**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 9 January 2017 in Shipbourne Village Hall at 7.3pm**

**Present: Cllr Cohen (Chair), Cllr David Pettengell, Cllr Valerie Redman, Cllr James Sheldrick, Cllr Keith Wallington, The Parish Clerk, Mrs Claire Burr (Parish Council Applicant), Peter Leach (Village Hall), Peter Wickens from The Fuel Effect and 3 members of the public.**

1. **Apologies for absence - Cllr Tyler & Borough Councillor Taylor (meeting clash)**
2. **Declarations of Interest or Dispensations -** None
3. **To approve as a correct record the Minutes of the Parish Council meeting held 12 December 2016 –** The Minutes were approved and signed as a true record of the meeting with a small amendment giving further explanation to the village hall quote.
4. **Public Open Session -** A local resident attended the meeting to express concerns about the planning application for Church House, he has already submitted his objections to TMBC. He had objected to a previous application for this property in the basis that it is in Greenbelt. The previous application was refused. The resident is objecting to this application on the following grounds:

* That is it inappropriate development within greenbelt and the property is materially larger than the original with no special circumstances. Although no figures are available, he estimates that the floor plan is just over twice the size of the original;
* That it harms the conservation area and adjacent listed buildings, in particular the design of the rear elevations would affect the view coming into the village;
* That it harms the amenity of the neighbouring property.

The owner and developer of Church House were present and in response to the objections said that they felt that the drawings on the photographs of the house submitted to TMBC by the resident objecting, indicating the potential size, were inappropriate. Cllr Pettengell asked whether figures on the footprint were available, and the developer said that they had been submitted and discussed with TMBC but weren’t available for this meeting.

1. **Introduction of Parish Councillor Applicant –** Cllr Cohen introduced Claire Burr who had applied to become a Parish Councillor.
2. **Matters arising** 
   1. **Shipbourne Sign –** Update – the Parish Clerk reported that Martin Cruse hadn’t yet fixed the sign but it was scheduled to be done soon.
   2. **Grass Cutting –** Update – Whitewicks Row has now been cut and the schedule for 2017 grass cutting will start in March. The cost for the year will remain the same at £650. We have yet to receive the 2016 invoice.
   3. **Defibrillator –** Update – The Parish Clerk reported that the defibrillator was being regularly checked and reported via Websnos. She had heard from Debbie at The Community Heatbeat Trust who said that the defibrillator had still not been registered with the Ambulance Service who were proving very difficult to get a response from. She is aware that there is some restructuring going on in SeCamb and thought this was the reason for the delay. Without the registration, the code would not be available to open the cabinet when someone calls 999. It was suggested that in an emergency, the code is available from the pub. It was agreed that the Parish Clerk would talk to the owner. Signage has been printed and will go up once the defibrillator is registered.
   4. **New Parish Noticeboards –** Update – It was decided that we should look for some grant funding.
   5. **Refurbishment of the Village Hall Sign –** Update – Nothing to report.
   6. **New Speed Indication Device (SID)–** Update – The Parish Clerk had some figures for portable battery operated SIDS. They must be moved around no less than once every 2 months and we need to identify 3-4 potential locations within the 30mph limits. The cost of a portable SID is £3270 and then there are costs for the pole installations and training. Someone will need to move the SID and charge the battery on a regular basis. The Parish Clerk said that Ightham PC were looking into buying one and Cllr Cohen asked whether they would be prepared to share the cost and we could share locations on A227 between Shipbourne School and Bates Hill. Parish Clerk to ask at next Ightham PC meeting and also to ask the representative from KCC to come and assess the locations in the first instance.
   7. **Refurbishment of the Village Hall –** Update – There are various options for a new Heating system at the Village Hall and a decision needs to be made soon as there is a deadline for applying for a grant. Peter Leach introduced Peter Wickens from The Fuel Effect who has recently provided a quote for installing an Air Source Heat Pump (ASHP). We have already received a quote from Clairglow for the same type of system but wanted further advice on whether this would be the right system for the village hall . Mr Wickens said that this type of heating is not a new technology, it provides heat on a more efficient basis. The efficiency comes from the design of the system. Cllr Wallington asked Peter Leach what the village hall committee wanted to achieve, he said that the driving force was flexibility, coupled with efficiency and low running costs. The biggest expense of the village hall is currently the electricity bills. The village hall is very cold and damp and required a system that could maintain a constant low level heat to preserve the fabric of the building with the ability to be boosted when the hall was in use. If there is a pattern of use for the village hall the system can be used more efficiently. Cllr Pettengell raised a concern that it would take time for the system to get to the desired temperature when the hall was in use. Mr Wickens explained that this would be the case with most systems but the heat pump would use 50-60% less energy in adjusting to the increased temperature than an electric system. If larger radiators were used and the ceiling were adequately insulated it would take less time for the building to heat up. An electric system would provide a more instant heat but the running costs would be more expensive. Mr Wickens confirmed that his quote included all pipework, the cylinders and the radiators.

He said that the ASHP would be more cost effective to run than the Ecolec electric radiator system which would be cheaper to install. Insulation was a factor in any system. Cllr Cohen believes the cost of insulating the building can come down from the quote we received (£17k) and that work could a be done retrospectively although this was not ideal. There is little else that can be done to improve the building as it is a listed building. Cllr Cohen asked whether the ASHP would work with poor insulation, Mr Wickens said that the most important factor is that the radiators are well designed. Cllr Pettengell asked about fan assisted radiators to boost heat when required, Mr Wickens said that they could be fitted but cost 3 times as much as ordinary radiators. If the system is being run at a comfortable temperature they shouldn’t be necessary anyway. Mr Wickes confirmed that the system could be controlled remotely.

