**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 14 November 2016 in Shipbourne Village Hall**

**Present: Cllr Libby Cohen (Chair), Cllr David Pettengell, Cllr Valerie Redman, Cllr James Sheldrick, Cllr Nick Tyler, The Parish Clerk, Borough Cllr Mike Taylor, PCSO Mark Thomas, Cllr Harry Rayner, Chair of KALC, Vice-Chair Wrotham PC and Mr Curtis Galbraith, Chair, Secretary and Trustee of Shipbourne Village Hall.**

1. **Apologies for absence -** Cllr Wallington
2. **Declarations of Interest or Dispensations -** None
3. **To approve as a correct record the Minutes of the Parish Council meeting held 10 October 2016 –** The Minutes of the meeting held on 10th October were approved and signed as a true record of that meeting.
4. **Public Open Session -** Curtis Galbraith circulated and presented proposals for improvements to the Village Hall. The Village Hall heating system desperately needs upgrading and in addition some building works, redecoration and electrical works are required. Some quotes have been obtained already for a new heating system, ranging from £11,500 to £12,500 plus VAT and some funding is already in place although the Village Hall Committee would like to reserve some of this funding for future improvements such as Wi-Fi. There is also a conditional promise of a grant from KCC towards the heating system.

The Parish Council are being asked to support and make a financial contribution to the redecoration, building and electrical improvements. A quote of £17,150 plus VAT has been obtained for this work. Cllr Cohen asked whether Mr Galbraith could breakdown the cost for a new ceiling and insulation. Mr Galbraith proposed that the Parish Council take out a Public Works Loan and offer it as a Grant to the Village Hall Charity. Mr Galbraith raised a point about VAT and Cllr Pettengell asked whether the Parish Council could legitimately pay for the improvements in order to save the VAT. The Parish Clerk verified that The Parish Council, as owner of the Village Hall, could pay for improvements under section 19 Local Government Act and reclaim the VAT although believes there is a threshold on the amount that can be claimed back. The Parish Clerk will verify that amount. **(Action – Clerk)**

The aim is to make the Village Hall an attractive venue and to make it profitable. At this stage Mr Galbraith is uncertain which the best heating system would be for the Hall and asked for some guidance.

Cllr Taylor said that a Public Works Loan was fairly straightforward to organise and could be paid back over a predetermined number of years. It would require approval by KCC.

Cllr Pettingell asked whether the Village Hall may be able to generate enough money to pay back the loan. Mr Galbraith said it was too early to say.

Cllr Tyler suggested that it seemed illogical to do the heating and building works separately, it was agreed that the best way forward would be to do all the work at once.

Cllr Rayner said that as Chair of KALC, he would be able to offer some advice in relation to a Public Works Loan.

The Parish Council agreed to give the proposals some consideration and would get back to Mr Galbraith.

Mr Galbraith left the meeting. **(Action – Parish Council)**

1. **Report from Borough Councillor**

Cllr Taylor urged the Parish Council to respond to the Local Plan. The Parish Alliance, made up from neighbouring Parishes including Borough Green, Platt, Wrotham, Plaxtol and Ightham, consider Shipbourne as part of the Alliance and as such is asking for our support. As part of the Local Plan, the Alliance are opposed to the Borough Green Gardens proposal for approx. 3,500 new homes, a relief road and some commercial development. The Alliance believes that aspects of the plan are not developable within the local plan, not deliverable and oppose it on grounds of it being in Greenbelt and an AONB and the traffic impacts on the A227. Cllr Cohen asked whether alternatives were being suggested in its place? Cllr Rayner said that they would be happy to put alternative sites forward but not any within an AONB. It would seem that the Borough Council are looking to develop larger sites where there is better infrastructure and the possibility of future development.

1. **Report from County Councillor**

Cllr Rayner reported that he would be running for County Councillor when Valerie Dagger retires at the end of April 2017.

1. **Report from PCSO**

Mark Thomas reported that there had been 2 crimes in Shipbourne both relating to criminal damage to fencing. He reported that the Kent Police website would be updated so that people could report petty crime online rather than via the 101 phone line. This would be useful for break-ins to sheds and outbuildings that are often not reported.

Fly tipping can be reported to TMBC or by using the Littergram App, as it’s not a police matter.

Cllr Tyler asked about people parking on double yellow lines by The Chaser. Cllr Rayner suggested that if this is a persistent problem then it should be reported to the Borough Councillor or KALC who could bring it to the Joint Transportation Board. They would then be able to send out a Warden. Cllr Taylor asked Councillors to take photographs of offending vehicles and send via email with times and dates and he would see what could be done.

