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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 November 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 -** Cllr Bate (possible late arrival)
2. **New Councillor to sign Acceptance of Office**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 9 October 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**
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. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications -** Items of information circulated prior to the meeting**.**

KALC Smaller Council Elections

Finding the right homes in the Right Places – Local Plan

Budget Consultation 2018

KALC Community Awards

2018 Boundary Review of parliamentary constituencies

1. **Chair’s Actions and Correspondence**
2. **Finance**

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

Parish Clerk October Salary & Expenses £462.667

Libby Cohen – Reissue unbanked cheque £14.36

Royal British Legion – Wreath & Donation (tbc) £17.00

CFR Sevenoaks – Donation for defib training (tbc)

Donation for Dunks Green Defibrillator Battery (tbc)

**10.2** Review of accounts and budget 2018

**11 Parish Clerk –** Timesheet Report & Appraisal

**12. Planning Matters**

**12.1 Planning Applications determined between meetings**

**TM/17/02885/TNCA**  - Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. T1 - Twin stem Eucalyptus to fell to ground level. SPC has no objection.

**TM/17/02705/FL** - Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent 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. SPC object on the grounds that it will, inter alia, have a negative impact on the street scene and the Conservation area.

**12.2 To consider planning applications:**

**TM/17/02900/FL -** Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY. Construction of a swimming pool, fishpond, pump house and associated Landscaping.

**TM/17/02901/FL -** Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY.

Erection of agricultural shelter.

* 1. **Planning Approvals from TMBC**

**TM/17/02552/TNCA**  - 1 Grange Cottages, Upper Green Road, Shipbourne, Tonbridge Kent TN11 9PJT1 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.

**TM/17/01887/LB**  - Claygate House, Claygate Lane, Shipbourne, Tonbridge, Kent TN11 9RL.Listed Building Application: Internal alterations to include removal of stud wall to study and formation of new opening in dining room, installation of partition wall to study, replacement of window with door and replacement of window to rear elevation and minor excavation to rear.

**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 11th December 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.