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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 the Parish Council** held in **THE BARN, THE SCOTTS PROJECT, DELARUE CLOSE, TONBRIDGE, TN11 9NN** **on Monday 12 March 2018.**

Present: Chair – Cllr Cohen, Cllr Bate, Cllr Pettengell, Cllr Razaq, Cllr Redman, Cllr Sheldrick, The Parish Clerk and 1 member of the public**.**

1. **Apologies for absence -** Cllr Tyler
2. **Declarations of Interest -** None
3. **To approve as a correct record the Minutes of the Parish Council meeting held 5 February 2017** – a minor amendment was made in 10.2 to change the word Report to Policy.
4. **Public Open Session -** No wished to speak.
5. **Highways & Footpaths -** Cllr Cohen raised a concern about barbed wire on footpath MR392 and Cllr Sheldrick suggested that she contacted the Estate Manager at the Fairlawne Estate. The Parish Clerk was asked to follow up on the broken stile to the west of Great Budds; MR390A. The Parish Clerk reported that the potholes in Dunks Green has been reported to Kent Highways.
6. **Matters arising**
	1. **Defibrillators–** Update - We have received the invoice for the annual lease of the defibrillator at The Chaser and the cheque will be signed at this meeting. The Parish Clerk has the other defibrillator at home and it will be installed on the outside of the village hall once the refurbishment works are completed.
	2. **New Speed Indication Device –** Update – The Parish Clerk circulated some pictures of gateway signage similar to the new signage in Borough Green. It was agreed that the signage should have the name of the village, a reminder of the 30mph limit and a please drive carefully message. We have approx. £1200 funding left from the Members Grant and the signage, gateway and installation should be within this budget. The sign should be placed near to the school coming from the Tonbridge direction. Cllr Sheldrick will measure the width of the verge. Cllr Bate suggested that the Parish Clerk contacted the AONB to see whether they had any signs and funding and to get some recommendations on what is acceptable. The Parish Clerk has been passed details of the person at Kent Highways who would be able to deal with the signage.
	3. **Refurbishment of the Village Hall –** Update - Cllr Cohen reported that the works at the village hall had started; the ceiling, lights, fireplace and electrics have been done and the decoration is in progress. There is some funding left over to put new flooring over the existing floor which will give more insulation. The hall is due to reopen around 14th April.
	4. **Litter – March Litter Pick –** Unfortunately it snowed on the weekend of the litter pick; the Parish Clerk was asked to put a note in the newsletter suggesting that it is done over the Easter weekend instead. Cllr Razaq suggested that the local school may want to get involved; his school has an Eco Club and the children have been involved in doing supervised litter picks. The Parish Clerk was asked to contact the school governor to see whether the school would be interested.
	5. **Tree Survey –** The tree survey has been carried out and some recommendations have been made; The Parish Clerk was asked to forward a copy of the report to Duncan Simpson for an itemised quote.
	6. **Village Sign –** Update – The Parish Clerk had found the invoice for the original sign and was asked to contact the manufacturer about repairs.
	7. **Bench to commemorate Arthur Greer –** Nothing to report.
	8. **Re-siting and repair of the PROW Noticeboard in the Churchyard –** The Parish Clerk had been in contact with The Church and they said that they were not sure that the sign to be reinstated. This will be discussed at the next meeting. Cllr Bate thought that the map was provided by Explore Kent.
	9. **Posts on the common at Dunks Green –** Cllr Sheldrick has fixed the damaged posts.
	10. **Telephone Box – Electricity Bill –** The Parish Clerk had received an electricity bill from EDF for £2,317.46 for an unmetered supply agreement to the telephone box on Upper Green Road. Although the agreement was signed back in 2008, no electricity has been used since the box was decommissioned by BT in 2008/9 and we have never received a bill. We have been asked by UK Power Networks to provide evidence that the supply has been cut off, this would be a cost to us. Cllr Cohen asked Cllr Pettengell to draft a letter that could be send from the Parish Clerk to put the onus on them.
7. **Reports: County Councillor, Borough Councillor, PCSO –** No reports were received.
8. **Communications -** Items of information circulated prior to the meeting**.**
* Great British Dog Walk, at Ightham Mote on Saturday the 21st of April 2018. Fundraising for Hearing Dogs for Deaf People in Kent
* Kent Downs Area of Outstanding Natural beauty Management plan consultation – Deadline 30th April
* 2018 [**https://www.surveymonkey.co.uk/r/RCJVRDC**](https://www.surveymonkey.co.uk/r/RCJVRDC)**.** The Parish Clerk was asked to request a draft of the consultation and circulate to members.
* NALC Committee on Standards in Public Life is undertaking a review of local government ethical standards. The review will consider all levels of local government in England, including Parish and Town Councils.  <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>. Deadline 18 May 2018.
* **Kent Mineral Sites Plan Options – Consultation & Early Partial Review of Kent Minerals and Waste Local Plan – Consultation**  <http://consult.kent.gov.uk/portal/>.  Concerning the site areas of the following Minerals Site Options: West Malling Sandpit, Ryarsh, Chapel Farm, Lenham, Lydd Quarry Extensions, Lydd. Deadline 29th March 2018.
1. **Chair’s Actions and Correspondence**
2. **Finance & Policy**

