. Speeding on Lower Green Road

Speeding in Lower Green Road/Maidstone Road has been reported to the Community Safety Unit at TWBC following complaints from residents. Residents were advised to contact 101 and report any dangerous driving incidents.

e. Letter to Kent's Police & Crime Commissioner (PCC)

The lack of police presence in Pembury was raised with the PCC and each neighbourhood now has a dedicated police constable assigned. PC Liz Simpson has been assigned to Pembury.

f. Vandalism/Damage

The picnic table in the playground was dismantled. The table has been reassembled.

g. Other

Councillors were invited to Aspens on 2 September.

**REPORT OF BOROUGH COUNCILLOR.** The following report was noted:

Cllr D Hayward

- He had replied to social media posts about the Pembury Neighbourhood Plan Referendum to help clarify queries.
- He will meet the Head of Planning at TWBC later this week for an update on the Local Plan. He will also ask for an update on the Appeal at the Meadows, Past Heap Farm.
- He would work with the Parish Council about the recent new applications in Redwings Lane.

23/151. **PLANNING APPLICATIONS.** The following applications were discussed:

- 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.

It was **RESOLVED** the Parish Council strongly objected to the application and many of the objections from the original application still stood. It was **RESOLVED** that the final response to TWBC would be delegated to the Clerk in consultation with Cllrs Hall and Reilly.

- b. 23/01962/FULL – Land on the South-West of Redwings Lane. Construction of agricultural barn.

It was **RESOLVED** the Parish Council strongly objected to the application. There were no details provided about water, drainage, toilet facilities and sewerage needed for the barn. It was **RESOLVED** that the final response to TWBC would be delegated to the Clerk in consultation with Cllrs Hall and Reilly.

*Cllr Hayward left the meeting at 19:59*

23/152. **EXTERNAL BODIES.** A verbal report on the visit to Aspens was noted.

23/153. **COMMITTEE CHAIRS AND VICE CHAIRS.** Following the resignation of Patrick Gillan, the following appointments were agreed by **RESOLUTION**:

- Cllr C Snow appointed as Chair of the Open Spaces
- Cllr D Reilly be appointed as Vice-Chair of the Open Spaces Committee.
- Cllr D Reilly be appointed as Vice-Chair of the Planning & Highways Committee.
- Cllr Hall appointed as a member of the Community Events (Remembrance) Working Group.

23/154. **RECOMMENDATION FROM COMMITTEES.** It was **RESOLVED** to appoint Mulberry and Co. as the Internal Auditor for 2023/24.

23/155. **PRIORITIES.**

- a. The list of residents' comments and possible Council priorities were noted.
- b. It was **RESOLVED** that an informal meeting would be arranged to finalise the list of priorities for recommendation to Full Council. The approved priorities would be shared with residents in the winter PVN and through the Council's digital channels.

23/156. **PEMBURY IN THE PARK.**

- a. A verbal report on the 2023 event and the impact of the poor weather on the event was noted. It was agreed that the event was a good basis to build on in future years.
- b. It was reported that feedback from attendees had shown that an activity is needed between the bands. It was agreed that an advert be included in the winter PVN reminding residents of the 2024 event. A date had yet to be fixed but it was hoped to avoid other local events taking place at the same time.

23/157. **PEMBURY BUSINESS GROUP.** Work to date was reported. The aim of the group was to connect with small business in the village and introduce them to existing support groups available. It was **RESOLVED** to approve the formation of the business group and arrange an initial meeting to ascertain interest. Cllr Birch to create a directory/ mailing list which businesses can sign up to, details of which would be added to social media.

23/158. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to note the accounts for payment for August 2023 for £27,766.05. A transfer from NatWest to Unity Bank of £25,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
- b. It was **RESOLVED** to approve the accounts for payment for September 2023 for £20,156.59. Approved payments are listed in Appendix 2.
- c. It was **RESOLVED** to approve Income and Expenditure report as at 30 June 2023.
- d. It was **RESOLVED** to approve Bank Reconciliations as at 30 June 2023.
- e. It was **RESOLVED** to approve Reserves as at 30 June 2023.

23/159. **RISKS.** There were none.

23/160. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** The following were raised:

- The additional planning applications received for Redwings Lane would be added to the next Planning & Highways Committee agenda for discussion.
- A query about vegetation on the highway was raised.
- Contact with the owner of the Snake Shed had been made.

23/161. **FUTURE MEETINGS.** The date of the following meeting was noted:

- a. Full Council – Monday 2 October 2023 at 7.15pm at Pembury Baptist Church Hall

There being no other business, the meeting closed at 20:36.

