**SHIPBOURNE PARISH COUNCIL**

**MINUTES OF THE MEETING HELD AT SHIPBOURNE VILLAGE HALL ON 10TH JULY 2017 AT 7.30PM**

**Present: Cllr Cohen, Cllr Pettengell, Cllr Sheldrick, Cllr Redman, County Councillor Rayner and Borough Councillor Taylor plus 1 member of public.**

1. **Apologies for absence -** Cllr Tyler and Borough Councillor Shaw
2. **Resignation of Cllr Wallington -** Cllr Cohen reported that Cllr Wallington had resigned with immediate effect as he is relocating. She asked that we record our thanks and appreciation to him for his commitment as a Parish Councillor, he will be greatly missed.
3. **To approve as a correct record the Minutes of the Parish Council meeting held 12 June 2017 –** The Minutes of the meeting held on 12th June were signed as a true record of that meeting.
4. **Public Open Session -** Onemembers of the public attended to talk about a defibrillator.
5. **Highways & Footpaths –** Cllr Cohen said that some of the signs had been cleaned but the posts were still dirty. Parish Clerk to report to KCC. Cllr Rayner asked that he is copied in as he would bring up with Mark Simmons at a meeting on 18th July.

Cllr Pettengell reported that the footpath between Huntsview House and Saddlers was overgrown causing some scratches to a child’s face. Cllr Sheldrick thought that it didn’t belong to Fairlawne but said that he would check. Parish Clerk to establish ownership and write to owners.

1. **Matters arising**
	1. **Defibrillator Chaser & Dunks Green –** Update – The Parish Clerk had been in contact with the Clerk at Plaxtol Parish Council to ask whether they were organising any training sessions. They have already held one and reported that they have 2 defibrillators in the village. The Parish Clerk will go ahead and organise a training session for Shipbourne/Dunks Green in October.

The owner from the Kentish Rifleman attended the meeting and reported that he has a defibrillator in the pub which was purchased by residents fund raising following a death outside the pub. He has just replaced that battery at a cost of £260 and asked the Parish Council whether they would contribute to this cost. Councillors thought that it was a good idea to have a defibrillator at Dunks Green for parishioners at that end of the village and discussed whether it would be better placed outside so that it was available at all times. At the moment it isn’t in a cabinet and is kept inside the pub. The owners said that most of the Dunks Green residents are aware of it and that he is usually in residence if anyone were to need it out of hours. Cllr Cohen said that the defibrillator on the outside wall of the Chaser was available 24 hours a day and was centrally located for the school, church, Farmers market and the main road. Cllr Cohen though that the Parish Council should support a second defibrillator for the residents of Dunks Green and suggested that we contributed £126 which is what we pay per year to lease the one at the Chaser. All other Councillors agreed that we should support it but one councillor questioned the need for it to be outside as this would give rise to additional costs for a cabinet and insurance or be at risk of theft. It was agreed that we would look into costs for a cabinet/safe storage and then make a decision on the Parish Councils contribution.

In the meantime Parish Clerk to amend the notices to give information on both defibrillators. Cllr Rayner said that KALC had just issued a note about defibrillators, Parish Clerk to check.

