

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **5 February 2024** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr G Hall
Cllr N Stratton (Vice-Chair)	Cllr D Reilly
Cllr A Birch	

Apologies:

Cllr M Barrett	Cllr M Weaver
Cllr C Snow	Cllr J Webster

Officers Present:

H Munro (Clerk)	Y Allen (Deputy Clerk)
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Others present:

Borough Cllr P Roberts
Three members of the public

23/423. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs M Barrett, C Snow, M Weaver and J Webster. The apologies and reasons were accepted.

Cllr V Gautam was not in attendance.

23/424. **DECLARATIONS OF INTEREST.** There were none.

23/425. **CHAIR'S ANNOUNCEMENTS.**

- The Chair sent wishes to King Charles III following his recent diagnosis.
- She mentioned that the Countryfile television programme had broadcast an item about grants/funding for trees which were available.

23/426. **OPEN SESSION.** Three members of the public had attended to hear Councillors' views on the item about planning application 23/03419/FULL at Cornford Court.

23/427. **MINUTES.** It was **RESOLVED** that the minutes of 8 January 2024 be approved with one amendment to minute reference 23/347. Once amended, they were signed by the Chair as an accurate record.

23/428. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee. Verbal updates were noted.

- a. Climate & Environmental Action Working Group – 10 January 2024
- b. Open Spaces Committee – 15 January 2024

- c. Events Working Group – 16 January 2024.
- d. Pembury Village News Advisory Group – 17 January 2024
- e. Finance & HR Committee – 22 January 2024
- f. Planning & Highways Committee – 22 January 2024

23/429. **CLERK'S REPORT.** The following report was noted:

- a. Priorities Review. A meeting to discuss the priorities further is to be arranged.
- b. Streetlight – convert to LED. The contractor has been appointed and the work is scheduled in February.
- c. Trees to be planted in Belfield Road. The landowner has agreed in principle to allow tree planting in the verge.
- d. Hastings Road Gateway. A rough cost of £3,000 for a replacement gate has been provided by Kent County Council. This high cost has been queried.
- e. Request from Pembury Baptist Church. A request to hold an Easter Service on the Village Green approved by the Clerk was noted.
- f. St. Peter's Upper Church. A request to hold a concert on the front lawn at the Church in June approved by the Clerk was noted.
- g. Meeting with Developer of PE2. This was scheduled for 7 February 2024 at 11.30am in the Parish Office.
- h. Recreation Ground. Further to recent storms, a report of a branch falling from a tree in Lower Green Recreation Ground into a resident's garden was made. No damage or injuries occurred.

23/430. **ALLOTMENT TRACK.** Remedial work to repair the track had been carried out by the neighbouring developer and was now complete. It would continue to be monitored.

23/431. **REPORT OF COUNTY/BOROUGH COUNCILLORS.** A formal invitation had inadvertently not been issued, Cllrs P Barrington King and D Hayward sent their apologies and were not in attendance.

a. Reports were received and the following were noted:

- Planned repairs to streetlights in Pembury were discussed at a recent Joint Transportation Board meeting.
- Traffic into the new Owlsnest development on Tonbridge Road was being re-designed. Plans had been requested and were awaited.

- The £100,000 Community Support Fund had been shared between five organisations.
- A request to post details of the William Strong Foundation on the Parish Council website and Facebook was made.

b. Local Plan update. Consultation on the Local Plan would run from 15 January 2024 to 26 February 2024.

23/432. **EXTERNAL BODIES.** The Chair had attended the Village Hall Management Committee meeting and gave the following update:

- A new CCTV camera had been set up and was proving to be very helpful.
- A new cleaning contract was working well.

23/433. **COMPLAINT.** A response from Tunbridge Wells Borough Council (TWBC) had been received. It was **RESOLVED** to send a letter to Greg Clark MP to update him on the existing issues and to write to the Environment Agency and South East Water directly to ask their position on enforcement at the Redwings site. The Head of Planning at TWBC would be notified of the Parish Council's actions.

23/434. **PLANNING APPLICATION.** The following application was briefly discussed:

- a. 23/03419/FULL – Cornford Court, Cornford Lane – Demolition of existing single-storey structure and erection of a part two/part three storey Assisted Living unit (use C2) comprising of 69 two-bedroom suites along with a gym, community room and hydrotherapy pool along with associated car parking, landscaping and alterations to site levels.

It was **RESOLVED** that the application would be further considered at the next Planning & Highways Committee meeting on 19 February 2024. It was **RESOLVED** that the Parish Council's planning consultant, Alison Eardley be appointed to assist the Parish Council with their response. Her fee would be paid out of reserves for 'Professional and Planning Fees'.

Cllr Roberts left the meeting at 8.07pm.

23/435. **LOCAL PLAN CONSULTATION.** It was **RESOLVED** to approve the recommendation from the Planning & Highways Committee not to submit a response to the consultation.

23/436. **COMMITTEE AND WORKING GROUP MEMBERSHIP CHANGES.** It was **RESOLVED** to approve the following changes:

- Open Spaces Committee – Cllr Reilly is to stand down

- Climate and Environmental Action Working Group – Cllrs Reilly and Hall are to stand down
- Events Working Group – Claire Boffey is to stand down; Cllr Hall is to join
- PVN Advisory Group – Cllr Reilly is to stand down.

23/437. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** The following were considered:

Events Working Group

- a. It was **RESOLVED** to approve the format and budget for Pembury in the Park 2024. The date of 6 July and the timing of 3pm to 7pm were agreed.
- b. It was **RESOLVED** to approve the format and budget for the Fireworks Display 2024. The date of 1 November was agreed.

