

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 14 March 2016, 7:30pm, Village Hall, Shipbourne

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

Mrs S Codling - Clerk
Borough Councillor Perry
3 members of the public

1. Apologies for absence

Apologies have been received from Cllrs Tyler (work), Wright (holiday) and Borough Cllr Taylor. All apologies were accepted.

2. Declarations of Interest or Dispensations

None.

3. Minutes of the Meeting, 8 February 2016

The minutes of the meeting 8 February 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. **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 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 – this item is on the agenda.
- 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 – 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 advised of the Community Payback Scheme. Councillors are to review if any work can be completed by the scheme – carried forward. **Action: All Cllrs.**
- Cllr Pettengell requested the date of the next Parish Partnership Panel meeting. The Clerk is to find the date and distribute - completed.
- Councillors are to think of options to spend S136 money – on agenda.
- The Clerk is to distribute the criteria for S136 spending - completed.
- The asset register is to be added to the website – the Clerk was requested to update the spreadsheet. **Action: Clerk.**
- After the internal audit, the audit report is to be added to the website. **Action: Clerk.**
- The links to any suitable website options will be distributed to Councillors. **Action: SC & KW**
- A litter pick is to be advertised in the newsletter - completed.
- Councillors to litter pick outside their house and encourage others to do likewise. **Action: Cllrs**
- The Chair is to send the Clerk details of previous events - completed.

- 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 - completed.
- 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 - completed.
- Cllr Pettengell is to review the new Emergency Plan template – on agenda.
- Councillors discussed neighbourhood watch. The Clerk is to contact the PCSO regarding any property marking initiatives – awaiting response. **Action: Clerk**
- Cllr Pettengell is to raise Call for Sites at the Parish Partnership Panel meeting to gauge thoughts of other parishes – on agenda.
- There is growing use of the car park for large vehicles parking overnight. Cllr Wallington is to advise Cllr Sheldrick of the haulier - completed.
- Clerk to contact Highways; A227 yellow lines have faded and may need repainting - completed.

5. Public Open Session

Members of the public expressed concerns regarding the road markings and signs in Shipbourne, following implementation of the 30mph speed limit. The extent of the markings around the village and on Upper Green Road are excessive and seems too much for such a small lane, particularly within a Conservation Area and AONB.

The Chair advised that the Parish Council informed Highways that they did not want more signs and, indeed, requested some proposed signs to be removed from the scheme. However, there are certain rules and regulations with which Highways had to conform in order for the scheme to proceed. There are 30mph roundels in other villages which have faded in time and have not been repainted.

The Chair also advised that, unfortunately, there are some signs which are yet to be installed. The Parish Council are waiting to hear from the contractor as to what work is still to be completed.

The Chair asked the member of the public, Mrs Peploe, to write to Highways expressing any concerns, including any relevant information regarding process, as detailed in the communication sent to the Parish Council.

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 Peploe. **Action: Clerk.**

6. Communications

Noted.

7. Report from County Councillor

None.

8. Report from Borough Councillor

The financial arrangements for parishes are set to change. Unfortunately, this will not be discussed by T&MBC this month as there is still extra work due. An extraordinary meeting has been called, 20 April, in order to discuss parish settlements. Extra savings are to be made by the Borough. Cllr Pettengell noted that it was mentioned at the Parish Partnership Panel that parishes will have to sacrifice the support grant from 2016/17. This would cost Shipbourne approximately £500 per year.

T&MBC are considering how to change any services in order to fit the new budget. Any ideas from parishes would be most welcome.

Cllr Perry advised that he is supporting Matthew Scott as candidate for Police Commissioner.

Cllr Perry advised that he is working towards Speedwatch becoming a civilian role than through the ever changing police. The Joint Transportation Consultation Group is to be used to refine the process.

Cllr Perry advised that, further to the Borough Councillor Taylor's comment at the last meeting, all Borough Councillors are available to speak to regarding planning matters.

9. Report from PCSO

None.

10. Chair's Actions and Correspondence

None.

11. Report from External Bodies

- Cllr Pettengell advised about the Parish Partnership Panel meeting he attended. The format has improved as it was previous powerpoint presentations whereas now the agenda is primarily set by Parish Councils.
- There is a slip in the schedule regarding the Local Plan and Planning Reforms. The consultation on the Issues and Options part of the plan is now expected in September 2016 instead of April.
- There is the possibility that, in the future, T&MBC will use third parties to complete analytical work for planning applications, but the decision will be made by the Borough. Cllr Perry advised that this is something going through the House of Lords where developers can go to a third Body for planning permission, thus taking the authority away from Borough Councils. The Borough is now offering commercial services, such as initial planning consultations, in order to compete with other companies. This should have no impact on the Call for site consultation but the subsequent planning process.
- There were talks at the PPP meeting about the financial arrangement. There is a Savings and Transformation Strategy being completed to bring in and save money.
- There are several initiatives for the Queen's 90th birthday, for example beacons on 21st April and street parties in June.
- T&MBC are promoting an app called 'Littergram'. This has already been advertised in the Shipbourne parish newsletter.

