**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 13 March 2017 in Shipbourne Village Hall at 7.30pm**

**Present: Cllr Cohen (Chair), Cllr Tyler (Vice- Chair), Cllr David Pettengell, Cllr Valerie Redman, Cllr James Sheldrick, , The Parish Clerk, and Mr Geoff Taylor**

1. **Apologies for absence -** Cllr Keith Wallington
2. **Declarations of Interest or Dispensations -** None
3. The **Minutes** of the Parish Council meeting held 13 February 2016 were signed as an accurate record of that meeting.
4. **Appointment of Parish Councillor -** The applicant has withdrawn from the process. A couple of people have shown an interest and the Parish Council will consider both in due course.
5. **Matters arising** 
   1. **Shipbourne Sign –** Update - The sign has now been secured.
   2. **Defibrillator –**The defibrillator has now been registered with SECAMB. We are looking for several volunteers in the village who would be on hand to deliver the defibrillator whilst the ambulance is en route to the patient following a 999 call. The volunteers would be registered by SECAMB and would only be called once the 999 call is received. Advert to go into the newsletter. Cllr Sheldrick agreed to be one of the volunteers and Geoff Taylor said that he would ask his wife. Parish Clerk to put notices up throughout the village with the location of the defibrillator and circulate the code to Parish Councillors. The Parish Clerk was asked to contact the person who had organised the training session with a view to organising a further session.
   3. **Refurbishment of the Village Hall Sign –** Update – This will be deferred until the village hall is refurbished.
   4. **New Speed Indication Device –** Update – The Parish Council has been offered some money from the KCC Members’ Community Grant Funding Scheme toward a flashing speed sign. The funding being offered is in the region of £2,300. The sign would be placed at the entrance to the village from the Tonbridge side within the 30mph limit, at a location that would have to be approved by Kent Highways. It was agreed that the Parish Council would apply for the funding as we believe it is important for the community. The Parish Council would also look for additional funding and/or use parish reserves to make up the difference in the cost for the sign, believed to be in the region of £6,000. The sign would be owned and maintained by the Parish Council. The Clerk was asked to verify the status of the existing sign.
   5. **Refurbishment of the Village Hall –** Update. It was agreed that Cllr Cohen and Cllr Wallinton would represent the Parish for the village hall heating project. Parish Clerk to notify Curtis Galbraith. The Parish Clerk was asked to verify whether planning permission was required to install the new heating system. The grant of £15,000 has now been received into the Parish Council bank account. The Parish Clerk has written to Cllr Valerie Dagger to thank her.
   6. **Litter –** Update – It was reported that the litter throughout the village is very bad, particularly in the lanes. Next year the Parish Council will advertise the Clean up Campaign in advance. The Fairlawne Estate and members of the Parish Council regularly collect litter. We have noticed an increase in litter from MacDonalds and the Parish Clerk was asked to write to them to say that there has been a marked increase since the drive through opened and also to approach TMBC to see whether they have any ideas.
   7. **Dog training on Shipbourne Common -** Update – Cllr Wallington has spoken to the trainers about not parking on the brow of the common 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.
   8. **Tree Felling on Dunks Green Common –** Update – The Parish Council had received a report of a dangerous tree on Dunks Green Common and has had it felled. Cllr Sheldrick suggested that we should have a tree survey done as part of our risk assessment. The Parish Council own trees on Dunks Green Common and Buds Green. Parish Clerk to look in the file to check ownership and previous works. Parish Clerk to check whether we can claim on our insurance.
6. **Communications -** Items of information circulated prior to the meeting**.**
   1. KALC S.137 Donations – New limit raised to £7.57 per elector, this amounts to approx. £3,000 for this financial year.
   2. [Community Safety Partnership Newsletter](file:///C:\Users\Louise\Documents\Current\Shipbourne\Community%20Safety%20March,%20April%202017.pdf)
   3. Dynamic Councillor Seminars - 22nd April, 18th & 23rd May
   4. Greensand Scramble – Event for The Simon Trust on 27th April to support housing for autistic young adults <https://www.eventbrite.co.uk/e/the-greensand-scramble-tickets-31783491278>. Information to go into the newsletter. The route will take people from the Rifleman through Shipbourne Village.
   5. Consultation on Public Open Spaces <https://www.tmbc.gov.uk/pspo>. It was agreed that there was no need for us to respond.
   6. Open Spaces Society - renewal £45 – Do we wish to go ahead? Defer decision until April.
7. **Reports: County Councillor, Borough Councillor, PCSO -** None
8. **Chair’s Actions and Correspondence -** None
9. **Report from External Bodies** 
   1. Report from Cllr Pettengell on the PPP – Cllr Pettengell went to the PPP on 16th February. Please see  [Minutes details](https://democracy.tmbc.gov.uk/mgA.aspx?M=2997&LLL=0). Points of note were; Cllr Harry Rayner has been put forward as the Conservative Candidate for County Councillor; Borough Green and Plaxtol Villages have been having issues with water, a representative and contact for future issues is Sarah Feasey, Stakeholder Engagement Manager, Southern Water; The Police Commissioner should be invited to future PPP meetings to address various concerns; The proposed Public Spaces Protection Orders (PSPOs) will not deal with travellers; The Parish Charter which had never been formally adopted will now be taken forward. .
10. **Finance**

