

# **Shipbourne Parish Council**

## **Minutes of Full Council Meeting**

**Monday 13 June 2016, 7:30pm, Village Hall, Shipbourne**

**Present:** Cllr Mrs Cohen (Chair)  
Cllrs Pettengell, Mrs Redman, Sheldrick, Tyler, Wallington and Wright.  
Mrs S Codling - Clerk

### **1. Apologies for absence**

Apologies received from Borough Cllrs Shaw (meeting) and Taylor (meeting). All apologies were accepted.

### **2. Declarations of Interest or Dispensations**

Cllr Wallington declared an interest in planning application TM/16/01689/TNCA.

### **3. Minutes of the Meeting, 9 May 2016**

The minutes of the meeting 9 May 2016 were approved and signed as a true and accurate record.

### **4. Matters arising from the Minutes (not on agenda)**

- Location of the bench with the inscription 'Shipbourne Parish Council 2011' is to be verified – Cllr Pettengell has checked historic minutes which state that the bench is located at the Cricket Club. Cllr Tyler to verify – Cllr Tyler confirmed that the bench is at the Club.
- 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 – this has not progressed as Cllr Wallington and Mr Cullen are building the website.
- The Police are to be asked whether Back Lane could be authorised as a site for Speedwatch – Cllr Wright advised that more volunteers are required. The Chair advised of residents that may be interested – carried forward. **Action: RW**
- The Clerk advised of the Community Payback Scheme – Cllrs proposed requesting signs to be cleaned. Cllr Mrs Cohen is to advise the Clerk which signs need cleaning - The sign at the bottom of Claygate Lane, on Puttenden Road, needs to be cleaned. Also, the 'beware of deer' sign past the school on Hildenborough Road (on the left travelling south). **Action: Clerk**
- The litter pick signs are to be picked up by TMBC – completed.  
The Clerk is to contact TMBC to ask the frequency the dog waste bins are emptied and request additional collections before and after holiday periods – TMBC have confirmed that they empty the bins weekly on a Thursday.
- Clerk is to contact Highways about possibility of removing the roundels on the road. **Action: Clerk.**
- Clerk to request response to Mrs Peploe's letter point-by-point – response awaited. **Action: Clerk**
- Cllr Pettengell advised that some bolts on the Shipbourne sign have lost their cover. Cllr Sheldrick is to review – the Clerk is to ask Mr Cruse to put hard wood dowels in the holes. **Action: Clerk**
- The Clerk is to distribute the communication regarding the TMBC Financial Consultation to all Councillors. This is to be discussed at the next meeting - completed.
- Councillors reviewed the End of Year Accounts. A question arose about the Clerk Expenses and whether they have been accounted in the correct cost centre. This is to be reviewed – the Clerk will query this with the internal auditor.
- The Clerk advised that the Council's insurance is due for renewal in June. Came and Company have supplied three quotes. The Clerk has also approached other companies for quotes. Councillors requested that the Clerk looks through each policy and make a recommendation - completed.
- Councillors approved delegated authority to approve the insurance policy via email - completed.
- The tree is still across the footpath at Woodcocks Way. The Clerk is to chase. **Action: Clerk**
- The stile at the corner of the Green is broken. Cllr Sheldrick is to review – Cllr Sheldrick has organised the repair.

- The hinge of the phone box has broken in the high winds. The Clerk is to ask Martin Cruse to quote for repair and making provision for this type of damage recurring – quotes are awaited. **Action: Clerk**
- The Clerk is to find the details of the company who specialise in phone box maintenance to approach for a quote - completed.
- The double yellow lines outside The Chaser have not been repainted. The Clerk is to chase as the issue is dangerous – awaiting response from TMBC. **Action: Clerk**
- Clerk to ask Highways to lower the 30mph signs from 6ft to 4ft – response awaited. **Action: Clerk**
- Cllr Wallington is to write to the current website administrator re the new website - completed.
- Cllr Pettengell is to sort out zone representatives for Emergency Plan. A progress report is to be given at the next meeting - completed.
- The Clerk is to find out which Borough Councillors are on the Planning and Transportation Board – information to be emailed to Councillors. **Action: Clerk**
- TMBC Officers are to be invited to a Parish Council meeting re Call for Sites – this has not progressed as all Shipbourne sites have been deemed unsuitable by TMBC.

**5. Public Open Session**

None.

**6. Communications**

Noted.