Cllr Sheldrick has some signs and will show them to Mark to see whether they are still suitable to put up on the corner opposite The Chaser to deter parking there. **(Action – Cllr Sheldrick)**

Cllr Taylor and Mr Galbraith left the meeting.

1. **Matters arising**
	1. **Speedwatch** – The Speedwatch equipment is being held with Addington PC. We only have one candidate willing to undergo training and ideally we need 6. The effectiveness of Speedwatch was briefly discussed and the general feeling was that it was of limited benefit. The speed indication device (SID) from Ightham seems to help to slow down traffic and it would be useful to have another one coming into the village from Tonbridge towards the School. Cllr Rayner suggested that we obtain approval via the Joint Transportation Board as this would help with support from Kent Highways who would be able to recommend a suitable location. Everyone agreed that another Speed Indication Device may be a better deterrent. **(Action - Clerk)**
	2. **Shipbourne Sign –** The plugs have now been put in place but Martin Cruse reported that the top of the sign had become very unstable and water damage could eventually cause it to fall over. It was agreed that Martin should be instructed to permanently fix the sign to the post and seal it. The Parish Clerk agreed to get a price first and if reasonable go ahead with the work. **(Action - Clerk)**
	3. **Phone Box Latch –** Martin Cruse said that this is not necessary for the meantime.
	4. **Grass Cutting –** Shaun Gould had confirmed that he is happy to go ahead with grass cutting for 2017. This item should remain on the Agenda.
	5. **Gatwick Airport Tour –** Cllr Sheldrick has booked the Tour.
	6. **Bench –** The Bench is now fixed.
	7. **Defibrillator –** The Parish Clerk has received the Defibrillator and will contact the Chaser and CHT to get it installed in the cabinet. The appropriate signage will also need to be put in place and necessary permission sought. **(Action - Clerk)**
	8. **New Parish Noticeboards –** The Parish Clerk reported that she was unable to open either of the noticeboards as the locks were jammed. Cllr Cohen suggested that we buy a new noticeboard and the Parish Clerk will get prices and styles in time for the next meeting. Cllr Sheldrick asked whether we need to have them and Mr Rayner confirmed that they are necessary to display Public Notices. He also asked about the best location. We would need to apply for planning permission if either were to be moved. **(Action - Clerk)**
	9. **Refurbishment of the Village Hall -** The new heating system options were discussed and it was agreed that Cllr Tyler would research some options that would be both economical to run and would have the possibility of being externally controlled. The Oil tank option was discussed.

Cllr Cohen said that putting a new ceiling and insulations shouldn’t be too difficult or expensive, it would involve taking out the suspended ceiling and replacing with plasterboard, we may be eligible for a grant for the insulation.

Cllr Pettengell agreed to look into Wi-Fi options and Cllr Sheldrick to look at Nest and report back. **(Action – Cllr Tyler, Cllr Pettengell, Cllr Sheldrick)**

* 1. **Refurbishment of the Village Hall Sign** – The Village Hall sign is not lit and difficult to see. It was suggested that in the first instance that we would paint the sign to make it more visible. It was agreed that the background should be white, the lettering is already black but not visible on the wood. Cllr Cohen to speak with Helen Leach. **(Action – Cllr Cohen)**
1. **Communications.** It was agreed that going forward, the Parish Clerk would determine the important/relevant correspondence and circulate a list with attachments in order to cut down on paperwork. **(Action - Clerk)**
2. **Chair’s Actions and Correspondence –** Mrs Ward had made a last minute Remembrance Wreath, Cllr Cohen passed the Parish Clerk a receipt for a gift to say thank you. A cheque will also be raised at the next meeting for £25 as a donation to the British Legion. Parish Clerk to write and say Thank You. **(Action - Clerk)**
3. **Update on Councillor Vacancy –**The vacancy has been advertised and we have received confirmation from TMBC that there will not be a bye-election. The Parish Council can now co-opt a Councillor. Cllr Pettengell suggested we should further advertise the vacancy in the Parish Newsletter and Cllr Rayner confirmed that this would be good practice. We have received an expression of interest from a Shipbourne Resident. Cllr Cohen will respond to the resident to explain that we will be advertising in the newsletter and that she needn’t reapply. Parish Clerk to use SLCC recommended wording in the newsletter and website. **(Action - Clerk)**
4. **Report from External Bodies** (Councillors to report on meetings attendedor correspondence received). Nothing to report. Cllr Rayner suggested that it would be useful for Councillors to attend PPP, JTB and KALC meetings, particularly in regard to traffic issues. Cllr Pettengell reported that he already attends PPP.
5. **Finance**

