



**To all Members of Pembury Parish Council**

*Cllrs Barrett, Birch, Brooks, Gillan, Hall, Reilly, Simmons, Snow, Stratton, Weaver & Webster*

You are hereby summoned to attend the Annual Meeting of **Pembury Parish Council** on **Monday 3 June 2024** at **7:15pm** at the Pembury Parish Office Meeting Room, Lower Green Recreation Ground.

*H Munro*

Helen Munro  
Parish Clerk

Date of Issue: 28 May 2024

**Members of the Public and Press are welcome to attend**

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**A G E N D A**

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1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.*

3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
4. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

*To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#)*

5. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports including updates on the Local Plan with specific reference to housing developments.

6. **CORNFORD COURT APPLICATION – 23/03419/FULL DEMOLITION OF EXISTING SINGLE STOREY STRUCTURE AND ERECTION OF A PART TWO/PART THREE STOREY ASSISTED LIVING UNIT (C2) COMPROMISING OF 69 TWO BEDROOM SUITES.**

- a. To note decision of Tunbridge Wells Borough Council to approve planning application.

- b. To consider if any further actions, up to and including a Judicial Review, are required.
7. **MEETING WITH BOROUGH COUNCILLORS.** To request meeting with newly elected borough councillors to discuss expectations.
8. **LOCAL PLAN.** To receive update for the Tunbridge Wells Draft Local Plan hearings.
9. **MINUTES.** To receive and approve the minutes of the meeting held on 13 May 2024 for signature.
10. **COMMITTEE MINUTES.** To note draft minutes of Committees for adoption and receive verbal report and update from Committee Chairs:
  - a. Planning & Highways Committee – 20 May 2024
11. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
12. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
13. **COMMITTEE VICE-CHAIR.** To consider nominations for the Vice-Chair of the Open Spaces Committee.
14. **COMMITTEE MEETINGS.** To consider changing the start time of Committee meetings.
15. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2023/24.**
  - a. To receive and note the Annual Internal Audit Report.
  - b. To receive the Annual Governance Statement for 2023/24 for review and approval. To sign the approved Statement.
  - c. To receive the Accounting Statements for 2023/24 for review and approval. To sign the approved Statement.
  - d. To note the dates for the exercise of public rights from 5 June 2024 to 16 July 2024.
16. **FINANCIAL INFORMATION.**
  - a. To receive and approve the Accounts for Payment.
  - b. To ratify grant funding applications for round 3 of the UKSPF Community Grant Programme.
  - c. To confirm removal of signatory from bank mandates.
17. **RISKS.** To consider any new risks affecting the Council and actions required.

18. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
19. **FUTURE MEETINGS.** Full Council – Monday 1 July 2024 at 7:15pm at the Parish Office Meeting Room.
20. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding 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.
21. **RECRUITMENT.** To receive update and note appointment of Assistant Clerk and Administration Officer.

Pembury Parish Council (PPC) strongly objects for the following reasons:

- **Location PNP P1 – Location of Development**

Pembury Neighbourhood Plan (PNP) P1 has not been met. Policy PNP P1 states: 'Development in the countryside, beyond the Limits to Built Development, will be strictly controlled in the interests of conserving the nationally important landscape of the High Weald AONB and its setting and will only be supported where:

- i) the proposal is necessary to meet a demonstrable agricultural or forestry need or needs of other activities which require a rural location, in accordance with national planning practice guidance; or
- ii) it relates to necessary utilities infrastructure and where no reasonable alternative location is available; or
- iii) the proposal is a "rural exceptions scheme" to provide social housing tailored to meet local needs in the parish, supported by appropriate evidence, in accordance with Policy P2 (Meeting Local Housing Needs) of the Neighbourhood Plan, and managed in perpetuity by a social housing provider in accordance with Core Policy 6 of the adopted Core Strategy or in any successor policy; or
- iv) it relates to limited infilling or the partial or complete redevelopment of previously developed land so long as it meets the criteria set out in paragraphs 149(g) and 177 of the NPPF; or
- iv) the proposal brings redundant or vacant agricultural/farm buildings into use or historic buildings of heritage value back into viable use consistent with their conservation.
- v) the proposal brings redundant or vacant agricultural/farm buildings into use or historic building of heritage value back into viable use consistent with their conservation'.

The development does not come within the special circumstances of the policy.

- **Housing Mix PNP P2 – Meeting Local Housing Needs**

PNP Policy P2 states: Other than in development designed to meet an identified specialist housing need, the mix of housing sizes, types, tenures and affordability in proposed development should, in so far as is reasonably practicable and subject to viability, assist in meeting needs identified in the most recently available Pembury Local Housing Needs Assessment.

The planning application is submitted as Use Class 2 covering residential care institutions. PPC is concerned that the proposed assisted living scheme allowing the carer and the person receiving the care to share the proposed accommodation falls under the category of "dwelling houses" thereby requiring a possible material change of use to Class 3. If the 'extra care housing' is considered as Use Class 3 the developer should be required to either include an amount of affordable housing in the scheme or make some financial contribution to the local authority.