An email has been received from Community First Responders advising the number of the defibrillator cabinet. However, when the cabinet was opened the defibrillator was not located inside. The Clerk is to find out who installed the cabinet. **Action:**

**Clerk**

The Clerk is to respond to the Emergency Questionnaire.

**Action: Clerk**

**7. Report from County Councillor**

None.

**8. Report from Borough Councillor**

None.

**9. Report from PCSO**

None.

**10. Chair's Actions and Correspondence**

The memorial bench for Lynette Sergeant was inaugurated yesterday. The Clerk is to check whether this should be added to the Parish Council or Village Hall insurance policy. **Action: Clerk**

**11. Report from External Bodies**

None.

The Clerk is to attend a meeting about the Local Plan on 28 June.

**Action: Clerk**

**12. Finance and Personnel**

**a) Payment of Accounts**

Approved.

DATE	BENEFICIARY	DETAILS	CHQ NO	AMOUNT
13.06.16	Gary Davies	Website		135.00
13.06.16	Malling Action Partnership	JPCTCG Membership		50.00
13.06.16	Sarah Codling	Clerk's Salary: June 2016		457.00
13.06.16	HMRC	Clerk's Tax: June 2016		102.20

<b>TOTAL</b>				<b>£744.20</b>
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**b) To discuss T&MBC Financial Consultation**

Councillors agreed that no response is to be given.

**c) To discuss resignation of Parish Clerk**

The Clerk advised that Phil Codling would be interested in the job. The Chair proposed for Mr Codling to be a locum Clerk from August to November for 20 hours per month. 6 Councillors voted in favour with 1 abstention. Mr Codling is to submit a CV for review.

The Chair is to organise an advert with a deadline of 22 July. The Clerk is working until 31 July 2016.

**13. Planning**

**a) To consider application:**

Cllr Wallington introduced the application. As the site was next door, Councillors visited the site to see the affected trees.

*Cllr Wallington left the meeting 8.25pm*

- TM/16/01689/TNCA – Yew Tree Cottage, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL  
Proposal: T1 Silver Birch – Fell (damage from roots), T2 Weeping Willow – Fell (badly decayed, T3 Corsican Pine – Fell (excessive shading)

*The Parish Council has no objection to the proposals for the Weeping Willow and Silver Birch. However, we are concerned about the impact to the landscape value if the Corsican Pine is felled.*

*Cllr Wallington returned 8.32pm*

**b) Decisions from T&MBC**

None.

**c) Other Planning Matters**

An email has been received from TMBC Enforcement regarding Hookwood Farm. Appropriate applications are to be submitted in due course for Parish Council comments.

**14. Street Scene**

**a) Footpaths/trees**

**i. To review grass cutting, Dunks Green.**

Complaints have been received that the grass is not being picked up once it has been cut. The Clerk is to contact the contractor. **Action: Clerk**

**ii. To review hedge cutting**

Councillors agreed that the hedge does not need cutting. Therefore, the S136 money can go to the village hall. Councillors requested the Clerk to write to the Village Hall asking for an update regarding the electric heaters. **Action: Clerk**

**b) Highways**

**i. To receive update regarding new 30mph limit**

Discussed under Matters Arising.

**ii. Highways England Road Investment Strategy Post 2020 - Route Strategies Submission**

Borough Councillor Tim Shaw has sent correspondence looking for support for the J5 slips. Councillors agreed that Shipbourne Parish Council should write a letter of support. **Action: Clerk**

**15. To receive update regarding bench on the Common**

The bench is on order.

**16. To discuss the Parish Website**

Cllr Wallington advised that he is ready to communicate with each of the section owners in order to advise them how to load their content. **Action: KW**

**17. HM the Queen's 90<sup>th</sup> Birthday Celebration**

The supper last night in the village hall went very well. It is believed that approximately £1,000 was raised for the village hall.

It was noted that the celebration was a great community event.

**18. To review Emergency Plan**

Cllr Pettengell has compiled zones according to postcodes. Councillors reviewed the documents. Cllr Pettengell is to approach people to be zone representatives. **Action: DP**

Thanks were extended to Cllr Pettengell.

**19. Calls to Site Consultation**

Tonbridge and Malling Borough Council have published the results of the evidence based assessment. All Shipbourne sites have been deemed unsuitable.

**20. Urgent Business**

None.

**21. Date of Next Meeting**

11 July 2016.

The meeting closed at 9:15pm.