

PEMBURY PARISH COUNCIL
AGENDA NOTES 8 May 2017

ALL CANDIDATES MUST BE PROPOSED AND SECONDED

1. ELECTION OF CHAIR

Cllr Mrs J Crowhurst

2. ELECTION OF VICE CHAIR

Cllr P Gillan
Cllr D Coleman

3. APPOINTMENT OF WORKING GROUPS/REPRESENTATIVES

Below is a consolidation of the returns by councillors showing the groups for which they wish to be considered. Council is asked to **AGREE** the membership. The members of each Working Group will then be asked to nominate, second and vote on Chair and Vice Chair of the group. C and VC by councillors' names indicate that they are willing to stand for those positions.

AMENITIES, CHRISTMAS LIGHTS and PRIDE IN PEMBURY (INCORPORATING PUBLIC RELATIONS)

Cllr D Coleman (C)
Cllr Mrs J Crowhurst (VC)
Cllr A Gaukroger
Cllr Mrs A Partridge
Cllr Mrs L Mills

AUDIT, FINANCE AND PERSONNEL

Cllr D Coleman
Cllr Mrs S Harris
Cllr P Kirby

ENVIRONMENT, ENVIRONMENTAL ISSUES (INCORPORATING ALLOTMENTS AND BURIALS)

Cllr Mrs S Sharp (C)
Cllr P Gillan
Cllr M Hocking (VC)
Cllr P Kirby

NEWSLETTER EDITORIAL

Cllr D Coleman
Cllr Mrs L Mills

PLANNING AND HIGHWAYS

Cllr A Gaukroger (C)
Cllr Mrs L Mills (VC)

POLICY AND RESOURCES

This is made up of the Chair and Vice Chair of the Council and the five Working Group Chairs.

4. **ELECTION OF Parish Council Working Group Chairmen and Vice Chairman**

5. **APPOINTMENT TO OUTSIDE BODIES**

KALC Area Committee (2)

Cllr D Coleman
Cllr Mrs J Crowhurst

KALC Annual Meeting (2)

Cllr D Coleman
Cllr Mrs J Crowhurst

Charles Amhurst Almshouses (2)

Parish Tree Wardens

Verge Wardens

Pavilion Management Committee (3)

Village Hall Management Committee (3)

Cllr D Coleman
Cllr Mrs S Harris

6. **CO-OPTION** of Pembury's three Borough Councillors and the Kent County Councillor - It is Council's usual policy to renew this co-option for the ensuing year under the conditions set out in Standing Order Appendix 1.

7. **CASUAL VACANCIES** - There is one casual vacancy which has been advertised.

8. **STANDING ORDERS** - It is good practice to review and re-adopt Standing Orders at the Annual Meeting. Please see attached copy (white sheet)

MOTION: (This motion will need to be proposed, seconded and agreed by Council).

THAT THIS COUNCIL HAS REVIEWED STANDING ORDERS AND AGREED TO ADOPT THEM FOR THE FORTHCOMING YEAR.

9. **FINANCIAL REGULATIONS**

It is good practice to review and re-adopt Financial Regulations at the Annual Meeting. Please see attached copy (white sheet)

MOTION: (This motion will need to be proposed, seconded and agreed by Council).

THAT THIS COUNCIL HAS REVIEWED THE ATTACHED FINANCIAL REGULATIONS AND AGREED TO ADOPT THEM FOR THE FORTHCOMING YEAR.

10. **CODE OF CONDUCT**

It is good practice to review and re-adopt the Code of Conduct at the Annual Meeting. Please see attached copy (white sheets)

MOTION: (This motion will need to be proposed, seconded and agreed by Council).

THAT THIS COUNCIL HAS REVIEWED THE ATTACHED CODE OF CONDUCT AND AGREED TO ADOPT THEM FOR THE FORTHCOMING YEAR.

11. **CHAIR'S ANNOUNCEMENTS**

Parish Lighting - Members are requested to present written details on the attached pro-forma of the lights that are not working in their nominated roads immediately prior to commencement of business on Monday.

Highways Minor Defects - Members are requested to present written details on the circulated green 'County Lengthsmen' forms for roads under their nominated lighting area and pass to the office for collation.

12. TO ACCEPT APOLOGIES FOR ABSENCE

13. DECLARATIONS OF INTEREST

Members are requested to ensure declarations of interest are made orally **and** completed on the circulated pro-forma issued with the agenda and returned to the Clerk before leaving the hall. A nil return is also needed. Members are reminded that if an interest comes to light during the meeting it must be declared at that time and if the member considers it to be prejudicial then he or she **MUST** leave the room. Any member who is unsure if he or she has an interest in an item should seek the Clerk's advice immediately.

