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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 9 October 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**
2. **New Councillors to sign Acceptance of Office**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 11 September 2017**
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. **Highways & Footpaths –** White Line refresh Puttenden Road
6. **Matters arising** 
   1. **Defibrillator Chaser & Dunks Green –** Update
   2. **New Speed Indication Device –** Update
   3. **Refurbishment of the Village Hall –** Update
   4. **Litter -** Update
   5. **Tree Survey –** Update
   6. **Village Sign –** Damaged in the storm
   7. **Marchurst Barn -** Cones
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications -** Items of information circulated prior to the meeting**.**
9. **Chair’s Actions and Correspondence**
10. **Finance**

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

Parish Clerk Salary & Expenses (September ) £436.52 Stanley Investments - Deposit for works at Village Hall £653.75

KALC - Fees for Finance Conference (50% Shared with Ightham PC) £36.00

Professional Services Annual Return - PKF Littlejohn £240.00

Information Commissioners Office – Data Protection Registration £35.00

Campaign to Protect Rural England – Subscription (*do we want to renew?)* £36.00

* 1. External Audit Complete – Report on except for matters

**11 Parish Clerk –** Timesheet Report

**12. Planning Matters**

**12.1 To consider planning applications:**

**TM/17/01887/LB** – Claygate House, Claygate Lane, Shipbourne – Listed Building Application: Internal alterations, new French door to rear in existing window position, two conservative rooflights to rear elevation and minor excavation to rear and underpinning. “No objection.”

**TM/17/02552/TNCA** – 1 Grange Cottages, Upper Green Road, Shipbourne – T1 Acer reduce by 1 metre all over and reshape to keep a balanced crown. T2 Gleditsia – reduce lateral spread over clients garden by 0.5 metre and neighbours garden by 1 metre and T5 Leyland Cypress – cut back lateral spread on the left side of the tree by 1-2 metres to allow room for neighbouring tree to develop, trim face back as hard as possible and remove low limb that is growing over neighbours garden. “No objection.”

**TM/17/02581/FL** – 1 Grange Cottages, Upper Green Road, Shipbourne – Single storey rear extension.

* 1. **Planning Approvals from TMBC**

**TM/17/00703/FL** -1 Martins Cottages and Crockwell, Back Lane, Shipbourne. Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached two bay garage; demolition of existing rear extensions and erection of two storey side extensions, single storey rear extensions and rear dormers and associated landscaping.

**TM/17/02432/AGN** Tinley Lodge Farm, Hildenborough Road, Shipbourne. Prior Agricultural Notification: Replacement open fronted barn.

**13. To review submission to Parish Newsletter**

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**

1. **Date of next meeting.** – Monday 13th November 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.