**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 12 December 2016 in Shipbourne Village Hall 7.30pm**

**Present: Cllr Libby Cohen (Chair), Cllr David Pettengell, Cllr Valerie Redman, Cllr James Sheldrick, Cllr Nick Tyler, Cllr Keith Wallington, The Parish Clerk, Borough Cllr Mike Taylor.**

1. **Apologies for absence -** None
2. **Declarations of Interest or Dispensations -** None
3. **To approve as a correct record the Minutes of the Parish Council meeting held 14 November 2016 –** The Minutes of the meeting on 14th November were approved and signed with one minor amendment.
4. **Public Open Session -** No Members of the public were present.
5. **Matters arising** 
   1. **Shipbourne Sign –** Martin Cruse had quoted£75 to fix the sign and the Parish Clerk has instructed him to go ahead.
   2. **Grass Cutting –** Update – Cllr Sheldrick reported that the grass hadn’t been cut. **Action: Parish Clerk to chase up.**
   3. **Gatwick Airport Tour –** Update from Cllr Sheldrick – Unfortunately Cllr Sheldrick was unable toattend because of work commitments.
   4. **Defibrillator –** The defibrillator has now been installed on the back of The Chaser and is being checked and recorded weekly. Clerk to contact CHT about the cabinet code as and also check whether it has now been registered with the Ambulance Service. Once confirmed registered, the signage will need to go opposite The Chaser, Parish Clerk to confirm where with the Landlord. Signage also to go in the bus shelter, village hall, noticeboards and the church car park. Information about the defibrillator is in the Emergency Handbook. An advert for volunteers to deliver the defibrillator in the case of an emergency has gone into the newsletter. The Parish Clerk asked whether there is a Community First Responder in the village, Cllr Cohen said that there was one in Plaxtol and would forward details. **Action: Parish Clerk**
   5. **New Parish Noticeboards –** The prices and designs of noticeboards were discussed, they start at around £600. It is necessary to have one in the village to post Agenda’s and Financial Information. The general feeling was that a new noticeboard would cost too much, the existing ones have already been extensively refurbished. Cllr Pettengell suggested that a gentleman that he know in the village may be able to make one or refurbish further the existing ones. **Action: Cllr Pettengell to contact the gentleman to ask**.
   6. **Refurbishment of the Village Hall Sign –** Update – No progress. **Action: Cllr Cohen.**
   7. **New Speed Indication Device (SID) –** Decision on how to proceed following Cllr Rayners email. The Parish Clerk was asked to find out costs and practical issues around installing a device. It was agreed that we should have an additional SID on the Tonbridge end of the village coming into Shipbourne. **Action: Parish Clerk.**
   8. **Refurbishment of the Village Hall –** Update on proposals and Parish Council contribution.

At the last meeting it was agreed that the Parish Council would help with funding the refurbishment of the village hall which will include a new heating system. The systems would need to be externally controlled remotely, by Wi-Fi and have a boost function. The quotes were varied and there were 3 types of heating suggested:

***1.Electric Panel Heaters*** - The cost for electric panel heaters is in the region £5-£7k. They are slim heaters, efficient and cheap to run and we could use existing wiring. The heat is instantaneous and the heaters can be turned off when not in use. If however the hall was let on a long term basis, this option would be expensive. The radiators cost approx. 22 pence per hour to run.

***2. The Oil based System*** - The cost is around £11.5k which includes the cost of an oil tank. The only places for the tank to go is outside the kitchen or by the shed. The consensus was that this was the least preferred option.

***3. Air Source Heat Pump*** – The cost is around £12.5k but it would be cheap to run, £1k per year. The pump would be located outside the back door and the noise pollution is believed to be fairly low. The system, however will only work if the insulation is good and we are still awaiting details on the heat loss per square meter. Whilst we are planning on insulating the ceiling, it would be too costly to insulate the walls as well. If insulation is poor, an additional heat supply would be required. You can recover £700 per year from this type of system but it will need to be on all the time. We have asked the Contractors whether they would be able to recommend this type of system based on the heat loss report.

