

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **6 November 2023** at 7.15pm.



Councillors Present:

| | |
|------------------------------|----------------|
| Cllr K Brooks (Chair) | Cllr C Snow |
| Cllr N Stratton (Vice-Chair) | Cllr M Weaver |
| Cllr M Barrett | Cllr J Webster |
| Cllr D Reilly | |

Apologies:

| | |
|--------------|-------------|
| Cllr A Birch | Cllr G Hall |
|--------------|-------------|

Officers Present:

| | |
|-----------------|------------------------|
| H Munro (Clerk) | Y Allen (Deputy Clerk) |
|-----------------|------------------------|

Others present:

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

23/220. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs A Birch and G Hall. The apologies and reasons were accepted.

23/221. **DECLARATIONS OF INTEREST.** There were none.

23/222. **CHAIR'S ANNOUNCEMENTS.**

- a. Thank you to everyone who helped at Firework night. There had been very positive feedback on Facebook. Special thanks were given to the Parish Council groundsmen who had worked hard for the event.
- b. The next events were Remembrance Sunday on 12 November and Carols on the Green on Friday 1 December.
- c. The prospective new Councillor had withdrawn her application.
- d. Cllr Hayward was thanked for his support after an incident at the Old Coach Road when the police had been called.

23/223. **OPEN SESSION.** No-one was present.

23/224. **MINUTES.** It was **RESOLVED** that the minutes of 2 October 2023 be approved and were signed by the Chair as an accurate record.

23/225. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee/Working Group. Updates were noted.

- a. Community Events Working Group – 4 October 2023
- b. Planning & Highways Committee – 16 October 2023

23/226. **CLERK'S REPORT.** The following report was noted:

- a. Appeal against Enforcement Notice – The Meadows, Past Heap Farm.
An update is awaited.
- b. Priorities Review. A meeting to discuss the priorities further is to be arranged.
- c. Planning applications. Two change of use applications to provide a Gypsy and Traveller pitch (retrospectively) have both been refused. Two change of use applications from agricultural to provide equine and stable block have been withdrawn.
- d. Energy Consultant. The consultant has not been appointed yet as the Pavilion Joint Management Committee need to meet to discuss if they want to proceed with the installation of solar panels or not.
- e. Vandalism/Damage. Removal of trees and scrub on the Old Coach Road. The police attended.

23/227. **REPORT OF COUNTY/BOROUGH COUNCILLORS.** Reports from County/Borough Councillors were received and the following were noted:

- National Highways were involved with monitoring cameras which had been positioned at Bo-Peep.
- A query had been raised about a rise in traffic movements along Tonbridge Road. A site meeting is to be held.
- A query had been raised about the surface of the road at the junction of Ridgeway (lower entrance) and Lower Green Road. This is to be investigated by Kent Highway Services.
- Concerns were expressed about the Parish Council meeting with the proposed developer of PE3.
- Planning Development Manager Peter Hockney has left Tunbridge Wells Borough Council.
- Work on the Local Plan is ongoing.
- The CCTV camera outside the Camden Arms has been improved.
- Cllr Hayward is to continue to follow up enforcement issues.

The Chair thanked the County/Borough Councillors for their work in the village.

23/228. **PROPOSED DEVELOPMENT.**

- a. It was noted that public engagement regarding the development of land known as PE3 in the Tunbridge Wells Borough Council Emerging Local Plan had taken place with residents in the nearby area.
- b. Advice from the Kent Association of Local Councils had been sought and it was **RESOLVED** to proceed with an informal meeting to hear about the development plans. Clear terms of reference needed to be agreed between both parties before the meeting. At least two Councillors and the Clerk would attend and the Parish Council's planning consultant would also be invited. The meeting would be minuted.

A policy on the conduct of future meetings with proposed developers would be discussed at a future Planning & Highways meeting.

- c. It was **RESOLVED** not to invite others to attend the meeting.

Borough Councillors Hayward and Roberts and County/Borough Councillor Barrington King left the meeting at 7.56pm.

23/229. **EXTERNAL BODIES.**

Cllr Barrett declared a personal interest in the next item.

- Almshouses. There were a few issues which were being investigated; a new surveyor was currently being sought and a tender for re-decoration of the properties would go out shortly.
- Pembury Village Hall. 100 new chairs had been purchased and the old ones had been given to the Scouts and Guides; CCTV had been installed at the front entrance and a Village Hall website is being developed.

23/230. **COUNCILLOR CO-OPTION.** The candidate had withdrawn her application.

23/231. **POLICE QUARTERLY MEETING.** The introduction of quarterly meetings between Kent Police and neighbouring councils was noted. Cllr Webster is to attend. Cllr Gautam expressed an interest in attending if a second participant was permitted. The main point to be raised was the increase in burglaries in Pembury.

23/232. **FINANCIAL INFORMATION.** It was **RESOLVED** to note the accounts for payment for October 2023 for £26,660.37. A transfer from NatWest to Unity Bank of £40,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

23/233. **RISKS.** There were none.

23/234. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.**

- The idea of a Christmas market in the recreation ground car park was raised and would go on the Community Events Working Group agenda.
- It was noted that a letter of thanks would go to the team who put on the poppy displays.

