

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 11 April 2016, 7:30pm, Village Hall, Shipbourne

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

Mrs S Codling - Clerk
Borough Councillor Taylor
1 member of the public

1. Apologies for absence

Apologies received from Cllr Mrs Redman (injury) and Borough Cllr Perry (meeting). All apologies were accepted.

2. Declarations of Interest or Dispensations

None.

3. Minutes of the Meeting, 14 March 2016

The minutes of the meeting 14 March 2016 were approved and signed as a true and accurate record.

4. Matters arising from the Minutes

- Location of the bench with the inscription 'Shipbourne Parish Council 2011' is to be verified – carried forward. Cllr Sheldrick to check location in Dunks Green – Cllr Pettengell has checked historic minutes which state that the bench is located at the Cricket Club. Cllr Tyler to verify – Cllr Tyler advised that the Club believe the bench to be in situ but will confirm. **Action: NT.**
- T&MBC to be advised that the phone cable on the west side of Hoad Common has been hanging low since the winter storms – contacted TMBC but awaiting response - ongoing. **Action: Clerk.**
- The Clerk is to ask commercial companies what it would cost to build a new website. It may be possible to apply for a grant through the Transparency Fund - ongoing. **Action: Clerk**
- Councillors noted that there is a large amount of rubbish at the church cemetery. It is to be requested that contractors take away cuttings when completing work – completed.
- The Police are to be asked whether Back Lane could be authorised as a site for Speedwatch – carried forward. Cllr Wright advised that more volunteers are required. The Clerk advised that it was advertised in the newsletter. The Chair advised of residents that may be interested. **Action: RW**
- The Clerk advised of the Community Payback Scheme. Councillors are to review if any work can be completed by the scheme – carried forward. **Action: All Cllrs.**
- The asset register is to be added to the website – completed.
- After the internal audit, the audit report is to be added to the website - The Clerk advised that an Internal Auditor is being sought. Cllrs requested the Clerk to ask the PCC who audits their accounts. **Action: Clerk.**
- The links to any suitable website options will be distributed to Councillors. **Action: SC & KW**
- The Chair thanked all those who took part in the litter pick. It was noted that March is to be 'Spring Clean' month for the parish. Also, if everyone picks up just one item each day then there would not be so much of a problem. The Clerk is to contact TMBC to pick up the signs. The Chair is to collect the signs put up by the Parish Council. **Action: Clerk&LC**
It was noted that some residents have advised there are not enough dog waste bins as the existing are always full. The Clerk is to contact TMBC to ask the frequency the bins are emptied and request additional collections before and after holiday periods. **Action: Clerk**
- Councillors discussed neighbourhood watch. The Clerk is to contact the PCSO regarding any property marking initiatives – there are no initiatives in the area.
- The Parish Council is to contact Highways about the possibility of removing the roundels on the road. Also, a full response to the letter from Mrs Peplow – information awaited from KCC. **Action: Clerk.**
- Highways are to be alerted to remove the debris from bridleway - completed.
- Councillors noted there are many potholes. Highways are to be contacted – Cllr Sheldrick is to advise the Clerk of locations. **Action: Clerk&JS**

- The Clerk is contacting the insurance company re bench on the common – the insurance company have advised the Council to purchase the bench and submit the invoice for reimbursement. Councillors confirmed the bench should be delivered to Mr Broad and all metalwork is to be dark green. **Action: Clerk**
- The defibrillator training is to be advertised in the newsletter - completed.
- Cllr Pettengell agreed to draft the Emergency Plan, as agreed by PC - completed.
- The Clerk is to check email re Call for Site has been received from T&MBC - completed.

5. Public Open Session

None.

6. Communications

- The Clerk is to send Cllrs the email regarding the Tesco Green Space Grant Programme. **Action: Clerk**

7. Report from County Councillor

None.

8. Report from Borough Councillor

- Cllr Taylor advised that T&MBC continue to advise of a severe lack of funds. Parishes need to be prepared for no financial help next year from the Borough Council.
- Call for Sites. A concession has now been received from T&MBC that they will advise on evidence lodged for Call for Sites before it is entered into the Issues and Options report. This will be submitted to the Planning and Transport Advisory Board and may be restricted to Borough Councillors.
- The timetable keeps slipping. It is now expected for the Issues and Options to be published next Spring.

9. Report from PCSO

None.

10. Chair's Actions and Correspondence

The Chair thanked all who took part in the litter pick and contributed to filling so many rubbish bags. Some residents went out as families and did various areas of the parish.

11. Report from External Bodies

Cllr Wallington advised that he has been included, with Cllr Taylor, in the consultation with Southern Water regarding the Basted Works.

