

## SHIPBOURNE PARISH COUNCIL

Mrs. L. Goldsmith (Clerk)  
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### Minutes of a Meeting held in the Village Hall on Monday, 14 June 2010 at 7.30 p.m.

PRESENT: Mr. M. Miles (in the Chair)  
Mrs. L. Cohen, Mr. J. Raven Miss L. Sargent, Mr. J. Sheldrick,

IN ATTENDANCE: 1 member of the Public  
Borough Councillor Mrs. S. Murray

*Councillors were reminded to disclose personal and prejudicial interests on matters to be considered at this Meeting.*

1. **APOLOGIES**

Apologies were received from Mr. N. Tyler and Mr. S. Davies

2. **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting held on 10 May 2010, previously circulated, were approved.

3. **EMERGENCY PLAN**

The PC agreed to take this Item first so that Mr. Alan Bristow did not have to stay for the whole meeting. Mr. Bristow presented the revised Emergency Plan. With exception to a further amendment to delete the reference to a public pay telephone in the Village Hall on page 12 the Emergency Plan was approved. The PC thanked Mr. Bristow for all his work with the Emergency Plan and for this annual review. It was suggested and agreed that the Clerk will forward a copy of this revised Plan to all contacts on the Distribution List.

*Mr. Bristow left the meeting.*

4. **MATTERS ARISING**

*Mr. Sheldrick expressed a personal interest and left the Meeting.*

4.1 "Green space" outside Wightwicks Row (Minute 7.1 SPC/05/10)

The Clerk shared and discussed some information with the PC recently received from KCC. The member of the public who kindly offered to find out what she could about the unregistered land had advised the Clerk that she needed more time to assemble this information. It was agreed to form a Working Party to include the Clerk, the member of the public and Miss Sargent and Mrs. Cohen. The length of the grass and maintenance arrangements for this area was discussed and noted.

*RESOLVED : The Working Party will make further enquiries about the unregistered land and report what they find to the Parish Council at the next meeting. The Clerk will write to Mr. J. Playle to enquire about the maintenance arrangements for the grass and ownership of the land.*

*Mr. Sheldrick returned to the Meeting.*

- 4.2 Public Rights of Way – Proposed amendments to Public MR392(Part) (Minute 7.2 SPC/05/10)  
The Parish Council noted communication received by the Clerk from Sonia Coventry the Public Rights of Way Officer. This explained that the submission to the Planning Inspectorate is currently being prepared. Once received the Planning Inspectorate will confirm the means by which the Order will be determined which is likely to be by a Public Inquiry. An early indication on timing suggests that a Public Inquiry would not be held until January 2011.

- 4.3 Structure of Committees and Village Organisations (Minute 7.3 SPC/05/10)  
The Parish Council considered recent communication from the ROW Group received by the Clerk.

*RESOLVED : The PC will accept responsibility for the handling of all problems relating to the Shipbourne footpath network. The Clerk will advise the ROW Group.*

- 4.4 War Memorial (Minute 7.4 SPC/05/10)  
The PC considered the correspondence received by the Clerk from the War Memorial Trust and noted that the Trust will not contribute towards the cleaning of the War Memorial but would contribute up to half of the cost of the new lettering. It was acknowledged and agreed that the time required by the Clerk to complete the lengthy application forms outweighed any possible financial award. The Clerk had received a further quote which was higher than the one already received from Burslem.

*RESOLVED : The Clerk will accept the quote from Burslem. Miss. Sargent will contact the family to get the full name of the soldier and details of the battle and with Mr Sheldrick will inspect the memorial to decide the most suitable position for the inscription.*

- 4.5 Telephone box (Minute 7.5 SPC/05/10)  
It was noted that Miss Sargent had set the date of 26<sup>th</sup> June 2010 and put it in the Parish Newsletter as the day for residents to meet and offer their services to clean and repair the telephone box. There are two panes of broken glass and Miss. Sargent kindly offered to organise some replacement glass. The PC thanked Miss. Sargent for all her hard work to date and Members will try to come along and help on the day.

*RESOLVED : Miss. Sargent will make arrangements to repair the broken glass and organise residents to meet on 26<sup>th</sup> June 2010.*

- 4.6 Parish Council Noticeboards (minute 7.6 SPC/05/10)  
The PC considered the detailed report from the Clerk outlining the costs of replacing the Parish Council Noticeboards. As these costs were substantial and it has been agreed that the Telephone Box will be used to display information it was suggested that the PC should investigate the costs of repairing the current noticeboards by having them re-varnished and new glass installed.

