

Minutes of the **FULL COUNCIL** meeting held at Parish Office, Lower Green Recreation Ground on Monday **13 May 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	

Officers Present:

H Munro (Clerk)

Others present:

County Cllr P Barrington-King
Borough Cllr A Birch
Borough Cllr D Hayward
1 Member of the Public

24/01. **CHAIR OF THE COUNCIL.**

- a. One nomination was received, and a unanimous vote taken. It was **RESOLVED** that Cllr Brooks be elected as Chair.
- b. The Chair of the Council signed the Declaration of Acceptance of Office.

24/02. **VICE-CHAIR OF THE COUNCIL.** One nomination was received, and a unanimous vote taken. It was **RESOLVED** that Cllr Stratton be elected as Vice-Chair.

24/03. **APOLOGIES FOR ABSENCE.** There were none.

24/04. **DECLARATIONS OF INTEREST.** There were none.

24/05. **CHAIR'S ANNOUNCEMENTS.** The Chair reported that Vivek Gautam had resigned as a parish councillor with immediate effect.

The Chair thanked outgoing Borough Councillors Barrington-King and Roberts for their contribution prior to the election.

24/06. **OPEN SESSION.** No-one was present.

24/07. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.**

- Surfacing of Henwood Green Road was scheduled in mid-June.
- Complaints about parking in Henwood Green Road as a result of the new houses in Oast Gardens were reported. Double yellow lines are to

be considered. Cllr Barrington-King to share information when available. Complaints had also been received about parking in Hastings Road opposite King William pub and requests for double yellow line were reported. Continuing problems at the junction from Church Road and Canterbury Road could be combined with the other areas to save costs. However, there was concern that expectations should not be raised as the process and funding for these works could be problematic as Kent County Council needed proven crash data. A 'near miss' register was held by Tunbridge Wells Borough Council (TWBC).

- The planning application for Cornford Court was being discussed at the TWBC Planning Committee on Wednesday. Cllr Hayward to speak at the committee meeting as well as Cllr Reilly and Stratton. Concerns about the officers' report was discussed. Infrastructure should also come before development.
- Reports of drug problems in the village was raised. Cllr Webster to raise this with the police at his meeting with them shortly.
- Cllr Patterson submitted a written report in his absence which was noted.

County Cllr Barrington-King and Borough Cllr Hayward left at 19:43pm.

24/08. **DELEGATION ARRANGEMENTS TO COMMITTEES, WORKING GROUPS & STAFF.** It was **RESOLVED** to approve the amendments to the delegation arrangements.

24/09. **STANDING COMMITTEES AND WORKING GROUPS.** It was **RESOLVED** to approve the following memberships.

- a. Finance & Human Resources Committee
Cllr N Stratton (C), Cllr K Brooks (VC).
- b. Open Spaces Committee
Cllr C Snow (C), Cllr M Barrett, Cllr M Weaver, Cllr J Webster. The Vice Chair would be agreed at the next Full Council meeting.
- c. Planning & Highways Committee
Cllr D Reilly (C), Cllr K Brooks (VC), Cllr M Barrett, Cllr G Hall, Cllr J Webster.
- d. Climate & Environmental Action Working Group
Cllr J Webster (C), Cllr M Barrett, Cllr N Stratton, M Arnold, P Mason, L Matthews.

- e. Community Events Working Group
Cllr A Birch (C), Cllr G Hall, Cllr N Stratton, Cllr M Weaver, P Gillan.
- f. Section 106 Working Group
Cllr N Stratton (C), Cllr A Birch, Cllr G Hall
- g. PVN Advisory Group
Cllr K Brooks (C), Cllr C Snow, Cllr M Weaver, Cllr J Webster.
- h. Neighbourhood Development Plan Working Group
Cllr N Stratton (C), Cllr G Hall, Cllr D Reilly.

24/010. **COMMITTEE AND WORKING GROUP CHAIR AND VICE-CHAIR.** It was **RESOLVED** to approve the appointment of Chairs and Vice-Chairs as in item 24/009 above.

24/011. **STANDING ORDERS.** It was **RESOLVED** to adopt the Standing Orders.

24/012. **FINANCIAL REGULATIONS.** It was **RESOLVED** to approve the Financial Regulations.