- **Scale & Design PNP P3 – Character of Development**

PNP Policy P3 states: Development proposals should incorporate a high quality of design which responds and integrates well with its surroundings, meets the changing needs of residents and minimises the impact on the natural environment of the High Weald AONB. The scale, character and siting of the proposal should respect the landscape and its features, valued views into and out of the settlement, the local streetscape, heritage assets and should follow the Pembury Design Guidance and Codes, adopted as part of the PNP. It should therefore blend in with surrounding buildings in terms of scale, height, form and massing. It should reflect the variety of architectural styles found locally, using materials that are in keeping with those used in existing buildings in the immediate locality. The existing Care Home on site does this but the proposed site is significantly greater in scale. Innovation in design will be supported where this demonstrably enhances the quality of the built form in a local character area.

PPC question why no Environmental Impact Assessment is required.

National Highways mentions PAS 2080 in its comments regarding the application. This is the leading standard for carbon management solutions in buildings and infrastructure development. The development needs to follow PAS 2080 guidelines which promotes the use of low carbon materials and products, innovative design solutions and construction methods to minimise resource consumption. If the local planning authority are minded to approve the application planning conditions should ensure the developer adopts this 'carbon management in infrastructure policy' to facilitate effective carbon management of the development.

- **Pembury Design Guidance and Codes**

PPC notes that Kent County Council (KCC) is questioning the Trip Generation assessment and asks that this is revisited.

Parking spaces do not match the number of beds/staff/visitors. If the size of the proposed development is reduced to meet the parking provided, e.g. 48 2-bedroom suites instead of 69 and the whole development was reduced by one floor, this would be more in keeping with surrounding dwellings. The proposal would result in the overall footprint and size of the building being increased considerably and in our view is an over-development of this rural site.

Further information is needed regarding other proposed facilities in addition to the proposed assisted living units. Would, for example, the hydrotherapy pool and gym facilities be open to Pembury residents?

- The use of Aluminium Standing Seam Cladding does not accord with Design Guidelines for Pembury or the High Weald. Its appearance is seen as institutional rather than homely.
- Proposed Colour of Bricks – the proposed colour is too light in comparison with the majority of 'red brick' houses in Pembury. Para 3.6.11 of the Guidance states: "In new developments, locally sourced bricks or bricks that match the buildings in the surrounding area would be the most appropriate. Particular attention should be given to the bonding pattern, size, colour and texture of bricks. A useful source of information for relevant materials and approaches is the High Weald Design Code.

This section includes examples of architectural details and building materials that contribute to the local vernacular of Pembury and which could be used to inform future development”.

It is unclear whether the proposed development complies with this.

- Height. The height of the building being 3 storeys, in part, is out of keeping with the adjoining 2 storey dwellings in this area of Pembury. Although there are to be green roofs and green walls on part of the building, it is nonetheless of an industrial size. It has the appearance of an institutional building rather than a home where 69 residents (or potentially up to 138 to include partners/live-in carers) are going to live.
- **Access and Traffic impact PNP P13 – Improving Walking, Cycling and Equestrian Opportunities.**

PNP Policy 13 states: A. To ensure that residents can access social, community, public transport, the school, retail and other important facilities in Pembury and in neighbouring settlements in a sustainable and safe way, all new major residential developments should ensure safe pedestrian, and where possible, cycle access to link up with the existing footpath and cycleway network and public transport network. B. The provision of new, or the enhancement of existing, cycle and pedestrian routes that are, where feasible, physically separated from vehicular traffic and from one another will be strongly supported. Such routes should be of permeable material and ensure that access by disabled users of mobility scooters is secured.

There is insufficient detail about pedestrians safely accessing the site. There are obvious limitations due to the width of Cornford Lane and lack of facilities along there. There are no proposals investigating whether a protected path could be created to provide a safe pedestrian access. A feasibility study needs to be carried out and consideration should be given to a safe pathway to Tesco.

- **Biodiversity Net Gain (BNG) PNP Policy P8. Green and Blue Infrastructure and delivering Biodiversity Net Gain.**

PNP Policy P8 states: A. Where it is appropriate to the type of development being considered, proposals should be designed to create, conserve, enhance and manage green spaces and connect chains of green infrastructure, as identified on the Policies Maps, with the aim of delivering a measurable net environmental benefit for local people and wildlife. Proposals must demonstrate how negative impacts would be minimised and biodiversity net gain achieved.

B. The appraisal should demonstrate that where significant harm cannot be avoided, proposed development and other changes should adequately mitigate or, as a last resort, compensate for the harm. The appraisal must demonstrate a measurable biodiversity net gain of at least 10% by utilising the Defra biodiversity metric (or as amended). Where this is not demonstrated, permission for planning or for change should be refused unless material planning considerations indicate otherwise.

