

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



Councillors Present:

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

Apologies:

Cllr V Gautam	Cllr M Weaver
Cllr G Hall	

Officers Present:

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

Others present:

Borough Cllr D Hayward	County/Borough Cllr P Barrington King
Two members of the public	

23/303. **APOLOGIES FOR ABSENCE.** Apologies from Parish Councillors were received from Cllrs V Gautam, G Hall and M Weaver. The apologies and reasons were accepted.

23/304. **DECLARATIONS OF INTEREST.** There were none.

23/305. **CHAIR'S ANNOUNCEMENTS.**

- The Chair thanked everyone who had been involved with helping at the Remembrance Sunday service.
- The Chair also thanked everyone for their help at the Carols on the Green event with particular thanks to Cllr Stratton, the Clerk, Deputy Clerk and the two Groundsmen for their work.

23/306. **OPEN SESSION.** One member of the public expressed concern about planning application 23/03065/FULL which could have an impact on his property if permission was given.

Two members of the public left the meeting at 7.28pm.

23/307. **MINUTES.** It was **RESOLVED** that the minutes of 6 November 2023 be approved and were signed by the Chair as an accurate record.

23/308. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee/Working Groups. Updates were noted.

- 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

23/309. **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. Redwings Lane Enforcement Action. An enforcement notice is being prepared and the landowners will have a period of several months to comply with the notice.
- d. Police Quarterly Meeting. Cllr Webster gave an update.
- e. Vandalism/Damage.
 - The police were called to a fracas in the recreation ground car park.
 - Increased broken glass is regularly found on the recreation ground.
- f. Other / Urgent actions taken. Staff will be on annual leave from 12 noon on Friday 22 December and will return to work on Tuesday 2 January 2024.

23/310. **REPORT OF COUNTY/BOROUGH COUNCILLORS.**

Apologies were received from Borough Councillor Roberts.

- a. Reports were received and the following were noted:
 - Tough decisions were having to be made to close the budget gap at Kent County Council.
 - Additional funding was available for potholes and road surface repairs. Everyone was encouraged to report issues early.
 - The road surface at the top of Ridgeway had been repaired.
 - A meeting had taken place to discuss a replacement gateway at Bo-Peep and designs discussed. Cllr Barrington King offered to help part-fund this with his members' grant.
 - Taxi drivers in Tunbridge Wells will be mandated to accept card payments from 1 February 2024.
- b. Local Plan update with specific reference to housing developments.

- The proposed development at Tudeley was not going ahead. This would create a gap in the housing numbers locally which could have an impact on Pembury.

There was a discussion about affordable housing and how this would be allocated. Tunbridge Wells Borough Council (TWBC) need to develop a mechanism where affordable housing is first offered to residents within the parish under the Local Plan Policy H3 'Local Connection Policy'.

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

The Borough and County Councillors left 7.45pm.

23/311. **EXTERNAL BODIES.**

- Kent Association of Local Councils. A potential merging of the Community Infrastructure Levy and Section 106 was reported; elsewhere Parish Project Plans are being used as an addendum to their Neighbourhood Development Plan.
- Police meeting. There had been burglaries in the village and three arrests made. Everyone was encouraged to report any incidents online.
- Hastings Road Gateway. A meeting with a Kent Highways Officer had been held. The issue of a replacement gateway would go to the Planning & Highways Committee for further discussion and recommendation.

23/312. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** The following were considered:

Climate Change & Environmental Issues Working Group

- a. It was **RESOLVED** to defer implementation of solar panels on the Parish Council office roof due to its complexity, timings and budget required.
- b. It was **RESOLVED** to approve the replacement of any remaining streetlight lanterns with LED options at an approximate cost of £10,000. This would be funded from reserves.

Finance & HR Committee

- c. It was **RESOLVED** to approve using the donations from the Carols on the Green event to fund additional equipment required for the PA system.

Planning & Highways Committee

- d. It was **RESOLVED** to submit a formal complaint to TWBC regarding the delay to enforcement in the village.