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

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - August 2023</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
07/063	UK Aggregates	Bus shelter seating	£ 5,160.00
			<b>£ 5,160.00</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - August 2023</b>			
08/064	HMRC	Tax/NIC	£ 2,665.14
08/065	Kent Pension Fund	Pensions	£ 2,646.29
08/066	Kidmans	Tractor repair / strimmer cable	£ 164.96
08/067	Heliocentrix	Monthly IT costs - July 2023	£ 209.10
08/068	B&Q	Groundsman supplies	£ 52.65
08/069	Capel Groundcare	Remove old playground sign	£ 182.16
08/070	Clare Chappel	Clean of pavilion after event	£ 20.00
08/071	New Dreams	Office clean	£ 30.00
08/072	RIP Cleaning	Office gutter clean	£ 60.00
08/073	Vitax	Line marking paint	£ 905.28
08/074	Play Inspection Co	Annual RoSPA report	£ 186.00
08/075	Rialtas Business Solutions	Omega accounts set up, training & annual support	£ 4,034.22
08/076	Wise Stonecraft	Grave Digging	£ 400.00
			<b>£ 11,555.80</b>
<b>DEBIT CARD - July 2023</b>			
DC 07/26	Cash	Petty Cash top up float	£ 100.00
DC 07/27	Amazon	Road Line marking paint	£ 39.90
DC 07/28	Globe Packaging	Black sacks	£ 88.80
DC 07/29	Trade UK (B&Q)	Cable ties, compost, postcrete	£ 57.06
			<b>£ 285.76</b>

<b>DIRECT DEBITS - July 2023</b>			
DD 06/44	Castle Water		£ 4.31
DD 06/45	Wex	Fuel charges	£ 60.06
DD 07/46	Wex	Fuel charges	£ 79.53
DD 07/47	NEST	Pension contributions	£ 96.72
DD 07/48	Wex	Fuel charges	£ 120.52
DD 07/49	BT	Telephone & broadband	£ 77.57
DD 07/50	Sage	Accounting software	£ 86.40
DD 07/51	TWBC	Council Tax - cemetery	£ 54.00
DD 07/52	TWBC	Council Tax - depot & office	£ 901.00
DD 07/53	Wex	Fuel charges	£ 61.98
DD 07/54	Sage	Payroll software	£ 15.60
DD 07/55	SSE	Electricity - unmetered supply	£ 172.28
DD 07/56	Castle Water	Allotment water	£ 77.55
DD 07/57	O2	Mobile phone charges	£ 102.58
DD 07/58	Veolia	Waste collection	£ 38.95
DD 07/59	NEST	Pension contributions	£ 83.91
DD 07/60	Wex	Fuel charges	£ 54.84
			<b>£ 2,087.80</b>
<b>CONFIDENTIAL SALARIES - July 2023</b>			
CS 07/04	Confidential Salaries		£ 8,676.69
			<b>£ 8,676.69</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 27,766.05</b>
<b>Internal Payments - August 2023</b>			
Chq 5064	NatWest	Unity	£ 25,000.00
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 25,000.00</b>

<b>Pembury Parish Council</b>			
<b>Accounts for Payment - September 2023</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
08/077	Frank P Matthews	Fruits Trees for avenue project	£ 1,213.30
			<b>£ 1,213.30</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - September 2023</b>			
09/078	HMRC	Tax/NIC	£ 2,714.21
09/079	Kent Pension Fund	Pensions	£ 2,678.43
09/080	Kidmans	Battery operated equipment / correction from previous underpayment £0.50	£ 1,220.90
09/081	Heliocentrix	Monthly IT costs - August 2023	£ 202.04
09/082	Paul Enville	First aid at Pembury in the Park	£ 80.00
09/083	Express Toilet Hire	WC hire at Pembury in the Park	£ 240.00
09/084	New Dreams	Office Cleaning	£ 120.00
09/085	B&Q	Allotment roof supplies/postcrete	£ 188.90
09/086	Parish Online	Mapping software subscription	£ 312.20
09/087	Allotment Tenant	Allotment deposit refund	£ 50.00
			<b>£ 7,806.68</b>
<b>DEBIT CARD - August 2023</b>			
DC 08/30	Amazon	Elastic bands	£ 5.95
DC 08/31	Amazon	Printer paper	£ 19.99
DC 08/32	Amazon	Hole punch / laminating pouches	£ 36.54
DC 08/33	Sheet plastics	Poly carb for notice board refurb	£ 60.66
DC 08/34	Direct Shopfittings	Frame for opening times	£ 18.48
DC 08/35	Land Registry	Copies of title deeds / plans	£ 9.00
DC 08/36	Vanns Heating	Repair tap in office	£ 78.00
DC 08/37	Boots	First aid kits	£ 40.40
			<b>£ 269.02</b>



<b>DIRECT DEBITS - August 2023</b>			
DD 08/61	Wex	Fuel charges	£ 152.46
DD 08/62	Wex	Fuel charges	£ 1.80
DD 08/63	TWBC	Council Tax - cemetery	£ 54.00
DD 08/64	TWBC	Council Tax - depot & office	£ 901.00
DD 08/65	BT	Telephone & broadband	£ 77.57
DD 08/66	Sage	Accounting software final payment	£ 97.20
DD 08/67	KCC	Photocopier charges	£ 197.26
DD 08/68	Wex	Fuel charges	£ 89.03
DD 08/69	SSE	Electricity - unmetered supply	£ 158.90
DD 08/70	Sage	Payroll software	£ 15.60
DD 08/71	Castle Water	Allotment water	£ 12.83
DD 08/72	O2	Mobile phone charges	£ 102.10
DD 08/73	Veolia	Waste collection	£ 38.95
DD 08/74	NEST	Pension contributions	£ 83.42
DD 08/75	Wex	Fuel charges	£ 88.56
			<b>£ 2,070.68</b>
<b>CONFIDENTIAL SALARIES - August 2023</b>			
CS 08/05	Confidential Salaries		£ 8,796.91
			<b>£ 8,796.91</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>£ 20,156.59</b>