Minutes of the **FULL COUNCIL** meeting held at the Parish Office, Lower Green Recreation Ground on Monday **1 September 2025** at 7.15pm.

**Councillors Present:**

Cllr K Brooks (Chair) Cllr L Maddison-Brown

Cllr N Stratton (Vice- Chair) Cllr C Snow

Cllr A Birch Cllr P Simmons

Cllr G Hall Cllr M Weaver

**Apologies:**

Cllr C Banwell Cllr B Hemsley

Cllr P Gillan Cllr L Young

**Officers Present:**

M Brooker (Assistant Clerk)

**Others Present:**

County Cllr C Sefton 1 member of the public

Borough Cllr A Birch

|  |  |
| --- | --- |
|  | APOLOGIES FOR ABSENCE. Apologies were received from Cllrs Banwell, Gillan, Hemsley and Young. It was RESOLVED that the apologies and reasons be accepted. |
|  | DECLARATIONS OF INTEREST. There were none.  |
|  | CHAIR’S ANNOUNCEMENTS. The Chair welcomed all councillors back after the summer break and gave a reminder of the upcoming Community Litter Pick on the 27 September 2025. The Chair reminded all Councillors of their duties.  |
|  | OPEN SESSION. A resident thanked the Parish Council, Parish staff and the volunteers for the upkeep of the village and its appearance. The resident raised concerns regarding the allotment site and how to increase interest to fill vacant plots. |
|  | MINUTES. It was RESOLVED that the minutes of 7 July 2025 be approved and were signed by the Chair as an accurate record.  |
|  | COMMITTEE MINUTES. It was RESOLVED to approve the draft minutes of the following meetings. Updates were noted.1. Finance & HR Committee - 21 July 2025
2. Planning & Highways Committee – 23 July 2025
 |
|  | CLERK’S REPORT. The following report was noted:1. New Bank Account

There were issues with the application and alternative accounts are being researched.1. Annual Governance & Accountability (AGAR)

The AGAR has been submitted and a response awaited from external auditor. 1. Recruitment

Interviews have been arranged and will take place on Thursday 11/09/2025. 1. Climbing Frame

Work is scheduled to begin 13/10/2025.1. Grounds Maintenance Equipment

Quotes for replacement ride on mower and trade value for the old mower will be considered at the Finance & HR Committee meeting.1. Other

A reminder was made about the upcoming Community Litter Pick, Saturday 27 September 2025. |
|  | REPORTS OF COUNTY & BOROUGH COUNCILLORS’. Cllr Hayward & Patterson sent their apologies. Reports were received and the following noted.* An update on the Joint Transportations Board meeting regarding ‘Cornford Lane Traffic Management Options’.
* An appeal against an Enforcement notice at Pembury Walks was submitted, however the submission missed the deadline.
* An update on the Local Government Reorganisation.

*Member of the public left the meeting at 7.46pm* |
|  | **EXTERNAL BODIES.** There were none. |
|  | COMMITTEES AND WORKING GROUPS.Review of current Committee and Working Groups were considered. It was RESOLVED for the Finance & HR committee to discuss at the next meeting.1. It was **RESOLVED** to continue with the Working Group meetings whilst they are being reviewed.
 |
|  | GROUNDS MAINTENANCE EQUIPMENT. Replacement strimmer quotes were considered. It was RESOLVED to appoint Kidmans for the battery strimmer at £1020. |
|  | **WOODSIDE PAVILION.** 1. The updated internal improvement plans for the pavilion were considered. It was **RESOLVED** to give permission for the improvement plans to go ahead.
2. It was **RESOLVED** to allow the contractor to display advertising boards on the site of the building.
3. It was **RESOLVED** to agree in principle for the fenced goal storage area at Woodside for the Pembury Athletic Youth Football Club.
 |
|  | **COMMUNITY GRANT FUNDING.** 1. The grant obtained from Tunbridge Wells Borough Council for the playground shade and benches was noted.
2. Quotes for playground shade and benches were considered. It was **RESOLVED** to appoint Sovereign Play for the shaded pergola at £3010.73 and NBB for the picnic benches at £1510.
 |
|  | **HIGHWAYS IMPROVEMENT PLAN (HIP).** The HIP was reviewed and its updates noted.It was **RESOLVED** to discuss the addition of a zebra crossing in the area between the Pembury Village Hall and the post office to the HIP at the next Planning and Highways Committee meeting. |
|  | **COUNCILLOR CO-OPTION.** This was deferred to the next Full Council meeting. |
|  | **FINANCIAL INFORMATION.** 1. The Accounts for Payment for August 2025 were noted.
2. It was **RESOLVED** to approve the accounts for payment for September 2025 for £24,822.24 and internal payments of £35,000 which are listed in Appendix 1.
3. The increase to ‘Green Book’ salary scales were noted.
4. It was **RESOLVED** to approve investing in the Nationwide annual bond.

  |
|  | RISKS. There were none. |
|  | QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS. A question was raised about the condition of the steps by Stanam Road to Hastings Road and who is responsible for them. |
|  | FUTURE MEETINGS. Full Council – Monday 6 October 2025 at 7:15pm at the Parish Office Meeting Room.  |
|  | 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 8.41pm*Cllr Sefton left the meeting at 8.41pm* |
|  | HR MATTERS. Seasonal Groundsman update was noted.  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  | Chair |  |  |



