



Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **4 March 2024** at 7.15pm.

**Councillors Present:**

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

**Apologies:**

Cllr V Gautam

**Officers Present:**

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

Borough Cllr D Hayward	County/Borough Cllr P Barrington King
Borough Cllr P Roberts	Borough Cllr H Patterson, Mayor of Tunbridge Wells
	Borough Council

23/466. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr V Gautam. The apologies and reason were accepted.

23/467. **DECLARATIONS OF INTEREST.** There were none.

23/468. **CHAIR'S ANNOUNCEMENTS.**

- The Chair reminded everyone about the litter pick which was taking place on 23 March at 10.30am.
- The Chair would be attending a Kent Association of Local Councils meeting and would report back at the next Full Council meeting.

23/469. **OPEN SESSION.** No members of the public were present.

23/470. **MINUTES.** It was **RESOLVED** that the minutes of 5 February 2024 be approved, and they were signed by the Chair as an accurate record.

23/471. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee:

- a. Planning & Highways – 19 February 2024

23/472. **CLERK'S REPORT.** The following report was noted:

- a. Appeal against Enforcement Notice – The Meadows, Past Heap Farm. An update from the Planning Inspector is awaited.
- b. Trees to be planted in Belfield Road. The landowner has agreed in principle to allow tree planting in the verge.
- c. Hastings Road Gateway. A rough cost of £3,000 for a replacement gateway has been provided by Kent County Council. This high cost has been queried.
- d. Urgent work to memorials. The contractor has been appointed to undertake all work in Lower Green Cemetery before the end of the financial year end. This work is within budget. Other work approved will be scheduled in the new financial year.
- e. Water meter reading. The Clerk reported that an incorrect water meter reading had resulted in a very high bill. This matter was being urgently investigated.
- f. Streetlighting in Pembury. All streetlights owned by the Parish Council had been converted to LEDs. A number of problematic columns had been discovered during the process and this would be reported on at the next Planning & Highways Committee meeting.

23/473. **REPORT OF COUNTY/BOROUGH COUNCILLORS.**

- a. Reports were received and the following were noted:
  - Budgetary discussions were still ongoing at Kent County Council (KCC).
  - Discussions were being held with KCC about replacement gateways.
  - The 'call in' of the Cornford Court application was noted.
  - The new HD CCTV camera on the High Street had been used during an investigation.
  - A consultation on the Royal Tunbridge Wells 2040 Vision had begun.
- b. Local Plan update. The Local Plan Consultation period had been extended for six weeks as engagement with all Statutory Bodies had not taken place.

The Chair thanked the Borough Councillors for their hard work for the village.

*Pembury's County/Borough Councillors left the meeting at 7.27pm.*

23/474. **EXTERNAL BODIES.**

- Almshouses. The Vice Chair reported that a new surveyor had been appointed for the Almshouses. Renovation and decoration work had been

discussed and is to be carried out.

An independent Trustee and a Treasurer were being sought.

- Pavilion Management Committee. A very positive meeting had been held.

23/475. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** The following was considered:

Events Working Group

- a. It was **RESOLVED** to approve the purchase of additional equipment for the PA system at a cost of £293. There was enough money in the budget for approximately half of the cost. £150 would be vired from the Christmas Carol / Light Switch on budget into an earmarked reserve.

23/476. **MOTION FROM CLLR WEBSTER.** It was **RESOLVED** to hold a nature photography competition in the lead up to the Great Big Green Week which was 16 – 24 June. There would be three categories: Ages 5-12; 13-18 and over 18s and photographs of nature in Pembury had to be taken during the three week period before 16 June. It was **RESOLVED** to award a £15 Amazon voucher for winners of each category. Money for the prizes would be vired from the Neighbourhood Development Plan budget.

*The Mayor left the meeting at 8.01pm.*

23/477. **INDEPENDENT ADVISORY GROUP TO KENT POLICE.** An invitation to a meeting had been received and it was **RESOLVED** that Cllr Webster would attend on 19 March 2024.

23/478. **MEETING WITH DEVELOPER OF PE2 ON 7 FEBRUARY 2024.**

- a. Minutes of the meeting were noted.
- b. It was noted that a public exhibition had been held on 27 February 2024.

23/479. **INSURANCE RENEWAL 2024.** Three quotes had been received but amounts for motor and cyber insurance were still awaited. It was **RESOLVED** to delegate the final decision on which company to appoint to the Clerk in consultation with Cllr Stratton. As the renewal date was before the next Full Council meeting, it was **RESOLVED** to pay the invoice before the next meeting.

