

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 8 February 2016, 7:30pm, Village Hall, Shipbourne

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

Mrs S Codling - Clerk
Mr S Cullen

1. Apologies for absence

Apologies have been received from Borough Cllrs Perry and Shaw. Cllr Tyler advised he would be late. Apologies were accepted.

2. Declarations of Interest or Dispensations

None.

3. Minutes of the Meeting, 11 January 2016

The minutes of the meeting 11 January 2016 were approved and signed as a true and accurate record.

4. Matters arising from the Minutes

- The Chair asked the Clerk to email the hall Booking Secretary to confirm the dates for 2016 – completed.

Cllr Taylor arrived 7.32pm

- 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. **Action: All Cllrs.**
- 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 for the timescale regarding the A227 project -- the contractors have been contacted about the snagging list but items are still outstanding. The Clerk is to follow up. Cllr Mrs Cohen offered to walk round with the contractor. **Action: Clerk**
- Clerk to contact Mr Broad to install the approved bench on the Common – Mr Broad has approved the bench but is to send a confirmation to the Clerk. To be chased - completed. The bench is on order.
- Councillors enquired whether a 'neighbourhood watch' could be included in the Emergency Plan so that information could be cascaded if there are incidents such as burglaries. This is to be added to the agenda for the next meeting to discuss. Cllrs to consider how this is best completed – on agenda.
- The Clerk should have received an email regarding changes to Government Policy regarding Council Tax. This should be distributed to the Council – the email was not received. A copy has been requested from Cllr Taylor – information from Cllr Taylor distributed.
- 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**

Cllr Tyler arrived 7.35pm

- The Clerk is to enquire from the PCC what they are spending on the cemetery - completed. Last year grass cutting was £1,704. There were also additional costs. Councillors noted that there is a large amount of rubbish on the site. It is to be requested that contractors take away cuttings when completing work – carried forward. **Action: Clerk**
- The Police are to be asked whether Back Lane could be authorised as a site for Speedwatch – carried forward. **Action: RW**
- An automatic speed camera would be beneficial – costs circulated. There is some equipment which would be very beneficial but is not yet available – to be on November agenda. **Action: RW/Clerk**
- The Clerk is to circulate the matters arising document with the draft minutes – completed and ongoing.
- The Clerk is to find out the deadlines for applying for grants under the Transparency Fund and advise Councillors. The relevant documentation is, also, to be obtained – on agenda.

- Cllr Sheldrick is send details of blocked culverts to the Clerk to report to Highways - completed.
- The Emergency Plan to be deferred to the next meeting – on agenda.
- The Council raised queries surrounding the timetable for both the Calls for Sites and the Local Plan. The Clerk is to ask T&MBC for clarification – on the agenda.
- The Clerk is to obtain an A3 map of the proposed sites from T&MBC for Councillors - requested.
- It was noted that an appraisal review is outstanding for the Clerk – completed prior to this meeting.

5. Public Open Session

None.

6. Communications

Noted.

The Clerk advised of the Community Payback Scheme. Councillors are to review if any work can be completed by the scheme.

Action: All Cllrs.

7. Report from County Councillor

None.

8. Report from Borough Councillor

There are ongoing sewage problems from the pumping station at Basted. A homeowner who has been flooded several times is to draw up a chronology of events. Support was requested from neighbouring Councils. Cllr Taylor advised he would keep Shipbourne Parish Council informed. The Environment Agency have been contacted.

Cllr Taylor advised the Parish Council to contact him should Councillors wish a planning application to be called to Committee.

9. Report from PCSO

None.

10. Chair's Actions and Correspondence

The Clerk's appraisal was completed prior to the Full Council meeting. An outline of the meeting was given to Councillors.

11. Report from External Bodies

Cllr Pettengell requested the date of the next Parish Partnership Panel meeting. The Clerk is to find the date and distribute.

