**Shipbourne Parish Council**

**Minutes of Full Council Meeting**

**Monday 10 October 2016, 7:30pm, Village Hall, Shipbourne**

**Present**: Cllrs Mrs Cohen (Chair), Tyler, Pettengell, Mrs Redman, Sheldrick, and Wallington.

Borough Cllr Taylor

Mr P Codling – Locum Clerk Mrs S Huseyin – Incoming Clerk

The meeting commenced at 7.30pm.

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | | **Apologies for absence**  None received | |
| **2** | | **Declarations of Interest or Dispensations**  None declared | |
| **3** | | **Minutes of the Meeting, 12 September 2016**  Cllrs approved the minutes and they were signed by Cllr Mrs Cohen on behalf of the Council as a true and accurate record. | |
| **4** | | **Public Open Session**  There were no members of the public present | |
| **5** | | **Matters arising** from the Minutes *(not on agenda)* | |
|  | **5.1** | | **Speedwatch**  The Police are to be asked whether Back Lane could be authorised as a site for Speedwatch – Cllr Wright has spoken to the police who have not objected to the proposed sites. The clerk reported that an e-mail from Mr Bescou had been received in which he volunteered his services to Speedwatch. Cllr Pettengell reported that the Parish Partnership Panel had invited a representative from Speedwatch to the next PPP meeting in November 2016 and suggested that Cllr Wright might want to attend. Councillors asked if we had any Speedwatch equipment and, if so, what and where was it?  *The Clerk advised that he had spoken to the Assistant Clerk at Hadlow Parish Council who had advised that the Shipbourne share of the Speedwatch equipment had been “sold” to Addington Parish Council and that the equipment was now shared between Hadlow/Plaxtol/Addington. Cllrs expressed surprise at this information as they do not recall any agreement to transfer the equipment. The minutes from previous meetings and financial records to be checked to confirm if an agreement had been made and/or if we were reimbursed for our costs.*  *The Clerk advised Cllrs that following the resignation of Cllr Wright a different Cllr would need to take on this matter.*  **Action: Clerk** |
|  | **5.2** | | **Road Sign Cleaning**  The Clerk advised of the Community Payback Scheme – Cllrs proposed requesting signs to be cleaned. Cllr Mrs Cohen is to advise the Clerk which signs need cleaning - The sign at the bottom of Claygate Lane, on Puttenden Road, needs to be cleaned. Also, the ‘beware of deer’ sign past the school on Hildenborough Road (on the left travelling south) – the signs have been noted. The Clerk has spoken with CPS – road signs now not option as anyone working by roadside doing such work needs to have a very large liability insurance and specific training. The Clerk has checked the location of the signs and identified them on a map. KCC Highways have been e-mailed and asked to clean them up.  *The Clerk advised no response had been received from KCC. Cllrs asked the Clerk to chase up.*  **Action: Clerk** |
|  | **5.3** | | **Mrs Peploe letter re Highways**  Clerk to request response to Mrs Peploe’s letter point-by-point – Highways have advised that the response is awaiting sign off from a manager. The Clerk reported that KCC Highways had sent a response but has not sent copy of letter. KCC advised that they had written to Mrs Peploe agreeing to move the Speed Limit sign to the boundary between their property and their neighbour so that it was no longer in front of their property. KCC advised that they had not had a reply so presume the matter to have been resolved unless SPC has heard anything. The Chair asked that the Clerk contact Mrs Peploe to confirm all has been satisfactorily been resolved.  *The Clerk advised that no response had been received and Cllrs agreed that they considered the matter now resolved.*  **Action: Completed** |
|  | **5.4** | | **Shipbourne Sign**  Cllr Pettengell advised that some bolts on the Shipbourne sign have lost their cover. Cllr Sheldrick is to review – the Clerk is to ask Mr Cruse to put hard wood dowels in the holes. The Clerk advised that Mr Cruse has taken a look but was unsure of actual issue and asked for clarification of the issue. The Clerk has forwarded photo’s taken by Cllrs and Mr Cruse has said he will be taking another look asap and will advise accordingly. Cllr Pettengell advised that the top of the sign comprises of several pieces of wood which are bolted together and the work requested is to protect those bolts from water ingress.  *The Clerk advised that Mr Cruse has supplied a quote of £85 to make and fit bespoke dowels. Mr Cruse has also advised that the wood should be treated at some point. Cllrs agreed the quote and authorised Mr Cruse to undertake the work. The wood treatment would be considered at a later date.*  **Action: Clerk** |