23/480. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the Accounts for Payment for February 2024 of £30,514.56. A transfer from NatWest to Unity Bank of £15,000 was

approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

b. It was **RESOLVED** to authorise the disposal of the Harry mower.

23/481. **RISKS.** There were none.

23/482. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

23/483. **FUTURE MEETINGS.** The following dates were noted:

a. Full Council – Monday 8 April 2024 at 7.15pm at Pembury Baptist Church Hall.

b. Annual Parish Meeting – Thursday 25 April 2024 at 7.15pm at Pembury Village Hall. It was **RESOLVED** that there would be a short formal part to the evening to approve the minutes from 2023. Afterwards members of the public would be encouraged to engage with councillors and raise any matters of concern. There would be display boards showing examples of work carried out by the Parish Council during the previous year.

23/484. 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 8.12pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/485. **LEGAL MATTERS.**

a. A letter and advice were noted.

b. It was **RESOLVED** to seek legal advice. It was **RESOLVED** to delegate a response to the letter to the Clerk in consultation with Cllr Stratton.

23/486. **ENFORCEMENT ACTION.** An update was noted. It was **RESOLVED** to copy Greg Clark MP into further correspondence and ask that this matter be escalated.

There being no other business, the meeting closed at 8.55pm

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

Appendix 1  
Accounts for payment

Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
02/168	Kent County Council	Twitten signs contribution (grant funded)	1,260.00
			<b>1,260.00</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - MARCH 2024</b>			
03/169	HMRC	Tax/NI	2,693.79
03/170	Kent Pension Fund	Pensions	2,817.72
03/171	Pimms Christmas Trees	Christmas Tree supply	260.00
03/172	One Ten electrical	Replacement ceiling light and socket - Depot	116.91
03/173	Screwfix	Grounds maintenance supplies	21.22
03/174	KALC	Annual planning conference Cllr Barrett	84.00
03/175	Greenbarnes	Pin board to burial ground notice board	136.88
03/176	Tivoli	Dog bin empties - February	151.20
03/177	The Living Forest	Work to trees (Old Church & The Coppice)	716.40
03/178	Kidmans	Grounds maintenance equipment servicing & supplies	342.38
03/179	Wicksteed	Parts for playground repairs	189.77
03/180	Streetlight	Replace remaining streetlights with LEDs	11,340.00
03/181	Sevenoaks District Council	Renew premises licence	70.00
03/182	Wise Stonecraft	Grave digging	400.00
03/183	Bright Sparks	Electrical testing - office and depot	368.40
03/184	Heliocentrix	IT services February 2024	194.99
			<b>19,903.66</b>
<b>DEBIT CARD - FEBRUARY 2024</b>			
DC 02/79	Amazon	Office cable tidy	25.99
DC 02/80	Amazon	Road pins	94.75
DC 02/81	DVLA	Vehicle Tax for grounds maintenance truck	320.00
DC 02/82	SJ Osborne	Padlocks	29.48
DC 02/83	Amazon	Blue roll	17.46
DC 02/84	Amazon	Toilet rolls	22.99
DC 02/85	Amazon	Adaptor for meeting room laptop	10.98
			<b>521.65</b>
<b>DIRECT DEBITS - FEBRUARY 2024</b>			
DD 02/147	Wex	Fuel Charges	48.94
DD 02/148	SLCC	Training H Munro	36.00
DD 02/149	KCC	Photocopying Charges	47.29
DD 02/150	BT	Telephone & Broadband	77.57
DD 02/151	Castle Water	Water - Lower Green Cemetery	7.19
DD 02/152	Castle Water	Water - Lower Green Rec	46.30
DD 02/153	Castle Water	Water - Pembury Burial Grounds	10.55
DD 02/154	Wex	Fuel Charges	1.80
DD 02/155	ICO	Annual Data subscription	35.00
DD 02/156	Sage	Payroll support	15.60
DD 02/157	Wex	Fuel Charges	50.14
DD 02/158	SSE	Electricity - Unmetered Supply	174.82
DD 02/159	Veolia	Waste charges	62.14
DD 02/160	O2	Mobile phone charges	102.58
			<b>715.92</b>

<b>CONFIDENTIAL SALARIES -FEBRUARY 2024</b>			
CS 02/11			<b>8,113.33</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>30,514.56</b>
<b>Internal Payments - March 2024</b>			
Chq 5073	Pembury Parish Council	Funds for Unity Bank Account	£ 15,000.00
<b>TOTAL INTERNAL PAYMENTS</b>			<b>£ 15,000.00</b>