24/013. **EXTERNAL BODIES.** It was **RESOLVED** to approve the following memberships:

- a. Pavilion Management Committee
Cllr G Hall, Cllr C Snow, Cllr N Stratton.
- b. Village Hall Management Committee
Cllr A Birch, Cllr K Brooks, Cllr M Weaver.
- c. Charles Amherst's Almshouses
Cllr N Stratton, Cllr M Weaver.

24/014. **ASSET REGISTER.** It was **RESOLVED** to agree the Asset Register.

24/015. **INSURANCE.** It was **RESOLVED** to confirm arrangements for insurance cover.

24/016. **SUBSCRIPTIONS TO OTHER BODIES.** It was **RESOLVED** to approve subscriptions to other bodies.

24/017. **POLICIES.** It was **RESOLVED** to approve the following policies:

- a. Complaint's policy
- b. Publication Scheme
- c. Press Policy

24/018. **MEETING DATES.** It was **RESOLVED** to agree the meeting dates for 2024/25.

A request to consider a change to the start time of committee meetings was raised and would be added to the next Full Council agenda for further discussion.

24/019. **MINUTES.** It was **RESOLVED** that the minutes of 8 April 2024 be approved and were signed by the Chair as an accurate record.

24/020. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following meetings. Updates were noted.

- a. Planning & Highways Committee – 22 April 2024
- b. Annual Parish Meeting – 25 April 2024
- c. Finance & HR Committee – 29 April 2024

24/021. **CLERK'S REPORT.** The following report was noted:

- a. Trees to be planted in Belfield Road
The public consultation has now closed. Written confirmation from the Landowner is required before planting can commence in autumn.
- b. Work to Memorials
Work to remaining memorials to be scheduled in due course.
- c. Additional Equipment for PA System
Funds have been allocated to an earmarked reserve. The equipment to be purchased in due course.
- d. Photography Competition
The competition advertising is ongoing.
- e. Litterpick
The next litter pick is scheduled on Saturday 15 June. The Rapid Relief Team are unable to attend.
- f. Local Plan
Stage 3 Hearings for the Local Plan have been announced but the deadline for responses is very tight. To be discussed at the next Planning & Highways Committee meeting.
- g. Vandalism / Damage
Break ins have occurred at the allotment site. A fire was set in a litter bin in the Recreation Ground. Both have been reported to the police. There were other incidents elsewhere in the village at similar times.

24/022. **EXTERNAL BODIES.** A report on the Pavilion Joint Management Committee meeting was noted. Discussion on use of the pitches and pavilion to be considered in the future.

24/023. **ANNUAL PARISH MEETING.** The 2024 meeting was reviewed, and it was agreed that a speaker be included in the 2025 meeting. A questions and answer session to be included during the meeting.

Cllr Hall left the meeting at 20:13.

It was also agreed to share information on the purpose of the meeting with residents and highlight which tier of Local Council was responsible for which service.

24/024. **RECOMMENDATIONS FROM COMMITTEE.**

Finance & HR Committee

- a. It was **RESOLVED** to approve the Risk Assessment
- b. It was **RESOLVED** to approve and sign the Statement of Internal Control.
- c. It was **RESOLVED** to open a savings account with Unity Bank.
- d. It was noted that the one-year bond of £25,000 was to be reinvested with Nationwide.

24/025. **MOTION FROM CLLR CHRISTINE SNOW: LOWER GREEN RECREATION GROUND.** A request to install football goals for informal play was discussed. It was agreed that the suggestion was a good idea but there were concerns about the impact on the grounds, possible vandalism to the goals and funding options. It was agreed that Cllr Snow would liaise with Pembury Athletic Youth Football Club to ascertain their views before any decision could be taken.

It was **RESOLVED** that this would be added to the next Open Spaces Committee agenda for further discussion.

24/026. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the accounts for payment for May 2024 for £57,979.47. A transfer from Nat West to Unity Bank of £30,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
- b. It was **RESOLVED** to approve the Budget Monitoring Report as at 31 March 2024.

- c. It was **RESOLVED** to approve the Bank Reconciliations and statements as at 31 March 2024.
- d. It was **RESOLVED** to approve and sign the Balance sheet as at 31 March 2024.
- e. It was **RESOLVED** to approve reserves as at 31 March 2024.

24/027. **RISKS.** There were none.

24/028. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** A suggestion to include a bench near the youth shelter in Lower Green Recreation was raised. It was agreed that this be included in budget ideas for 2025/26 for further discussion.

24/029. **FUTURE MEETINGS.** The date of the next Full Council meeting would be held on Monday 3 June 2024 at 7.15pm at the Parish Office.

