

Shipbourne Parish Council

Minutes of Full Council Meeting

Monday 9 May 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 member of the public

1. Elect Chair

Libby Cohen was proposed by Cllr Pettengell and seconded by Cllr Wright.

Owing to a unanimous vote, it was **resolved** to elect Cllr Mrs Cohen as Chairman of the Parish Council. Cllr Mrs Cohen signed her Declaration of Office form.

2. Elect Vice Chair

Nick Tyler was proposed by Cllr Mrs Cohen and seconded by Cllr Wallington.

Owing to a unanimous vote, it was **resolved** to elect Cllr Tyler as Vice Chairman of the Parish Council. Cllr Tyler signed his Declaration of Office form.

3. Apologies for absence

Apologies received from Borough Cllrs Perry (meeting), Shaw (meeting) and Taylor (meeting) and County Cllr Mrs Dagger (meeting). All apologies were accepted.

4. Declarations of Interest or Dispensations

None.

5. Minutes of the Meeting, 11 April 2016

The minutes of the meeting 11 April 2016 were approved and signed as a true and accurate record.

6. Matters arising from the Minutes (not on agenda)

- Location of the bench with the inscription 'Shipbourne Parish Council 2011' is to be verified – carried forward. Cllr Sheldrick to check location in Dunks Green – Cllr Pettengell has checked historic minutes which state that the bench is located at the Cricket Club. Cllr Tyler to verify – Cllr Tyler advised that the Club believe the bench to be in situ but will confirm – carried forward. **Action: NT.**
- 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 - ongoing. **Action: Clerk**
- The Police are to be asked whether Back Lane could be authorised as a site for Speedwatch – carried forward. Cllr Wright advised that more volunteers are required. The Clerk advised that it was advertised in the newsletter. The Chair advised of residents that may be interested – carried forward. **Action: RW**
Cllr Wright advised he attended the Speedwatch Conference. The statistics have been distributed along with literature about new detection devices. Councillors noted that it seems people are now driving at approximately 35-40mph which is a great improvement on previous speeds.
- The Clerk advised of the Community Payback Scheme. Cllrs are to review if any work can be completed by the scheme – Cllrs proposed requesting signs to be cleaned. If this is not possible via the scheme then Highways are to be approached. Cllr Mrs Cohen is to advise the Clerk which signs need cleaning. **Action: All Cllrs.**
- After the internal audit, the audit report is to be added to the website - The Clerk advised that an Internal Auditor is being sought. Cllrs requested the Clerk to ask the PCC who audits their accounts - completed.
- The links to any suitable website options will be distributed to Councillors - completed.
- The Chair thanked all those who took part in the litter pick. It was noted that March is to be 'Spring Clean' month for the parish. Also, if everyone picks up just one item each day then there would not be so much of a

problem. The Clerk is to contact TMBC to pick up the signs. The Chair is to collect the signs put up by the Parish Council – completed. However, the signs are yet to be picked up by TMBC. **Action: Clerk&LC**

It was noted that some residents have advised there are not enough dog waste bins as the existing are always full. The Clerk is to contact TMBC to ask the frequency the bins are emptied and request additional collections before and after holiday periods – awaiting response from TMBC. **Action: Clerk**

- The Parish Council is to contact Highways about the possibility of removing the roundels on the road. Also, a full response to the letter from Mrs Peplow – information awaited from KCC - ongoing. **Action: Clerk.**
- Councillors noted there are many potholes. Highways are to be contacted – Cllr Sheldrick is to advise the Clerk of locations - completed.
- The Clerk is contacting the insurance company re bench on the common – the insurance company have advised the Council to purchase the bench and submit the invoice for reimbursement. The bench has been ordered.
- The Clerk is to send Cllrs the email regarding the Tesco Green Space Grant Programme - completed.
- Cllr Sheldrick is to compile a list of potholes for the Clerk to report - completed.
- Clerk to ask Amey to respond to Mrs Peplow’s letter point-by-point – response awaited. **Action: Clerk**
- Parish Website is to be on the agenda for the next meeting - completed.
- Cllr Pettengell advised that some bolts on the Shipbourne sign have lost their cover. Cllr Sheldrick is to review – carried forward. **Action: JS**

Defibrillator training

The training is booked for 7.30pm Monday 25 April.

The Clerk is to confirm with The Chaser the number of staff attending - completed.

The Clerk is to create some posters - completed.

The Chair is to put up the posters around the parish - completed.

7. Public Open Session

None.

8. Communications

Noted.

The Clerk is to distribute the communication regarding the TMBC Financial Consultation to all Councillors. This is to be discussed at the next meeting. **Action: Clerk**

9. Report from County Councillor

None.

10. Report from Borough Councillor

None.

11. Report from PCSO

None.