* 1. **New Speed Indication Device –** Update – The Parish Clerk had received confirmation from Kent Highways that it was necessary to carry out a speed survey in order to install a speed indication device, the cost estimate is around £700. Cllr Rayner suggested that Shipbourne should coordinate with Ightham PC as they were carrying out a speed survey in Ightham and it may help with costs.
	2. **Refurbishment of the Village Hall –** Update - Cllr Cohen reported that as Cllr Wallington had resigned we needed a new volunteer for the Village Hall Committee. A meeting was due to take place this week to discuss the building project but it will be postponed. The next Village Hall Committee meeting will be held in November. Cllr Cohen asked Cllr Pettengell whether he would be happy to replace Cllr Wallington.
	3. **Litter –** Update – The Parish Clerk reported that there are likely to be some changes to doorstep recycling collections but Cllr Rayner said that these would not be implemented for around 18 months.
	4. **Dog training on Shipbourne Common -** Update – Nothing to report, this can now come off the agenda.
	5. **Tree Survey –** Update – The Parish Clerk reported that she had been in contact with TMBC who had sent their tree strategy and confirmed that as long as the contractor was fully qualified that we would be okay to use them to carry out a VTA. The Parish Clerk had already contacted TreeAbility to get a quote.
	6. **Churchyard –** Maintenance and payment- The Parish Clerk has been contacted by the PCC to check whether the Parish Council would be able to carry on funding the churchyard maintenance as the grant from TMBC had ceased. SPC have allowed for this in the 2017/8 budget and the Parish Clerk replied to say so. Parish Clerk to write to the PCC to confirm how often the grounds are cut and to request a letter/invoice for our audit.
1. **Communications -** Items of information circulated prior to the meeting**.**
	1. Good Councillors Guide 2017
	2. ‘What next for Localism’ NALC survey
	3. Support for the remembrance of the end of the First World War  - it was decided that we would discuss this in September.

The landlord of the Rifleman confirmed that there would not be a Dunks Green Festival or possibly a Christmas Fayre this year. He left the meeting at 8.10pm.

1. **Reports: County Councillor, Borough Councillor, PCSO –** Cllr Rayner reported that the Scrutiny Committee were looking at the increase in Counsellors expenses at the meeting on Thursday.

Cllr Taylor reported that the Parish Alliance had had a meeting with H+H Celcon and had received confirmation that there were no plans to develop on the Eastern or Western side for commercial or residential development. This has a knock on effect that the relief road won’t go ahead (as part of Phase 1) which potentially means that the Borough Green Garden City development may not go ahead. There will be a PTAB meeting in July. KALC are trying to get Ian Bailey or Steve Humphreys to talk at the next KALC meeting. There is a KCC meeting on Thursday and to discuss the Transport Plan which will make reference to the Borough Green Relief Road, Cllr Taylor said that he will vote against it.

Cllr Cohen asked about the J5 Slip Roads – Cllr Rayner reported that this is a central Government matter but it was not currently in the Local Plan.

Cllrs Taylor and Rayner left at 8.20pm.

1. **Chair’s Actions and Correspondence –** Cllr Cohen referred to the email that she had received from the Kentish Rifleman about the defibrillator. This was discussed above.
2. **Report from External Bodies -** None
3. **Finance**

**11.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay: Proposed by Cllr Cohen and seconded by Cllr Redman.

Parish Clerk Salary £431.48

KALC – Good Councillors Guide £7.54

Shipbourne Business Reserve Account - Transfer £17,000.00

* 1. Quarterly Review – The Parish Clerk circulated the finances to date. We are on target with the budget to date.
	2. VAT Return – The Parish Clerk confirmed that she had just submitted the VAT Claim which hadn’t been done since 2014. .
	3. Internal Audit Actions – The Parish Clerk had gone through the list of suggestions form the auditors; these included an Equal Opportunities policy, this can be obtained from KALC. Other recommendations have already been addressed in the new finance reporting spreadsheets. In future we will reference the powers given under the Local Government Act when making decisions on payments.
1. **Personnel**
	1. **Parish Clerk –** Timesheet Report – This was circulated.
	2. **New Councillors –** Cllr Pettengell said that he had someone in mind and would approach them.

**13. Planning Matters**

**13.1 To consider planning applications:**

**TM/17/01554/FL** Dynes Cottage, Long Mill Lane, Dunks Green. Demolition of conservatory, detached garage, porch and single storey rear extension. New two storey rear extension and open porch along with open window/door opening revisions and new detached single garage. “No objection, we approve of materials to be used”

* 1. **Planning Approvals & Refusals from TMBC -** None

**14. To review submission to Parish Newsletter –** Parish Clerk to review and send.

**15. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.** None.

1. **Date of next meeting.** – Monday 11th September 2017