**14.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay and cheques duly signed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **BENEFICIARY** | **DETAILS** | **CHEQUE NO** | **AMOUNT** |
| 30.11.16 | Phillip Codling | Clerks Salary Nov 2016 | 100854 | 306.13 |
| 10.10.16 | HMRC | Clerks Tax Oct 2016 | 100855 | 72.20 |
| 03.11.16 | Community Heartbeat Trust | Defib Managed Solution 16/17 | 100856 | 151.20 |
| **TOTAL** |  |  |  | **£529.53** |

**14.2** **Internal Audit Recommendations**. *Refer to* [*http://www.nalc.gov.uk/library/publications/1932-governance-and-accountability-for-smaller-authorities-in-england-section/file*](http://www.nalc.gov.uk/library/publications/1932-governance-and-accountability-for-smaller-authorities-in-england-section/file)

**14.2.1 Internal Control Objectives – Risk Assessment**

**14.2.2 Annual Review of Internal Financial Controls**

* + 1. **Review of Asset Register**

It was agreed that the Parish Clerk would review the recommendations and put together Risk Assessment and an Annual Review. The Assets Register will need to be updated and assets revalued back to their original values. **(Action - Clerk)**

* 1. **Quarterly Budget requirements for January –** The Parish Clerk will prepare with an improved layout if possible. **(Action - Clerk)**
	2. **Update Bank Mandate –** The Parish Clerk had printed off forms which were duly signed to update the address to the new Parish Clerks address and to remove Cllr Wright.
	3. **Funding Arrangements with TMBC –** This will be deferred to the December meeting. We need to take into account that we will no longer received s. 136 funding money. Cllr Rayner recommended that we included a budget item for training for the Parish Clerk and new Councillor.
1. **Personnel**

**15.1 Workplace Pensions compliance letter –** the Clerk had prepared a standard form letter which was duly signed. The declaration of compliance can now be made on HMRC website. **(Action: Clerk)**

1. **Planning - Decisions from T&MBC**
* **TM/16/02491/RD** - 6 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN. Details of condition 6 (joinery) submitted pursuant to planning permission TM/15/01896/FL (two storey side extension). **Approved**
* **TM/16/02228/FL –** Kingswood Tree Surgeons, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Conversion of two forestry training buildings into three dwellings. **Approved**
* **TM/16/02494/FL –** Church House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Demolition of exiting dwelling and construction of new two-storey dwelling with attached triple garage with games room over. **Refused**
1. **Street Scene**

**17.1 Highways & PROW**

* Closure of Reeds Lane, Shipbourne for up to 5 days from 21.11.2016
* Closure of Hildenborough, Shipbourne for 13 days from 24.10.16
* Roadside Cleaning for Shipbourne Village Ref #242180 –Completed
* Gutter Cleaning at Point Corner Cottage & Reeds Lane Ref #242179 – Passed to TMBC
* Rut in verge south of High Cross Ref #24276 – Completed
* “Concealed Drive” sign damaged after Crossroads towards Tonbridge – **Clerk to report**
* School Signs – The Clerk confirmed that there are signs in both directions
* Byway at Woodcock Lane – Due to be cleared
1. **Parish Website**
	1. Letter of thanks to Saul Cullen- Done
	2. Parish Clerk training – Parish Clerk had training with Cllr Wallington on Monday 14th and is now able to update the website.
2. **To review submission to Parish Newsletter –** The draft wasagreed with the addition of the Vacancy advert.
3. **To review Emergency Plan –** Curtis Galbraith will cover 2 zones. In the next newsletter we will agree a form of words for people to review. Cllr Pettengell to send to the Parish Clerk. **(Action Cllr Pettengell)**
4. **Calls for Site Consultation/Local Plan -** Cllrs Cohen and Redman had attended the meeting at Borough Green but had no additional information. Most of the sites are larger sites and nothing has been proposed for Shipbourne. Cllr Cohen pointed out that the flood risks hadn’t been considered
5. **Urgent Business** Cllr Pettengell asked whether there had been any update on the Hookwood Farm Development. Parish Clerk to look on TMBC website. The Parish Clerk was also asked to keep a spreadsheet of planning applications that could be easily accessed. **(Action – Clerk)**
6. **Date of next meeting**. – Monday 12 December 2016, 7.30pm (Councillors to meet at 7pm)

The Meeting closed at 10.00pm.