**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 6 February 2017 in Shipbourne Village Hall at 7.30pm**

**Present: Cllr Tyler (Vice- Chair), Cllr David Pettengell, Cllr Valerie Redman, Cllr James Sheldrick, Cllr Keith Wallington, The Parish Clerk,**

1. **Apologies for absence - Cllr Cohen, Borough Cllrs Perry & Taylor, Mrs Claire Burr**
2. **Declarations of Interest or Dispensations -** None
3. **To approve as a correct record the Minutes of the Parish Council meeting held 9 January 2016 -** The Minutes were signed by Cllr Tyler with a small amendment.
4. **Public Open Session -** No members of the public were present**.**
5. **New Parish Councillor -** Mrs Burr tended apologies due to illness, the acceptance of office and disclosure forms will be deferred to the March meeting.
6. **Matters arising**
	1. **Shipbourne Sign –** Update – Parish Clerk to ask Martin Cruse whether the work has been done.
	2. **Defibrillator –** Update – SECAMB have still not registered the defibrillator. The Chaser have the access code and notice sign. Parish Clerk to put a notice in the newsletter.
	3. **Refurbishment of the Village Hall Sign –** Update – It was suggested that this should be deferred until the village hall refurbishments have taken place and that we consult with the Village Hall Committee. Cllr Pettengell had circulated some information from a signage company that provide slate signposts.
	4. **New Speed Indication Device –** Update – The Parish Clerk reported that Ightham PC would be prepared to share costs in principle but had questioned having a mobile device rather than a fixed devise. Parish Clerk to get further information of grants/costs/types and the process.
	5. **Refurbishment of the Village Hall –** Update - We have received an email from County Cllr Dagger to say that our application form for the grant had been given her approval. It was agreed, following Curtis’s suggestion, that a committee should be made of Parish Council members and village hall committee members to co-ordinate the building works. Cllr Cohen had agreed to be on the committee and Cllr Wallington put himself forward subject to agreement at the next meeting, once funding is in place. Cllr Tyler questioned whether planning permission needed to be sought for the works. Under the terms of the lease, this will be a village hall project.
	6. **Litter –** We received some information about a campaign for “the Great British Spring Clean”. organised by KCC. The Parish Clerk was asked to put something in the newsletter. Cllr Wallington reported that there had been a lot of litter left by the dog bin on the Common but he was happy to keep it clear rather than get another larger bin.
	7. **Dog training on Shipbourne Common –** We have received a couple of complaints from residents about dog training sessions on the common and areas being fenced off. The Parish Councillors saw nothing wrong with the dog trainers cordoning off an area of the Common because they only cordon off a very small area of a very large common. Cllr Wallington agreed to speak to the trainers about not parking on the brow (when there is space in the car park) and about avoiding confrontations by not placing dog treats on the grass where other dogs might be tempted.
7. **Communications -** Items of information circulated prior to the meeting**.**
	1. **Freight Action Plan –** It was agreed that as freight isn’t an issues in Shipbourne, we have no comment to make on the plan.
	2. **Fire Hydrant Review –** It was agreed that SPC are happy for KCC to maintain the fire hydrants and that we do not wish to take over the responsibility for them.
	3. **Gatwick Night Flight Consultation –** No comments.
8. **Reports: County Councillor, Borough Councillor, PCSO –** Nothing to report.
9. **Chair’s Actions and Correspondence -** Nothing to report.
10. **Report from External Bodies** (Councillors to report on meetings attendedor correspondence received). – Nothing to report. Cllr Pettengell to attend the next PPP meeting, Parish Clerk will circulate the agenda to him once received.
11. **Finance**
	1. **Budget –** The budget and precept proposed by Cllr Pettengell and agreed by email consultation was formally approved. The precept figure was determined by reference to planned expenditure less a small reserve that has been built up. It was agreed that the budget would be published on the website.
	2. **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay:

Parish Clerk Salary & Expenses £416.44

As at 30th January 2017: Current Account £21,156.77, Community Account £49.66

We have received a letter from The Open Spaces Society to renew our membership for a year, £45. It was agreed that we would defer the decision to the next meeting.

**11.3** **Internal Audit Recommendations**. The Parish Clerk had circulated various documents which must appear on our website. Some have been reviewed and agreed by SPC recently so can be added to the website such as: The Kent Code of Conduct, the Standing Orders and the Financial Regulations.

**14.2.1 Risk Assessment –** Parish Clerk to draft and circulate.

**14.2.2 Annual Review of Internal Financial Controls –** The Parish Clerk had circulated a draft. Cllr Pettengell had a copy of the Governance and Accountability for Smaller Authorities Document 2016. Parish Clerk to refer to this to check that everything is covered. This will be circulated again before approval.

* + 1. **Review of Asset Register** - This needs looking at closer and will be reviewed again at the next meeting.
		2. **List of other documents to review for website –** Complaints Procedure plus any other documents recommended by KALC. Cllr Wallington asked whether the Design Statement should go onto the website and will ask Cllr Cohen whether she has a soft copy that can be adapted.
		3. **Budget -** New Finance Spreadsheet – Cllr Pettengell has designed a new finance spreadsheet which will make it much easier for reporting and calculates balances.
	1. **Transparency Fund Application –** Nothing for now**.**

 **12. Personnel**

* 1. **Parish Clerk –** Timesheet Report – The clerks’ timesheet was circulated, the hours are higher than contracted but the clerk reported that some of this was attributable to settling in and was confident that they should even out over the year.

**13. Planning Matters**

* 1. **To consider applications:**

**TM/16/03496/FL** – Change of use of land from agricultural to residential curtilage and the construction of an outbuilding to be used as a gym. The Parish Clerk circulated an email from a resident who had concerns about the application. The Parish Clerk read out the comments that we submitted on the previous application for the gym and it was decided that our comments are as follows: “In accordance with our previous comments, we don’t see why it is necessary to move the curtilage”

**13.2 Decisions from T&MBC**

**TM/16/03531/FL** - Demolition of single storey side extension and erection of two storey side and single storey side/rear extension.  2 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge Kent, TN11 9RU. Approved.

**TM/16/03659/FL** - Erection of single storey rear extension to the north and south of kitchen.  Shipbourne House Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Approved.

**TM/16/03483/RD**  - 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). Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Approved

13.3 Other Planning Matters – Shipbourne Enforcement Case at TMBC (confidential). The Parish Clerk reported that there has been no further update. The Parish Clerk was asked to chaseup and also report back on progress of the other planning matter.

1. **Highways Matters -** There has been a spate of fly-tipping in the village. The Parish Council gave thanks to the Fairlawne Estate for clearing rubbish dumped on the land on Hildenborough Road. In addition, the sign outside the school was discussed as a resident had raised a concern about it being displayed. The Parish Council think that such signage is okay as long as it is temporary. This will be reviewed at the next meeting.
2. **To review submission to Parish Newsletter –** Parish Clerk to add information about the Litter Picking.
3. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion. -** None
4. **Close & Date of next meeting.** – The meeting closed at 8.55pm. The next meeting will be on Monday 13th March 2017