C. Proposals that seek to improve the connectivity between wildlife areas and green spaces will be encouraged to enhance the green infrastructure of the neighbourhood area. Proposals that support the enhancement and management of

the identified Biodiversity Opportunity areas will be supported. Conversely, proposals which threaten to damage such connectivity will be strongly resisted.

D. The planting of additional native species trees and/or continuous hedgerows to provide wildlife corridors, to offset the effects of air pollution, to assist in absorbing surface water and to provide cooling and shelter for people as well as a habitat for wildlife will be supported.

A BNG of 10% has not been demonstrated within the submission.

- **Highways**

Cornford Lane is a fast, dangerous and narrow road with limited pavement. The road and junction needs to be improved as part of developer contributions, notably in the context of this being the main access into the site and number of cars likely to be using the site having increased significantly from the original proposal.

- **Trees.**

As the plans show that some trees are to be removed, we request that the TWBC tree officer investigates this further. No development should commence until details of tree protection have been submitted and approved in writing by the Local Planning Authority. All trees to be retained should be protected by barriers.

Existing trees backing on to Cornford Park should be retained.

The plans show that the building is proposed to be very close to an oak tree at the rear of 12 Cornford Park. This needs to be re-assessed as this would have a serious impact on the root system.

**If TWBC are minded to approve this application, PPC will request that it is 'called in'.**

If approval is likely, the following Conditions should be considered:

- **Lighting PNP P12 – Dark Skies**

PNP Policy P12 states: Proposals, for development will be supported where it is demonstrated that, if external lighting is required, it protects the night sky from light pollution.

Lighting would need to accord with requirements of PNP Policy P12 (Dark Skies) which is not currently referenced, especially as the building proposal is in the National Landscape and fronting onto residential properties. Policy P12 recommends being guided by the Institution of Lighting Professionals (ILP) Guidance Note GN01: The Reduction of Obtrusive Light.

There would need to be a balance between sufficient lighting for operational, safety or security reasons and the Dark Skies policy.

- **Green Infrastructure PNP P3, P8 and P10**

PNP Policy P10 states: Development proposals should maintain, enhance the natural environment, landscape features and the rural character and setting of the neighbourhood area. Where possible, development proposal should seek to incorporate natural features typical of the parish, for instance ponds, fruit trees, orchards, verges and trees.

Could a pond be incorporated into the site?

Additional tree planting should be considered. The Design Guidance recommends optimising green infrastructure through developments.

- **Infrastructure PNP P5 – Sewerage and Drainage Infrastructure**

PNP Policy P5 states: A. The net increase in wastewater generation and the impact on the local sewerage and drainage network must be carefully considered in any new development proposal. Development will be supported where it is demonstrated that its surface water drainage will not add to existing site runoff, enter the foul-combined sewer network, or cause any adverse impact to neighbouring properties and the surrounding environment.

Clarification is needed on the water pumping station. This needs to be 15m from the nearest dwelling/habitable room including those in Cornford Park. Access for large vehicles needs to be taken into account for service and maintenance.

B. Planning proposals will not be supported unless there is sufficient capacity in the local sewerage system and that any new connections will not increase the risk of system back up/flooding or cause any adverse impact to the neighbourhood area environment.

C. All development proposals are encouraged to incorporate Sustainable Drainage Systems (SuDS), as set out in the Pembury Design Guidance and Codes, with runoff rates no greater than greenfield sites. Design should be tailored to the landscape character of the High Weald AONB and, where possible, contribute towards the landscaping and biodiversity of the development and with provision made for future maintenance. The hierarchy of discharge option preference is:

- i) Soakaway or other infiltration system;
- ii) Discharge into a watercourse;
- iii) Discharge to surface water sewer;
- i) Discharge to combined sewer.

D. Proposals which allow surface water drainage into the combined sewer system will not be supported unless the developer can robustly demonstrate that the proposal is unable to make provision for surface water drainage to ground, watercourses or surface water sewers.

All drainage and sewerage needs to be adequately agreed prior to construction commencing.

- PPC supports National Highways recommendation that a robust construction traffic management plan is put in place prior to commencement of the proposal.
- If planning permission is granted, the proposed medical support is currently to be split between three GP surgeries – none of which has extra capacity. A new GP practice is needed.
- **Community Space PNP P15 - Improving opportunities for community and cultural facilities, sport and recreation.**  
Provision for a community space has been included within the application comprising a room in the basement and provision made for cars in the parking allocation. The application notes that a clearer use for this facility is to be



established once the building is in use. The PNP has highlighted the need for additional youth provision at Policy P15.

Could a Condition be applied to require the applicant to engage with the Parish Council to ascertain the most effective use of this space to address local community needs as per the policy? In addition, if the Hydro pool and gym are to be available to non-residents, this could be a useful addition to facilities in the village.

#### Concerns

PPC has a concern about only using Air Source Heat Pumps and would like further studies done as to how these could work alongside solar panels.