12. Chair’s Actions and Correspondence

None.

13. To appoint Representatives

- Village Hall Committee Libby Cohen
- KALC All Councillors
- Tonbridge and Malling Parish Partnership Panel David Pettengell. Cllr Pettengell cannot attend the next meeting. Cllr Mrs Cohen is to attend.
- JPCTCG Richard Wright

14. To review and adopt Standing Orders and Financial Regulations

Cllr Wallington proposed adopting the Standing Orders and Financial Regulations, seconded by Cllr Mrs Redman. All Councillors voted in favour of adopting the Standing Orders and Financial Regulations.

15. Report from External Bodies

None.

16. Finance and Personnel

a) Payment of Accounts

Approved.

DATE	BENEFICIARY	DETAILS	CHQ NO	AMOUNT
09.05.16	Sarah Codling	Clerk's Salary: May 2016	100829	412.54
09.05.16	HMRC	Clerk's Tax: May 2016	100830	99.4
TOTAL				£511.94

b) Internal Auditor

After reviewing several quotes, Councillors approved the appointment of Steve Brentnall.

c) End of Year Accounts

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. **Action: Clerk**
Subject to review by the Internal Auditor, Councillors approved for the Chair to sign the End of Year submission.

The Clerk advised that the Council's insurance is due for renewal at the start of 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. **Action: Clerk**
Councillors approved delegated authority to approve the insurance policy via email. **Action: Cllrs**

d) Donation, Community First Responders

Councillors discussed the defibrillator training provided by Community First Responders, and agreed it a success. It was proposed to donate £100 to the First Responders. All Councillors voted in favour and a cheque was signed. Thanks were expressed to Cllr Mrs Cohen for organising the evening.

17. Planning

a) To consider application:

None.

b) Decisions from T&MBC

None.

c) Other Planning Matters

None.

18. Street Scene

a) Footpaths/trees

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. **Action: JS**

b) Highways

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. **Action: Clerk**

The Clerk is to find the details of the company who specialise in phone box maintenance to approach for a quote. **Action: Clerk**

The double yellow lines outside The Chaser have not been repainted. The Clerk is to chase as the issue is dangerous; drivers are accepting parking on the double yellows as a precedent and are parking up to the intersection of Upper Green Road. This is also next to a bus stop. **Action: Clerk**

i. To receive update regarding new 30mph limit

The Clerk is to ask Highways to lower the 30mph signs to 4ft instead of 6ft.

Action: Clerk

19. To receive update regarding bench on the Common

Discussed under Matters Arising.

20. To discuss the Parish Website

Cllr Wallington and Mr Cullen have replicated the homepage onto a test site. Councillors have provided feedback. Cllr Wallington advised there would be a monthly fee of £15 to host the site. Councillors approved setting up a direct debit for this fee.

There is to be a cost of £10 for the domain name.

Cllr Wallington is to write to the current website administrator advising of the situation.

Action: KW

The anticipated launch date is 1 September 2016. Cllr Wallington advised that he and Mr Cullen are available to provide training.

Proposed administrators are:

- Parish Council Parish Clerk
- Village Hall Curtis Galbraith
- Church Nicholas Ward
- News Parish Clerk
- WI Lindsay Creighton
- Full Access Councillors and Parish Clerk

(in the event of other administrator on holiday)

Thanks were extended to Cllr Wallington for his work regarding the website.

21. HM the Queen’s 90th Birthday Celebration

Cllr Mrs Cohen noted that tickets are selling out to the Village Supper.

22. To review Emergency Plan

Cllr Pettengell distributed the Emergency Plan via email after the last meeting. All Councillors advised they are happy with the document.

Cllr Pettengell is to sort out zone representatives. A progress report is to be given at the next meeting.

Action: DP

23. Calls to Site Consultation

Cllr Sheldrick left 9pm

Councillors were given a copy of the letter sent to Steve Humphrey (Director, Planning, Housing and Environmental Health, TMBC) and Ian Bailey (Forward Planning Policy Manager, TMBC). This has been sent to TMBC as an evidence based document and, therefore, should be published on their website. The Shipbourne Design Statement was also sent to Mr Humphrey and Mr Bailey.

Cllr Mrs Cohen has spoken to Plaxtol Parish Council as they had TMBC Officers attend their meeting. TMBC are to publish a list showing the assessed sites.

It is anticipated that TMBC will publish their list of successful and unsuccessful sites on Friday 27 May.

The Clerk is to find out which Borough Councillors are on the Planning and Transportation Board.

Action: Clerk

TMBC Officers are to be invited to a Parish Council meeting.

Action: Clerk

24. Urgent Business

None.

25. Date of Next Meeting

13 June 2016.

The meeting closed at 9:25pm.