**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 8 May 2017 in Shipbourne Village Hall at 7.30pm**

**Present: Cllr Libby Cohen (Chair), Cllr Nick Tyler (Vice- Chair), Cllr David Pettengell, Cllr Keith Wallington, The Parish Clerk, Borough Cllrs Steve Perry, Tim Shaw and Mike Taylor and Richard McCormack from The Fairlawne Estate.**

1. **Apologies for absence -** Cllr Valerie Redman, Cllr James Sheldrick
2. **Elect Chair –** Cllr Tyler proposed Cllr Cohen as Chair, this was seconded by Cllr Wallington. Motion carried.
3. **Elect Vice Chair –** Cllr Wallington proposed Cllr Tyler as Vice Chair and this was seconded by Cllr Pettengell. Motion carried.
4. **To appoint Representatives**
   1. Village Hall Committee – Cllr Cohen, accompanied by Cllr Wallington on the Village Hall refurbishment team.
   2. KALC – The Parish Clerk is there is something of relevance on the agenda
   3. Tonbridge and Malling Parish Partnership Panel – Cllr Pettengell
   4. JPCTCG **-** The Parish Clerk who attends anyway as she is Secretary
5. **Declarations of Interest or Dispensations -** None
6. **To approve as a correct record the Minutes of the Parish Council meeting held 10 April 2016 –** The minutes were signed as a true record of the meeting.
7. **Public Open Session -** Richard McCormack had seen the article in the newsletter about dog training on the common and asked why they hadn’t been informed that there was an issue. Cllr Cohen said that we had received a couple of complaints and were at this stage trying to establish what was permitted. Cllr Wallington said that he had spoken to some of the people but in relation to parking on the brow of the common as it was dangerous but his requests for them to park elsewhere had been ignored. It seems that there are a few different groups, some of who are training their own dogs. Mr McCormack asked whether we could forward the complaints so that they could look into them. It was also suggested that we contact the PCSO to get his views.
8. **Appointment of Parish Councillor -** No candidates have come forward so we will continue to advertise in the newsletter and on the website
9. **Matters arising** 
   1. **Defibrillator –** Update – The Parish Clerk had been in touch with the Community First Responder Team in Sevenoaks about organising a defibrillator training session. They will run a training session for free for 15-20 people. The Parish Clerk was asked to get some dates for September and ask the Chaser whether they would host. We would be expected to make a donation.
   2. **New Speed Indication Device –** Update – The Parish Clerk will make contact with the new County Councillor and Speedwatch to see what the best way forward is and best type of device. Also to set up meeting with Toby Butler at Kent Highways. Cllr Perry also suggested joining forces with Plaxtol in the “twenty is plenty” campaign. Parish Clerk to contact Plaxtol Clerk.

**9.3 Refurbishment of the Village Hall –** Update - We received an update from Curtis Galbraith at the Annual Parish Meeting “ In April 2016 the Village Hall had funds of £4,963, this included a grant from the Parish Council of £1119 and a legacy of £500. In May 2017 the balance is £7,694. The increase in the balance is down to a more proactive use of the village hall for routine and social hires, various fund raising events and a donation from a local resident. Annual rental income is £3,700 but running costs wipe most of this out at £3,000. Helen and Peter Leach have been instrumental in saving the village hall a lot of money in cleaning and maintenance of the grounds and this is much appreciated. Electricity is the main cost and the village hall committee are about to embark on a project to install a new heating system, works will start soon.” The Parish Clerk has also requested a site visit from the TMBC Planning Officer.

* 1. **Litter –** Update. Cllr Wallington spoke to the waste team at TMBC about bulky waste collections; unfortunately it would seem that most of it goes into the incinerator, he is awaiting further information that we can publish in the newsletter.
  2. **Dog training on Shipbourne Common -** Update – This was discussed at the Annual Parish Meeting. Parish Clerk to send the complaints to the Fairlawne Estate and contact the PCSO for advice.
  3. **Tree Survey –** Update – The Parish Clerk had been in contact with Jenny Bate. The last survey is in the Heritage Assets File.

1. **Communications -** Items of information circulated prior to the meeting**.**
   1. Dynamic Councillor Seminar 23rd May
   2. Open Spaces Society - renewal £45 – Do we wish to go ahead? – It was agreed that we would renew our membership.
   3. Parish Partnership meeting deferred to Thursday 7 September 2017 – Cllr Pettengell to attend.
   4. Joint Parish Transport Consultation Group Meeting – 26th June 2017 – Parish Clerk to attend.
   5. The Telegraph - Village of the Year 2017:  [Village of the Year 2017](http://www.telegraph.co.uk/wellbeing/mood-and-mind/must-celebrate-unique-wonderful-rural-communities-penelope-keith/)? – It was agreed that we wouldn’t participate as we are already experiencing many problems with parking and litter throughout the village.
   6. KALC T&M Area Committee AGM 11th May 17 – Cllr Shaw is attending on behalf of JPCTCG and the Parish Clerk will contact his re any relevant feedback.
   7. Tree & Pond Training Events – 14, 20 & 21st May – the Parish Clerk was asked to circulate details to Councillors.
   8. Shipbourne Village Hall Trust – AGM and JuneMeeting *-* Monday 5th June at 7.30pm – Cllrs Cohen and Wallington to attend.
2. **Reports: County Councillor, Borough Councillors, PCSO –** Borough Councillors Report from the Annual Parish Meeting:

Cllr Taylor reported that the last year had been frustrating in terms of planning with supported applications being refused and vice versa.

