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| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road**  **IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN**  **Clerk to the Council** | **Telephone: 01732 886402**  **email:** [**shipbourneparishcouncil@gmail.com**](mailto:shipbourneparishcouncil@gmail.com) |

**To: The Members of the Parish Council of Shipbourne**

I hereby summon you to attend a **Meeting of the Parish Council** to be held in the VILLAGE HALL, **SHIPBOURNE** commencing at **7.30 p.m. on Monday 12 December 2016** to transact the undermentioned business.

Sarah Huseyin, Clerk

**AGENDA**

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

1. **Apologies for absence**
2. **Declarations of Interest or Dispensations**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 14 November 2016**
4. **Public Open Session -** Members of the public will be welcome to address the Parish Council with any concerns they have. Please note this item will be limited in time at the discretion of the Chairman**.**
5. **Matters arising** 
   1. **Shipbourne Sign –** Cost to fix received, £75
   2. **Grass Cutting -** Update
   3. **Gatwick Airport Tour –** Update from Cllr Sheldrick
   4. **Defibrillator –** Now installed, discuss publicity and regular checks
   5. **New Parish Noticeboards –** Discuss prices
   6. **Refurbishment of the Village Hall Sign -** Update
   7. **New Speed Indication Device –** Decision on how to proceed following Cllr Rayners email
   8. **Refurbishment of the Village Hall –** Update on proposals and Parish Council contribution
6. **Communications -** Items of information circulated prior to the meeting**.**
7. **Report from County Councillor**
8. **Report from Borough Councillor**
9. **Report from PCSO**
10. **Chair’s Actions and Correspondence**
11. **Update on Councillor Vacancy –** Deadline for Applicants 5 December 2016
12. **Report from External Bodies** (Councillors to report on meetings attendedor correspondence received).
13. **Finance**

**14.1** **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay

**14.2** **Internal Audit Recommendations**. *Refer to* [*http://www.nalc.gov.uk/library/publications/1932-governance-and-accountability-for-smaller-authorities-in-england-section/file*](http://www.nalc.gov.uk/library/publications/1932-governance-and-accountability-for-smaller-authorities-in-england-section/file)

**14.2.1 Internal Control Objectives – Risk Assessment**

**14.2.2 Annual Review of Internal Financial Controls**

* + 1. **Review of Asset Register**
    2. **Signing of Bank Mandates received from HSBC**
    3. **Request from HMRC to do electronic banking**
  1. **Funding Arrangements with TMBC**

1. **Personnel**

**15.1** **New Parish Clerk –** Timesheet Report

**16 Planning Matters**

**16.1 To consider applications:**

**TM/16/03496/FL** Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB. Construction of outbuilding to be used as a gym. Applicant: Mr Jason Walker c/o SIPS Garden Room, Unit 14 Woodway Farm, Long Crendon, HP18 9EP.

**TM/16/03531/FL2** Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU. [Two storey side extension and single storey side/rear extension.](https://publicaccess2.tmbc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OHG42WQHJLX00)

**TM/16/03483/RD**  Kingswood Training Services Back Lane Shipbourne Tonbridge Kent TN11 9PP. [Details of conditions 3 (landscaping) and 6 (refuse) submitted pursuant to planning permission TM/16/02228/FL (Conversion of two forestry training buildings into three dwellings).](https://publicaccess2.tmbc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OH5BIJQH0IA00)

\* Late applications may be added to the agenda if a response is required before the next meeting

**16.2 Decisions from T&MBC –** *None to date*

**16.3 Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**)**

1. **Street Scene**

**17.1 Footpaths/Trees**

**17.2 Highways & PROW**

* “Concealed Drive” sign damaged - KCC Highways Fault Ref #252996
* SID flashing 30mph too early - KCC Highways Fault Ref #253007
* Salt bins

1. **Parish Website**
2. **To review submission to Parish Newsletter**
3. **To review Emergency Plan – Publication on website and circulation to neighbouring Parishes**
4. **Local Plan - Update**
5. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.
6. **Date of next meeting**. – Monday 9 January 2017

NOTES: Members are reminded of the need for them to declare any interests not previously declared as a pecuniary interest, which they may have on any matters coming before the Parish Council for consideration. Further advice can be sought, whenever necessary, from the Clerk. Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7.30p.m so that they may acquaint themselves with the contents of any written material laid round the table.