There was some discussion as to whether all of these systems would work remotely. The village hall doesn’t currently have Wi-Fi and this is an additional cost that needs to be considered. It should however be fairly easy to install an internet connection via BT or Gigaclear.

The cost of insulating the ceiling, lighting and decoration has been quoted at £17.5k but Cllr Cohen estimated that it could be done a lot cheaper, possibly for £7k. We need to obtain a more detailed and realistic quite for the ceiling.

There is a possibility of a grant towards the Oil based and Air Source Heat Pump systems from the County Council.

Cllr Cohen asked the Councillors to state their preferred option based upon what we know already and the general consensus was that the electric panel heaters would be the best option.

Cllr Taylor said that Borough Green had recently had this discussion when building Potters Mead which has Air Source heating, he thought that it would not be a viable option here being an old building with poor insulation.

Cllr Pettengell reported that he had done some research into getting internet access and that the options were to install a router or a mobile Wi-Fi device. With Wi-Fi you pay as you go but with a router you would have to commit to approx. £250 per year. BT and Gigaclear are both available but there will be ongoing charges. We could however possibly get some funding via the Transparency Fund.

Cllr Cohen reported that going forward, hiring of the hall would be via Helen Leach and a key pad entry system could be used to gain access to the hall in place of the locks.

The cost for upgrading the electrics in the hall will be approx. £2k.

Curtis would like the Parish Council to decide on the best approach to the refurbishment as we will be making a financial contribution and are able to reclaim the VAT, we have established that we are able to do this. The hall is inefficient at the moment and costly to run and we need to make it more appealing for people to hire.

Cllr Wallington to check terms of the lease regarding responsibility for refurbishment/repairs.

1. **Communications -** Items of information circulated prior to the meeting**.** The Parish Clerk has set up some electronic links to communications and it was agreed that this should be continued.
2. **Report from County Councillor -** None
3. **Report from Borough Councillor** – Cllr Taylor reported that the NatWest Branch in Borough Green would be closing in June 2017. He has drafted a letter, objecting to the closure, that will be signed by the Borough Councillors and neighbouring Parish Councils and this was circulated. Cllr Taylor asked whether Shipbourne would consider signing it too. Parish Clerk to circulate the final draft once received. Cllr Cohen suggested that we write our own letter. **Action: Parish Clerk**

Cllr Taylor also reported that the Planning Rules regarding site meetings had been redrafted so that no-one, including representatives from Parish Councils, should be allowed to attend site visits for Planning Enforcements. This is to stop “undue influence”. Cllr Taylor believes that the change is undemocratic and asked whether the Parish Council wanted to write to TMBC to say so. No decision was taken.

1. **Report from PCSO –** None. Cllr Tyler asked the Parish Clerk to send him Harry Rayner’s number following on from the discussion at the last meeting regarding illegally parked cars.
2. **Chair’s Actions and Correspondence -** None
3. **Update on Councillor Vacancy –** Deadline for Applicants 5 December 2016. One applicant has come forward and the Parish Clerk was asked to invite her along to the next meeting in January to meet everyone. Parish Clerk to send all relevant information on becoming a Parish Councillor. **Action: Parish Clerk**
4. **Report from External Bodies**  - None.
5. **Finance**

**14.1** **Payment of Accounts** – The outstanding accounts were presented for payment

Business Money Manager Account: £ 22,417.82

Community Account: £ 49.66

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **BENEFICIARY** | **DETAILS** | **CHEQUE NO** | **AMOUNT £** |
| 12.12.16 | Sarah Huseyin | Clerks Salary Nov 1-30 2016 | 100857 | 364.57 |
| 12.12.16 | HMRC | Clerks Tax Oct 2016 | 100858 | 79.20 |
| 12.12.16 | The British Legion | Donation | 100859 | 25.00 |
| 12.12.16 | Libby Cohen | Reimbursement for Gift | 100860 | 14.36 |
| 12.12.16 | Shipbourne Village Hall | Hire of Hall | 100861 | 264.00 |
| **TOTAL** |  |  |  | **747.13** |

***List of Receipts into Business Money Manager Account***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **FROM** | **DETAILS** | **RECEIPT**  **No** | **AMOUNT**  **£** |
| 10/11/16 | TMBC | PC FAPC 2nd Installment |  | 1854.00 |
| **TOTAL** |  |  |  | **1854.00** |

**There were no payments made from or receipts into the Community Account**

**14.2** **Internal Audit Recommendations**.

**14.2.1 Internal Control Objectives – Risk Assessment**

**14.2.2 Annual Review of Internal Financial Controls**

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

The Parish Clerk was asked to update and prepare a draft the above 3 documents.