23/235. **FUTURE MEETING.** The date of the following meeting was noted:

Full Council – Monday 4 December 2023 at 7.15pm at Pembury Baptist Church Hall.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 8.03pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/236. **OLD COACH ROAD.** An update was given and it was **RESOLVED** that formal letters would be written.

There being no other business, the meeting closed at 8.11pm.

Signed: _____ Date: _____
Chair

| Accounts for Payments - November 2023 | | | |
|---|-----------------------|---|-------------------|
| Our Ref: | Payee | Description | Total £ |
| ACCOUNTS FOR PAYMENT - PAID | | | |
| 005068 | Cash | Float for Fireworks | £ 250.00 |
| 10/104 | Studio Spares | PA System additional items | £ 420.37 |
| 11/105 | Phoenix Fireworks | Cost of display less deposit | £ 5,445.00 |
| | | | £ 6,115.37 |
| ACCOUNTS FOR PAYMENT BY BACS - NOVEMBER 2023 | | | |
| 11/106 | HMRC | Tax/NI | 2,698.30 |
| 11/107 | Kent Pension Fund | Pensions | 2,668.55 |
| 11/108 | B&Q | Copost, shears & other groundmen supplies | 98.21 |
| 11/109 | Colin Coley | Pest Control - Mole trapping | 240.00 |
| 11/110 | Heliocentrix | IT Monthly contract Sept & Oct | 389.98 |
| 11/111 | ICCM | Memorial training 10/11/2023 - deputy clerk | 180.00 |
| 11/112 | KALC | Conference G Hall less credit notes | 57.60 |
| 11/113 | KCC | Christmas Light / Streetlight application fee | 37.00 |
| 11/114 | Kidmans | Servicing & spares | 433.54 |
| 11/115 | Knockout Print | Firworks banners x3 | 126.00 |
| 11/116 | Mazars | External Audit 2022/23 | 756.00 |
| 11/117 | New Dreams | Office cleaning | 120.00 |
| 11/118 | Oodlings (Columbaria) | 2 x memorial plaques | 175.20 |
| 11/119 | Pembury Scouts | Donation | 1,493.60 |
| 11/120 | Royal British Legion | Wreath and crosses for Remembrance Day | 175.00 |
| 11/121 | SLCC | Training - Clerk & Deputy | 96.00 |
| 11/122 | Streetlights | Streetlight contract 2nd installment | 782.32 |
| 11/123 | Wise Stonecraft | Gravedigging | 400.00 |
| 11/124 | Nigel Stratton | Cables for PA System for Remembrance Day | 59.38 |
| | | | 10,986.68 |
| DEBIT CARD - OCTOBER 2023 | | | |
| DC 10/45 | Amazon | Diary (groundsmen) | 9.95 |
| DC 10/46 | Amazon | Wall planner (groundsmen) | 7.49 |
| DC 10/47 | Amazon | Cable Ties | 9.99 |
| | | Batteries | 24.44 |
| | | Push lights (portaloo for Fireworks) | 8.99 |
| | | Clip boards | 16.99 |
| | | First aid kit items | 6.89 |
| | | Lights for firework night | 95.96 |
| DC 10/48 | Pembury Auto | Truck repair | 21.60 |
| DC 10/49 | Kingfisher direct | Water butts (grant funded) | 498.60 |
| DC 10/50 | Memorial Benches | Memorial bench (funded by customer) | 775.25 |
| DC 10/51 | Suregreen | Posts for memorial stake and banding repairs | 78.26 |
| | | | 1,554.41 |

| DIRECT DEBITS - OCTOBER 2023 | | | |
|---|------------------------|-------------------------------------|--------------------|
| DD 10/88 | NEST | Pension contributions | 84.19 |
| DD 10/89 | BT | Telephone & Broadband | 77.57 |
| DD 10/90 | Castle Water | Water - Pembury Burial Grounds | 83.30 |
| DD 10/91 | TWBC | Council Tax - cemetery | 54.00 |
| DD 10/92 | TWBC | Council Tax - depot & office | 901.00 |
| DD 10/93 | Wex | Fuel Charges | 81.80 |
| DD 10/94 | Castle Water | Water - Bowls Club | 46.06 |
| DD 10/95 | KCC | Photocopier charges | 170.96 |
| DD 10/96 | Sage | Payroll support | 15.60 |
| DD 10/97 | SSE | Electricity - unmetered supply | 167.53 |
| DD 10/98 | Castle Water | Water - allotment (near Sturgeon's) | 8.08 |
| DD 10/99 | Wex | Fuel Charges | 122.70 |
| DD 10/100 | O2 | Mobile phone charges | 102.10 |
| DD 10/101 | Veolia | Waste charges | 79.99 |
| | | | 313.91 |
| CONFIDENTIAL SALARIES - OCTOBER 2023 | | | |
| CS 10/07 | | | 7,690.00 |
| | | | |
| TOTAL EXTERNAL PAYMENTS | | | 26,660.37 |
| | | | |
| Internal Payments - November 2023 | | | |
| Chq 5069 | Pembury Parish Council | Funds for Unity Bank Account | £ 40,000.00 |
| TOTAL INTERNAL PAYMENTS | | | £ 40,000.00 |