

Minutes of the **FULL COUNCIL** meeting held at the Parish Office, Lower Green Recreation Ground on Monday **7 July 2025** at 7.15pm.



**Councillors Present:**

Cllr K Brooks (Chair)	Cllr L Maddison-Brown
Cllr N Stratton (Vice- Chair)	Cllr C Snow
Cllr P Gillan	Cllr M Weaver
Cllr G Hall	Cllr L Young
Cllr B Hemsley	

**Apologies:**

Cllr C Banwell	Cllr P Simmons
Cllr A Birch	

**Officers Present:**

M Brooker (Assistant Clerk)

**Others Present:**

County Cllr C Sefton  
1 member of the public

- 25/97. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Banwell, Birch and Simmons. It was **RESOLVED** that the apologies and reasons be accepted.
- 25/98. **DECLARATIONS OF INTEREST.** There were none.
- 25/99. **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed Cllr Maddison-Brown to her first Full Council meeting. They mentioned the success of the Pembury in the Park event and thanked all those who helped on the day. The Chair reminded all Councillors of the Fireworks event on 31 October 2025.
- 25/100. **OPEN SESSION.** A resident expressed their concerns regarding the use of Cornford Lane as a rat run for commuters, and the impact this has on the environment, wildlife and the residents.
- 25/101. **MINUTES.** It was **RESOLVED** that the minutes of 2 June 2025 be approved and were signed by the Chair as an accurate record.
- 25/102. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following meetings. Updates were noted.
- a. Planning & Highways Committee – 28 May 2025
  - b. Planning & Highways Committee – 18 June 2025
  - c. Open Spaces Committee – 23 June 2025
- 25/103. **CLERK'S REPORT.** The following report was noted:
- a. New Bank Account

The application process is underway to open the new HSBC accounts and this has been chased.

b. Community Grant Funding.

The application has been submitted and notification is now awaited.

c. Annual Governance & Accountability (AGAR)

The AGAR has been submitted and a response from the external auditor is awaited. This will not be received until September/October.

d. Other

The Tunbridge Wells Clerks now have their own group in the same way as the Chairman's group.

e. Resignation

The Communications Officer has resigned and their last day will be the 3 August.

f. 24/02697/Full- The Meadows, Pastheap Farm, Hastings Road Pembury

The appeal has been dismissed.

- 25/104. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** Cllrs Birch, Hayward and Patterson sent their apologies.

Reports were received and the following noted.

- 'Cornford Lane Traffic Management Options' were on the agenda to be discussed at the Joint Transportations Board meeting on Monday 14 July 2025.

- 25/105. **EXTERNAL BODIES.** A report from on the KALC Parish Chairman's meeting was reported and noted.

- 25/106. **PLANNING CONSULTATION 24/03141/FULL LAND NORTH OF A21, SOUTH & WEST OF HASTINGS ROAD HASTINGS ROAD PEMBURY TUNBRIDGE WELLS KENT.** Changes to the application were considered.

It was **RESOLVED** to consult with a Planning Consultant and delegate the full response to the Clerk in consultation with Cllrs Brooks, Stratton and Hall.

A request to extend the deadline for the Parish Council response to the 31 July 2025 would be made to Tunbridge Wells Borough Council (TWBC).

- 25/107. **GROUNDS MAINTENANCE EQUIPMENT.**

- a. Recommendation for a replacement ride on mower was noted. It was **RESOLVED** to obtain quotes for a brand-new ride on mower, the same specification and brand as the existing mower to be replaced.

- b. It was **RESOLVED** to trade in the existing ride on mower.
- c. It was **RESOLVED** to delegate the review of quotes for the new Ride on Mower to the Finance & HR Committee with a recommendation to go to Full Council.
- d. It was **RESOLVED** to go ahead with the recommendation for payment from earmarked reserves.

25/108. **WOODSIDE PAVILION.** An update on the amended proposal for internal alterations was received and noted.

A request was made for permission to place a shipping container on-site for storage purposes, in order to facilitate the internal alterations. It was **RESOLVED** to approve the use of the shipping container for storage in principle, subject to obtaining planning permission if required.

25/109. **GRANT FUNDING.** Consideration for the West Kent Rural Grant scheme was discussed. It was **RESOLVED** not to progress with an application for the grant.

25/110. **KENT PENSION FUND.** The consultation on 'Pooling of Town & Parish Council Pension Funds' was considered. It was **RESOLVED** not to comment.

25/111. **HIGHWAYS IMPROVEMENT PLAN (HIP).**

- a. Information about TWBC Highways Grant Fund was received. It was **RESOLVED** to delegate to the Planning & Highways Committee to apply for the grant.
- b. The 'Highways Improvement Plan' was reviewed, and it was **RESOLVED** to add additional speeding solutions to the HIP, which would include speed cameras and traffic calming measures for the High Street and Lower Green Road.

25/112. **FINANCIAL INFORMATION.** It was **RESOLVED** to approve the accounts for payment for July 2025 for £27,814.52 and internal payments of £37,000 which are listed in Appendix 1.