23/313. **MOTION FROM CLLR SNOW.** Following a motion from Cllr Snow asking for a review of the provision of alcohol at Parish Council run events, it was **RESOLVED** to request providers offer non-alcoholic as well as alcoholic drinks. Hot chocolate rather than mulled wine would be offered at the Carols on the Green event.

23/314. **MEETING WITH DEVELOPER OF PE3**

- a. The minutes of the meeting were noted.
- b. It was **RESOLVED** that a summary of the meeting would be posted on social media together with a link to the minutes. Residents would be encouraged to contact the Parish Council via the Clerk if they had any questions. Queries would be forwarded to Cllrs Reilly and Stratton to respond.
- c. It was **RESOLVED** to set up a new Working Group to prepare a fully costed Section 106 wishlist. Any Councillor interested in being on the Working Group was asked to contact the Clerk.

23/315. **BUDGET 2024/25**

- a. It was **RESOLVED** to approve charges and fees for 2024/25. The agreed charges are listed in Appendix 1.
- b. It was **RESOLVED** to approve the draft budget for 2024/25 and recommendation from FHR Committee.
- c. It was **RESOLVED** to approve additional earmarked reserves needed for 2024/25 of £12,625.
- d. It was **RESOLVED** to approve the final budget with expenditure of £295,789, earmarked reserves of £12,625 and non-precept income of £43,850.

23/316. **PRECEPT & BAND D EQUIVALENT 2023/24.** It was **RESOLVED** to request a precept of £264,564.00 from TWBC for 2024/25. The Band D equivalent for 2024/25 was £113.00. This was an increase of 6.4% on 2023/24.

23/317. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the Accounts for Payment for November of £29,836.85. A transfer from NatWest to Unity Bank of £40,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 2.
- b. It was **RESOLVED** to approve the Bank Reconciliation as at 30/09/2023.
- c. It was **RESOLVED** to approve the Budget Monitoring Report as at 30/09/2023.
- d. It was **RESOLVED** to approve the Reserves as at 30/09/2023.

- e. It was **RESOLVED** to approve the following Earmarked Reserves (EMR) transfers.
- i. From Tennis Court Refurbishment EMR to Tennis Court Sinking fund £2,500
 - ii. From Tennis Court Refurbishment EMR to New Defibrillator EMR £1,000
 - iii. From Tennis Court Refurbishment EMR to New Gazebo EMR £108.97
 - iv. From Community Deed of Release to New Gazebo EMR £313.64
- f. It was **RESOLVED** to approve the disposal of the garage at Lower Green Recreation Ground.
- g. It was **RESOLVED** to note increases to national salary scales and back pay paid to staff.

23/318. **RISKS.** There were none.

23/319. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

23/320. **FUTURE MEETING.** The date of the following meeting was noted: Full Council – Monday 8 January 2024 at 7.15pm at Pembury Baptist Church Hall.

23/321. 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 9.22pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/322. **OLD COACH ROAD.** An update was given.

There being no other business, the meeting closed at 9.25pm

Signed: _____ Date: _____
Chair

CLUB FEES	2024/25
Bowls Club	10
Pembury Adult Football Club - Woodside	2,825
Pembury Youth Athletic Football Club - LG Rec	620
Scouts	213
Tennis Court Coaching - hourly rate	6.00
TOTAL	3,674
ALLOTMENTS	2024/25
Full plot	48.00
Half Plot	24.00
PEMBURY BURIAL GROUND	2024/25
Grant of Exclusive Right of Burial (full grave)	675
Grant of Exclusive Right of Burial (ashes)	325
Admin - child not exceeding 1 month	65
Admin - child exceeding 1 month but not 16 years	65
Admin - exceeding 16 years at death	115
Transfer of Exclusive Right of Burial	95
Transfer of Exclusive Right of Burial	50
Memorial Permit - flat stone	175
Memorial Permit - headstone	140
Memorial Permit - vase/tablet	95
Memorial Permit - additional inscription	95
Gravedigging - ashes - single depth	210
Gravedigging - ashes - double depth	230
Gravedigging - full burial - single	485
Gravedigging - full burial - double	535
Memorial plaque	175
Memorial plaque with photo	230
Reservation of brick space	85
PVN	2024/25
Quarter Page	285
Half Page	370
Full Page	560
Inside Front Cover	625
Back Cover	730