**10.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay, cheques were duly signed by Cllr Tyler and Cllr Pettengell:

Parish Clerk Salary & Expenses £432.12

S M Gould – 2016 Annual Hedge Cutting £650.00

Martin Cruse – Fixing and securing Shipbourne sign £75.00

Clerks & Councils Direct Subscription £12.00

Pater Clark - Tree Felling £432.00

As at 28th February 2017: Current Account £35,740.33 (Includes £15,000 Members Grant) Community Account £49.66

**10.2** **Internal Audit Recommendations**.

10.2.1 Risk Assessment – Parish Clerk to amend and circulate to Cllr Sheldrick and Cllr Tyler

10.2.2Annual Review of Internal Financial Controls - Parish Clerk to amend and circulate to Cllr Sheldrick and Cllr Tyler

* + 1. Review of Asset Register – Parish Clerk to amend

10.2.4List of other documents to review for website – Parish Clerk to adapt the NALC Complaints Policy for Shipbourne PC

**11.3 Budget -** Quarterly Review – Papers were circulated. Parish Clerk and Cllr Pettengell will get together to discuss the new spreadsheet and useful reports going forward after year end.

**11.4 HSBC Mandate –** The bank mandate was initialled with the amendments.

**12. Personnel**

* 1. **Parish Clerk –** Timesheet Report – The Clerks hours were reduced in February.

**13. Planning Matters**

* 1. **To consider planning applications:**

**TM/16/03581/FL** – Church House, Stumble Hill – Demolition of existing dwelling and construction of new two storey dwelling and detached double garage (resubmission of TM/16/02494/FL) Comments have been submitted and are available on TMBC’s website. The Parish Council were aware of an email that had been sent from the agents of the developers to the Planning Officer and would like to clarify some of the comments in relation to the increase in size. The Parish Clerk was asked to circulate a draft response and check whether the application had been called in to The Area 2 Planning Committee.

**TM/16/00417/FL** – Yew Tree Cottage, Upper Green Road – Erection of Greenhouse/potting shed combination and the like for like replacement of a shed. The Parish Clerk was asked to circulate the plans for comments.

**13.2 Planning decisions from TMBC**

**TM/16/03781/TNCA**  - Remove large Conifer from side boundary of property. Mallow House Stumble Hill Shipbourne Tonbridge Kent TN11 9PE. Approved.

* 1. **Other Planning Matters –** Shipbourne Enforcement Cases at TMBC (confidential**)**

1. **Highways Matters -** The Parish Clerk was asked to call the school office about the temporary sign.
2. **Parish Newsletter –** Parish Clerk to send draft newsletter to Cllr Cohen for review.
3. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.** The Clerk has received a note about a new Free School to open in 2019. Cllr Tyler raised a question about footpaths as one had a fence put up. Cllr Sheldrick clarified that the fence was behind some hedging and therefore didn’t affect the public footpath. Cllr Cohen also asked about the footpath behind the church where some barbed wire is in place by one of the stiles. Cllr Sheldrick also confirmed that TMBC regularly check all of the footpaths.
4. **Date of next meeting.** – Monday 10th April 2017

The meeting closed at 9.05pm