12. Finance and Personnel

a) Payment of Accounts

The accounts were approved.

DATE	BENEFICIARY	DETAILS	CHQ NO	AMOUNT
14.03.16	Gary Davies	Website Fee, Dec – Feb	100821	155.00
14.03.16	Sarah Codling	Clerk's Salary: March 2016	100822	422.60
14.03.16	HMRC	Clerk's Tax: March 2016	100823	99.40
14.03.16	Action with Communities in Rural Kent	Subscription	100824	50.00
14.03.16	Clerks & Councils Direct	Subscription	100825	12.00
TOTAL				£739.00

b) S136 Money

There is £1,672 to spend.

The Chair advised that, at the Village Hall Trustee meeting last week, quotes were reviewed for replacing all the storage heaters with electric heaters. The overall cost would be approximately £2,500.

Additionally, when putting up adverts for the Shipbourne litter pick, it was felt that the Parish Council could benefit with some a-frame boards for posters. The cost would be approximately £150 for 3.

Cllr Cohen proposed committing £200 for a-boards with the balance to go to the village hall for heating.

Cllr Wallington seconded the motion. All voted in favour.

13. Planning

a) To consider application:

None.

b) Decisions from T&MBC

None.

c) Other Planning Matters

Cllr Taylor has emailed local parishes requesting them to send any information regarding problems when contacting Enforcement. Councillors did not feel there were any problems to raise.

14. Street Scene

a) Footpaths/trees

A car has tried to go down the bridleway at Woodcocks Way and has brought down some saplings. Highways are to be alerted to remove the debris. Currently, a horse could not go down the bridleway.

Action: Clerk.

b) Highways

Councillors noted there are many potholes. Highways are to be contacted.

Action: Clerk

i. To discuss correspondence received regarding new 30mph limit

Discussed under Public Forum.

15. To receive update regarding bench on the Common

The Clerk is contacting the insurance company as no contact has been made from them. **Action: Clerk**

16. To discuss defibrillator training

Sevenoaks Community First Responders have agreed to conduct the training. The Chair has spoken to The Chaser who would be happy to host on a Monday night. It was agreed to hold the training 25th April 2016. The training is to be advertised in the newsletter.

Action: Clerk

One of the Responders lives in Plaxtol and has agreed to review the defibrillator on an ongoing basis to ensure it is working well.

17. To discuss the Parish Website

A replica website has been created using a new platform and wordpress template.

This is to be deferred to the next meeting.

18. Village Hall – to discuss heating proposals

Discussed under S136 money.

19. To review Emergency Plan

- Cllr Pettengell has reviewed the plan presented in December. It is a thorough document but does not lend its way to communicating within the parish between residents. Ideally, the Shipbourne Emergency Plan should be easy to be followed during an emergency.
- The structure envisaged for the plan would be
 - What is an emergency? This cannot be completely defined as there may be some emergencies not mentioned. However, the plan is to stipulate that it is not to be used unless an emergency has been declared by an outside agency or a quorum of the Parish Council.
 - How to handle an emergency. To have a team of co-ordinators. These are to be structured by areas in order to form a telephone tree.
- In preparation for an emergency, the co-ordinators are to maintain a database of vulnerable people, key locations, local skills and resources, other agencies, risk register.
- If there is an emergency, there are to be emergency action cards available to follow, outlining the procedure of what takes place. This is to be as brief as possible and easily followed.
- Cllr Pettengell agreed to draft the plan, as detailed above. **Action: DP**
- Councillors thanked Cllr Pettengell for his work.
- Cllr Perry advised that the new template for an emergency plan details terminology that is to be used by the whole of Kent and the Police. The terms should be incorporated into each Emergency Plan in order for each document to be compatible.

20. Calls to Site Consultation

Cllr Perry advised that the Parish Council should have received an email, dated 12 February. The Clerk is to check this has been received.

Action: Clerk

The new timetable is available on the T&MBC website.

21. Urgent Business

None.

22. Date of Next Meeting

11 April 2016.

The meeting closed at 9:00pm.