



To all Members of Pembury Parish Council

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

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

H Munro

Helen Munro
Parish Clerk

Date of Issue: 28 November 2023

Members of the Public and Press are welcome to attend

A G E N D A

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 6 November 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. Open Spaces Committee Extraordinary Meeting – 6 November 2023
 - b. Climate & Environmental Action Working Group – 13 November 2023
 - c. Remembrance Sunday Working Group – 17 November 2023

- d. Finance & HR Committee – 17 November 2023
 - e. Planning & Highways Committee – 20 November 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. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
10. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** To consider recommendations:
- Climate Change & Environmental Issues Working Group
- a. To defer implementation of solar panels on the Parish Council office roof due to its complexity, timings and budget required.
 - b. To approve the replacement of any remaining streetlight lanterns with LED options and fund from reserves.
- Finance & HR Committee
- c. To consider using any donations from the Carols on the Green event to fund additional leads required for the PA System.
- Planning & Highways Committee
- d. To consider submitting a formal complaint to Tunbridge Wells Borough Council regarding enforcement.
11. **MOTION FROM CLLR SNOW.** To review the provision of alcohol at Council run events.
12. **MEETING WITH DEVELOPER OF PE3.**
- a. To note minutes from meeting.
 - b. To agree any external communication about the meeting.
 - c. To consider process for agreeing any Section 106 requests and next steps.
13. **BUDGET 2024/25.** To agree the budget subject to receipt of the tax base from Tunbridge Wells Borough Council.
- a. To receive recommendation from FHR Committee for charges and fees for 2024/25.
 - b. To receive draft budget for 2024/25 and recommendation from Finance & HR Committee.
 - c. To receive recommendation from FHR Committee for earmarked reserves for 2024/25.

- d. To agree final budget.
14. **PRECEPT & BAND D EQUIVALENT 2023/24.** To agree Precept and Band D Equivalent for 2024/25 for submission to Tunbridge Wells Borough Council subject to receipt of the tax base.
15. **FINANCIAL INFORMATION.**
- a. To receive and approve the Accounts for Payment.
 - b. To receive and approve Bank Reconciliation 30/09/2023.
 - c. To receive and approve Budget Monitoring Report 30/09/2023.
 - d. To receive and approve the Reserves 30/09/2023.
 - e. To consider recommendation for Earmarked Reserves transfers.
 - f. To approve disposal of garage at Lower Green Recreation Ground.
 - g. To note increases to national salary scales and back pay paid to staff.
16. **RISKS.** To consider any new risks affecting the Council and actions required.
17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
18. **FUTURE MEETINGS.** Full Council – Monday 8 January 2024 at 7:15pm at Pembury Baptist Church Hall.
19. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.
20. **OLD COACH ROAD.** To receive update and agree any actions.