

Minutes of the **FULL COUNCIL** meeting held at Parish Office, Lower Green Recreation Ground on Monday **3 June 2024** at 7.15pm.



Councillors Present:

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

Officers Present:

H Munro (Clerk)

Others present:

1 Member of the Public

24/052. **APOLOGIES FOR ABSENCE.** There were none.

24/053. **DECLARATIONS OF INTEREST.** There were none.

24/054. **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed the two new councillors, Cllrs Gillan and Simmons to the meeting. She also reminded councillors about the forthcoming litter pick.

24/055. **OPEN SESSION.** A resident spoke about the Cornford Court application discussed at item 24/057. The resident was thanked for his work on the application.

24/056. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.**

- Apologies were received from County Cllr Barrington-King and Borough Councillors Hayward and Patterson.
- Cllr Birch reported that Pembury Primary School are raising money for a new library.
- Cllr Patterson submitted a written report in his absence which was noted.

24/057. **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. The decision of Tunbridge Wells Borough Council to approve the planning application despite significant objections was noted.

- b. Further actions, up to and including a Judicial Review, were considered. After much discussion, it was **RESOLVED** that Cllrs Hall, Reilly and Stratton write a response to the Chief Executive and Head of Planning at Tunbridge Wells Borough Council (TWBC) to share the significant concerns about the decision-making process and the decision itself.

Cllr Hall *left the meeting at 7:49pm and the resident left the meeting at 8:05pm.*

- 24/058. **MEETING WITH BOROUGH COUNCILLORS.** It was **RESOLVED** that a meeting would be arranged with newly elected Borough Councillors to discuss expectations and future working how the relationship would work in future. All Parish Councillors would be invited to attend.
- 24/059. **LOCAL PLAN.** An update for the Tunbridge Wells Draft Local Plan hearings was noted. It was **RESOLVED** to liaise with Brenchley and Matfield Parish Council to take account of their views on the changes to the Kippings Cross roundabout. It was **RESOLVED** that Cllr Reilly draft a response to be submitted to the Planning Inspector before the deadline of 28 June 2024.
- 24/060. **MINUTES.** It was **RESOLVED** that the minutes of 13 May 2024 be approved and were signed by the Chair as an accurate record.
- 24/061. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following meetings. Updates were noted.
- a. Planning & Highways Committee – 20 May 2024
- 24/062. **CLERK’S REPORT.** The following report was noted:
- a. Football Goals for Informal Play at Lower Green Recreation Gound
Further research is being undertaken for discussion at the next Open Spaces Committee meeting.
- b. Litterpick
The next Litterpick is scheduled on Saturday 15 June from 10:30.
- c. Vandalism
Graffiti was sprayed around the village and Lower Green Recreation Ground on the bank holiday weekend. It has not been possible to remove the graffiti despite several attempts. A quote for specialist removal will be sought. If this is not successful, consideration of painting the wall to be discussed.
- 24/063. **EXTERNAL BODIES.** There were none.
- 24/064. **COMMITTEE VICE-CHAIR.** It was **RESOLVED** to appoint Cllr Gillan as Vice-Chair of the Open Spaces Committee.

24/065. **COMMITTEE MEETINGS.** Consideration of changing the start time of Committee meetings was discussed. It was **RESOLVED** that only the Planning & Highways Committee would change their start time to 7pm from the July 2024 meeting. All other Committee meeting start times would not change.

24/066. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2023/24.**

- a. The Annual Internal Audit Report was noted. There were no items of concern.
- b. The Annual Governance Statement for 2023/24 was reviewed. It was **RESOLVED** that it be approved and was duly signed.
- c. The Accounting Statements for 2023/24 were reviewed. It was **RESOLVED** that they be approved and were duly signed.
- d. It was **RESOLVED** that the dates for the exercise of public rights from 5 June 2024 to 16 July 2024 be noted.

24/067. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the accounts for payment for June 2024 for £24,428.25. 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 ratify grant funding applications for Round 3 of the UKSPF Community Grant Programme to refurbish the War Memorial paving and provide additional notice board around the village.
- c. It was **RESOLVED** to approve the removal of the previous Deputy Clerk, Yvette Allen, from the bank mandate of all bank accounts.

24/068. **RISKS.** There were none.

24/069. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** A query about how many trees would be provided by TWBC for Pembury was raised. Cllr Birch agreed to find out more details.

The Climate and Environmental Working Group wanted to consider making a wildflower meadow at Coronation Gardens. This would be added to the next open Spaces Committee agenda for discussion.

- 24/070. **FUTURE MEETINGS.** The date of the next Full Council meeting would be held on Monday 1 July 2024 at 7.15pm at the Parish Office.
- 24/071. **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 8:55pm.
- 24/072. **RECRUITMENT.** The appointment of the new Assistant Clerk and Administration Officer was noted.

There being no other business, the meeting closed at 8:59pm.

Signed: _____ Date: _____
Chair

Accounts for Payment - June 2024			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT BY BACS - June 2024			
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
06/042	Mulberry & Co	Final Internal audit	246.78
06/043	Claire Stewart	Locum Deputy Clerk	679.25
06/044	One Ten Electrical	Electrical work to move printer in office	318.18
06/045	Heliocentrix	IT May 2024	263.08
06/046	Wise Stonecraft	Gravedigging	400.00
06/047	Tivoli	Dog bin empties	318.14
			14,155.00
DEBIT CARD - May 2024			
DC05/10	SJ Osborne	Padlock for allotment gate	93.77
			93.77
DIRECT DEBITS - May 2024			
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
			2,299.55

CONFIDENTIAL SALARIES - May 2024			
CS 05/02			7,879.93
TOTAL EXTERNAL PAYMENTS			24,428.25
Internal Payments - May 2024			
Chq 5077	Pembury Parish Council	Funds for Unity Bank Account	£ 30,000.00
TOTAL INTERNAL PAYMENTS			£ 30,000.00