**Shipbourne Parish Council**

**Minutes of Full Council Meeting**

**Monday 12 June 2017, 7:30pm, Village Hall, Shipbourne**

**Present**: Cllr Cohen (Chair)

Cllr Pettengell, Cllr Redman, Cllr Sheldrick, Cllr Tyler (Vice Chair)

County Councillor Harry Rayner

Mrs S Huseyin - Clerk

1 member of the public

1. **Apologies for absence -** Cllr Wallington, Borough Cllrs Taylor, Perry & Shaw.
2. **Declaration of Interest –** Cllr Sheldrick declared an interest in the Bassam Lodge Planning Application.
3. **Signing of Acceptance of Office for Chair and Vice Chair –** Cllr Cohen and Cllr Tyler signed the Acceptance of Office forms following the elections last month.
4. **To approve as a correct record the Minutes of the Parish Council meeting held 8 May 2017 –** The minutes were duly signed by Cllr Cohen.
5. **Public Open Session -** No-one wished to speak.
6. **Matters arising** 
   1. **Defibrillator –** Update – The Clerk had been in contact with The Chaser who have kindly agreed to host a training session in the autumn. Clerk to co-ordinate dates with The Chaser and Sevenoaks CFR. The training will be free, in the past we have given a donation. Cllr Cohen said that Plaxtol PC/The WI are organising a training session and asked the Parish Clerk to co-ordinate with them as we may be able to do a joint event.
   2. **New Speed Indication Device –** Update – The Parish Clark had received information from Kent Highways to say that we needed to carry out a speed survey in order to install a speed indication device, even if we are paying for it ourselves. The Parish Clerk has a contact in Highways and will get some further information to take the project forward.
   3. **Refurbishment of the Village Hall & AGM–** Update - Cllr Cohen said the Parish Clerk had taken the minutes at the Village Hall AGM and the Village Hall Committee has asked whether the Parish Clerk could become the Village Hall Secretary; they meet twice a year and it would be paid. Cllr Cohen asked whether the Parish Council had any objection to paying for this. Cllr Tyler was of the opinion that it would be better if the Village Hall Committee paid the Secretary direct and the Parish Council covered the costs. This was unanimously agreed, Parish Clerk to let Curtis Galbraith know.

Cllr Cohen also said that the Committee (made up of Cllr Cohen, Cllr Wallington, Pater Leach and Curtis Galbraith) were meeting in July to discuss the heating project. Following the recent Village Hall Committee meeting, it had become apparent that the village hall would probably not be used on a daily basis going forward and therefore the Committee weren’t sure that the air source heat pump option would be viable. The works would however include the insulation of the ceiling and they have received quotes and hope to do the work before September. The Committee had received an enquiry from a Montessori school about hiring the hall for 5 mornings a week but apart from that they were relying on ad hoc bookings. Following a noisy party in April and some complaints from residents, the Committee are looking to make some changes to the terms and conditions of hire which will deter large, disruptive parties; last year there were 3-4 evening parties. The Parish Clerk was asked to circulate the village hall minutes once signed off.

* 1. **Litter –** Update – The Parish Clerk hasn’t received a response to her letter to McDonalds. TMBC have circulated a leaflet which will be sent to all households about fly-tipping. Parish Clerk to circulate.
  2. **Dog training on Shipbourne Common -** Update - Nothing to report.
  3. **Tree Survey –** Update – Cllr Sheldrick said that the survey should ideally be done by an Arboriculturalist and would send the Parish Clerk details of the one that the Fairlawne Estate use. The Parish Clerk also has details of the Tree Surgeon that Ightham PC used and will contact them as well. In addition, Parish Clerk to contact a resident to ask whether they would be interested in being a Tree Warden. Parish Clerk also to check with KALC on the recommended duties that we should be carrying out.

1. **Communications -** Items of information circulated prior to the meeting**.**
   1. Joint Parish Transport Consultation Group Meeting – 26th June 2017 – Likely to be postponed.
   2. Good Councillors Guide to Neighbourhood Planning – This has been circulated.
   3. Good Councillors Guide 2017 – Circulated and hard copy passed to Cllr Pettengell.
   4. South Eastern Rail Franchise Consultation – Deadline extended to 30th June – The Parish Clerk was asked to put the information on the website.
   5. ‘What next for Localism’ NALC survey – Parish Clerk to complete.
   6. Support for the remembrance of the end of the First World War  - Parish Clerk to get information for the next meeting.
2. **Reports: County Councillor, Borough Councillor, PCSO**

Cllr Rayner has recently been elected as our County Councillor, replacing Valerie Dagger. He said that he had been appointed onto the Growth, Economic Development and Communities Cabinet Committee and the Planning Applications Committee which deals with minerals applications and KCC applications such as schools. He said that he was intending to attend 8/9 Shipbourne PC meetings and asked whether the Chairman would mind moving Highways up the Agenda. The Chairman agreed.