|  | **5.5** | | **Phone Box Repairs**  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 – Mr Cruse has completed a ‘quick fix’ before being available to complete the work. Concern was voiced that the correct stays are used in order to maintain the integrity of the phone box. The parts are listed on the ‘unicorn restoration’ website. DP suggested that the contractor should contact him over any of the details. The Clerk reported that a revised quote had been rec’d now DP has spoken with Mr Cruse – the original quote had been for £365 for parts/labour but the revised quote was now £430 comprising £230 for authentic parts and £200 for labour. Mr Cruse has advised that he can do the work on 24.09.2016 as long as the Parish Council could give him payment of £230 for the parts in advance so that the parts can be delivered in time. Cllrs discussed the work required and agreed to accept the quote. The Clerk would add the cheque request to the Finance section of the agenda.  *The Clerk advised that the works had been completed and the door is now repaired. Mr Cruse has suggested that a latch is fitted to the door to help prevent the wind opening the door ant that the paintwork needs some attention. An invoice had been submitted for payment.*  *Cllrs asked the Clerk to pass their thanks to Mr Cruse for his work and agreed that it would be a good idea to fit a latch as suggested. With reference to the paintwork, Cllrs recalled that they painted it themselves a couple of years ago but it should be done again. Cllrs advised that the paintwork should be reviewed again in March/April 2017.*  **Action: Clerk** |
|  | **5.6** | | **New Bench at Village Hall**  The Clerk is to check whether the new bench at the village hall should be added to the Parish Council or Village Hall insurance policy – the Clerk is to advise the Trustees to add the bench to the village hall insurance if they wish to insure it. The Clerk advised that an e-mail from Curtis Galbraith had been received which confirmed that the bench had been added to the Shipbourne Village Hall insurance policy. The Chair asked the clerk to acknowledge the e-mail and thank Mr Galbraith for sorting this out.  *The Clerk advised that an e-mail had been sent to Mr Galbraith*  **Action: Completed** |
|  | **5.7** | | **Grass Cutting Complaints**  Complaints have been received that the grass is not being picked up once it has been cut. The Clerk is to contact the contractor – completed but no response received. The Clerk is to advise the contractor that payment is conditional on picking up the cuttings. The Clerk advised that he hadn’t been able to contact the contractor yet. Cllrs asked for this to be followed up asap and establish whether contractor was still able to honour the contract or not.  *The Clerk confirmed that he had spoken with Shaun regarding the grass cutting and had been advised that there is one final cut to be made before the winter and any cuttings at Dunks Green would be removed. There was a query about the hedge as it was now getting out of control and a more severe cut was required and could Cllrs agree to this? The invoice for 2015 had also been received. Shaun advised that there was no contract for the grass/hedge cutting but he was happy to continue for 2017. Cllrs agreed to check the hedge the following day but thought that a general hedge height of 8’ was appropriate with a lower cut made at the viewing point over the valley.*  **Action: Clerk** |
|  | **5.8** | | **Gatwick Airport Tour Invitation**  Cllr Sheldrick expressed an interest in accepting the invitation to visit Gatwick Airport. The Clerk agreed to forward the invitation to him again  Cllr Sheldrick advised that he hadn’t been able to register as yet due to issues getting proof of identity scanned for the airport authorities.  **Action: Cllr Sheldrick** |
|  | **5.9** | | **Hive Lotto**  A new Community Lottery had been launched recently and was a fund-raising scheme to help good causes. A leaflet was passed to the Clerk to look into.  *The Clerk advised that the Hive lotto is an online community lottery run by TMBC which will raise money for good causes. People who play the lottery will be able to support their chosen local charity or organisation, which will receive 50p for every £1 lottery ticket sold without the burden of administration and prize fund costs. The remaining 50p will be distributed as follows: 20p will go to the prize fund, 12p will go to an external lottery manager and the remaining 18p will go to a central pot, administered by the Council, for distribution to local good causes.  If a player does not have a specific good cause in mind then the amount paid into the central pot will be 68p. All net proceeds from the lottery will be paid to local good causes.*  *The top prize will be worth £25,000 for six correct numbers and the top prize winner's chosen charity will also receive £25,000.  There are will be further prizes of £1,000 for five correct numbers and £100 for four correct numbers plus three 'free plays' for three correct numbers. There are around 12 local good causes so far. Cllrs noted that one was for a village hall and suggested Shipbourne Village Hall might want to put themselves forward. Cllr Mrs Cohen agreed to pass the information to the Village Hall Committee*.  **Action: Cllr Mrs Cohen** |
