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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** |

**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 9 January 2017** 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 - Cllr Tyler & Borough Councillor Taylor**
2. **Declarations of Interest or Dispensations**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 12 December 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. **Introduction of Parish Councillor Applicant**
6. **Matters arising**
	1. **Shipbourne Sign –** Update
	2. **Grass Cutting -** Update
	3. **Defibrillator –** Update
	4. **New Parish Noticeboards –** Update
	5. **Refurbishment of the Village Hall Sign -** Update
	6. **New Speed Indication Device –** Update
	7. **Refurbishment of the Village Hall –** Update
	8. **NatWest Closure -** Letter
7. **Communications -** Items of information circulated prior to the meeting**.**
	1. **Community Awards Scheme**
	2. **Community warden**
	3. **Request for donation – Samaritans**
	4. **Request from local business to advertise on Parish Website**
8. **Reports: County Councillor, Borough Councillor, PCSO**
9. **Chair’s Actions and Correspondence**
10. **Report from External Bodies** (Councillors to report on meetings attendedor correspondence received).
11. **Finance**

**11.1** **Payment of Accounts** – The outstanding accounts will be 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

**11.2** **Letter to change name Parish Clerk on Bank Statements**

**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**
	1. **Funding Arrangements with TMBC – Draft Budget**

 **12. Personnel**

* 1. **Parish Clerk –** Timesheet Report

**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**.**

**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.

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

**13.2 Decisions from T&MBC –**

**15/03865/FL  Great Oaks House** - Demolition of existing stable block and hay barn buildings and construction of a 3 bedroom dwelling house. Refused.

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

**Road closures**: Puttenden Road – 12 January 1 day & Dunks Green Road - 30 January 1 day.

1. **Parish Website**
2. **To review submission to Parish Newsletter**
3. **Local Plan -** Kent Minerals and Waste Site Plans – Call for Sites
4. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**
5. **Date of next meeting.** – Monday 13th February 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.