



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	

- 25/141. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Banwell, Gillan, Hemsley and Young. It was **RESOLVED** that the apologies and reasons be accepted.
- 25/142. **DECLARATIONS OF INTEREST.** There were none.
- 25/143. **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.
- 25/144. **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.
- 25/145. **MINUTES.** It was **RESOLVED** that the minutes of 7 July 2025 be approved and were signed by the Chair as an accurate record.
- 25/146. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following meetings. Updates were noted.
- a. Finance & HR Committee - 21 July 2025
 - b. Planning & Highways Committee – 23 July 2025
- 25/147. **CLERK'S REPORT.** The following report was noted:
- a. New Bank Account

There were issues with the application and alternative accounts are being researched.

b. Annual Governance & Accountability (AGAR)

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

c. Recruitment

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

d. Climbing Frame

Work is scheduled to begin 13/10/2025.

e. 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.

f. Other

A reminder was made about the upcoming Community Litter Pick, Saturday 27 September 2025.

- 25/148. **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

- 25/149. **EXTERNAL BODIES.** There were none.

- 25/150. **COMMITTEES AND WORKING GROUPS.**

- a. Review of current Committee and Working Groups were considered. It was **RESOLVED** for the Finance & HR committee to discuss at the next meeting.
- b. It was **RESOLVED** to continue with the Working Group meetings whilst they are being reviewed.

25/151. **GROUND MAINTENANCE EQUIPMENT.** Replacement strimmer quotes were considered. It was **RESOLVED** to appoint Kidmans for the battery strimmer at £1020.

25/152. **WOODSIDE PAVILION.**

- a. The updated internal improvement plans for the pavilion were considered. It was **RESOLVED** to give permission for the improvement plans to go ahead.
- b. It was **RESOLVED** to allow the contractor to display advertising boards on the site of the building.
- c. It was **RESOLVED** to agree in principle for the fenced goal storage area at Woodside for the Pembury Athletic Youth Football Club.

25/153. **COMMUNITY GRANT FUNDING.**

- a. The grant obtained from Tunbridge Wells Borough Council for the playground shade and benches was noted.
- b. 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.

25/154. **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.

25/155. **COUNCILLOR CO-OPTION.** This was deferred to the next Full Council meeting.

25/156. **FINANCIAL INFORMATION.**

- a. The Accounts for Payment for August 2025 were noted.
- b. 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.
- c. The increase to 'Green Book' salary scales were noted.
- d. It was **RESOLVED** to approve investing in the Nationwide annual bond.

25/157. **RISKS.** There were none.

- 25/158. **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.
- 25/159. **FUTURE MEETINGS.** Full Council – Monday 6 October 2025 at 7:15pm at the Parish Office Meeting Room.
- 25/160. **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

- 25/161. **HR MATTERS.** Seasonal Groundsman update was noted.

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

Signed: _____ Date: _____
Chair

Accounts for Payment - September 2025			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
08/082	Tim Churchill	Cover Rec Ground	22.50
			22.50
ACCOUNTS FOR PAYMENT BY BACS - September 2025			
09/083	HMRC	Tax/NI	3,310.44
09/084	Kent Pension Fund	Pensions	2,785.52
09/085	Aspire Landscape	Remove broker skier	420.00
09/086	Heliocentrix	Monthly IT July	276.42
09/087	Kidmans	New strimmer/grounds maint supplies	875.62
09/088	Knockout Print	New tennis court banner	78.00
09/089	Living Forest	Fell dead trees & lift canopy in LG Rec	619.50
09/090	Online Playgrounds	Replacement cradle swing seats	274.20
09/091	CEB Strategic Services	Freelance work for PVN	225.00
09/092	Vitax	Pitch line marking	941.22
09/093	Studio Gilcrest	Autumn PVN design & print	2,122.56
09/094	Ceres Property Ltd	Annual rent Woodside triangle	0.50
09/095	Parish Online	Mapping software annual subsription	313.20
			12,242.18
DEBIT CARD - August 2025			
DC 08/11	B&Q	Replacement toilet door lock	35.49
DC 08/12	Pembury Auto Centre	Truck repair	133.49
			168.98
DIRECT DEBITS - August 2025			
DD 08/85	Wex	Fuel Charges	242.59
DD 08/86	KCS	Photocopier prints	22.42
DD 08/87	Castle Water	Water - Allotments (Sturgeons)	116.42
DD 08/88	TWBC	Business Rates - Cemetery	54.00
DD 08/89	TWBC	Business Rates - Office & Depot	1,073.00
DD 08/90	British Gas	Electricity - office	67.67
DD 08/91	BT	Telephone & Broadband	81.89
DD 08/92	Castle Water	Water - Lower Green Rec Ground	280.25
DD 08/93	Castle Water	Water - Pembury Burial Grounds	125.08
DD 08/94	Wex	Fuel Charges	27.36
DD 08/95	Castle Water	Water - Allotment (Woodside Road)	63.38
DD 08/96	Castle Water	Water - Lower Green Cemetery	8.16
DD 08/97	Castle Water	Water - Woodside Playing Fields	14.84
DD 08/98	Sage	Payroll support	20.40
DD 08/99	Wex	Fuel Charges	141.89
DD 08/100	Engie Power	Electricity unmetered supply	126.96
DD 08/101	Engie Power	Electricity depot	101.86
DD 08/102	Veolia	Waste Charges	71.35
DD 08/103	O2	Mobile phones	134.00
DD 08/104	NEST	Pensions August	158.52
			2,932.04

CONFIDENTIAL SALARIES - August 2025			
CS 08/05	Staff	Payroll	9,456.54
TOTAL EXTERNAL PAYMENTS			24,822.24
Internal Payments - September 2025			
TR 09/06	Pembury PC Unity Savings	Pembury PC Unity current a/c	10,000.00
005089	Pembury PC NatWest current a/c	Pembury PC Unity current a/c	25,000.00
TOTAL INTERNAL PAYMENTS			35,000.00
I hereby declare that the invoices for the above payments have been examined, verified and certified as correct			
Signed		Signed	
	Responsible Financial Officer		
Date:		Signed	
		Date:	