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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** |

**Minutes of the Meeting of Shipbourne Parish Council held on Monday 8 January 2018 at 7.30 pm**

Present: Cllr Cohen, Cllr Bate, Cllr Razaq, Cllr Sheldrick, County Cllr Rayner, 1 member of the public and The Parish Clerk

1. **Apologies for absence -** Cllr Pettengell, Cllr Redman, Cllr Tyler, Borough Cllr Taylor
2. **Declarations of Interest –** Cllr Sheldrick declared an interest in relation to Marchurst Barn and Tinley Lodge planning applications and Cllr Razaq declared an interest in relation to the Brambleside planning application.
3. **To approve as a correct record the Minutes of the Parish Council meeting held 11 December 2017 –** The Minutes were approved and signed as a true record of the meeting.
4. **Public Open Session -** The owner of Marchurst Barn wanted to raise an objection to the planning application TM/17/03379/TPOC: To crown lift 10 Horse Chestnut trees as they are overhanging the boundary. A formal letter of objection was passed to the Parish Clerk but the outline reasons for objecting were: 1. Risk of death and disease of the trees which are 100+ years old. 2. Potential damage to the root systems of the trees if deep ploughing to the ground underneath were to be carried out. 3. Impact on visual amenity from footpath MR392 in an AONB. Cllr Sheldrick was asked why the works were necessary and he said that it was to allow tractors to pass underneath although said that he thought that the deep ploughing would not now be going ahead. Other Council members suggested that the ground underneath the trees could be strimmed.
5. **Highways & Footpaths -** Blocked drains on Upper Green Road had been reported to Kent Highways although Cllr Sheldrick had rodded them since. A member of the public reported that the posts by the lytch gate in the churchyard were rotten, Parish Clerk to report to TMBC. Various matters raised in the last meeting were passed to PROW. In addition some repairs are required to the bridge at the bottom of Claygate Lane, south of the junction with Puttenden Road.
	1. **Defibrillators–** Update – Order for new pads and cabinet – it had been decided at the last meeting that this would be put on hold until the village hall works have been completed and the defibrillator could then be put on the outside wall.
	2. **New Speed Indication Device –** Update – Cllr Bate had produced a pie chart showing the speed of cars in both directions. It was clear that the majority of cars were travelling between 30-40mph. The radar had been located outside Lady Vane. Cllr Bate said that she would produce another chart showing the breakdown of speeds in each direction. This will be discussed at the next meeting and then a decision can be made on the next steps.
	3. **Refurbishment of the Village Hall –** Update - Works are due to start this month. Cllr Cohen had received a quote from Ecolec for the heaters which has been passed to Mr Leach and Mr Galbraith.
	4. **Litter –** Update – It was noted that the litter had got worse, particularly in the lanes.
	5. **Tree Survey –** Update – The Parish Clerk had contacted Mr Munford to schedule the visual tree inspection. He had replied to say that he would schedule it in with work at the Fairlawne Estate.
	6. **Village Sign –** Update – No information has been found on the makers of the original sign. Cllr Cohen and Cllr Sheldrick to check old emails to get an idea of when the sign was made so that the Clerk could check the old invoices.
	7. **Policy on planning between meetings –** Update – Parish Clerk to draft.
	8. **Bench to commemorate Arthur Greer –** We are waiting for further details.
6. **Reports: County Councillor, Borough Councillor, PCSO –** None. Cllr Rayner left the meeting during matters arising.
7. **Communications -** Items of information circulated prior to the meeting**.** The Parish Clerk said that the information on Data Protection was important as we will be required to appoint a Data Protection Officer; this cannot be the Clerk due to a conflict of interest. The Clerk said that she would be attending the KALC seminar at the end of January to get further information. Cllr Cohen asked the Clerk to produce a checklist to ensure that we are compliant with the new regulations which are due to take effect in May 2018.

The Clerk had also received another email about dog training on the Common. A lady had been asked to divert her walk as there were dog treats placed on the ground as part of the training. The Clerk was asked to write back to say that it had been discussed at the meeting and that one of the Councillors would try and speak to those responsible for training next time they were on the common; it was noted that unfortunately we cannot do much about this and have spoken to them before about this and the parking issue but without much success.