12. Finance and Personnel

a) Payment of Accounts

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHQ NO	AMOUNT
11.04.16	KALC	Subscription	100826	237.05
11.04.16	Sarah Codling	Clerk's Salary: April 2016	100827	410.20
11.04.16	HMRC	Clerk's Tax: April 2016	100823	99.20
TOTAL				£746.45

13. Planning

a) To consider application:

- **TM/16/00686/FL** – Shipbourne House and Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE
Demolition of garages and erection of replacement attached garages.
By majority the Parish Council has, in principle, no objection to this application. However, there is limited information to make an informed decision and comment. Please clarify the following points before we can make a decision:

- *There are concerns about the size of the buildings. The Parish Council would request that Officers ensure it improves the aspect from the road. We also believe the roller shutter door should be amended (unless it is constructed in wood) in order to be in keeping with the area.*
- *Please confirm the roofing is plain clay peg roof tiles, as used on the house. The Parish Council would also like to see a consistent frontage to both garages.*
- *There are no measurements regarding the height of the building.*
- *Please confirm the species of tree to be removed.*
- *We would like to see this development enhance the area, including improving the boundary fencing.*

b) Decisions from T&MBC

None.

c) Other Planning Matters

None.

14. Street Scene

a) Footpaths/trees

The byway is still not cleared at Woodcocks Way and another car has tried to go through.

It was noted that all trees which have recently fallen down have been dealt with efficiently. There are still some down but they are not causing obstruction.

b) Highways

Cllr Sheldrick is to compile a list of potholes for the Clerk to report.

Action: Clerk&JS

The Clerk has contacted T&MBC regarding repainting the yellow lines by The Chaser. This is being added to their works schedule to be completed in the near future.

i. To receive update regarding new 30mph limit

- Information is awaited regarding the cost of the roundels to be removed.
- The Clerk is to ask Amey to respond to Mrs Peploe's letter point-by-point.
- Councillors noted that cars appear to be slower.

Action: Clerk

15. To receive update regarding bench on the Common

Discussed under Matters Arising.

16. To discuss defibrillator training

The training is booked for 7.30pm Monday 25 April.

The Clerk is to confirm with The Chaser the number of staff attending.

Action: Clerk

The Clerk is to create some posters.

Action: Clerk

The Chair is to put up the posters around the parish.

Action: LC

17. To discuss the Parish Website

A sample copy has been created of the existing website to show a possibility for a new website. However, the location of hosting and the cost per annum are awaited. Approximately a third of the website has been replicated.

Once the relevant information has been gathered, Cllr Wallington is to share the new site with Councillors for their views. If all is approved guidance will be sought regarding administration rights for the different sections of the website.

This is to be on the agenda for the next meeting.

Action: Clerk

18. HM the Queen's 90th Birthday Celebration

An open garden event is being held Saturday 12 June. In conjunction with that there will be teas in the village hall to raise funds for the village hall.

Cllr Cohen has offered to organise - a supper as part of the day's event, also to raise funds for the village hall. The event will run from 7pm. Parish Councillors were asked if they could help.

Tickets will be £12.50 per person, bookable in advance. There is space for 50 people.

19. To review Emergency Plan

- Cllr Pettengell presented the updated document, to be referred to as the Emergency Handbook. This is to be the only document for the Emergency Plan. The Handbook is to be split into 3 sections:
 - The plan. How to be ready for an emergency, who are the co-ordinators, zone representatives, what information is in Section B.
 - Section B is to be kept up to date so information (such as vulnerable people) is available should the need arise. Personal information will not be available to the public.
 - Section C is the compilation of checklists necessary during an emergency. This will ensure all correct procedures are followed.
- Councillors suggested that the list of vulnerable people should possibly be documented according zones. A column is to be added to that section. **Action: DP**
- The Chaser is to be added as a potential community shelter. **Action: DP**
- The Risk Assessment needs more details.
- Thanks were extended to Cllr Pettengell for his work regarding this document.
- The document will be published on the website, removing any personal information.
- Residents will be advised that it would be prudent for all households to print the document.
- Councillors were asked to provide feedback. **Action: All Cllrs**

Urgent Business was brought forward:

Cllr Pettengell advised that some bolts on the Shipbourne sign have lost their cover. Cllr Sheldrick is to review.

Action: JS

20. Calls to Site Consultation

Cllr Sheldrick left 9.10pm

An email from Borough Councillor Taylor was reviewed. Cllr Taylor had concerns regarding the Issues and Options report being drafted before anyone is consulted about the Calls for Site exercise. T&MBC have confirmed that people will have a chance to respond to the findings of Calls for Site.

Cllr Pettengell noted that a document on the T&MBC website denotes the statement of community involvement which identifies how involved people will be. It states who will be consulted and how. Cllr Pettengell is to distribute the link.

Action: DP

Cllr Cohen proposed sending a letter to T&MBC Planning outlining the special situation of Shipbourne regarding Calls for Site. This motion was seconded by Cllr Tyler. All Councillors voted in favour.

The Chair is to finalise the letter with Cllrs Pettengell and Wright.

Action: LC, DP, RW

Councillors will review the final draft and give feedback.

Action: All Cllrs

It was noted that Planning Officers are attending a Plaxtol Parish Council meeting. The Clerk is to ask for Officers to attend a Shipbourne Parish Council meeting.

Action: Clerk

21. Urgent Business

As above.

22. Date of Next Meeting

9 May 2016.

The meeting closed at 10:00pm.