

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 19 October 2015, 7:30pm, Village Hall, Shipbourne

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

Mrs S Codling - Clerk
1 member of the public

1. Apologies for absence

Apologies have been received from Cllr Wallington (illness). Apologies were accepted.

2. Declarations of Interest or Dispensations

Cllr Mrs Redman declared a personal interest regarding planning application TM/15/02929/FL.

3. Minutes of the Meeting, 21 September 2015

Amendments:

- Spelling correction made within matters arising.
- Public Forum – ‘Cllr Pettengell advised that there is a need to find houses at a rate of 400 per year. This is to be completed over a timetable up to 2019.’ Amended to: ‘Cllr Pettengell advised that there is a need to find houses at a rate of 650 per year. The Call for Sites consultation is to be completed over a timetable up to 2019.’
- Item 16 – ‘All the pots have been laid and it is operational in Dunks Green.’ Amended to: ‘All the pots have been laid and the cabinet is operational in Dunks Green.’

Following the amendments, the minutes of the meeting 21 September 2015 were approved and signed as a true and accurate record.

4. Matters arising from the Minutes

- The Clerk is to review the costs for electronic banking – information distributed. This is to be on the agenda for the next meeting - completed.

To review Asset Register

- Cllr Pettengell asked about the wayleave payment from Gigaclear. This is outstanding. The Clerk is to chase payment – email sent to Craig Ward. Further information has been requested – payment has been received.
- 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.

- Cllrs are to review the matter and report back at the September meeting – Councillors agreed that the road signs are unnecessary. The Clerk is to raise the matter with Highways. The Chair is to send the Clerk photos of the signs. – Cllr Mrs Cohen has sent some photos but advised more are to be sent. Councillors agreed that the two 30mph signs are quite large and, potentially, only the sign on the left (coming 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 is to contact Highways. **Action: Clerk/LC.**
- 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. **Action: Clerk.**

Communications

- Communication has been received from the Chair of Plaxtol regarding parishes collaborating to provide a local dog warden. It was noted that Shipbourne do not have a problem with dog fouling owing to the installation of the waste bins. The Clerk is to advise Plaxtol - completed.

- Mr Galbraith requested a response to his email, addressing the points raised - completed.
- Cllr Pettengell requested that the Clerk send details of hours worked - completed. Cllr Pettengell proposed an alternative format for the information. The spreadsheet is to be sent to the Clerk. Cllr Pettengell was thanked for his work reviewing the document. **Action: DP.**

To review Asset Register

- The Clerk is to enquire with insurers as to whether there will be an increase in premium if the fountain is added at a cost of £600 – the fountain has been added to the premium at nil cost.
- Mr Broad is happy to charge his insurance with the purchase of a bench to replace the bench broken by the gang mower. The Clerk is to source a metal bench similar to that damaged – on the agenda.
- 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 ask Richard McCormack, Fairlawne Estate, whether there is more information about the cabinet. Cllr Sheldrick is to provide contact information - completed.
- The Clerk is to ask Gigaclear for a monthly update to go in the newsletter; how many residents commissioned the status of the project. The Parish Council are currently fielding a lot of questions on their behalf and would like to be able to give residents the correct information – an update has been sent to Cllr Pettengell for the newsletter. Councillors agreed that a monthly update would not be required.

To review Emergency Plan

- The Clerk presented a model document of an Emergency Plan and the updated Shipbourne Emergency Plan. The 2 documents are to be amalgamated – completed.
- Councillors are to review how to publish the information and communicate the contents. **Action: All Cllrs.**
- The map contained in the Shipbourne Plan is missing the 4 locations where resources are available. Magic maps is to be used - completed.

Website

- Councillors advised they wish to have the Clerk able to update information on the website, should Mr Davies be away on holiday or ill. Mr Galbraith advised that it may not be possible as the website has been constructed in terms of frame and code. The Clerk is to contact Mr Davies to discuss. **Action: Clerk.**

5. Public Open Session

Mrs Turner asked regarding the following:

- Could the Parish Council name the roads within the parish where proposed sites have been submitted? Concern was voiced about whether residents needed to know owing to the impact of their property.
- Maintenance seems to be lacking in the churchyard. There is a huge pile of grass cuttings and rubbish is clearly visible. Also, some gravestones are very neglected and overgrown. There are many people who walk in the churchyard. Mrs Turner remarked that many residents may be willing to accept an increase in the precept in order to keep the parish tidy. Would the Parish Council wish to find out if other parishioners feel the same?
- There are some saplings which have been planted on the mark of the public footpath. They block out the view when walking along the footpath. Why have they been planted? Can the Parish Council write to Fairlawne?

