

Minutes of the **FULL COUNCIL** meeting held at Parish Office, Lower Green Recreation Ground on Monday **2 June 2025** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr P Gillan
Cllr N Stratton (Vice- Chair)	Cllr C Snow
Cllr A Birch	Cllr M Weaver
Cllr G Hall	

Apologies:

Cllr C Banwell	Cllr P Simmons
Cllr B Hemsley	Cllr L Young

Officers Present:

H Munro (Clerk)

Others Present:

Borough Cllr A Birch	Borough Cllr D Hayward
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25/050. **APOLOGIES FOR ABSENCE.**

- a. Apologies were received from Cllrs Banwell, Hemsley, Simmons and Young. It was **RESOLVED** that the apologies and reasons be accepted.
- b. It was **RESOLVED** that apologies be accepted for Cllr Banwell's 3-month absence.

25/051. **DECLARATIONS OF INTEREST.** Cllr Brooks declared her interest in the councillor co-option, reference 25/062 as she knew the candidate.

25/052. **CHAIR'S ANNOUNCEMENTS.** There were none.

25/053. **OPEN SESSION.** There was no one present.

25/054. **MINUTES.** It was **RESOLVED** that the minutes of 12 May 2025 be approved and were signed by the Chair as an accurate record.

25/055. **CLERK'S REPORT.** The following report was noted:

- a. New Bank Accounts
The application process is underway to open the new HSBC accounts. Internet banking will be applied for once the account is set up.
- b. Twitten Signage
Signs and fixtures are due to be delivered this week. Installation to be scheduled for the following week. No response has been received from Tunbridge Wells Borough Council (TWBC) regarding approval to

install a new fingerpost on their land. Borough Cllr Hayward would assist with communicating further about this matter.

c. Sum Up Settlement

Funds are awaited and expected shortly.

25/056. **REPORTS OF COUNTY & BOROUGH COUNCILLORS’.** Cllrs Patterson and Sefton sent their apologies. Cllr Patterson’s written report was noted. The following points were noted:

- Approval of the Local Plan was expected in September.
- Discussion about a Tunbridge Wells Town Council is ongoing.
- Overgrown hedges from Amberleaze Drive would be reported to Kent County Council (KCC).
- There will be Borough Council elections in 2026.

Cllr Birch entered the meeting at 7:31pm. Cllr Hayward left the meeting at 7:32pm.

25/057. **EXTERNAL BODIES.** There were none.

25/058. **ASSETS IN THE PARISH.** Asset lists had been received from TWBC. The list from KCC was still awaited. It was **RESOLVED** that the Finance and HR Committee would review the sites and report back to Full Council on their findings.

25/059. **ANNUAL PARISH MEETING.**

- a. Details of other local meetings nearby were received, and consideration of new format was discussed. Including a speaker on a topic such as planning would be considered. It was **RESOLVED** to defer any decision about holding the meeting until the end of the year.
- b. Details of items raised at the meeting were noted. It was **RESOLVED** to thank the residents for their comments.

25/060. **WOODSIDE PAVILION.** The extension project was not viable at this time due to the high cost, therefore the Pembury Football Clubs recommended that improvement works were undertaken to the pavilion instead.

A full proposal to be submitted to the July Full Council meeting for approval including whether any funding would be requested from the Parish Council.

25/061. **PEMBURY IN THE PARK.** A verbal report was noted and suggestions for future events made. Volunteers were requested for the event.

25/062. **COUNCILLOR CO-OPTION.**

- a. It was **RESOLVED** to co-opt Lisa Maddison-Brown onto the Parish Council. She would sign the Declaration of Acceptance of Office before the next Full Council meeting.
- b. It was **RESOLVED** to appoint her onto the Planning & Highways and Open Spaces Committees.

25/063. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2024/2025.**

- a. The Annual Internal Audit Report was noted. There were no items of concern.
- b. The Annual Governance Statement for 2024/25 was reviewed. It was **RESOLVED** that it be approved and was duly signed.
- c. The Accounting Statements for 2024/25 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 the 4 June to 15 July 2025 be noted.