* + 1. **Signing of Bank Mandates received from HSBC –** The mandates were duly signed.
    2. **Request from HMRC to do electronic banking –** It was agreed that this should stay on the Agenda as with closure of the local bank and increasing requests for electronic banking we may have to update the Standing Orders**.**
  1. **Funding Arrangements with TMBC –** Parish Clerk to put together figures for expenditure to date and predicted expenditure December to March as starting point for the draft budget. Expenses next year will include a new noticeboard, village hall refurbishment and a new speed camera as well as routine expenditure. This will be discussed further at the January meeting in time for the deadline of 27 January 2017. **Action: Parish Clerk.**

1. **Personnel**

**15.1** **New Parish Clerk –** Timesheet Report. The Clerk has done 44 hours in November. The Clerk was asked to circulate the hours report with meeting papers in future.

**16 Planning Matters**

**16.1 To consider applications:**

**TM/16/03496/FL** Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB. Construction of outbuilding to be used as a gym. Applicant: Mr Jason Walker c/o SIPS Garden Room, Unit 14 Woodway Farm, Long Crendon, HP18 9EP. “We object to the siting of the gym as it is visible from the footpaths and has a detrimental impact on the landscape and we object to the external lighting. The Parish Council would find it more acceptable if the gym were sited closer to the main house where it would have less impact on the wider landscape and could be screened by existing fruit trees. In addition, external lighting would be required which should be on timed switches and downward facing in line with light pollution policies.”

**TM/16/03531/FL2** Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU. [Two storey side extension and single storey side/rear extension.](https://publicaccess2.tmbc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OHG42WQHJLX00)“No objection but we would like to see a materials condition: Roof or hanging tiles should be clay peg tiles and windows and doors should be of timber construction in line with the Shipbourne Village Design Supplementary Planning Guidance.

**TM/16/03483/RD**  Kingswood Training Services Back Lane Shipbourne Tonbridge Kent TN11 9PP. [Details of conditions 3 (landscaping) and 6 (refuse) submitted pursuant to planning permission TM/16/02228/FL (Conversion of two forestry training buildings into three dwellings).](https://publicaccess2.tmbc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OH5BIJQH0IA00)(This is for information only.)

**16.2 Decisions from T&MBC –** None to date. Cllr Pettengell asked about Hookwood House, no decision has been reached.

**16.3 Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**).** An investigation into motorbikes being driven on private land is being investigated. Councillors weren’t sure whether or not the activity required panning permission.

1. **Street Scene**

**17.1 Footpaths/Trees**

**17.2 Highways & PROW**

* “Concealed Drive” sign damaged - KCC Highways Fault Ref #252996. Kent Highways informed the Parish Clerk that the sign was a private sign therefore could not fix it. The Parish Clerk was asked to inform TMBC to get it taken away.
* SID flashing 30mph too early - KCC Highways Fault Ref #253007. KCC had called the Parish Clerk to say that the sign was deemed to be activated at a safe distance.
* Salt bins – No action needed.
* Cllr Sheldrick reported that he had received some up to date signs form Kent Police from the PCSO that could be used to deter people from parking on double yellow lines. He will print off to put under windscreens and also put 4 along the roadside.

1. **Parish Website –** Parish Clerk to add the Emergency report to the website.
2. **To review submission to Parish Newsletter –** The draft had been circulated and there was nothing to add.
3. **To review Emergency Plan –** Publication on website and circulation to neighbouring Parishes – see above, The report has been emailed to neighbouring Parishes, TMBC and KCC Resilience Teams.
4. **Local Plan – Update –** Nothing to report.
5. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion. – Nothing to report
6. **Date of next meeting**. – Monday 9 January 2017. Funding Arrangements to go onto the Agenda.

The meeting closed at 10.00pm