The Member of the Public left the meeting at 20:43.

24/030. **COUNCILLOR CO-OPTION.**

- a. The candidates were considered. It was **RESOLVED** to co-opt Patrick Gillan and Paul Simmons as new parish councillors. It was **RESOLVED** that they would be invited to sign the Declaration of Acceptance of Office at a later date.
- b. It was **RESOLVED** to appoint Cllr Gillan to the Open Spaces Committee and Events Working Group.
- c. It was **RESOLVED** to appoint Cllr Simmons to the Finance & HR Committee.

24/031. **CLOSED SESSION.** 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 for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 20:55pm.

24/032. **HR MATTERS.**

- a. It was **RESOLVED** to delegate the selection for sick pay insurance cover to the Finance & HR Committee once more quotes were obtained.
- b. An update on the Local Government Pension Scheme was noted. Cllr Stratton to obtain an indication of costs for professional advice to be included in budget discussions for 2025/25.

c. An update on recruitment was noted.

There being no other business, the meeting closed at 9:09.

Signed: _____ Date: _____
Chair

Accounts for Payment - May 2024			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
Chq 5075	Pembury Parish Council	Funds for Unity Bank	30,000.00
05/020	Claire Stewart	Locum Deputy Clerk	1,017.13
			31,017.13
ACCOUNTS FOR PAYMENT BY BACS - MAY 2024			
05/021	HMRC	Tax/NI	2,702.13
05/022	Kent Pension Fund	Pensions	2,822.94
05/023	ICCM	Annual Subscriptions	100.00
05/024	KALC	Annual Subscriptions	2,118.00
05/025	Tivoli	Dog bin empties April 2024	397.68
05/026	Knockout Print	Annual Parish Meeting banner	48.00
05/027	Streetlights	6 monthly Maintenance	782.32
05/028	Wise Stonecraft	Grave digging April 2024	1,200.00
05/029	Heliocentrix	IT Support April 2024	259.52
05/030	Capel Groundcare	Swing repair & adult gym sign	1,370.38
05/031	Surrey Hills Solicitors	Legal Advice	1,800.00
05/032	Capel Cottage Nursery	Plants for Community Gardening planters	19.96
05/033	Kidmans	Tractor Service & supplies	2,231.47
05/034	Odlings (Columbaria)	Memorial Wall plaque	92.40
			15,944.80
DEBIT CARD - APRIL 2024			
DC04/01	Globe Packaging	Black sacks for grounds maint	88.80
DC04/02	Cash	Petty Cash	100.00
DC04/03	Amazon	Elastic bands / sponge	15.80
DC04/04	Amazon	Washing Up liquid	12.99
DC04/05	Amazon	Laminating pouches	11.41
DC04/06	Amazon	Swarfega	11.99
DC04/07	Amazon	Snap frames for tennis courts	57.50
DC04/08	Amazon	Wash mit	6.90
DC04/09	Canva	Annual subscription to design software	99.99
			188.80

DIRECT DEBITS - APRIL 2024			
DD 04/01	Wex	Fuel charges	76.97
DD 04/02	SSE	Unmetered Supply	163.53
DD 04/03	Wex	Fuel Charges	58.99
DD 04/04	TWBC	Business Rates Cemetery	52.03
DD 04/05	TWBC	Business Rates Office & Depot	994.13
DD 04/06	Wex	Fuel Charges	126.61
DD 04/07	KCC	Photocopying charges	170.96
DD 04/08	BT	Telephone & Broadband	84.84
DD 04/09	Castle Water	Water - Woodside	9.93
DD 04/10	Castle Water	Water - Lower Green Cemetery	7.19
DD 04/11	Castle Water	Water - Pembury Burial Grounds	8.27
DD 04/12	Sage	Payroll support	15.60
DD 04/13	Castle Water	Water - allotments	5.99
DD 04/14	O2	Mobile phone charges	102.10
DD 04/15	Veolia	Waste charges	100.22
DD 04/16	Wex	Fuel Charges	96.50
			2,073.86
CONFIDENTIAL SALARIES - APRIL 2024			
CS 04/01			8,754.88
TOTAL EXTERNAL PAYMENTS			57,979.47
Internal Payments - May 2024			
Chq 5076	Pembury Parish Council	Funds for Unity Bank Account	£ 30,000.00
TOTAL INTERNAL PAYMENTS			£ 30,000.00