1. **Highways & Footpaths –** Cllr Rayner said that he had recently been to a meeting regarding members grants and noted that Ightham were also looking into a speed indication device and would be carrying out a speed survey and they we may wish to co-operate with them to save costs.

**Cllr Cohen said that some of the signs needed cleaning:** at the bottom of Claygate Lane on the Wall, the post and sign at the top of Claygate Lane and the post at the bottom of School Lane. Cllr Rayner asked the Parish Clerk to email the references. Cllr Cohen also asked Cllr Sheldrick whether he could cut back the hawthorn by the kissing gate by the church.

1. **Finance**

**10.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay: Proposed by Cllr Cohen and seconded by Cllr Pettengell:

Parish Clerk Salary & Expenses £455.91

Insurance Renewal £334.74

Action with Communities in Rural Kent £50.00

AllPolished – Internal Audit Fee £192.50

(Payable to S Huseyin to do online transfer)

**Total £1033.15**

* 1. Budget & Finances to Year End & Sign off Annual Governance Statement – The Internal Auditor had carried out a very thorough inspection of the accounts and signed off the Annual Return and sent us a detailed report of recommendations. The Annual Governance statement was circulated and signed off.
  2. Sign off Annual Return – The Annual Return had been circulated prior to the meeting and was signed off.
  3. Sign off Complaints Policy – The Complaints Policy was adopted and will be put on the website.

Cllr Tyler suggested that we looked through the internal auditors report and respond to the recommendations. It was agreed and suggestions should go onto the next agenda.

1. **Personnel**
   1. **Parish Clerk –** Timesheet Report – The timesheet was circulated. Hours averaged 36 but August will be a quiet month and will reduce the average.
   2. **New Councillor –** Cllr Cohen had been approached by someone and asked her to contact the Parish Clerk.

**12. Planning Matters**

**12.1 To consider planning applications:**

Cllr Sheldrick left the meeting for the Bassam Lodge application.

**TM/17/01432/FL** – Bassam Lodge, Lane End, Stumble Hill, Shipbourne. Construction of passing bay to serve Bassam Lodge. Applicant: Fairlawne Estate Ltd. “No objection as long as it’s not used as a parking space.”

**TM/17/01288/RD** - Church House, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. Details of conditions 2 (materials), 3 (joinery), 4 (levels) and 6 (landscaping) submitted pursuant to planning permission TM/16/03581/FL (Demolition of existing dwelling and construction of new two storey dwelling and detached double garage (Resubmission of TM/16/02494/FL). Applicant: Mr & Mrs J Heraty. “Materials should be in accordance with the Shipbourne Design Statement and as per our original response.”

**TM/17/01390/FL** Church House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Section 73 application for Variation of condition 1 (approved plans) of planning permission 17/01302/NMA (Non-material amendment to planning permission TM/16/03581/FL: Addition of a condition listing the approved plans). The variation is to substitute approved plans with new plans to show new basement to previously approved replacement dwelling approved under 16/03581/FL. Applicant: Mr & Mrs J Heraty. “No objection as long as the external appearance is not changed to accommodate deliveries of fuel”

**TM/17/01376/LB** Claygate House, Claygate Lane.Retrospective Listed Building consent for permission approved under TM/00/02308/FL. Demolition of existing garage and store and replace with oak framed garage and store, replacement link, change in accesses and additional window. “No objection.”

**12.2 Planning approvals from TMBC**

**17/00665/FL** - Loft conversion | Old Stables, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL.

**17/00833/PDVAR** - Prior Notification: Change of use of agricultural building to a dwelling house and associated building operations (part 3 class Q). Land Adjacent To The Barn, Tinley Lodge Farm, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

* 1. **Planning Refused by TMBC**

**17/00676/FL** - Demolition of the existing dwelling (former 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.

**17/00784/FL** - Proposed double garage and new vehicular access to dwelling.  Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

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

**13. To review submission to Parish Newsletter –** Add in information about the rail franchise.

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 10th July 2017

The meeting closed at 8.45pm.