25/064. **YOUTH HUB FUNDING.** Consideration of grant funding for youth projects at Pembury Baptist Church were discussed. The Baptist Church Youth Worker would be asked to contact Borough Cllr Birch directly to discuss funding for their projects.

25/065. **COMMUNITY GRANT FUNDING.** The project options were considered and discussed. It was **RESOLVED** that an application for playground shade and picnic benches for approximately £5,000 would be submitted to TWBC. The Pembury Football Clubs would be encouraged to apply for funding towards the Woodside Pavilion Improvements project.

25/066. **FINANCIAL INFORMATION.** It was **RESOLVED** to approve the accounts for payment for June 2025 for £24,973.62 and internal payments of £24,000, which are listed in Appendix 1.

25/067. **RISKS.** There were none.

25/068. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

25/069. **FUTURE MEETINGS.** Full Council – Monday 7 July 2025 at 7:15pm at the Parish Office Meeting Room.

There being no other business, the meeting closed at 8:40.

Signed: _____ Date: _____
Chair

Accounts for Payment - June 2025				
Our Ref:	Payee	Description		Total £
ACCOUNTS FOR PAYMENT BY BACS - June 2025				
06/037	HMRC	Tax/NI		3,176.79
06/038	Kent Pension Fund	Pensions		2,412.08
06/039	The Living Forest	Work to trees at allotments, recreation ground, Old Church, Old Coach Road		1,391.40
06/040	Edge IT Systems	Epitaph cemetery software		306.00
06/041	B&Q	Watering can		6.65
06/042	Kidmans	Grounds maintenance supplies		203.92
06/043	Studio Gilcrest	PVN Printing and artwork		2,122.56
06/044	Mulberry & Co	Final Internal Audit 2024/25		219.78
06/045	Southern Care Maintenance	Replacement Fire extinguisher		223.08
06/046	GDPR-info	Data Protection Officer annual subscription		350.00
06/047	Capel Groundcare	Depot guttering repair		516.44
06/048	Wise Stonecraft	Gravedigging May		500.00
06/049	Maria Mihalceanu	Office cleaning April & May		136.00
				11,564.70
DEBIT CARD - May 2025				
DC 05/05	Cash	Petty Cash top up		100.00
DC 05/06	Earth Anchors	Replacement dog bin at Woodside		207.54
				307.54
DIRECT DEBITS - May 2025				
DD 05/20	Wex	Fuel Charges		98.55
DD 05/21	Wex	Fuel Charges		58.20
DD 05/22	Kent County Supplies	Print copies		34.37
DD 05/23	Tunbridge Wells Borough Council	Business Rates - Cemetery		54.00
DD 05/24	Tunbridge Wells Borough Council	Business Rates - Office & Depot		1,073.00
DD 05/26	BT	Telephone & Broadband		81.89
DD 05/27	British Gas	Electricity Office		101.80
DD 05/28	Castle Water	Water - Allotments (Sturgeons)		17.94
DD 05/29	Wex	Fuel Charges		1.80
DD 05/30	Castle Water	Water - Lower Green Recreation Ground		117.03
DD 05/31	Castle Water	Water - Woodside Playing Fields		11.11
DD 05/32	Castle Water	Water - Allotment (Woodside Road)		11.11
DD 05/33	Castle Water	Water - Lower Green Cemetery		7.64
DD 05/34	Castle Water	Water - Pembury Burial Grounds		17.93
DD 05/35	Sage	Payroll support		18.00
DD 05/36	Wex	Fuel Charges		169.05
DD 05/37	Veolia	Waste Charges		77.11
DD 05/38	Engie Power	Electricity		127.14

DD 05/39	Engie Power	Electricity		116.75
DD 05/40	O2	Mobile phones		134.00
DD 05/41	NEST	Pensions May		308.57
				2,636.99
CONFIDENTIAL SALARIES - May 2025				
CS 05/02	Staff	Payroll		10,464.39
TOTAL EXTERNAL PAYMENTS				24,973.62
Internal Payments - June 2025				
TR 06/02	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	2,000.00
TR 06/03	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	22,000.00
TOTAL INTERNAL PAYMENTS			£	24,000.00