25/113. **RISKS.** The password alert breach notified by the IT contractor was raised. Councillors were advised to change their passwords in line with the Council IT policy.

- 25/114. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** A suggestion to consider 'dead hedge fencing' in appropriate areas was raised and that this should be added to the next Open Spaces Committee meeting agenda for discussion.
- 25/115. **FUTURE MEETINGS.** Full Council – Monday 1 September 2025 at 7:15pm at the Parish Office Meeting Room.
- 25/116. **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 08.40 pm.

*Cllr C Sefton and the member of the public left the meeting at 8.40pm.*

- 25/117. **CLIMBING FRAME.**
- a. It was **RESOLVED** to change the tender specification to keep the original multi play unit and replace the panel with the hole to a solid panel.
  - b. It was **RESLOVED** to appoint Proludic for the climbing frame for £32,000.
  - c. It was **RESOLVED** to submit the application for Section 106 funding.

There being no other business, the meeting closed at 8.46pm.

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

<b>Accounts for Payment - July 2025</b>				
Our Ref:	Payee	Description		Total £
<b>ACCOUNTS FOR PAYMENT - PAID</b>				
005087	Cash	Bands for Pembury in the Park		630.00
				<b>630.00</b>
<b>ACCOUNTS FOR PAYMENT BY BACS - July 2025</b>				
04/013	Bowman Bros	Depot cesspit empty (original payment not made)		130.00
07/050	HMRC	Tax/NI		3,085.28
07/051	Kent Pension Fund	Pensions		2,412.08
07/052	Capel Groundcare	Single point swing labour cost only		300.00
07/053	Capel Garden Nurseries	Community gardening & hanging ba		977.38
07/054	Christine Snow	Refund for community gardening pla		55.99
07/055	Knockout Print	Banners for Pembury in the Park		126.00
07/056	PRS / PPL	Pembury in the Park licence fee		73.14
07/057	Heliocentrix	Monthly IT charges		567.48
07/058	Kidmans	Strimmer & Ride on mower repairs		220.08
07/059	Viking	Stationery & office supplies		71.86
07/060	JD Plumbing	Replace office taps		165.00
07/061	The Handrail People	50% for War Memorial handrail		324.00
07/062	Edge IT	Epitaph training - Assistant Clerk		102.00
07/063	Trade UK (B&Q)	Grounds maintenance supplies		14.12
07/064	Trade UK (Screwfix)	Grounds maintenance supplies		54.36
07/065	Brissco	Twitten signs		1,211.52
07/066	Wise Stonecraft	Gravedigging		450.00
07/067	KALC	Training - Cllr Maddison-Brown		60.00
07/068	Pembury Guides & Scouts	Donation towards insurance		1,632.94
				<b>12,033.23</b>
<b>DEBIT CARD - June 2025</b>				
DC 06/07	NALC	Event: Beyond the Precept - Cllr Stra		42.00
DC 06/08	Amazon	Tuf of War rope - Pembury in the Par		28.99
				<b>70.99</b>

<b>DIRECT DEBITS - June 2025</b>				
DD 06/42	Wex	Fuel Charges		21.60
DD 06/43	Public Works Loan	Loan repayment		2,059.48
DD 06/44	Wex	Fuel Charges		79.52
DD 06/45	BT	Telephone & Broadband		81.89
DD 06/46	Castle Water	Water - Allotments (Sturgeons)		41.27
DD 06/47	Tunbridge Wells Borough Council	Business Rates - Cemetery		54.00
DD 06/48	Tunbridge Wells Borough Council	Business Rates - Office & Depot		1,073.00
DD 06/49	Wex	Fuel Charges		1.80
DD 06/50	Castle Water	Water - Allotment (Woodside Road)		70.32
DD 06/51	Castle Water	Water - Lower Green Recreation Grou		196.43
DD 06/52	Castle Water	Water - Pembury Burial Grounds		90.40
DD 06/53	Castle Water	Water - Lower Green Cemetery		7.90
DD 06/54	British Gas	Electricity - office		73.14
DD 06/55	Sage	Payroll support		18.00
DD 06/56	Wex	Fuel Charges		87.34
DD 06/57	O2	Mobile phones		134.00
DD 06/58	Engie Power	Electricity unmetered supply		129.11
DD 06/59	Engie Power	Electricity depot		101.98
DD 06/60	NEST	Pensions May		287.57
DD 06/61	Castle Water	Water - Woodside Playing Fields		32.18
DD 06/62	Veolia	Waste Charges		90.94
DD 06/63	Wex	Fuel Charges		80.55
				<b>4,812.42</b>
<b>CONFIDENTIAL SALARIES - June 2025</b>				
CS 06/03	Staff	Payroll		<b>10,267.52</b>
<b>TOTAL EXTERNAL PAYMENTS</b>				<b>27,814.16</b>
<b>Internal Payments - July 2025</b>				
005088	Pembury PC NatWest a/c	Pembury PC Unity current a/c	£	25,000.00
TR 07/04	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	12,000.00
<b>TOTAL INTERNAL PAYMENTS</b>				<b>£ 37,000.00</b>