|  | **5.10** | | **Parish Partnership Panel Document Query**  Cllr Pettengell asked the Clerk to contact PPP to get an explanation of why a number of pages in the documents available show “page left intentionally blank”.  *The Clerk advised that he had queried this and the PPP response was that pages were left deliberately blank to aid members using tablets and ensure no agenda items are missed*  **Action: Completed** |
|  | **5.11** | | **Local Plan Documents**  The Clerk advised of problems scanning the presentation from the TMBC meeting regarding the Local Plan attended by the previous clerk. This will be circulated as soon as possible.  *The Clerk advised that due to the size of the document it was not possible to e-mail a scanned copy of the presentation as it exceeded the memory limit permitted on gmail. Cllrs agreed that they would circulate the hard copy of the document.*  **Action: Cllr Mrs Cohen to circulate document** |
|  | **5.12** | | **Bridgford Bench Insurance Claim – Shipbourne Common**  *The Clerk advised that Malcolm Lane & Sons Limited had submitted an invoice for the replacement bench which was passed to NFU Mutual for payment. MLS confirmed that it had now been paid in full. Cllrs queried if the bench had been installed yet and Cllr Sheldrick advised he would check.*  **Action: Cllr Sheldrick** |
|  | **5.13** | | **Update on casual vacancy following resignation of Cllr Wright**  *The Clerk advised TMBC advised that although we preferred to delay advertising a Casual Vacancy, as resignation made in writing, the process to find a new Councillor starts immediately. The Casual Vacancy Notice was issued on 20 September 2016. Closing date would be 10 October 2016. TMBC advised earlier today that no request for an election has been received as yet but they would confirm the situation on Tuesday 11 October 2016. If no election called then the Parish Council would be in a position to co-opt a new Councillor who would then complete the remaining period until the next Parish Council Election.*  **Action: Clerk** |
|  | **5.14** | | **KALC Survey of Parish/Town Council Computer and Website arrangements**  *The Clerk advised that KALC had sent through a survey regarding computer equipment, data, back up and website administration. This is in relation to the new Transparency guidelines. Cllr Wallington advised that any e-mails would be backed up on “the cloud” storage supporting gmail. The Clerk queried about the documents on the laptop and would an external hard-drive be required? Cllr Wallington advised that he would ensure that all documents are backed up when he reviews the Parish laptop in the next few weeks.*  **Action: Clerk & Cllr Wallington** |
| **6** | | **Communications**  *Cllrs commented on the large number of e-mails being forwarded to them. The Clerk advised that he was vetting all the e-mails and was only circulating anything that he felt Cllrs might want to read about although he accepted that not everyone would be interested. However, there was an influx of e-mails at this time of year. Mrs Huseyin reviewed the list and agreed that most were valid for circulation. Cllrs asked Mrs Huseyin to vet the e-mails further.*  **Action: Clerk** | |
| **7** | | **Report from County Councillor**  *Cllr Mrs Dagger had e-mailed that there was nothing to report* | |
| **8** | | **Report from Borough Councillor**  *Cllr Taylor reported on the Local Plan – The Way Forward. He advised that the consultation currently underway was a more simplified version than the original draft prepared. He stressed that you did not have to complete the survey form as a basic letter about the specific topic you wanted to raise would suffice.*  *Regarding the Parish Alliance Cllr Taylor advised that he had included Shipbourne Parish Council in its communications but could the Parish Council please write a letter to TMBC in support of the comments raised by the Parish Alliance in response the Local Plan. Cllrs agreed to this.*  *A new Highways Steward had been appointed, Adrian Starbuck. Mrs Huseyin agreed to contact Mr Starbuck regarding any items of concern we have.*  *At the next meeting of the Parish Partnership Panel a representative from Southern Water is to attend to report on the sewerage issues in the Borough. The blocked culvert in Ightham/Borough Green had now been cleared.*  *If there are any Public Rights of Way that the Parish Council wished to take on the maintenance for then it could be paid 12p per metre for the work.*  *Cllr Taylor clarified the position regarding an election for the Casual Vacancy that if an election was called then there would only be a poll if there were more than one candidate for the vacancy.*  *Cllr Taylor left the meeting at 20.10 to attend another meeting.*  **Action: Clerk** | |