The cost of the ASHP is approx. £14k and the Ecolec Radiators £2.5k. KCC have members’ grant funding available which must be applied for by the end of February. Cllr Cohen has been in contact with County Councillor Dagger who said that the grant should be applied for asap and wasn’t restricted to a particular type of heating. The Parish Council took a vote and the majority voted in favour of the ASHP system, the Parish Clerk was asked to notify Curtis Galbraith who should go ahead and apply for the grant. The contractor and associated works could be discussed once the grant is in place. The village hall being a charity might be able to reclaim any VAT. The Parish Council thanked Peter Wickens.

* 1. **NatWest Closure –** Letter – Cllr Taylor had drafted a letter to be signed by neighbouring parishes asking for NatWest to reconsider the closure of the branch in Borough Green. Cllr Cohen signed the letter on behalf of Shipbourne PC and this will be passed back to Cllr Taylor. The Parish Clerk had also drafted our own shorter letter which was duly signed and will be sent to NatWest.

1. **Communications -** Items of information circulated prior to the meeting**.**
   1. **Community Awards Scheme – It was decided that we wouldn’t participate this year.**
   2. **Community warden –** This wouldn’t be of interest for Shipbourne
   3. **Request for donation – Samaritans -** No
   4. **Request from local business to advertise on Parish Website –** A local business has contacted the Parish about advertising on the website, although it is not Shipbourne based it was agreed that they could advertise for £1 per week. Parish Clerk to contact them to get their advert.
2. **Reports: County Councillor, Borough Councillor, PCSO –** Nothing to report.
3. **Chair’s Actions and Correspondence –** Nothing to report.
4. **Report from External Bodies** (Councillors to report on meetings attendedor correspondence received). The Parish Clerk reported that there was some funding available via the Transparency Fund which could be used towards a scanner, webs training etc. This should go onto the next agenda.
5. **Finance**

**11.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay:

Parish Clerk Salary & Expenses (inc Tax Refund from Nov) £530.34

As at 30th December 2016: Current Account £21,670.69 Community Account £49.66

The Parish Clerk reported that there was a credit on the HMRC Parish Income Tax account and would look into getting a refund.

**11.2** **Letter to change name Parish Clerk on Bank Statements –** this has now been done**.**

**11.3** **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**.

Cllr Pettengell said that these documents above should go onto our website. The Parish Clerk will make a list of all other necessary documents and each one should be reviewed before being put onto the website. Documents should include the past few years’ Minutes, Standing Orders and Financial Regulations. The Parish Clerk had started to amend templates of the Risk Assessment and Annual Review which will be circulated before the next meeting. Cllrs to check whether previous copies are documents are available**.**

**11.4 Finances to end December & Funding Arrangements with TMBC – Draft Budget –** The Parish Clerk circulated the quarterly review, income and expenditure and bank reconciliation to the end of December and included a draft budget for 2017/8. It is not expected that our expenses will be increased substantially next year but Cllr Pettengell suggested that we may need to change our approach in budgeting and build up our reserves. Cllr Pettengell to look at the figures and come up with some suggestions. The Parish Clerk was asked whether the deadline of 27th January could be extended but if it cannot the agreement for figures will be via email.

**12. Personnel**

* 1. **Parish Clerk –** Timesheet Report – Cllr Pettengell explained the timesheet reporting and said that an allowance may need to be made in the budget for the clerks’ hours. The report also has a useful list of clerks’ duties throughout the year.

**13. Planning Matters**

* 1. **To consider applications:**

**TM/16/03581/FL Church House –** Demolition of existing dwelling and construction of new two storey dwelling and detached double garage. (Resubmission of TM/16/02494/FL). Church House, Stumble Hill, Shipbourne, Tonbridge, TN11 9PE**. “**Shipbourne Parish Council appreciates that a decrease in terms of mass regarding the design and siting of the garage has been made to the previous application. However, it objects to the above application on the grounds that the amended proposal continues to be materially larger than the existing building in terms of footprint and height contrary to National Planning Policy Framework paragraph 89. Shipbourne Parish Council objects to the fact that the proposal is a three storey dwelling in a conservation area overlooking other properties and dominating the landscape contrary to Green Belt policy.  SPC would like the Borough Council to clarify the large increase in terms of area and volume and whether it meets an acceptable standard in terms of ‘materially larger’.

**TM/16/03659/FL (TM/16/03660 LB) Shipbourne House –** Erection of 2 No. Single storey rear extension to the north and south of the kitchen. Shipbourne House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. “No objection as long as the materials used match existing materials”.

* 1. **Decisions from T&MBC – TM/15/03865/FL  Great Oaks House** - Demolition of existing stable block and hay barn buildings and construction of a 3 bedroom dwelling house. Refused.
  2. **Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**) –** No update.

1. **Highways Matters**

**Road closures**: Puttenden Road – 12 January 1 day & Dunks Green Road - 30 January 1 day. Puttenden Road closed today as there was a burst water mains.

1. **Parish Website –** this is being kept up to date and can come off the agenda.
2. **To review submission to Parish Newsletter –** The draft was circulated and subject to any changes can be sent to Lindsay Miles.
3. **Local Plan -** Kent Minerals and Waste Site Plans – Call for Sites – No comment to make.
4. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** None.
5. **Date of next meeting.** – Monday 6th February 2017. It was decided that the meeting should be brought forward by a week as 13th is half term.
6. **AOB –** Cllr Sheldrick asked whether anyone had noticed an increase in litter since the opening of 24 hour MacDonalds. Cllrs reported that there was generally a lot of litter in the area. Cllr Sheldrick asked whether the hedge should be cut at Dunks Green, this was agreed, Cllr Sheldrick to ask  Estate and Field Management to undertake the work and also to contact the neighbour to let them know.