*Resolved: Miss. Sargent will try to contact the makers of the current noticeboards and seek guidance on how to repair them and the costs involved.*

- 4.7 Update on Upper Green Lane (Minute 7.7 SPC/05/10)  
The Clerk informed the Parish Council that the Planning Department had confirmed that there was no condition set in the planning permission granted for the flats that they had to be occupied by over 55's. If this is the case Miss Sargent queried why the hedges and grass are cut by a contractor when this service is meant to be reserved for over 60's only. Sarah Taylor, the Anti-Social Officer at TMBC had explained to the Clerk that Russet Homes were dealing with the situation and that at this stage they were not getting involved. The Clerk explained that Pauline Plummer of Russet Homes has begun monitoring the situation and had offered to come to the next PC meeting to discuss the issue.

*Resolved: The Clerk will invite Pauline Plummer of Russet Homes to come to the next PC Meeting. In the meantime the Clerk will write to the member of the public who raised this issue at a previous meeting to update them on the situation.*

4.8 Litter Collection Date (Minutes 7.8 SPC/05/10)

The Parish Council noted that details of a successful Parish Litter Collection Day on Saturday 22 May 2010 had been published in the newsletter and discussed arrangements for next year.

*Resolved: To hold the Litter Collection Day earlier next year in April. The date will be discussed and agreed at the February PC meeting.*

4.9 MT113 Overhanging Tree Trunk at Hookwood (Minute 8.2 SPC/05/10)

The communication received from Michele Snoding, Area Officer for Shipbourne footpaths was considered. The Parish Council were disappointed with the tone and contents of the reply.

*Resolved: The Clerk will follow up with request for guidelines on when an overhanging tree is considered to be dangerous.*

4.10 Speed Limit Review Area 3 (Minute 6.0 SPC/05/10)

Communication received by the Clerk from Sandra Watkins, Speed Limit Review Project Manager, states that the site review for Area 3 of which Shipbourne is part has just started. The on site review will take place over the summer with a initial report produced by November. This then goes to Kent Police for their comments. Assuming the original timescales are adhered to for the Review a report on recommendations for Area 3 will be received by the PC for comments in May 2011.

Mrs. Cohen suggested that Parishes using the A227 should, if in agreement, make joint representations for reducing the speed limit from 40 to 30 miles an hour on the A227 through Shipbourne Village and on the entire length of the A227 from Ightham Village to Starvecrow Hill. Councillor. Councillor Murray suggested that we forward any joint representations to the Review.

*RESOLVED: The Clerk will write to the Parishes of Hadlow, Plaxtol and Ightham (with a copy to Shipbourne School) to advise them of the Speed Limit Review and to suggest we co-operate fully and if appropriate make joint representations to the Review. It was also resolved that information on the Speed Limit Review will be placed in the Newsletter.*

5.0 **QUESTIONS FROM PUBLIC**

There were no questions from the Public.

6. **COMMITTEE AND OFFICER REPORTS**

6.1 Report from Chairman

There was no report.

6.2 Report from Councillors

The PC congratulated Councillor Murray on her re-appointment as Mayor.

Councillor Murray advised that TMBC will be removing all cardboard banks from recycling sites across the Borough by the 30 June 2010. Cardboard along with food waste and garden waste will be collected from the kerbside as part of the green bin collection.

*Resolved: To place this information regarding cardboard recycling in the Newsletter.*

*Borough Councillor Murray left the meeting*

The PC considered and discussed the copy of Part Three (pages 37-47) and Part Four (pages 51-54) of the Good Councillors Guide.

- 6.3 Report from Clerk  
Discussed under Item 4.6.

7. **PLANNING**

- 7.1 Planning Applications for consideration.

- 7.1.1 TM/10/01197/TNCA – Shipbourne Primary School, Stumble Hill, Shipbourne  
Two Yew Trees, crown lift to 3 metres and reduce laterals over path and remove Ivy from Cherry.

*RESOLVED: That the following representation be sent:*

*Recommend: APPROVAL*

- 7.1.2 TM/10/01173/TNCA – The Coach House, Upper Green Road, Shipbourne  
To reduce stems of Ash Tree by 2 metres and reduce lateral branches by two-thirds to leave an even shape and balance.