| **9** | | **Report from PCSO**  None received | |
| **10** | | **Chair’s Actions and Correspondence**  *Cllr Mrs Cohen advised that she had received a letter from our MP Thomas Tugendhat enquiring if he could write a column for the Parish Newsletter. Mrs Cohen had replied that the Parish Council did not produce a newsletter but made contributions to the Parish Church Newsletter. Mrs Cohen suggested that maybe these articles could be placed on the Parish Website instead? Cllr Wallington advised this was easily done.*  **Action: Cllr Mrs Cohen** | |
| **11** | | **To receive update on defibrillator and approve device loan from Community Heartbeat Trust**  *The Clerk presented the report summarising the search for the missing defibrillator. The Clerk also advised that The Community Heartbeat Trust has generously offered to loan the Parish Council a G3 defibrillator for a period of 4 years on condition that membership of the trust is paid for. This equates to £126 per annum and also covered servicing, replacement parts etc. Cllrs agreed that this offer should be accepted so that a defibrillator was in place as soon as possible. An insurance claim should be made for the missing defibrillator as soon as its value was confirmed. The Clerk advised that as no invoice had been found with a breakdown of costs he would ask CHT for further information so that a claim could be made.*  *Cllrs also agreed that more information signs should be posted around the village to advise residents where the defibrillator was located. Signs to be located at Lady Vane Close, Parish Council Noticeboard, village hall and the parish church. The Clerk would need to contact the relevant parties to gain permission and additional signs to be created.*  *Cllrs asked about The Chaser knowing the code to the cabinet and suggested we ask if they have an emergency plan in place before advising of code as usually access is only given by the emergency services.*  *With reference to the weekly readiness checks required by CHT Mrs Huseyin agreed that she would be able to do this and Cllrs offered assistance when required.*  *A new cost centre would have to be created within the budget and funds allocated accordingly.*  **Action: Clerk** | |
| **12** | | **Report from External Bodies**  None to report | |
| **13** | | **Finance** | |
|  | **13.1** | | **Payment of Accounts - Approved**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DATE** | **BENEFICIARY** | **DETAILS** | **CHEQUE NO** | **AMOUNT** | | 10.10.16 | Phillip Codling | Clerks Salary Oct 2016 | 100847 | 438.03 | | 10.10.16 | HMRC | Clerks Tax Oct 2016 | 100848 | 100.20 | | 10.10.16 | G W Davies | Website | 100849 | 105.00 | | 10.10.16 | Martin Cruse | Labour Costs - Phone box repairs | 100850 | 200.00 | | 10.10.16 | PKF Littlejohn LLP | Audit – Annual Return | 100851 | 156.00 | | 10.10.16 | Logs Direct | 2015 Hedge & Grass Cutting | 100852 | 650.00 | | 10.10.16 | Community Heartbeat Trust | Defib Managed Solution 16/17 | 100853 | 126.00 | | **TOTAL** |  |  |  | **£1820.23** | |
|  |  | | **Payments Received**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DATE** | **FROM** | **DETAILS** | **RECEIPT No** | **AMOUNT** | | 09.09.16 | Gigaclear plc | Wayleave |  | 450.00 | |  |  |  |  |  | | **TOTAL** |  |  |  | **£ 450.00** | |  |  |  |  |  | |
|  | **13.2** | | **2016/2017 Quarterly Budget Update**  *The Clerk provided a summary of the expenditure/income for 2016/2017 and a bank reconciliation advising that updates would be provided in January, April, July and October. Cllrs advised that they wanted the information in a different format detailing expenditure against expected expenditure at this time of year. The Clerk advised that this was the first time an update had been provided and the process would evolve as time progressed.*  *The Clerk advised that the bank balance shown was higher than expected due to the late payment of the 2015/2016 S136 monies which had arisen because the 2015 grass/hedge cutting invoice had not been received. As this invoice was being paid this month, the remaining S136 funds for 2015/2016 could then be paid to the Village Hall for their Heating Project as soon as possible.*  **Action: Clerk** |
| **14** | | **Personnel** | |
|  | **14.1** | | **To discuss timetable to commencement of the new Parish Clerk and associated logistics**  *Cllr Mrs Cohen formally introduced Mrs Huseyin to the Parish Council and, with Mrs Huseyin, signed the contract of employment on behalf of the Parish Council.*  *The Clerk advised that he and Mrs Huseyin were to meet on 17 October 2016 to bring matters up to date and arrange transfer of laptop, files etc.*  *Cllr Pettengell to forward the “Clerks Year” document to Mrs Huseyin.*  *Mrs Huseyin advised that she had no queries at this time.*  *Cllr Wallington to arrange review of laptop with Mrs Huseyin.*  *Cllr Mrs Cohen expressed her thanks on behalf of the Parish Council to Mr Codling for his work as Locum Clerk.*  **Action: Clerk, Mrs Huseyin, Cllr Pettengell and Cllr Wallington** |
