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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 13 March 2017** to transact the undermentioned business.Sarah Huseyin, Clerk

**AGENDA**

The business of the Parish Council will be taken in the following order.

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 13 February 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. **Appointment of Parish Councillor**
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 - Appointment of Parish Representatives and Planning
   6. **Litter -** Update
   7. **Dog training on Shipbourne Common -** Update
   8. **Tree Felling on Dunks Green Common -** Update
7. **Communications -** Items of information circulated prior to the meeting**.**
   1. KALC S.137 Donations – New limit raised to £7.57 per elector.
   2. [Community Safety Partnership Newsletter](../Community%20Safety%20March,%20April%202017.pdf)
   3. Dynamic Councillor Seminars - 22nd April, 18th & 23rd May
   4. Greenside 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>
   5. Consultation on Public Open Spaces <https://www.tmbc.gov.uk/pspo>
   6. Open Spaces Society - renewal £45 – Do we wish to go ahead?
8. **Reports: County Councillor, Borough Councillor, PCSO**
9. **Chair’s Actions and Correspondence**
10. **Report from External Bodies** 
    1. Report from Cllr Pettengell on the PPP
11. **Finance**

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

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

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

**11.2** **Internal Audit Recommendations**.

14.2.1 Risk Assessment

14.2.2Annual Review of Internal Financial Controls

* + 1. Review of Asset Register
    2. List of other documents to review for website

**11.3 Budget -** Quarterly Review

**11.4 HSBC Mandate**

**12. Personnel**

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

**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.

**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.

**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**
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 10th April 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.