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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) |

**Minutes** of the meeting held in the VILLAGE HALL, **SHIPBOURNE** at **7.30 p.m. on Monday 9 October 2017**

**Present: Cllr Nick Tyler (Vice Chairman), Cllr Jennifer Bate, Cllr David Pettengell, Cllr Valerie Redman, The Parish Clerk**

1. **Apologies for absence -** Cllr Libby Cohen (Chairman), Cllr Sheldrick, Mr Anjum Razaq
2. **New Councillors to sign Acceptance of Office –** Jennifer Bate duly signed the Acceptance of Office and was handed the DPI forms to complete. Anjum Razaq was unable to attend the meeting and will sign the papers at the beginning of the next meeting. Cllr Tyler formally welcomed Cllr Bate to the Parish Council.
3. **To approve as a correct record the Minutes of the Parish Council meeting held 11 September 2017 –** The Minutes were approved and signed with one typographical amendment and an amendment to the numbering which had gone awry. Both made in manuscript.
4. **Public Open Session -** Nomembers of the public were present.
5. **Highways & Footpaths –** White Line refresh Puttenden Road – The Parish Clerk reported that Kent Highways were refreshing the white lines in Puttenden Road/Hamptons Road junctions within 90 days. Some members of the Parish Council requested that the 30mph roundels should not be refreshed as they were initially too bright.

The vegetation by the footpath near Huntsview has now been cut back.

1. **Matters arising** 
   1. **Defibrillator Chaser & Dunks Green –** Update – The defibrillator training session has been confirmed for 7th November. Parish Clerk to notify the WI, Church and anyone who has expressed an interest. Information has also been passed to Plaxtol PC. The Parish Clerk has also asked Plaxtol to contribute half towards the new battery for the Rifleman defibrillator and is awaiting a response.
   2. **New Speed Indication Device –** Update – The Parish Clerk is meeting with CA Traffic Ltd next Wednesday to determine the best location for the radar. The radar will be placed in the vicinity of the school for 2 weeks commencing 30th October and will provide speed data which we can then be passed to Kent Highways to make a case for having another speed indication device entering the village from the Tonbridge side. We have received an email from a resident who has concerns about speed on this stretch of road and around Back Lane, the worst times are rush hour in the morning 8-9am and in the evening from 3-6pm. He suggested that sleeping policemen or speed cameras may help alleviate the problem. Although The Parish Council did not feel that these methods were viable options it was decided that we would wait for the radar survey results before making a decision. It was mentioned that slowing from 50mph to 30mph was difficult and that some warning signage would help. It was also mentioned that all accidents should be logged not just those logged by Kent Highways. The Parish Clerk said she would contact the school to see whether they kept a record,
   3. **Refurbishment of the Village Hall –** Update - The listed building application for the works to the ceiling and heating has gone into TMBC and we are expecting a response mid/ end November. A contractor has been found and is ready to start mid November but it was decided that it would be better to defer the start date until TMBC have made their decision. Cllr Bate reported that there was rising damp in the porchway and asked whether this would be dealt with during the works. The Parish Clerk was asked to contact The Village Hall Committee. Cllr Pettengell had noted that the Parish Clerk had spent a few hours on the planning application and suggested that the time should be charged and should come out of the grant. The TMBC plans were presented and the Parish Council have no objection.
   4. **Litter –** Update – Cllr Tyler asked the Parish Clerk to follow up on the schedule for emptying the dog waste bins
   5. **Tree Survey –** Update – The Parish Clerk, and Cllr Cohen had met with some residents to look at Parish Owned land at Dunks Green with a view to getting a visual tree assessment. We have also received confirmation that Budds Green is maintained by the National Trust. We are looking at the section of land on Dunks Green opposite the Kentish Rifleman and we have already received one quote. We are awaiting another quote before making a decision. Cllr Bate said that she would send details to the Parish Clerk about another specialist.
   6. **Village Sign –** Damaged in the storm – We are waiting for information on the sign makers so that we can get a cost estimate that can be passed to the Insurance Company.
   7. **Marchurst Barn –** Cones – The Parish Council sent a letter to the resident about the cones which are visible from the footpath. We have received a response to say that the land is privately owned and that the cones would remain.
2. **Reports: County Councillor, Borough Councillor, PCSO -** None
3. **Communications -** Items of information circulated prior to the meeting**.** Cllr Bate said that she would be interested in the information from KALC. The Parish Clerk had received some further comments from Patrick Thomas regarding the draft Parish Charter and was asked to circulate them. Cllr Bate suggested that we clarify the consultation period and asked how this would be managed over the summer when we have no meeting from July until September. Cllr Tyler suggested that we have an agenda item for November to discuss this with regard to the procedure around commenting on planning applications. The Footpaths Survey had been submitted and we are expecting further consultation early next year.
4. **Chair’s Actions and Correspondence -** None
5. **Finance -**

**10.1** **Payment of Accounts** – The outstanding accounts were presented and agreed: Cheques were duly signed by Cllr Tyler and Cllr Pettengell.

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 £36.00

* 1. External Audit Complete – Report on except for matters – The audit has been completed and the only except for matter raised was in relation to the revaluation of Parish Assets; the assets had been revalued and this figure should have been inserted into the previous years’ accounts as well. Parish Clerk to circulate the papers.

**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. “No objection subject to a condition on the materials: anything that is potentially visible from the road should match the material of the house rather than the potting shed ie ragstone. The quoins should also be ragstone especially on the western elevation which stands proud of the cottage.”

**TM/17/02705/FL** – Butchers Cottage, Stumble Hill, Shipbourne, TN11 9PE – New hard standing in front garden with low brick wall and picket fence to perimeter. Existing parking area to be returned to domestic garden and front wall picket fence to be reinstated. The Parish Clerk was asked to circulate the details to all Parish Councillors so that they could express their views.

* 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 –** Cllr Tyler asked to include details of the new Parish Councillors

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None

1. **Date of next meeting.** – Monday 13th November 2017. Cllrs Bate and Pettengell gave apologies.

The meeting closed at 9.10pm