Action: Clerk

12. Finance and Personnel

a) Payment of Accounts

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHEQUE NO	AMOUNT
08.02.16	St Gile's Church, Shipbourne	Printing of newsletter	100818	300.00
08.02.16	Sarah Codling	Clerk's Salary: February 2016	100819	410.20
08.02.16	HMRC	Clerk's Tax: February 2016	100820	99.20
TOTAL				£809.40

It was noted that there will be approximately £350 of S136 money to spend by 31 March 2016. Councillors are to think of options. **Action: All Cllrs.**
The Clerk is to distribute the criteria for S136 spending. **Action: Clerk.**

b) Transparency Fund

- The Parish Council adheres to the Transparency Fund except for publicising the asset register. This is to be added to the website. **Action: Clerk.**
- After the internal audit, the audit report is to be added to the website. **Action: Clerk.**

The item regarding the Parish Website was brought forward:

17. To discuss the Parish Website

The situation was explained whereby only a software developer can update the website. It is a simple r to have a website for the Clerk or Councillors to update. Discussions need to take place about what other functions it would perform and what it should do.

Two options have been presented to the Council; training from Hugofox in order to build a free Parish website and the opportunity to apply for a grant of up to £500 to cover costs of building a website. The current website is not just a Parish Council website but also a community website including information from the church. Ideally, a new website should include the community news.

It was proposed to have various accesses where administrators can access specific areas of the website or have different user rights. A separate administrator would then publish the information.

Mr Cullen agreed to look at the website to see what solution may be suitable. If it is a free solution Mr Cullen can proceed with sending a draft template. Mr Cullen will advise his fees.

Cllr Wallington agreed with Mr Cullen to both look at systems available, advising of positives and negatives. The links to any suitable sites will be distributed to Councillors. **Action: SC & KW**

Thanks were extended to Mr Cullen for attending.

13. Planning

a) To consider application:

- **TM/03882/FL - Silver Hill Plantation, Long Mill Lane, Dunks Green, Tonbridge, Kent TN11 9SD**

Two dormers and timber terrace/balcony to side elevation and front porch.

The Parish Council has no objection in principle. We would ask T&MBC to consider the scale of the proposal and comment that the balcony overlooks the public footpath. We note that the materials to be used will match existing and wish for this to be upheld.

b) Decisions from T&MBC

- **TM/15/03343/FL and TM/15/03444/LB** – The Roses, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU – Demolition of conservatory and erection of two storey rear extension, front dormer window, internal and external alterations – *Approved.*

c) Other Planning Matters

None.

14. Street Scene

a) Footpaths/trees

The fallen tree on Woodcocks Way has been cut.

b) Highways

- Cllr Wallington advised that there is a byway in Plaxtol which has received a lot of traffic from high speed 4x4 cars. Neighbours have been trying to engage people to petition against this.
- A litter pick is to be advertised in the newsletter. **Action: Clerk**
It is usually the weekend before Easter. Councillors are to clear outside their house and encourage others to do likewise. **Action: Cllrs**

- The Chair is to send the Clerk details of previous events. **Action: LC**
- The date for the bulk refuse freighter moved twice last month. The date is to be published in the newsletter, along with a link to the TMBC website. **Action: Clerk**

15. To review quote for bench on the Common

This was discussed under Matters Arising.

16. To discuss defibrillator maintenance

The Chair recently attended defibrillator training at Plaxtol WI, delivered by Sevenoaks Community Responders. Subsequently, SCR have been approached to deliver training in Shipbourne. The Clerk is to reiterate the location of the defibrillator and its use in the newsletter report. SCR are also to be mentioned in the newsletter. **Action: Clerk**

17. To discuss the Parish Website

Discussed above.

18. To review Emergency Plan

Cllr Pettengell is to review the new template before discussing further. **Action: DP**
Councillors discussed neighbourhood watch. The Clerk is to contact the PCSO regarding any property marking initiatives. **Action: Clerk**

19. Calls to Site Consultation

There was no update from TMBC. Cllr Pettengell is to raise the matter at the Parish Partnership Panel meeting to gauge thoughts of other parishes. **Action: DP**

20. Urgent Business

There is growing use of the car park for large vehicles parking overnight. Cllr Wallington is to advise Cllr Sheldrick of the haulier. **Action: KW**
It was noted that if cars cannot park at the Chaser they park on the double yellow lines and back onto the A227. Councillors requested the Clerk to contact Highways advising that the yellow lines have faded and may need repainting. **Action: Clerk**

21. Date of Next Meeting

14 March 2016.

The meeting closed at 9:15pm.