The Chair responded:

- A large article about the Call for Sites has been placed in the newsletter, following the last Parish Council meeting. Links have been provided to the information, as provided by Tonbridge and Malling Borough Council, including the list of proposed sites. We are only at the beginning of this process so there is no more information available. However, the Parish Council will be continually updating residents as and when information becomes available.
- The Parish Council is not responsible for the upkeep of the churchyard as this falls to the PCC. All the money received from TMBC for churchyard maintenance is passed to the PCC. No monies are kept by the Parish Council.
- Please write to the Parish Council regarding this matter for it to be discussed at the next meeting.

6. Communications

The Clerk is to distribute information regarding

- the NALC National Improvement Strategy
- Transparency Fund for smaller authorities.

Action: Clerk.

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.

Action: Clerk.

7. Report from County Councillor

None.

8. Report from District Councillor

None.

9. Report from PCSO

None.

10. Chair’s Actions and Correspondence

None.

11. Report from External Bodies

None.

12. Finance and Personnel

a) Payment of Accounts

Councillors agreed to purchase a poppy wreath for Remembrance Sunday.

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHEQUE NO	AMOUNT
19.10.15	Mrs. Sarah Codling	Clerk’s Salary: October 2015	100802	432.16
19.10.15	HMRC	Clerk’s Tax: September 2015	100803	99.4
19.10.15	PKF Littlejohn LLP	External Audit	100804	120.00
19.10.15	Gary Davies	Replacement chq	100805	175.00
19.10.15	Poppy Appeal RBL	Poppy Wreath	100806	20.00
TOTAL				£846.56

The Clerk advised that the external audit has been returned with no areas of concern.

HSBC provided the incorrect form to change authorised signatories. Councillors approved the existing mandate of 2 signatories for every cheque. All Councillors are to be signatories. Cllr Mrs Redman advised that she had difficulties with HSBC and providing the relevant documentation. Therefore, Cllr Mrs Redman agreed not to become a signatory.

b) To review Asset Register

Approved.

c) To review electronic banking

It was agreed, owing to the few payments made, to retain the current procedure of issuing cheques. This policy can be reviewed as necessary.

13. Planning

a) **To consider application:**

Cllr Mrs Redman left the meeting 8.18pm

- **TM/15/02929/FL – Valley House, Shipbourne Road, Tonbridge, Kent TN11 9NU**

Alteration to roof space (including insertion of 3no dormer windows) and part ground floor of garage to provide annexe accommodation to Valley House

Shipbourne Parish Council have no objection to this application but would request that the annexe is tied to the main dwelling by a Section 106 Agreement.

We would ask the Planning Officers to ensure that appropriate and matching materials are used. External lighting should comply with the latest lighting pollution regulations.

Cllr Mrs Redman returned to the meeting 8.29pm

b) **Decisions from T&MBC**

Application 15/02782, Marchurst Barn, was due to go to Committee. However, Borough Councillor Mike Taylor has advised that the applicant has agreed to amend the application in order to compromise on some aspects. The application will, subsequently, be agreed by delegated powers.

c) **Other Planning Matters**

None.

14. Street Scene

a) Footpaths/trees

None.

Cllr Tyler enquired about whether footpaths have to be marked out if they are ploughed over. Currently there are some fields where residents have to walk over the plough and the right of way cannot be seen. Cllr Sheldrick advised that the line is to be marked and the paths will be reinstated shortly. At this time of year it is difficult to retain the path. Unfortunately, owing to the weather, the annual timetable is 3 weeks behind.

b) Highways

The Clerk is to follow up with Highways regarding the A227 consultation.

Action: Clerk.

The holes have been filled on Claygate Lane.