PPC has a concern regarding the classification of C2/C3 and how to protect the usage of units in the future and how this could be enforced in perpetuity.

PPC supports the KCC Flood and Water Management request for revised infodrainage modelling.

PPC has concerns that there is no detail given within the proposal about the construction to reduce thermal bridging on balconies.

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 £57,333.28. 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 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



<b>Accounts for Payment - May 2024</b>			
Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>			
Chq 5075	Pembury Parish Council	Funds for Unity Bank	30,000.00
05/020	Claire Stewart	Locum Deputy Clerk	1,017.13
			<b>31,017.13</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - MAY 2024</b>			
05/021	HMRC	Tax/NI	2,263.76
05/022	Kent Pension Fund	Pensions	2,615.12
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
			<b>15,298.61</b>
<b>DEBIT CARD - APRIL 2024</b>			
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
			<b>188.80</b>

<b>DIRECT DEBITS - APRIL 2024</b>			
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
			<b>2,073.86</b>
<b>CONFIDENTIAL SALARIES - APRIL 2024</b>			
CS 04/01			<b>8,754.88</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>57,333.28</b>
<b>Internal Payments - May 2024</b>			
Chq 5076	Pembury Parish Council	Funds for Unity Bank Account	£ 30,000.00
<b>TOTAL INTERNAL PAYMENTS</b>			<b>£ 30,000.00</b>



**Councillors Present:**

Cllr K Brooks (Chair)

Cllr G Hall

Cllr M Barrett

Cllr J Webster

**Apologies:**

Cllr D Reilly

**Officers Present:**

H Munro (Clerk)

C Stewart (Locum Deputy Clerk)

24/33. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Reilly, and it was **RESOLVED** that the reason be accepted.

24/34. **DECLARATIONS OF INTEREST.** There were none.

24/35. **MINUTES.** It was **RESOLVED** that the minutes of the 22 April 2024 be approved and were signed by the Chair as an accurate record.

24/36. **CHAIR'S ANNOUNCEMENTS.** The Chair announced the following:

The planning application 23/03419/FULL relating to Cornford Court had been approved at the Tunbridge Wells Borough Council (TWBC) Planning Committee meeting despite strenuous objections from the Parish Council both at the consultation stage and at the Planning Committee meeting. Three Parish Councillors had attended to make representations.

It was agreed to add an item to the next Full Council agenda to discuss how best the elected Borough Councillors might represent the interests of Pembury when their wards now comprised three very disparate communities with different and possibly conflicting interests.

24/37. **OPEN SESSION.** No-one was present.

24/38. **CLERK'S REPORT.** The following report was noted:

- a. Another 30-mph banner is still awaited from KCC Highway Services.
- b. The query relating to the streetlight maintenance contract is still outstanding as the contractor is currently unavailable.

24/39. **PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

- a. **24/00874/FULL** **15 Knights Ridge**  
Two storey front extension

No objection. The solar panels included in the application were strongly supported and were in line with the Pembury Neighbourhood Plan.

24/40. **OTHER APPLICATIONS.** There were none.

24/41. **LATE PLANNING APPLICATIONS.** The following was noted:

a. **24/00472/FULL** **1 Horse Pasture Cottages,  
Maidstone Road**

Single storey rear extension.

The Parish Council had not objected to the original application and this amendment was to avoid constructing part of the building over a Southern Water sewer. TWBC had approved the application prior to this meeting.

24/42. **OTHER LATE APPLICATIONS.** There were none.

24/43. **DECISIONS.** The following decisions were noted:

- a. **24/00884/TCA** **1 High Street**  
Trees in Conservation Area Notification - NORWAY MAPLE (T1 & T2) - Minor tip reduction of western canopies of trees where limbs significantly overhang the boundary and roof of 3 High Street. Maximum reduction of limbs will be 1.5 metres and up to historic pruning points  
NO OBJECTION  
RAISED
- b. **24/00635/TCA** **Postillions, 2 Hastings Road**  
BEECH (A) - Removal of branches growing over garage and into lawn in front of Church; SWEET CHESTNUT (B) - Removal of one branch growing across garden; HORSE CHESTNUT (C) - Removal of 3 branches growing over garden; 2 FLOWERING CHERRIES (D) - Removal of lower branches  
NO OBJECTION  
RAISED
- c. **24/00558/FULL** **30 Henwoods Mount**  
Single-storey extension  
GRANTED
- d. **24/00447/FULL** **Howfield Farm, Chalket Lane**  
Variation of Condition 2 of 23/01267/FULL - Alteration to approved drawings to replace rooflights with dormer windows on west elevation  
GRANTED
- e. **24/00248/FULL** **7 The Forstal**

Demolition of garage and erection of single storey side and rear extension and enlarged dormer GRANTED

- f. **24/00375/TCA** Village Green, High Street  
OAK (0323) - Raise low canopy to 3m NO OBJECTION  
RAISED
- g. **24/00271/FULL** **23 Cornford Park**  
Conversion of existing detached garage to annexe GRANTED
- h. **24/00797/FULL** **5a Lower Green Road**  
Addition of 30 inch trellis to existing 190cm close boarded fence. GRANTED
- I. **24/00431/FULL** **Downingbury Farm**  
Conversion of cold store and stables into 2no. dwellings with associated parking and landscaping GRANTED
- I. **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 GRANTED

24/44. **LOCAL PLAN.** It was confirmed that Capel Parish Council will make representations at all four days of the Stage 3 Local Plan hearings before the Planning Inspector. Brenchley and Matfield Parish Council will make representation on the days relating to Matter 4 and Matter 7 ((Paddock Wood Strategy and Highways Infrastructure respectively).