Accounts for Payments - December 2023			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - DECEMBER 2023			
12/125	HMRC	Tax/NI	4,614.81
12/126	Kent Pension Fund	Pensions	3,993.57
12/127	SKF	Remembrance Road Closure	480.00
12/128	SLCC	SLCC Subscription (Clerk)	298.00
12/129	B&Q	Gutter guard & other supplies	46.13
12/130	Capel Groundcare	Depot guttering repair	615.43
12/131	Rialtas	Omega trining - Clerk/RFO	240.00
12/132	JS Facilities	Fireworks security guards	357.00
12/133	Paul Enville	Fireworks first aid	80.00
12/134	Kidmans	Various - supplies & equipment repairs	900.37
12/135	BG 26 Works	Winter PVN production	1,768.80
12/136	CLlr Snow	Reimbursement for community gardening expenses	146.54
12/137	Mulberry & Co	Interim Internal Audit	286.98
12/138	Wise Stonecraft	Gravedigging	400.00
12/139	UK Safety Management	PAT Testing Office & Depot	267.60
12/140	Living Forest	Tree safety Audit report (Visual Tree Assessment)	2,664.00
12/141	Heliocentrix	IT November 2023	194.99
			17,159.23
DEBIT CARD - NOVEMBER 2023			
DC 11/52	Amazon	Long handled broom for litter picking	24.95
DC 11/53	Amazon	Hand towels	7.00
DC 11/54	Corkers	Type 1 - depot for water butts (grant funded)	119.88
DC 11/55	Pembury Autos	Tyre repair	51.54
DC 11/56	Post Office	Stamps	18.00
DC 11/57	Amazon	Blue Roll	7.70
DC 11/58	Amazon	Cups for Carols on the green	16.99
DC 11/59	Amazon	Phone charger / laminating pouches	15.89
DC 11/60	Direct water tanks	Pump for water butts (grant funded)	292.32
DC 11/61	Amazon	Banding kit for memorials	197.01
DC 11/62	Pipestock	Groundsmen supplies	44.40
DC 11/63	Amazon	Combination padlock for allotments	33.00
DC 11/64	Tesco	Mulled wine for Carols on the Green	90.00
DC 11/65	Amazon	Office stationery	4.99
			923.67

DIRECT DEBITS - NOVEMBER 2023			
DD 11/102	Wex	Fuel Charges	21.60
DD 11/103	TWBC	Council Tax - cemetery	54.00
DD 11/104	TWBC	Council Tax - depot & office	901.00
DD 11/105	KCC	Photocopier charges	36.20
DD 11/106	BT	Telephone & Broadband	77.57
DD 11/107	Castle Water	Water - Recharged to Pembury Bowls Club	46.30
DD 11/108	Castle Water	Water - Pembury Burial Ground	17.39
DD 11/109	Castle Water	Water - Woodside	375.00
DD 11/110	Wex	Fuel Charges	1.80

DD 11/111	SSE	Electricity - unmetered supply	163.09
DD 11/112	Sage	Payroll support	15.60
DD 11/113	Castle Water	Water - Lower Green Cemetery	7.19
DD 11/114	Wex	Fuel Charges	70.12
DD 11/115	O2	Mobile phone charges	102.10
DD 11/116	Veolia	Waste charges	89.44
DD 11/117	Castle Water	Water	12.83
			1,991.23
CONFIDENTIAL SALARIES - NOVEMBER 2023			
CS 11/08			10,681.40
TOTAL EXTERNAL PAYMENTS			29,836.85
Internal Payments - November 2024			
Chq 5070	Pembury Parish Council	Funds for Unity Bank Account	£ 40,000.00
TOTAL INTERNAL PAYMENTS			£ 40,000.00