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

Parish Clerk February Salary & Expenses (including Scotts hire £55) £496.43

Community Heartbeat – Defibrillator Lease £151.20

Action with Communities in Rural Kent -- Membership £50.00

Ayers Forestry Limited – Visual Tree Assessment £300.00

Ecolec – Heaters in Village Hall – (from KCC Members’ Funding) £3,112.50\*

Inscope- Lighting for Village Hall - (from KCC Members’ Funding) £494.40

***\*a cheque for 50% was signed by Cllr Cohen and Cllr Pettengell prior to the meeting***

***as the deposit. The Parish Clerk will pay the balance by credit card and reclaim the cost.***

**Income**

KALC – Transparency funding for new printer/scanner £93.24

**10.2** **Review of accounts** - the bank reconciliation and monthly accounts were circulated. Cllr Pettengell checked the bank statements against the reconciliation.

**10.3 Review of Risk Assessment** - The Parish Clerk circulated the revised Risk Assessment. Cllr Cohen suggested that the assets should be divided up as per the Emergency Plan. The Parish Clerk was asked to check the ownership of the fountains.

* 1. **Data Protection –** The Parish Clerk had circulate the GDPR Toolkit provided by KALC and advised that immediate steps needed to be taken to encrypt the parish laptop, draft privacy notices, appoint and Data Protection Officer and also advised that Councillors should have a separate email address to use for council business.

**10.5 Planning Policy between meetings –** The draft policy was circulated and no further comments were made. This can go onto the website.

1. **Parish Clerk –** Timesheet Report - the Clerk was asked to put this onto the agenda in July to review the Clerks hours.

**12. Planning Matters**

* 1. **Planning Applications**

No Planning Applications have been received since the last meeting. Update on Marchurst Barn. No further comments.

**Planning Decisions from TMBC**

**TM/17/03263/FL**- Proposed double garage and new vehicular access.   Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP – REFUSED

**TM/18/00234/NMA** - Non Material Amendment to planning permission TM/17/01554/FL: Minor changes to the window layouts on all 4 elevations, compared to the plans that were approved.  Dynes Cottage, Long Mill Lane, Dunks Green, Tonbridge, Kent TN11 9SD - APPROVED

1. **To review submission to Parish Newsletter –** The Clerk was asked to put in the information about the

Easter litter pick

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** Cllr Pettengell reported that he had received comments from residents about the lights in the garden at the Chaser. Other Councillors reported that several residents had also voiced concerns and thought that it constituted light pollution as we are in a conservation area. The Parish Clerk was asked to write citing the legislation and Design Statement.

1. **Date of next meeting.** – Monday 9 April 2018 – Venue and date to be confirmed depending on whether the village hall is ready to use.

**The meeting closed at 8.53pm and was followed by a brief discussion in closed session.**