Possible representation at the hearings were discussed. It was agreed that the Locum Deputy Clerk would summarise issues relevant to Pembury Parish. It was **RESOLVED** to add an agenda item to agree a response for the Local Plan on to the next Full Council agenda.

24/45. **REQUESTS FROM RESIDENTS.** Requests for yellow lines at a number of locations from residents were discussed. It was agreed that the Locum Deputy Clerk would draft a summary of the process to obtain these. Requirements for yellow lines would be included in the Highway Improvement Plan (HIP) and would be emphasised in requests for S106 developer contributions relating to highways on future developments. The HIP would be reviewed at the next Committee meeting.

24/46. **ENFORCEMENT.** The updated Enforcement log was noted. It was **RESOLVED** that a response should be submitted to the Planning Inspectorate regarding the additional appeal regarding the land at Redwings Lane with the same wording as the other appeal submissions for the same site. It was **RESOLVED** that a neighbouring resident be invited to speak at the next Committee meeting.

In the event of additional appeals for the same site in the immediate future it was **RESOLVED** that the same response would be submitted on condition that the applications were not substantially different.

24/47. **RISKS.** There was nothing further discussed.

24/48. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

24/49. **MEETING DATES.** 17 June 2024 in the Parish meeting room. The start time of future meetings to be agreed at the next Full Council meeting.

24/50. **CLOSED SESSION.** Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the public and the press from the meeting at 4:28pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

24/51. **NOTIFICATION OF INTENTION TO APPLY FOR PLANNING PERMISSION.** The details were noted.

There being no other business, the meeting closed at 16:30.

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

**Report to:** Full Council  
**Date of meeting:** 3 June 2024  
**By:** Clerk  
**Subject:** Clerk's Report

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**Decision/s Required:** To note update.

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**Update on outstanding actions from previous meetings not elsewhere on the agenda**

**1. Football Goals for Informal Play at Lower Green Recreation Gound**

Further research is being undertaken.

**2. Litterpick**

The next Litterpick is scheduled on Saturday 15 June.

**Items to note**

**3. Vandalism / Damage**

Graffiti was sprayed around the village on the bank holiday weekend. This included the perimeter wall and goals in the Multi Games Use Area.

**4. Other / Urgent actions taken**

Nothing to report.



Mrs H Munro  
Pembury Parish Council  
Lower Green Recreation Ground  
Lower Green Road  
Pembury  
Kent  
TN2 4DZ

24<sup>th</sup> May 2024

Dear Helen

**Re: Pembury Parish Council**  
**Internal Audit Year Ended 31 March 2024 – Year-End Audit report**

**Executive summary**

Following completion of our year-end internal audit on 24<sup>th</sup> May 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit report issued following our interim audit on 29<sup>th</sup> November 2023. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Pembury Parish Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.



Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### Independence and competence

Your audit was conducted by Tracey Euesden of Mulberry LAS Ltd, who has over 30 years' experience in the financial sector with the last 15 years in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

### Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

### Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website [www.pemburyparishcouncil.gov.uk](http://www.pemburyparishcouncil.gov.uk)

### Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
	<b>INTERIM AUDIT – POINTS CARRIED FORWARD</b>			3
B	<b>FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS</b>	✓	✓	3
C	<b>RISK MANAGEMENT AND INSURANCE</b>	✓	✓	3
D	<b>BUDGET, PRECEPT AND RESERVES</b>	✓	✓	4
G	<b>PAYROLL</b>	✓	✓	4
H	<b>ASSETS AND INVESTMENTS</b>	✓	✓	4
I	<b>BANK AND CASH</b>	✓	✓	5
J	<b>YEAR END ACCOUNTS</b>		✓	5
K	<b>LIMITED ASSURANCE REVIEW</b>		✓	7
L	<b>PUBLICATION OF INFORMATION</b>		✓	7
M	<b>EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS</b>	✓	✓	7
	<b>ACHIEVEMENT OF CONTROL ASSERTIONS AT FINAL AUDIT DATE</b>		✓	8
	<b>AUDIT POINTS CARRIED FORWARD</b>			9

### Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) <a href="https://ico.org.uk/minutesandagendas.pdf">ico.org.uk/minutesandagendas.pdf</a>	Now being actioned.
<b>I. BANK AND CASH</b>	The council holds two accounts with Nat West, one with Unity Trust and five different savings accounts with Nationwide. At the date of the interim audit, the balances held with Nat West exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it.	Actioned. At the end of March 2024, account balances with all institutions are now below the £85,000 protection limit offered by the FSCS.
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	<b>Advisory Only:</b> Financial Regulation 4.1 The Interim Audit Report states "the council may wish to consider increasing the Clerk's authorisation limit within FR 4.1 to a higher figure based on her experience level."	I note that following the Internal Audit Interim Review, the council has increased the Clerk's authorisation limit to £1,000

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### Internal audit requirement

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### Audit findings

*Check that the council's Finance Regulations are being routinely followed.*

Further to the testing conducted at the interim audit, I checked a sample of invoices and payments made towards the end of the financial year. I was able to confirm amounts processed matched the amounts paid on the bank statements, were consistent with the associated invoice and had been approved in accordance with the council's adopted Financial Regulations.

## C. RISK MANAGEMENT AND INSURANCE

### Internal audit requirement

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."*

The Clerk confirmed that they were not aware of any event having a significant financial impact that was not included in the accounting statements.

## D. BUDGET, PRECEPT AND RESERVES

### Internal audit requirement

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

Comprehensive financial management information is presented to Finance Committee meetings, including updated management accounts, balance sheet, bank statements and invoices for payment lists, providing councillors with sufficient opportunity to scrutinise the council's overall financial position.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 99.6% and total expenditure as 107.2% suggesting that the council budget was set appropriately and has been carefully monitored throughout the year. The council's budget for the financial year 2024/2025 was approved at the parish council meeting on 4<sup>th</sup> December 2023 (Minute reference 23/315 (d)).

At the end of the financial year, the council held circa £57,200 in earmarked reserves (EMR) and circa £72,900 in the general reserve at the end of the financial year. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is outside of the recommended range albeit at the lower end.

**G. PAYROLL****Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

**Audit findings**

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

**H. ASSETS AND INVESTMENTS****Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

**Audit findings**

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

The council has a Public Works Loan Board (PWLB) loan, and I confirmed the year-end balance and in year payments against the PWLB documents.

**I. BANK AND CASH****Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Audit findings**

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

The Council holds accounts with Nationwide, Nat West Bank and Unity and benefits from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

## J. YEAR END ACCOUNTS

### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### **Audit findings**

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

### **Section 1 – Annual Governance Statement**

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.

7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

### **Section 2 – Accounting Statements**

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	138,756	143,951	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	243,624	247,504	Figure confirmed to central precept record
3	Total other receipts	48,715	54,487	Agrees to underlying accounting records
4	Staff costs	159,977	172,760	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	4,119	4,119	Confirmed to PWLB documents
6	All other payments	123,048	148,039	Agrees to underlying accounting records
7	Balances carried forward	143,951	121,024	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	155,556	130,159	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	1,387,744	1,375,904	Matches asset register total and changes from previous year have been traced
10	Total borrowings	16,262	12,977	Confirmed to PWLB documents
11a	Disclosure note re Trust Funds (including charitable)	NO	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

#### **Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, payments in advance and receipts in advance. Amounts for each of these are similar to those for the previous year and appropriate for a council of this size and financial activity level.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

## K. LIMITED ASSURANCE REVIEW

### Internal audit requirement

*IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*

### Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

## L: PUBLICATION OF INFORMATION

### Internal audit requirement

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

### Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

### Internal audit requirement

*The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

### Audit findings

Inspection – key dates	2022/23 Actual	2023/24 Proposed
Date AGAR signed by council	06/06/2023	03/06/2024
Date inspection notice issued	09/06/2023	04/06/24
Inspection period begins	12/06/2023	05/06/24
Inspection period ends	21/07/2023	16/07/24
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

#### Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely

*TJ Euesden*

**Tracey Euesden**

**Mulberry Local Authority Services Ltd**

**Year-End Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>



**Report to:** Full Council  
**Date:** 3 June 2024  
**By:** Helen Munro – Clerk & RFO  
**Subject:** Explanation of Annual Governance Statements 2022-23

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**Decision/s Required:** **To approve the Annual Governance Statements 2023-24**

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**1. Introduction**

The Accounts and Audit Regulations 2015 require smaller authorities, each year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

The purpose of the annual governance statement is for the Parish Council to report publicly on its arrangements for ensuring that that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. Parish Councils prepare their annual governance statement by completing section one of the annual return. This is in the form of a number of statements which require a 'yes' or 'no' answer. The appropriate evidence needs to be shown to the internal auditor to qualify for a 'yes' answer. If a 'yes' answer cannot be provided, then an explanation needs to be provided for the external auditor.

A list of the annual governance statements is shown in the table below. Against each item there are details of the relevant evidence required to demonstrate how the Parish Council have been able to answer each one with a 'yes'.