PVN Advisory Group

- c. It was **RESOLVED** to approve the recommendation to review the PVN printer on a three year cycle.

Open Spaces Committee

- d. A verbal report was given on an initial discussion with TWBC regarding Biodiversity Net Gain in local woodlands and it was **RESOLVED** to await further details before any decisions were taken.
- e. It was **RESOLVED** to go ahead with the repair work to memorials and to appoint Contractor B, Downsview Memorials at a cost of £1,470. The work to be phased over financial years 2023/24 and 2024/25. Any remaining budget from 2023/24 to be put into an earmarked reserve for spending in 2024/25. Additional funding for the earmarked reserve to cover the costs to be considered at year end. An annual budget to be included to cover unforeseen costs.
- f. It was **RESOLVED** to reconsider the memorial policy at the next Open Spaces Committee meeting, in particular to consider whether to reduce the maximum height of memorials to 2ft.

Finance & HR Committee

- g. It was **RESOLVED** to approve the IT Policy Disclaimer for Councillors to sign annually.
- h. It was **RESOLVED** to approve the annual risk assessment.

- i. It was **RESOLVED** to approve the system of internal control and its effectiveness.
- j. It was **RESOLVED** to note the Interim Auditor's Report and its recommendations.
- k. It was **RESOLVED** to approve the appointment of Mulberry & Co as Internal Auditors for a three year period.

Planning & Highways Committee

- l. It was **RESOLVED** to approve the Protocol for future meetings with developers.

23/438. **PEMBURY BOWLS CLUB.** It was **RESOLVED** to approve the request for signage to be erected at the Bowls Club in principle. The colour of the sign needed to be revised.

23/439. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the Accounts for Payment for January 2024 of £21,305.80. A transfer from NatWest to Unity Bank of £30,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
- b. It was **RESOLVED** to approve the Income and Expenditure report to 31/12/2023.
- c. It was **RESOLVED** to approve the Bank Balances as at 31/12/2023.
- d. It was **RESOLVED** to approve the Earmarked Reserves as at 31/12/2023.

23/440. **RISKS.** There were none.

23/441. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

23/442. **FUTURE MEETINGS.** The following dates were noted:

- a. Full Council – Monday 4 March 2024 at 7.15pm at Pembury Baptist Church Hall.
- b. Annual Parish Meeting – Thursday 25 April 2024 at 7.15pm at Pembury Village Hall.

The residents left the meeting at 8.28pm.

23/443. 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 8.29pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/444. **HR MATTERS.** It was **RESOLVED** to agree the salary review for 2024/25.

There being no other business, the meeting closed at 8.34pm

Signed: _____ Date: _____
Chair

Appendix 1
Accounts for payment

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
5071	Pembury Village Hall	Annual Parish Meeting hall hire	88.25
			88.25
ACCOUNTS FOR PAYMENT BY BACS - FEBRUARY 2024			
02/154	HMRC	Tax/NI	2,717.80
02/155	Kent Pension Fund	Pensions	2,833.37
02/156	Flash Welding	Weld allotment padlock to chain & gate	72.00
02/157	B&Q	Groundsman boots, pressure washer & supplies	275.08
02/158	Phoenix Fireworks	25% Deposit for 2024 display	1,851.30
02/159	KALC	Training - Cllr Barrett	60.00
02/160	TWBC	Uncontested election charges	1,107.33
02/161	Kidmans	Service Stihl BG86	119.32
02/162	Heliocentrix	IT support & Microsoft accounts January 2024	194.99
02/163	Kent Wildlife Trust	Annual Corporate Subscription	118.80
02/164	Tivoli	Dog bin empties January 2024	189.00
02/165	Wanstall Farms	Delivery, erection and disposal of Christmas tree	300.00
02/166	Capel Groundcare	Supply & installed dropped bollard at LG Rec	609.30
02/167	Wise Stonecraft	Gravedigging January	850.00
			11,298.29
DEBIT CARD - JANUARY 2024			
DC 01/73	Ye Old Cobblers	Plaque for Coronation Tree Avenue & meadow	44.95
DC 01/74	Amazon	Blue roll	6.95
DC 01/75	Amazon	Hand towels	13.99
DC 01/76	Amazon	toilet rolls	23.99
DC 01/77	Amazon	Extension lead for meeting room	9.91
DC 01/78	Amazon	Litter pickers	33.98
			133.77
DIRECT DEBITS - JANUARY 2024			
DD 01/132	Wex	Fuel Charges	21.60
DD 01/133	TWBC	Council Tax - depot & office	901.00
DD 01/134	Wex	Fuel Charges	51.91
DD 01/135	KCC	Photocopying Charges	170.96
DD 01/136	BT	Telephone & Broadband	77.57
DD 01/137	Castle Water	Water - Lower Green Rec	46.30
DD 01/138	SSE	Electricity - Unmetered Supply	163.53
DD 01/139	Sage	Payroll support	15.60

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DD 01/140	Castle Water	Water - LG Cemetery	7.19
DD 01/141	Castle Water	Water - Pembury Burial Grounds	2.67
DD 01/142	Castle Water	Water - allotments	10.55
DD 01/143	Veolia	Waste charges	69.05
DD 01/144	O2	Mobile phone charges	102.58
DD 01/145	Southern Electric	Electricity Office	449.46
DD 01/146	Wex	Fuel Charges	90.30
			1,640.51
CONFIDENTIAL SALARIES - JANUARY 2024			
CS 01/10			8,144.98
TOTAL EXTERNAL PAYMENTS			21,305.80
Internal Payments - February 2024			
Chq 5072	Pembury Parish Council	Funds for Unity Bank Account	£ 30,000.00
TOTAL INTERNAL PAYMENTS			£ 30,000.00