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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 at Shipbourne Village Hall commencing at **7.30 p.m. on Monday 11 June 2018** to transact the undermentioned business.Sarah Huseyin, Parish 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 - Dispensations and Declarations of Interest**
2. **Declaration of Acceptance of Office – Cllr Cohen**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 14 May 2018**
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. **Defibrillators–** Update
   2. **New Speed Calming Signage –** AONB help with signage
   3. **Village Hall –** Update
   4. **Litter**
   5. **Tree Survey –** VTA
   6. **Village Sign –** Update
   7. **Re-siting and repair of the PROW Noticeboard in the Churchyard**
   8. **Bus Shelter**
   9. **Parish Assets - Maintenance**
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications -** Items of information circulated prior to the meeting**.**

Letter from Fairlawne re footpaths

KALC – Introduction to Planning for Local Councils - 13 June 2018 6:00 PM, Bearsted Parish Council

KALC - GDPR Events that Kent County Council are organising on 28th June 2018

Annual Councillors' Conference 2018 West Faversham Community Centre   
Date: 10 July 2018 9:00 AM

Letter from Plaxtol PC/Resident regarding dangerous parking outside the Rifleman

Local Plan - Update

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

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

Parish Clerk April Salary & Expenses £486.90

Came and Company – Insurance Policy 2018/9 £398.13

Saul Cullen – Reimbursement for TSO Host Invoice – Domain hosting £17.99

Clerks and Councils Direct – Subscription £12.00

**10.2** Review of Annual Governance Statement

**10.3** Signing of Accounting Statement

**10.4** Signing Certificate of Exemption

**10.5** Data Protection – Email Addresses

**11. Parish Clerk –** Timesheet Report

**12. Planning Matters**

* 1. **Planning Applications**

**TM/18/01178/FL –** Adjacent Tinley Lodge Farm, Coldharbour Lane, Hildenborough, Tonbridge, Kent, Demolition of existing portal frame barn and construction of a smaller oak framed garage.

**TM/17/03471/FL & TM/17/03472/LB–** Great Budds House, Mote Road, Shipbourne. Sub-division of existing site containing one Grade II listed dwelling, one Grade II listed barn and one oast house into 3 self contained plots with Grade II listed barn and oast house converted into dwellings.

**TM/18/01087/TPOC-** Martins, Reeds Lane, Shipbourne. Oak tree, remove to ground level and hornbeam, remove large branch.

**Planning Decisions from TMBC - Approved**

**TM/18/00834/TPOC** - T1 Oak tree- Remove dead wood and crown lift. Reduce branches overhanging adjoining building. Carry out climbing inspection to identify any further necessary work require for safety reasons. (work to be agreed on site with tree officer). Adjacent Tinley Lodge Farm, Coldharbour Lane, Hildenborough, Tonbridge, Kent TN11 9QB.

**TM/18/00820/NMA** - Non Material Amendment 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)): Revisions to internal layout and swapping of approved elevations.  Land Adjacent Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

**TM/18/00700/FL** - Single detached garage,  Kingswood Training Services Back Lane Shipbourne, Tonbridge, Kent, TN11 9PP.

**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 9 July 2018

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.