

Shipbourne Parish Council

Minutes of Full Council Meeting

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

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

Mrs S Codling - Clerk

1. Apologies for absence

Apologies have been received from Cllrs Pettengell (holiday), Tyler (family) and Wallington (work. Borough Cllrs Perry and Taylor also sent apologies. Apologies were accepted.

2. Declarations of Interest or Dispensations

Councillor Mrs Cohen declared a pecuniary interest in planning application TM/15/03865/FL.

3. Minutes of the Meeting, 21 December 2015

The minutes of the meeting 21 December 2015 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 – carried forward. **Action: Clerk**
- Location of the bench with the inscription ‘Shipbourne Parish Council 2011’ is to be verified – carried forward. **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.**
- Road/speed signs, Dunks Green. Councillors agreed that some of the road signs are unnecessary. The Clerk is to raise the matter with Highways – 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 site – Highways have advised that they cannot do anything owing to regulatory requirements for signs.
- The Dunks Green notice board is damaged. The Clerk is to obtain a quote for repairs –Cllr Wallington advised of a resident who may be able to help. Contact details to be sent to Clerk – the work has been completed.
- 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 – response received ‘The work that openreach is doing in the area is part of our next generation access (NGA) commercial roll out and not part of the work contracted to us by KCC. As gigaclear are working in the area this would be a breach of state aid funding rules. Therefore if gigaclear are working in the area our commercial team would first need to assess the commercial viability of providing further services in the area and if it would cost in.’
- 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 - completed.
- 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 - completed.
- 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 - completed. KCC have advised the tree should be removed by the end of the week.

- The Clerk is to ask for the timescale regarding the A227 project - completed. 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 – Amey have advised that they are visiting the site to complete a ‘snagging list’. They will advise any findings. Councillors noted that the VAS sign is still outstanding. **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 - ongoing. **Action: Clerk.**
- 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. Councillors to consider how this is best completed – on agenda but to be deferred to next meeting. **Action: Clerk.**
- Cllr Taylor advised he would speak to the Highways Engineers regarding the signage at Dunks Green. The Clerk is to advise the portal number - completed.
- 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. **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**
- 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. **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 – the money is being held in the accounts.
- The Clerk is to redraft the budget and send to Councillors for comment. The rationale is to cover costs and maintain reserves - completed.
- 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. The Clerk is to find out the cost. Cllr Wright is to send details of the Sussex Speedwatch Group to the Clerk – costs were circulated. There is some equipment which would be very beneficial but, unfortunately, is not yet available. This is to be reviewed towards the end of the year. **Action: RW/Clerk**
- Clerk to find out the date the speed limit is legally active – the limit became active 12 November 2015.
- Emergency Plan was deferred to the January meeting - completed.
- The Clerk is to circulate the matters arising document with the draft minutes. **Action: Clerk.**

5. Public Open Session

None.

6. Communications

Noted.

7. Report from County Councillor

None.

8. Report from Borough Councillor

None.

9. Report from PCSO

None.

10. Chair's Actions and Correspondence

The Chair sent the photos of the tree at Woodcocks Way and the signs at Dunks Green.

11. Report from External Bodies

None.

12. Finance and Personnel

a) Payment of Accounts

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHQ NO	AMOUNT
11.01.16	St Gile's Church, Shipbourne	S136 payment	100814	660.00
11.01.16	Sarah Codling	Clerk's Salary: January 2016	100815	410.00
11.01.16	HMRC	Clerk's Tax: January 2016	100816	99.40
11.01.16	Martin Cruse	Notice board, Dunks Green	100817	90.00
TOTAL				£1,259.40

b) Transparency Fund

The Clerk is to find out the deadlines for applying for grants and advise Councillors. The relevant documentation is, also, to be obtained.

Action: Clerk

c) To agree 2016/17 Precept

The budget was proposed, as follows:

EXPENDITURE				INCOME	
Personnel					
Clerk's salary	5,961.6			Grant TMBC	3,708
Mileage	162			Website	260
Chair's Allowance	100			Council tax support grant	549
Elections	900			HSBC Interest	5
Training	350	Total	7,473.6	Precept	8,643.01
Administration				Parish Reserves	2,697.59
Contingency	400				
Postage	45				
Stationery	35				
Printing	60				
Subscriptions	350				
Hire of Hall	350				
Audit Fee	200				
Insurance	350	Total	1,790		
Computer					
Computer running costs	75				
Website	600	Total	675		
Green Space					
S136 payments					
Basic Allocation – Parks, Allotments,	2,365				

Footpaths, Open Spaces, Sports Grounds & Village Halls					
Cemeteries and churchyards	1,343	Total	3,708		
Maintenance					
Phone Box maintenance	100				
Legal Fees	750	Total	850		
Community Projects					
Community Project Support	250	Total	250		
General					
General Contingencies	1,000	Total	1,000		
Donations / Section 137					
Donations to Parish Orgs	0				
Donations to others	30				
CPRE subscription	36				
Open Spaces Society Sub	50	Total	116		
TOTAL EXPENDITURE	15,862.6			TOTAL INCOME	15,862.6

This would require the Parish Council to fund £2,697.59 from reserves. Councillors agreed to keep the cost to residents the same. Therefore, the precept would be £8,643.01 for 2016/17.
All Councillors voted in favour of the proposed budget and the Precept for 2016/17.
It was noted that the Section 136 money is to be spent by March.

13. Planning

a) To consider application:

Councillor Mrs Cohen explained her application.

Cllr Mrs Cohen left 8.19pm

- **TM/15/03865/FL – Great Oaks House, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9RX**
Proposed conversion of existing stable and hay barn into dwelling house (including new roof and walling to hay barn) with associated creation of domestic curtilage, access and parking facilities.
The Parish Council has no objection to this application.

Cllr Mrs Cohen returned 8.22pm

- **TM/15/03866/FL - Paddock And Stables Hamptons Road Shipbourne Tonbridge Kent**
Erection of new timber stables
The Parish Council has no objection to this application, subject to removal of both the existing stable building and field shelter.

b) Decisions from T&MBC

None.

c) Other Planning Matters

None.

14. Street Scene

a) Footpaths/trees

Discussed under Matters Arising.

b) Highways

Cllr Sheldrick is to send details of blocked culverts to the Clerk to report to Highways. **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 next meeting.

Action: Clerk

17. Calls to Site Consultation

Correspondence from residents was reviewed.

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.

Action: Clerk

The Clerk is to obtain an A3 map of the proposed sites from T&MBC for Councillors.

Action: Clerk

18. Urgent Business

It was noted that an appraisal review is outstanding for the Clerk.

Action: Clerk

19. Date of Next Meeting

8 February 2016.

The meeting closed at 8:45pm.