

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 21 December 2015, 7:30pm, Village Hall, Shipbourne

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

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

1. Apologies for absence

Apologies have been received from Cllrs Pettengell (holiday), Tyler (work) and Borough Cllr Perry. Apologies were accepted.

The Chair asked the Clerk to email the hall Booking Secretary to confirm the dates for 2016. **Action: Clerk**

2. Declarations of Interest or Dispensations

None.

3. Minutes of the Meeting, 16 November 2015

The minutes of the meeting 16 November 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.**
- Road/speed signs, Dunks Green. Councillors agreed that some of 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 received an email from Highways which seems to confuse the site. The Clerk is to telephone, following up with email, to clarify the area and confirming the Parish Council are not commenting negatively about the new signs on Upper Green Lane. **Action: Clerk.**
- The Dunks Green notice board is damaged. The Clerk is to obtain a quote for repairs – quotes awaited. Cllr Wallington advised of a resident in Upper Green Lane who may be able to help. Contact details to be sent to Clerk. **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 - ongoing.
- 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 – BT have advised that they will not be installing a box at the bottom of School Lane as they cannot operate in the same area as Gigaclear. The Clerk is to ask what the authority is for the statement and to clarify what a commercial box is. BT have upgraded the box outside the village hall and there is Gigaclear on that street. **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 – Fairlawne have responded. The Clerk is to distribute the letter – completed. A response is to be sent. **Action: Clerk.**
- 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 – the annual governance

statement has been sent to Councillors. The end of year accounts are to be loaded onto the website.

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 - completed.
- Councillors requested for the Clerk to advise T&MBC that they have had problems downloading plans from the portal – T&MBC have advised they do not know of any problems. Should Councillors continue to have issues they should contact T&MBC on a case by case basis.
- A tree has fallen on the byeway, 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 – the tree is still restricting passage. The Clerk is to contact KCC. The Chair is to send the Clerk a photo of the tree. **Action: Clerk & Chair**
- The Clerk is to ask for the timescale regarding the A227 project - completed. Work is underway. The Chair asked the Clerk to contact Highways about the signage. As drivers come along Reeds Lane and come to the junction of Reeds Lane/Back Lane the south side is clearly 30mph. However, there is no 30mph sign on the post on the north side of the junction between Reeds Lane and Upper Green Road. Therefore, it looks as if the 30mph limit does not apply. **Action: Clerk**
- The Clerk is to contact Mr Broad who will install the approved bench on the Common – Mr Broad has approved the bench but was to send a confirmation email to the Clerk. This is to be chased. **Action: Clerk.**
- The Clerk is following up with BT re Broadband – as above.
- The emergency plan document is to be updated and sent to Cllr Pettengell for comment – the Emergency Plan has been distributed for this meeting. Borough Councillor Perry has advised that there is a new template which he will send when available. Councillors enquired whether a ‘neighbourhood watch’ could be included so that information could be cascaded if there are incidents such as burglaries. Email addresses could be used in these circumstances. This is to be added to the agenda for the next meeting to discuss. Councillors to consider how they believe this is best completed. **Action: Clerk.**
- The website is being deferred to the meeting in January. Cllr Wallington to invite Mr Cullen - completed.
- Call to Sites. 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 – T&MBC advised that they are not going to any meetings until all the sites have been considered and more information known about the potential of the sites.

5. Public Open Session

None.

6. Communications

None.

7. Report from County Councillor

None.

8. Report from Borough Councillor

Cllr Taylor advised he would speak to the Highways Engineers regarding the signage at Dunks Green. The Clerk is to advise the portal number. **Action: Clerk**

The Clerk should have received an email regarding changes to Government Policy regarding Council Tax. This should be distributed to the Council. **Action: Clerk**

9. Report from PCSO

None.

10. Chair’s Actions and Correspondence

None.

11. Report from External Bodies

The draft agenda for the KALC meeting, 14th January 2016 was distributed. Councillors had nothing to add.

12. Finance and Personnel

a) Payment of Accounts

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHEQUE NO	AMOUNT
21.12.15	Open Spaces Society	Subscription	100809	45.00
21.12.15	Sarah Codling	Clerk's Salary: December 2015	100810	476.39
21.12.15	HMRC	Clerk's Tax: December 2015	100811	99.40
21.12.15	Gary Davies	Website	100812	150.00
TOTAL				£770.79

b) Transparency Fund

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.

Action: Clerk

c) To consider budget prior to setting 2016/17 Precept in January 2016

The money received for S136 includes the cemetery maintenance, cutting Dunks Green Common and hedge cutting. The Clerk is to enquire from the PCC what they are spending on the cemetery.

Action: Clerk

The Clerk is to ask Mr Galbraith whether the Parish Council grant money for the storage heaters has been found in the village hall accounts.

Action: Clerk

The Clerk is to redraft the budget and send to Councillors for comment. The rationale is to cover costs and maintain reserves.

Action: Clerk

13. Planning

a) To consider application:

None.

b) Decisions from T&MBC

Tree Preservation Order No 22 – Marchurst, Hildenborough Road, Shipbourne

c) Other Planning Matters

None.

14. Street Scene

a) Footpaths/trees

Discussed under Matters Arising.

b) Highways

Cllr Wright has been completing Speedwatch on the A227. It was noted that it would be beneficial to have some on Back Lane to bring the new speed limit to the attention of drivers. The Police are to be asked whether this site could be authorised.

Action: RW

An automatic speed camera would be beneficial. The Clerk is to find out the cost. Cllr Wright is to send details of the Sussex Speedwatch Group to the Clerk.

Action: RW/Clerk

The Clerk is to find out the date the speed limit is legally active.

Action: Clerk

15. To review quote for bench on the Common

Discussed under Matters Arising.

16. To review Emergency Plan

This item was deferred to the January meeting.

Action: Clerk

17. Calls to Site Consultation

Cllr Sheldrick left 9pm

Tonbridge and Malling Borough Council will not attend a meeting as Officers are waiting for sites to be assessed. Officers have confirmed that there is to be an average of 30 properties per acre, with a minimum of 5 dwellings per site.

The Parish Council has published more information in the newsletter.

18. Urgent Business

None.

19. Date of Next Meeting

11 January 2016.

The meeting closed at 9:26pm.