Following our last meeting and a query about stiles on footpath MR392, Cllr Cohen had written to the lady in question to say that a decision had been made by the Secretary of State in 2010 not to divert the footpath to a route with no stiles. A copy of the letter was circulated to Councillors.

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

**10.1** **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay: Cllr Cohen and Cllr Sheldrick agreed to sign off the cheques.

Parish Clerk November Salary & Expenses £431.13

KALC – GDPR Seminar (50% share with Ightham PC) £18.00

**10.2** Review of accounts and sign off budget 2018 – A copy of the accounts and cash book were circulated along with the budget proposal. It was unanimously agreed that the budget would be signed off. Our precept for 2018/9 would be set at £10,195 which represents a 2% decrease from last year.

**10.3** Review of Risk Assessment - Parish Clerk to schedule a review for February

**10.4** Equal Opportunities Policy - Sign Off – The Policy was signed off and the Policy will be added to the website.

1. **Parish Clerk –** Timesheet Report - The report was circulated and the Clerk mentioned that her hours

 were less in December which had brought the average down to be more in line with the contract hours.

**12. Planning Matters**

* 1. **Planning Applications**

**TM/17/03436/TNCA** Brambleside, Upper Green Road, Shipbourne, Tonbridge, Kent ,TN11 9PH. [Yew Tree - fell due to size, shading, excessive berry/needle drop. Alternative 30/50% crown reduction.](https://publicaccess2.tmbc.gov.uk/online-applications/applicationDetails.do?keyVal=P0WC4QQH0IA00&activeTab=summary)The Parish Clerk was asked to check whether this was the tree nearest to the house in which case our response would be “no objection.” If it is the tree on the drive that the Council would prefer the crown reduction.

**17/03380/TNCA** Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9”PL

[1 Golden Leylandii to be removed, currently approximately 9-10m in height.](https://publicaccess2.tmbc.gov.uk/online-applications/applicationDetails.do?keyVal=P0JKFVQH0IA00&activeTab=summary)“No objection.”

**TM/17/03379/TPOC** Marchurst Barn, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QA.

10 Horse Chestnut Trees - crown lift as overhanging boundary. Applicant: Fairlawne Estate Co Ltd. “Objection on the basis of the TPO’s and that there was no immediate danger.”

**TM/17/03441/RD** - Land Adjacent Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge

Kent, TN11 9QB. Details of condition 2 (site investigation) submitted pursuant to planning

permission TM/15/01739/PDVAR (Notification of Application for Prior Approval of Class Q (a) and (b) development consisting of a change of use of an agricultural building to form 2 dwellings and associated building operations (Class Q). Applicant: Fairlawne Estate Co Ltd. *This is for information only.*

**TM/17/03472/LB** - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.

Listed Building Application: Sub-division of existing site containing one Grade II-listed dwelling, one Grade II-listed barn and one oast house into three self-contained plots with Grade II- listed barn and oast house converted into dwellings. Applicant: Mr & Mrs Martin Miles Great Budds House Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD. It was agreed that we have no objection in principle but suggest that the character of the farmstead is maintained, ie kept open with no fences between the boundaries and no new access routes. Cllr Bate to draft a response.

**TM/17/03279/LDP** - Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Formation of access to unclassified road and formation of vehicular hard standing between principal elevation of dwelling and highway. “We object with the same reasons as before as these changes do not address those objections”

**Planning Approvals from TMBC**

**TM/17/03204/TNCA** The Lee, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PH. T1 Mature Oak - lift lower canopy by approx. 1m by removal of secondary growth only, T2,T3,T4 - remove lowest horizontal branches and T5 Self Seeded Horse Chestnut - remove secondary branches from North Eastern stem to reduce the interference with mature Oak Canopy.

**TM/17/03133/AGN** Prior Agricultural Notification: Higlers Farm, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. New access track to existing farm buildings at Higlers Farm (Notification not needed)|

**Planning Refusals from TMBC**

**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.

The Parish Clerk was asked to circulate the reasons for the refusal.

**13. To review submission to Parish Newsletter** – The draft was agreed**.**

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

Cllr Sheldrick mentioned that the phone box was looking shabby. It was agreed that this should go on the agenda for the next meeting.

1. **Date of next meeting.** – Monday 5th February 2018

The meeting closed at 9.15pm