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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 6 February 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 Cohen, Borough Cllr Perry**
2. **Declarations of Interest or Dispensations**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 9 January 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 & Signing Declaration of Office**
6. **Matters arising**
	1. **Shipbourne Sign –** Update
	2. **Defibrillator –** Update
	3. **Refurbishment of the Village Hall Sign -** Update
	4. **New Speed Indication Device –** Update
	5. **Refurbishment of the Village Hall –** Update
	6. **Litter**
	7. **Dog training on Shipbourne Common**
7. **Communications -** Items of information circulated prior to the meeting**.**
	1. **Freight Action Plan**
	2. **Fire Hydrant Review**
	3. **Gatwick Night Flight Consultation**
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 £414.44

As at 30th January 2017: Current Account £tbc (bank statement not yet received) Community Account £49.66

**11.3** **Internal Audit Recommendations**.

**14.2.1 Risk Assessment**

**14.2.2 Annual Review of Internal Financial Controls**

* + 1. **Review of Asset Register**
		2. **List of other documents to review for website**
	1. **Budget - New Finance Spreadsheet**
	2. **Transparency Fund Application**

 **12. Personnel**

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

**13. Planning Matters**

* 1. **To consider applications:**

**TM/16/03496/FL** – Change of use of land from agricultural to residential curtilage and the construction of an outbuilding to be used as a gym.

**13.2 Decisions from T&MBC**

**TM/16/03531/FL** - Demolition of single storey side extension and erection of two storey side and single storey side/rear extension.  2 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge Kent, TN11 9RU. Approved.

**TM/16/03659/FL** - Erection of single storey rear extension to the north and south of kitchen.  Shipbourne House Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Approved.

**TM/16/03483/RD**  - 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). Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Approved.

* 1. **Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**)**
1. **Highways Matters**
2. **To review submission to Parish Newsletter**
3. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**
4. **Date of next meeting.** – Monday 13th March 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.