|  | **14.2** | | **To review process of Workplace Pensions**  *The Staging date is 1 November 2016. Cllr Mrs Cohen and Mrs Huseyin to ensure that the relevant letter and duties compliance is carried out on time*  **Action: Cllr Mrs Cohen and Mrs Huseyin** |
| **15** | | **Planning** | |
|  | **15.1** | | **To consider applications:**  Application: **16/02921/TNCA**  Location: **Meadow Place, Upper Green Road, Shipbourne,TN11 9PG**  Proposal: T1 Catalpa - Reduce whole crown by approximately 25%. Tree is becoming very large for the space it occupies, work is to contain it whilst keeping it attractively shaped. T2 Ash - Remove 2 low crossing branches and 1 small low branch to lift the tree and allow more light underneath and T3 Field Maple - Remove 3x low branches over lawn, work is to lift the tree to allow more light below  *Response: No Objections* |
|  | **15.2** | | **Decisions from T&MBC** |
|  | |  | Application: TM/16/01992/LB  Location: Old Woodcocks, Reeds Lane, Shipbourne, TN11 9RR  Proposal: Listed Building Consent: Replacement of windows  Decision: Approved  Application: TM/16/02228/FL  Location: Land adjacent to Wagoners, Back Lane, Shipbourne, TN11 9PP  Proposal: Conversion of two forestry buildings into three dwellings  Decision: Approved |
|  | **15.3** | | **Other Planning Matters**  None |
| **16** | | **Street Scene** | |
|  | **16.1** | | **Footpaths/Trees**  *Cllr Mrs Cohen advised that the byway at Woodcock Lane was still blocked. Cllr Sheldrick advised he would contact Sam Honey for an update.*  **Action: Cllr Sheldrick** |
|  | **16.2** | | **Highways**  *The Clerk advised that the closure of Reeds Lane was in the Parish Newsletter. Cllr Sheldrick advised of another 2 week closure on Hildenborough Road. The Clerk agreed to check the Highways notifications and add the information to the Parish Newsletter report.*  *Cllr Pettengell advised that a “concealed drive” road sign had been left damaged. It is located on the A227 towards Tonbridge just South of the village school, on the left opposite a telegraph pole. He advised that it should be removed if broken.*  *There appears to be no School warning sign on the approach to Shipbourne from Tonbridge on the A227. Mrs Huseyin to mention this to the Highways Steward when she contacts him.*  *There were a number of serious road traffic accidents on the A227 recently and Cllrs agreed that a record of such incidents should be made in order to lobby KCC for further speed reductions in the parish.*  **Action: Cllr Pettengell & Clerk** |
| **17** | | **Parish Website**  *Cllr Mrs Cohen expressed her thanks on behalf of the Parish Council to Cllr Wallington, Saul Cullen and Curtis Galbraith for their work on the new website.*  *Cllr Wallington advised that the new platform was now Live and each contributor was now in a position to update their pages when required. The project team would continue to offer support to the contributors and provide further training as appropriate.*  *The cost for the new platform would be £15 per annum. Cllr Wallington to write a report for the Parish Newsletter. Letter of thanks to go to Saul Cullen and a byline credit to be shown on website.*  **Action: Clerk and Cllr Wallington** | |
| **18** | | **To review submission to November 2016 Parish Newsletter**  *Draft agreed together with addition of website report and Hildenborough Road closure*  **Action: Clerk and Cllr Wallington** | |
| **19** | | **To review Emergency Plan**  *Cllr Pettengell had circulated the final draft of the Emergency Plan to Cllrs prior to the meeting.*  *Cllr Mrs Cohen expressed her thanks on behalf of the Parish Council to Cllr Pettengell for his work on the Emergency Plan.*  *There is one zone rep to be appointed and Cllr Mrs Cohen advised she would see if there was someone she could recruit to the role.*  *Cllr Pettengell advised that the plan should be published on the website and a report submitted to the Parish Newsletter. Cllrs agreed this to be done once the final zone rep had been appointed.*  **Action: Cllr Mrs Cohen and Cllr Pettengell** | |
| **20** | | **Calls for Site Consultation and Local Plan**  *Cllrs Mrs Cohen and Mrs Redman are to attend the Local Plan presentation at Borough Green Village Hall on 11 October 2016 and will report back at the next meeting*  **Action: Cllrs Mrs Cohen and Mrs Redman** | |
| **21** | | **Urgent Business**  *The Clerk advised that invitations to the KALC Annual General Meeting on Saturday 19 November 2016 had been received and would Cllrs like to attend? Cllrs to advise as soon as possible so places could be booked.*  **Action: All Cllrs** | |

**22 Date of next meeting. – Monday 14 November 2016**