

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 16 November 2015, 7:30pm, Village Hall, Shipbourne

Present: Cllr Mrs Cohen (Chair)
Cllrs Pettengell, Mrs Redman, Sheldrick, Tyler, Wallington and Wright.

Borough Cllr Taylor
Mrs S Codling - Clerk
2 members of the public

1. Apologies for absence

Apologies have been received from Borough Cllrs Perry and Shaw. Apologies were accepted.

2. Declarations of Interest or Dispensations

None.

3. Minutes of the Meeting, 19 October 2015

The minutes of the meeting 19 October 2015 were approved and signed as a true and accurate record.

4. Matters arising from the Minutes

- Councillors noted that there should be a bench with the inscription 'Shipbourne Parish Council 2011'. The location needs to be verified - ongoing. **Action: All Cllrs.**
- The phone cable on the west side of Hoad Common has been reported to Openreach. Councillors agreed that the Clerk should write to the Borough Council advising that the phone line has been hanging low since the winter storms – contacted TMBC but awaiting response - ongoing. **Action: Clerk.**

To review correspondence regarding speed/road bend signs, Dunks Green.

- Road/speed signs, Dunks Green. Councillors agreed that the road signs are unnecessary. The Clerk is to raise the matter with Highways. Cllr Mrs Cohen has sent some photos but advised more are to be sent. Cllrs agreed the two 30mph signs are quite large and, potentially, only the sign on the left (from Shipbourne to Dunks Green) is necessary. It was also noted that there is graffiti on the road. Also, could the z-bend sign not be put on the same pole as the 30mph sign? – the Clerk has contacted Highways who have advised that this needs to be raised on the Highways Portal. However, this matter may not be successful without the parish matching expenses on a 50:50 basis. **Action: Clerk.**
- The Clerk is to write to BT asking for more information about the site of the second cabinet – BT have advised the cabinet is to be placed on the forecourt of The Chaser. The Clerk is to contact BT and The Chaser requesting the exact site of the cabinet, considering the covenant on the grassed area – BT have advised that the location is on the tarmac driveway against the picket fence.
- The Dunks Green notice board is damaged. The Clerk is to obtain a quote for repairs. **Action: Clerk.**
- Cllr Pettengell proposed an alternative format for documenting the Clerk's hours. The spreadsheet is to be sent to the Clerk - completed. The Clerk is to send the spreadsheet to Councillors monthly. **Action: Clerk.**
- The Clerk is to ask BT whether they are doing the box at the bottom of School Lane in Shipbourne. They have completed the box in Plaxtol – information awaited. **Action: Clerk.**
- The Clerk is to distribute information regarding
 - the NALC National Improvement Strategy
 - Transparency Fund for smaller authorities. Completed.
- A letter has been received from Mrs Miles regarding Martins Oast, Back Lane and the fact it has been left to deteriorate. The Clerk is to send a letter to Fairlawne asking what is happening with the property as it is out of character for Fairlawne to leave a property neglected – Fairlawne have responded. The Clerk is to distribute the letter. **Action: Clerk.**
- The Clerk is to follow up with Highways regarding the A227 consultation - completed.

- The salt bin at the Puttenden cross roads has been hit by a car. TMBC are to be advised - completed. The box has been replaced.
- The Clerk is to ask the Highways Steward if the VAS sign is the responsibility of the Parish Council. This will need to be re-calibrated once the speed limit has changed – Amey have advised this will be recalibrated as part of the A227 works.
- Quotes to be obtained for the 'Bridgford' bench from MLS for the Common - completed.

5. Public Open Session

None.

6. Communications

- **To review communication regarding 'Fayre on the Green' from Kentish Rifleman**
The Council reviewed the application request, along with the supporting risk assessment, from the Kentish Rifleman for the 'Fayre on the Green'. All documentation was found in order and the Parish Council happily granted approval for the event.
- The Clerk advised the Council of the KALC Community Award Scheme for 2016. It was agreed not to adopt this scheme.
- Following the new Transparency Code, the annual accounts for the Council are to be published on the website. The annual governance statement is also to be sent to Councillors.
Action: Clerk.
- The Clerk is to send Councillors all details regarding the Transparency Code. It is also to be on the agenda for the next meeting.
Action: Clerk.

7. Report from County Councillor

None.

8. Report from Borough Councillor

Borough Cllr Taylor advised that there should always be a Borough Councillor in attendance. He asked to be kept informed if no one attends.

Cllr Taylor advised that he intervened in an issue relating to the Marchurst Farm planning application. It is believed a compromise has been made. Thanks were extended to Cllr Taylor.

Cllr Taylor updated the Parish Council regarding his standards hearing which has been in the local press. Cllr Taylor was accused of bullying, lack of respect to the planning department and bringing the Borough Council into disrepute. The bullying and lack of respect charges were thrown out. The accusation of bringing the council into disrepute was upheld and, originally, Cllr Taylor was banned from the Planning Committee for 17 months. However, a Councillor cannot be banned from Committee and, as such, Cllr Taylor is now speaking and joining the debate but is unable to vote. Matters can still be called to Committee if need be. The decision note is to be sent to the Clerk.