**2. Statement**

**a.** We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

**Evidence**

- Budget – prepared and adopted 4 December 2023. Minute reference 23/315.
- Appoint a RFO in accordance with Section 151 of the LGA 1972. The Clerk is appointed as RFO.
- Accounts – RFO has maintained accounts showing all transactions against the budget and distributes these quarterly. Finance & HR Committee review the accounts in detail then recommend them to Full Council.

- Payments appended to minutes of each Full Council meeting.
  - Bank reconciliations – prepared monthly and checked by a member of the FHR Committee. Bank reconciliations and bank statements reviewed quarterly at each FHR Committee meeting and recommended to Full Council.
  - Investments – be satisfied that any amounts surplus to requirements are invested appropriately. FHR Committee recommended/ FC approved opening a savings account with Unity Bank in May 2024 minute ref 24/024c.
- b.** We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
- Standing Orders and Financial Regulations in place and reviewed annually. Last reviewed on 13 May 2024, minute reference 24/011 and 24/012.
  - Safe and efficient arrangements to safeguard public money – two signature online authorisation in place with Unity Trust Banking. The Clerk/RFO can only view and set up transactions and is not an authorised signatory.
  - Employment – Sage payroll utilised for calculation of NI and tax payments. Payments to staff and HMRC audited by Chair of FHR Committee prior to setting up payments.
  - VAT – reclaimed quarterly.
  - Review of effectiveness – Regulation 6 of the Accounts and Audit Regulations 2015 requires a review of the system of internal control. Report prepared annually for Full Council by the RFO. Approved by FC on 5 February 2024 minute ref: 23/437i.
- c.** We took all reasonable steps to assure ourselves that that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that have significant financial effect on the liability of
- Acting within its powers – we are satisfied that each payment and action have been lawful.
  - Pembury Parish Council has the General Power of Competence (GPC). GPC was adopted on 15 May 2023 minute ref: 23/015.

this smaller authority to conduct its business or finance

- d.** We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
- Exercise of Public Rights - The RFO/Clerk publicised on a noticeboard and on the website sections 1 and 2 of the AGAR and notice explaining that the accounts are unaudited with a statement setting out the details of how public rights can be exercised in accordance with sections 26 and 27 of the Local Audit and Accountability Act 2014. The period for the exercise of public rights was noted at the Full Council meeting on 5 June 2023 minute ref: 23/067e.
  - External Auditor's Review - The RFO/Clerk publicised on a noticeboard and on the website a notice of the conclusion of the external auditor's limited assurance review of the annual return together with the accompanying documents in accordance with Regulation 16 of the Accounts and Audit Regulations 2015. This was noted at the Full Council meeting on 2 October 2023 minute ref: 23/216.
- e.** We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required
- The Clerk/RFO prepares a comprehensive risk assessment which is reviewed annually by Full Council. Risk Register adopted 13 May 2024 minute reference 24/024a.
  - Insurance requirements reviewed annually in line with risk assessment and asset register. Asset Register reviewed 13 May 2024 minute reference 24/015.
- f.** We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- Internal Audit - Clerk/RFO creates a policy/document on internal control annually for review by the FHR Committee and adoption by Full Council. Last approved at the Full Council meeting on 5 February 2024 minute ref: 23/437i.
  - The FHR Committee review the budget monitoring reports in detail. Members of the committee check bank reconciliations on a monthly basis.

- A checklist to accompany the Financial Regulations has been created to ensure all procedures are followed.
- g.** We took appropriate action on all matters raised in reports from internal and external audit
- h.** We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

- AGAR 2022/23 – no issues raised by the external auditor. Noted at meeting on 2 October 2023, minute reference 23/216.
- Report from internal auditor considered by FHR Committee and noted by Full Council.
- Legal costs from 2023/24 were accrued.
- An earmarked reserve includes an item for Legal fees if required.

**3. Recommendation**

Approve the Annual Governance Statements.

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Pembury Parish Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.pemburyparishcouncil.gov.uk](http://www.pemburyparishcouncil.gov.uk) / AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

### Pembury Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward	138,756	143,951	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2.</b> (+) Precept or Rates and Levies	243,624	247,504	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	48,715	54,487	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	159,977	172,760	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	4,119	4,119	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	123,048	148,039	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	143,951	121,024	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	155,556	130,159	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	1,387,744	1,375,904	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10.</b> Total borrowings	16,262	12,977	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Local Council name: PEMBURY PARISH COUNCIL**

**Notice of appointment of date for the exercise of public rights**

**Accounts for the year ended 31<sup>st</sup> March 2024**

**Local Audit and Accountability Act 2014 and  
The Accounts and Audit (England) Regulations 2015 (SI 234)**

<b>NOTICE</b>	<b>NOTES</b>
<p>1 Date of announcement: 4 June 2024 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Helen Munro – Clerk &amp; RFO By appointment Only</p> <p><a href="mailto:Clerk@pemburyparishcouncil.gov.uk">Clerk@pemburyparishcouncil.gov.uk</a> or 01892-823193</p> <p>commencing on (c) Wednesday 5 June 2024</p> <p>and ending on (d) Tuesday 16 July 2024</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounts; and</li><li>• The right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li></ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor’s limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office’ Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF</p> <p>Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by</p> <p>(e) Helen Munro – Clerk &amp; RFO</p>	<p>(a) Insert date of placing of the notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July</p> <p>(e) Insert name and position of person placing the notice.</p>

## Councils' Accounts: A Summary of Public Rights

### The basic position

By law any interested person has the right to inspect a council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) have additional rights to ask the appointed auditor questions about the Council's accounts or object to an item of account contained within them.