14. MINUTES OF THE COUNCIL

The approval and confirmation of the minutes of the meeting held 10 April 2017 is required.

15. LATE BUSINESS

In accordance with current Standing Orders items of late business set out in any circulated supplementary agenda need to be moved, seconded and approved, the special circumstances being that it would be unreasonable to delay any decision by the Parish Council until its next ordinary meeting on 6 June 2016.

16. LIST OF OUTSTANDING RESOLUTIONS

Please see attached list. (Yellow sheet)

17. CLERK'S REPORT

18. OPEN SESSION

Council will adjourn and members of the public will be invited to address the Parish Council on any issue of concern. Constitutionally and in accordance with certain implications of the Local Government Code of Conduct, there can be no discussion of these items at this stage. Any issue will either be addressed elsewhere in the agenda or if not already so listed, be referred to a future meeting of the Parish Council.

19. TO RECEIVE COUNTY AND BOROUGH COUNCILLORS' QUESTIONS AND REPORTS

20. CURRENT PLANNING

(a) **Planning and Highways WG** - The Chair of the Working Group will present current planning applications for **CONSIDERATION**. (Green sheets)

21. REPORTS OF URGENT ACTIONS

(a) **Allotment Clear Up** - The Chair, in conjunction with the Clerk, took the decision to hire a skip to assist with the allotment clearance which took place over 21/22 April at a cost of £276.00

Council's **RATIFICATION** is sought.

22. WORKING GROUP MATTERS

AMENITIES, CHRISTMAS LIGHTS, PRIDE IN PEMBURY AND PUBLIC RELATIONS

(a) **WG Meeting** - Please see report of the meeting held on Monday 24 April (yellow sheets)

AUDIT, FINANCE AND PERSONNEL

(b) **Accounts due for payment** - The Chair of the WG will present a list of cheques for payment, with supporting documents **FOR APPROVAL**; also a list of cheques and Direct Debits paid since the last meeting for **RATIFICATION**. (Pink sheet)

(c) **Replacement of damaged street light in Woodside Road** - Further to last month's agenda item when it was reported that a street light in Woodside Road had been damaged by a third party, 'Streetlights' (our contractor) quoted £1170 (inc VAT) to replace the column. This work has been carried out but UKPN are still waiting for the go ahead for the re-connection work. The cost of this is £2032.80. An email has been received from a local resident as follows:

"The hedgerow was cut in Woodside Road before Christmas. This destroyed the street light opposite Woodside Close. It is now very dark in the winter for pedestrians. Has this been logged with your department and when will the street light be replaced."

Council's **INSTRUCTION** is sought.

ENVIRONMENT, ENVIRONMENTAL ISSUES (INCORPORATING ALLOTMENTS AND BURIALS)

(d) **Allotment Clear Up** - Cllrs Mrs S Sharp and M Hocking will give an oral report on this.

PLANNING AND HIGHWAYS

(e) **Traffic and Parking Concerns in Pembury** - Cllrs Mrs Snow and D Coleman would like to speak about the traffic/parking situation in the village - in particular with regard to the junction at the end of Henwood Green Road and the A21.

(f) **Public Consultation** - There is a public consultation Thursday 20 April to Thursday 1 June 2017 - Tunbridge Wells Draft Planning Framework for the Crescent Road/Church Road Area of change, Great Hall Car Park and Mount Pleasant Car Park. The document can be viewed at <http://consult.tunbridgewells.gov.uk> . A copy is also held in the office.

Council's **INSTRUCTION** is sought.

(g) **Public Consultation** - There is a public consultation Tuesday 2 May to Monday 12 June 2017 - Tunbridge Wells Borough Local Plan: Issues and Options and Draft Landscape Character

Assessment SPD. Leaflets to be handed out. TWBC is hosting a series of exhibitions during May. Dates and venues as follows:

Wednesday 10 May Matfield	Matfield Pavilion, The Green	4pm to 7pm
Thursday 11 May Shopping Centre, TW	Unit 9, Ely Court, Royal Victoria	4pm to 7pm
Saturday 13 May Shopping Centre, TW	Unit 9, Ely Court, Royal Victoria	10am to 2pm

23. REPORTS FROM OTHER MEETINGS

24. OTHER MATTERS