Cllr Taylor is on Tonbridge & Malling Area Committee CPRE (Protect Kent) and said that they have an excellent planning department should we need advice.

Cllr Taylor gave thanks for our continued support in the J5 Slips campaign and for the Parish Alliance which is now gaining weight.

Cllr Perry said that when discussing development in a conservation area it would be useful to have a copy of the management plan so that we know what’s acceptable in the area.

Regarding expenditure, he would have liked SPC to have increased the precept further in case it gets capped in the future.

In relation to the Local Plan, the next round of public consultation is in October. Even though there are no proposed developments for Shipbourne, we are likely to be impacted and therefore should comment.

Cllr Perry said that there was a growing problem with cyclists in the area, both in terms of speeding and littering, Plaxtol has a similar problem and there may be some joined up thinking between the local villages in tacking the growing problem.

Cllr Shaw have thanks to the Pc and PCC for the invitation to the installation of the new Rector at the Church. His primary concern is the rat run of traffic through the local villages. He gave thanks to Shipbourne’s contribution towards the Economic Feasibility Study for the J5/East Facing Slips and although the response from the consultants was positive, the quality of the report was very disappointing. It is a very big project and he will continue to campaign for the slip roads and would welcome ongoing support.

The Parish Clerk reported that Cllr Dagger had retired and that Cllr Harry Rayner had recently been elected as our new County Councillor.

1. **Chair’s Actions and Correspondence -** None
2. **Report from External Bodies -** None
3. **Finance**

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

Parish Clerk Salary & Expenses £431.98

KALC Subscription £257.14 (inc £15 VAT)

Open Spaces Society – Membership £45.00

**Total £734.12**

**Income**:

Parish Precept 1st Instalment £5,097.50

We have approx. £41,000 in the account; £15k is reserved for village hall refurbishment and £2k is reserved for a new speed sign. Cllr Tyler proposed and Cllr Pettengell seconded. The KALC membership fee was queried, Parish Clerk to verify with KALC.

**14.2 Budget & Finances to Year End & Annual Return –** The budget is agreed and will be published on the website with the other policy documents, also to be circulated. The Complaints Policy can be signed of at the next meeting following some further amendments by Cllr Pettengell. A comment was raised about the NALC documents not being fit for purpose for smaller authorities and for having lots of loose ends.

1. **Personnel**
   1. **Parish Clerk –** Timesheet Report – The report was circulated. The average hours are still up, in May approx. 33 hours.

**16. Planning Matters**

**16.1 To consider planning applications:**

**TM/17/00676/FL**  -  Demolition of the existing granary and construction of a replacement dwelling alongside repair works and reinstatement to the Oast roundel.  Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. We have been copied in on an objection from the neighbours, this is published on the TMBC website. The Oast is listed in as a heritage asset on the 1847 Tithe map. The parish clerk was asked to verify the size of the proposed dwelling. The line of sight a from the neighbouring property will change but it was noted that there is no right to a view. Comments were as follows:

The building looks materially larger, is higher and its position has changed. However, the design looks in keeping with the character of the area. A concern was raised about the lack of a garage which should be included in the application. The Oast should be preserved as a heritage asset. The proposal was not in line with the adjacent dwellings and would be very visible from the nearby footpath. Richard McCormack said that there was an existing garage on the roadside but was in need to repair.

Overall, we don’t object in principle but have reservations and concerns about the size and scale and would object **IF** it were “materially larger”.

Cllr Taylor asked whether he could be copied in on our response.

**16.2 Planning approvals from TMBC**

**17/00417/FL**  - Erection of a greenhouse/potting shed combination and the like for like replacement of a shed. Yew Tree Cottage Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL.

**16/03581/FL** - 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, Kent, TN11 9PE.

**16.3 Planning Refused by TMBC**

**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 - Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

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

Cllr Wallington left the meeting at 9pm.

**17. Highways & Footpaths –** Cllr Cohen said she was pleased that the barbed wire had been taken down on MR 397, and asked if the paling had also been removed and Richard McCormack said that it had all gone. Cllr Cohen asked Mr McCormack about the barbed wire along the footpath behind the church, especially beside the stiles. He said that KCC had advised that it was covered with tubing. Cllr Pettengell reported that the stile was broken on the path by the Rifleman, Parish Clerk to email Fairlawne to report it.

**18. To review submission to Parish Newsletter** – Add in information about the Littergram App.

1. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None
2. **Date of next meeting.** – Monday 12th June 2017

The meeting closed at 9.10pm.