The leak has been mended on Puttenden cross roads.

The salt bin at the Puttenden cross roads has been hit by a car. TMBC are to be advised.

Action: Clerk.

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.

Action: Clerk.

15. To discuss bench on the Common

The Clerk distributed some examples of benches. Councillors agreed to obtain quotes for the 'Bridgford' from MLS.

Action: Clerk.

16. To receive update regarding Ultrafast Broadband.

Communication has been received from Gigaclear which is to be put into the newsletter:

Gigaclear's cabinet is now operational and Gigaclear customers in Shipbourne should now be able to get the service providing:

1. they have a tested connection from their pot to the cabinet;

101 customers from the Shipbourne area have signed up for the Gigaclear service. Most of these have had their pots installed but installations in the following areas are delayed pending KCC approval and completion of roadworks. The status report from Gigaclear is as follows:

- Long Mill Lane from the Rifleman to Salmons Farm – KCC have now approved a Road Closure starting 7th November – 30th November to install this section of the Network. Customers should be able to go live in December if works progress well (NB some properties have already been served from the rear).
- Roughway Lane – Due to engineering difficulties the cost to construct has exceeded our viability to build threshold. Rather than just abandoning this section we are now looking at a complete redesign and to potentially extend further. Once a feasible design can be established the costs may have to be presented/shared amongst the residents for this section to proceed. No works will proceed in 2015. A

new proposed route has been drafted and will be investigated for feasibility. The new proposal extends to Rats Castle.

- Claygate Lane – Some POTs have been installed at the bottom of Claygate Lane adjacent to Puttenden but Road Closure required to take customer cables from Fairlawne’s field to other properties. Due to other closures in the area the first available window is March 2016. Closure applied for waiting for approval from KCC.
 - Reeds Lane - Road Closure required to take customer cables from Fairlawne’s field to the properties but due to other closures in the area the first available window is March 2016. Closure applied for waiting for approval from KCC.
 - A227 – from the Junction of Back Lane to Nightingale Cottage – 24hr temp traffic lights required – Application submitted to KCC for 19th – 30th Oct 2015 but KCC have asked that works be carried out in the forthcoming School holidays.
 - A227 – Road crossing to The Lodge – Stumble Hill & House Stumble - 24hr temp traffic lights required – Application submitted to KCC for 19th – 30th Oct 2015 but KCC have asked that works be carried out in the forthcoming School holidays.
 - School Lane - Road Closure required but due to other closures in the area the first available window is April 2016 subject to KCC approval.
2. their router and connection from their pot to their router has been installed and tested;
This needs to be arranged through Gigaclear if it is still outstanding. The options are installation by a third party contractor or DIY.
 3. their direct debit arrangements have been set up for bill payments;
so far 73 customers have set up their direct debit arrangements with Gigaclear. No service can be provided until the direct debit arrangements are in place.
providing the pots and router have been installed and tested the bank confirmation to Gigaclear that the direct debit arrangements have been set up will trigger the issue of a 'patching order' to their contractor Box.com who will then make the final necessary adjustments at the cabinet in 2 to 3 days.
 4. they have received an email from Gigaclear to the customer advising that the service is now ready to be activated. This email is automatically generated on completion of the 'patching order'.

33 customer lines in Shipbourne have been activated. If you think that your e-mail is overdue and you are sure that your direct debit arrangements are in place then contact Gigaclear Customer Service on 01865 591131.

17. To review Emergency Plan

The Clerk is to distribute the plan. The Clerk has some questions before the plan can proceed further. They are also to be distributed.

Action: Clerk.

18. Website

The Clerk is still to speak to Mr Davies.
Councillors are to review other parish websites.

Action: Clerk.

Action: All Cllrs.

19. Calls to Site Proposals

There is no update regarding this matter.
Councillors believe the consultation was to be reviewed before Christmas but has been delayed. Shipbourne is not a strategic site. The nearest strategic sites are Borough Green, Trench Wood and Carrot Wood.

20. Urgent Business

Speedwatch is to be reactivated once the speed limit has been changed on A227. This is to be advertised in the newsletter.

21. Date of Next Meeting

16 November 2015.

The meeting closed at 9:03pm.