### The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given the Council reasonable notice of your intentions, you then have 30 working days to look through the accounting statements in the Annual Return and any supporting documents. By arrangement, you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

### The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your questions must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the Council has done, or an item in its accounts, is lawful or reasonable.

### The right to object to the accounts

If you think that the council has spent money that it should not have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can request the auditor to apply to the courts for a declaration that an item of account is contrary to law. You do this by sending a formal '*notice of objection*' to the auditor at the address below. **The notice must be in writing and copied to the council.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the Council or tell the public about in a '*public interest report*'. You must follow the same procedure as outlined in the previous paragraph. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for his/her decision and you cannot appeal to the courts. More information is available on the National Audit Office website (see contact details below).

You may not use this '*right to object*' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to approach the Standards Committee of your local principal authority if you believe that a member of the council has broken the Code of Conduct for Members.



## What else you can do

Instead of objecting, you can give the auditor information that is relevant to his/her responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the Council runs its services. You should make it clear that you are providing information rather than making a formal objection. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of any subsequent investigation, but will usually tell you the outcome.

## A final word

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. The auditor will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

## Who should you contact?

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – a guide to your rights are available by calling the National Audit Office on 020 7798 7000 or downloading from the website <a href="https://www.nao.org.uk/">https://www.nao.org.uk/</a>	If you wish to contact your Council's appointed external auditor please write to:  Cameron Waddell, Partner, Mazars LLP, <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a>
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## Contacts

### Limited Assurance Admin Team

Judith Hunter

Elaine Nicholson

Karen Hampshire

Robert Wyllie

Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Tel: +44 (0)191 383 6348

Mazars is an internationally integrated partnership, specialising in audit, accountancy, advisory, tax and legal services\*. Operating in over 90 countries and territories around the world, we draw on the expertise of 40,400 professionals – 24,400 in Mazars' integrated partnership and 16,000 via the Mazars North America Alliance – to assist clients of all sizes at every stage in their development.

\*where permitted under applicable country laws.

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**Accounts for Payment - June 2024**

Our Ref:	Payee	Description	Total £
<b>ACCOUNTS FOR PAYMENT BY BACS - JUNE 2024</b>			
06/035	HMRC	Tax/NI	2,303.36
06/036	Kent Pension Fund	Pensions	2,325.26
06/037	PPL/PRS	Licence for Pembury in the Park	49.15
06/038	The Living Forest	Tree works (phase 2)	6,569.40
06/039	Edge IT	Cemetery software - annual licence	296.40
06/040	GDPR-info	DPO service 2024/25	350.00
06/041	Southborough Town Council	Training - Cllr Simmons	36.00
			<b>11,929.57</b>
<b>DEBIT CARD -MAY 2024</b>			
DC05/10	SJ Osborne	Padlock for allotment gate	93.77
			<b>93.77</b>
<b>DIRECT DEBITS - May 2024</b>			
DD 05/017	SSE	Unmetered Supply	175.21
DD 05/018	Wex	Fuel Charges	80.26
DD 05/019	NEST	Pension Contributions	88.42
DD 05/020	Wex	Fuel Charges	56.32
DD 05/021	TWBC	Business Rates Cemetery	54.00
DD 05/022	TWBC	Business Rates Office & Depot	991.00
DD 05/023	BT	Telephone & Broadband	88.56
DD 05/024	KCC	Photocopier charges	29.64
DD 05/025	Castle Water	Water - Woodside	10.14
DD 05/026	Castle Water	Water - Lower Green Cemetery	7.28
DD 05/027	Castle Water	Water - Lower Green Rec	21.47
DD 05/028	Castle Water	Water - Pembury Burial Grounds	8.44
DD 05/029	Wex	Fuel Charges	87.75
DD 05/030	Sage	Payroll support	15.60
DD 05/031	Castle Water	Water - allotments	6.06
DD 05/032	SSE	Office & Depot electricity	245.95
DD 05/033	Veolia	Waste charges	131.84
DD 05/034	O2	Mobile phone charges	110.47
DD 05/035	Wex	Fuel Charges	91.14
			<b>2,299.55</b>
<b>CONFIDENTIAL SALARIES -MAY 2024</b>			
CS 05/02			<b>7,879.93</b>
<b>TOTAL EXTERNAL PAYMENTS</b>			<b>22,202.82</b>