*RESOLVED: That the following representation be sent.*

*Recommend: Approval*

- 7.1.3 TM/10/-1408/FL – Woodbine Cottage, Roughway Lane, Tonbridge  
Single storey side extension.

*RESOLVED: That the following representation be sent:*

*Recommend: APPROVAL, subject to the condition below –*

*Materials and design (generally) that bricks and roofing should match those of the original property in colour and pattern.*

9.09pm *Mr. Miles left the meeting and Mrs. Cohen took over as Chair*

- 7.1.4 TM/10/01222/FL – Great Budds House, Mote Road, Shipbourne  
To erect freestanding triple garage.

*RESOLVED: That the following representation be sent:*

*Recommend: APPROVAL, subject to the condition below –*

*As a structure in the curtilage of listed buildings: rainwater goods should be cast iron or coated coloured aluminium and not plastic UPVc.*

- 7.2 Decisions from TMBC  
None to consider.

8.0. **STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010**

The PC noted that the Annual Return had been approved by the Internal Auditor and forwarded to the Audit Commission. The PC also noted two suggestions from the Internal Auditor. Firstly to ensure that each page of the loose leaf minutes are initialled and dated not just the last page and secondly that all cheque stubs are initialled by both signatories. In addition the PC considered the suggestion to address the employment of the Clerk in line with the NALC guidelines.

*Resolved: Mrs. Cohen and Mr. Miles will look first at a contract and terms of employment for the Clerk before sending the draft to other Councillors for approval.*

9.0 **A REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

The PC noted the details of the above Review and that copies of the Review Notice have been placed on the Parish Noticeboards.

*Resolved: All Members will look at the details of the Review of Polling Districts and Polling Places available on the website from 18 June 2010 and bring any comments to the next Parish Council meeting. It was also resolved that details of this Review should be put in the Newsletter and that electors should make any comments either direct and/or to the Parish Council.*

**10. HIGHWAYS**

The PC noted the letter from John Burr, Director of Kent Highways Section explaining that on 29 March 2010 KCC agreed to make an initial £2m available to deliver extra, essential road surface repairs. This work will be undertaken on a 'find and fix' basis. The PC considered the Parish Portal results produced by the Clerk from KCC Highways database and agreed that it would be useful to have a copy of this attached to each PC agenda.

**11. REQUEST FOR BENCHES AT DUNKS GREEN**

The PC considered the offer from the Landlord/Licensee of the Kentish Rifleman to place benches on the Green opposite and owned by the PC. Having taken into account all the comments made the PC agreed to install one permanent, hardwood seat for the use of anyone to enjoy.

*Resolved: The Clerk will write to the Landlord/Licensee of the Kentish Rifleman and thank him for his offer and advise him that the PC will be installing one permanent, hardwood seat.*

**12. REQUESTS FOR DONATIONS & SUBSCRIPTIONS**

The annual renewal subscription for LCR, the Official Magasine of the NALC was approved for £13.50 but it was agreed not to renew the annual subscription for Clerks & Councils Direct Magasine.

A request for a financial contribution towards the Heart of Kent Hospice to support the costs of Community Clincial Nurse Specialists was declined.

**13. PURCHASE OF MANUALS**

The PC agreed to purchase The Clerk's Manual at a cost of £45.00 for the Clerk.

**14. TRAINING COURSES FOR CLERK**

The PC noted that the Clerk has recently been appointed as Parish Clerk and Finance Officer for Addington. The PC agreed to accept the kind offer from Addington PC to pay for the Clerk to attend the KALC course, The Progressive Council on 19 June 2010, as Shipbourne PC had paid for the Clerk's membership of the Society of Local Council Clerks. A request from the Clerk to attend the SLCC's Working With Your Council Course was refused.

**15. ACCOUNTS FOR PAYMENT**

Payments in respect of cheque numbers 100427, 100429, 100431-100434, 100436 and 100438 were approved. The receipt of the half yearly Precept of £4,500.00 and half yearly Grant of £2,468.50 and a further cheque of £52.00 for web advertising space was noted.

**16. INFORMATION REPORT**

The information report was noted.

**17. DATE OF NEXT MEETING**

12 July 2010 at 7.30pm

The Meeting closed at 10.12 p.m.

Signed: ..... (Chairman) Date: .....