The Borough Green Bypass will not be proceeding. However, the Chevening interchange is moving forward. Currently, the organisation is waiting for a KCC joint funded study on economic feasibility study. The Government's only criteria is that it improves growth.

9. Report from PCSO

None.

10. Chair's Actions and Correspondence

Mr Galbraith has emailed regarding the village hall. Income is currently down. The Nursery School has closed to that income has ceased. Also, the hire for a pilates class has ended. However, there is not a lot of heating so hopefully expenditure is also down.

Mr Galbraith is working hard at promoting the hall. The next quarterly meeting is at the beginning of December, following which the Council will be updated.

It has been questioned about the Council grant for storage heaters. This is to be on the agenda of the next meeting. The money has been earmarked but there may be other options to storage heaters.

Councillors queried whether there was a talk at the village hall as there were a lot of vans. Mr Galbraith advised that the Forestry Commission held an event at Carrotty Wood and then came back to the village hall to discuss. Mr Galbraith is having dialogues with a number of individuals and organisations in order to have more similar bookings. Thanks were extended to Mr Galbraith.

11. Report from External Bodies

Cllr Pettengell advised he is attending the Parish Partnership Panel meeting on Thursday.

12. Finance and Personnel

a) Payment of Accounts

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHEQUE NO	AMOUNT
16.11.15	Mrs. Sarah Codling	Clerk's Salary: November 2015	100807	410.00
16.11.15	HMRC	Clerk's Tax: November 2015	100808	99.40
TOTAL				£509.40

13. Planning

a) To consider application:

- TM/15/03443/FL & TM/15/03444/LB– The Roses Dunks Green Road Shipbourne Tonbridge Kent TN11 9RU**
Proposed two storey rear extension. Internal and external alterations. Demolition of conservatory.
The Parish Council do not object in principle but have some concerns regarding this application.
We wish the conservation officer to review that the hanging tiles, windows and timber match the original in design. The hung tiles and roof tiles are to be second hand peg tiles, in order to match the original.
Please qualify if the original material is Kentish Ragstone. If so, the proposed material should be amended from sandstone to ragstone.
Please verify that the chimney to be removed is not original and, therefore, part of the listing.
From a design perspective, we suggest that the extension is stepped back from the façade in order to define between the original and new buildings. We feel that the proposed porch to the extended publicly visible south west façade is a pastiche appendage that could be less obtrusively incorporated within the façade and would ask the applicant to discuss with the conservation officer an alternative in order to present a more simple elevation to suit the original listed building.

Councillors requested for the Clerk to advise T&MBC that they have had problems downloading plans from the portal. **Action: Clerk.**

b) Decisions from T&MBC

None.

c) Other Planning Matters

None.

14. Street Scene

a) Footpaths/trees

A tree has fallen on the Byway, Woodcocks Way. It is at the bottom of Claygate up to 'Martins' on Reeds Lane. The Clerk is to advise Michelle Snodding at T&MBC. **Action: Clerk.**

b) Highways

The Clerk is to ask for the timescale regarding the A227 project.

Action: Clerk.

15. To review quote for bench on the Common

Councillors approved the quote. The Clerk is to contact Mr Broad who will install the bench.

Action: Clerk.

16. To receive update regarding Ultrafast Broadband.

All work has, essentially, been completed with Gigaclear. The Clerk is following up with BT.

Action: Clerk.

17. To review Emergency Plan

Questions from the Clerk were reviewed. The document is to be updated and sent to Cllr Pettengell for comment.

Action: Clerk.

18. Website

Mr Galbraith advised that the current website is a 'frame' website which is unlike a CMS system which is a series of pages which can be updated. The Parish Council expressed concern that only one person could update the information on the website.

There is a lot of information from people around the parish feeding into the parish website. The Parish Council has to agree what they wish to be on the site map.

Mr Galbraith advised that Mr Davies (site controller) has concerns about the safety of the site owing to personal information published via the website. It was noted that all who advertise in the newsletter understand that their details will be on the internet.

Cllr Wallington advised that Saul Cullen is willing to look at the website and how communication can be improved via platforms such as Facebook.

This matter is being deferred to the meeting in January. Cllr Wallington is to invite Mr Cullen.

Action: KW.

19. Calls to Site Proposals

Cllr Sheldrick declared an interest and left the meeting, 9.10pm

There is no update as the sites are still to be assessed.

It was agreed to hold an open public meeting in January. The Clerk is to invite officers from T&MBC as residents wish to know more about the process and timescale.

Action: Clerk.

20. Urgent Business

None.

21. Date of Next Meeting

21 December 2015. Cllr Pettengell sent his apologies.

The meeting closed at 9:50pm.