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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 at Shipbourne Village Hall at **7.30 p.m. on Monday 14 May 2018**

 **Present: Cllr Cohen, Cllr Bate, Cllr Pettengell. Cllr Razaq, Cllr Redman, Cllr Sheldrick, Cllr Tyler, and The Parish Clerk**

1. **Apologies for absence - Dispensations and Declarations of Interest –** Cllr Redman declared an interest in the Valley House planning application and Cllr Sheldrick declared an interest in the Tinley Lodge application.
2. **To approve as a correct record the Minutes of the Parish Council meeting held 9 April 2018 –** the Minutes were approved and signed as a true record.
3. **Elect Chair – Cllr Cohen –** Agreed by All (Cllr Cohen said that she would stand for 6 months only)

**Elect Vice Chair – Cllr Tyler –** Agreed by All

1. **To appoint Representatives**
	1. Village Hall Committee – Cllr Cohen (6 months)
	2. KALC – Cllr Bate
	3. Tonbridge and Malling Parish Partnership Panel – Parish Clerk and Cllr Pettengell
	4. JPCTCG **-** Parish Clerk
2. **Public Open Session -** NoMembers of the public were present.
3. **Highways & Footpaths -** Update – The Clerk reported that the cost of BSI on stiles was £198, it was decided that we would not go ahead and purchase them.
4. **Matters arising**
	1. **Defibrillators–** Update - Village Hall Trustees – Cost of new cabinet – The Clerk reported that the cost of a new external cabinet would be £758. We would also have to pay for installation and electrician costs. The Clerk was asked to find out whether there was any grant funding available. Cllr Sheldrick showed a photo of a defibrillator sign. The Clerk was asked to look into the cost; we would need 3-4. Cllr Pettengell also had a photo of a resuscitation sign which would be useful to display when we have the new defibrillator installed, instructions could also go into the parish newsletter. Clerk to find out whether there are any similar signs. Cllr Razaq asked about getting St Johns Ambulance or Community First Responders along to the village fayre; Cllr Cohen asked him to contact Lindsay Miles.
	2. **New Speed Calming Signage –** Update – AONB help with signage – Cllr Bate had been in contact with AONB who said that they would like to help us with the speed signage; the Clerk has sent through the information and we are waiting for a response. Cllr Bate to chase up.
	3. **Refurbishment of the Village Hall –** Update - The new heaters have now been installed. The village hall committee will be carrying out some further works in due course.
	4. **Litter & Emptying Dog Waste Bins –** Update – The Clerk had been in contact with TMBC who have agreed to more frequent emptying of the bins on the common. Cllr Sheldrick raised a concern about children being involved in litter picking in the village. We have yet to receive a response from the school but agreed that their involvement with Eco-Council could be restricted to the school premises if they wanted to go ahead. Cllr Razaq has an information pack that can be passed on if necessary.
	5. **Tree Survey –** VTA - We have received a quote from Mr Simpson and it was agreed that we would accept the quote and ask him to carry out the work at a suitable time later in the year. Clerk to send a response.
	6. **Village Sign –** Update – To be discussed next month.
	7. **Re-siting and repair of the PROW Noticeboard in the Churchyard –** The Clerk said that the board was in a good enough state of repair to be displayed elsewhere. It was suggested that it would be displayed on the back wall of the bus shelter. There are grants available for refurbishment of bus shelters and ours need some repairs to the roof. It was suggested that we should apply for a grant to have all works done together.
	8. **Telephone Box** – Update – The Clerk reported that we have received a disconnection certificate and the EDF had confirmed that we have nothing to pay. Cllr Pettengell said that we had budgeted to repaint the box in 2017 and the money hadn’t been spent. It was agreed that this should be discussed at the next meeting, along with the other parish assets as we have a duty to maintain them. It was also agreed that we need to find a local handyman to carry out the basis repairs and works.
5. **Reports: County Councillor, Borough Councillor, PCSO -** None
6. **Communications -** Items of information circulated prior to the meeting**.**

KALC – Registration of Armed Forces Days events

KCC - Rural Parish Bus Shelter Grant – Provision of match-funding of up to 50% or £2,000 – The Clerk was asked to look into this as the roof needs to be repaired on the bus shelter near to the Chaser.

KALC – Annual Membership Renewal

Kent Police & Crime Commissioner regarding the 2018 National Rural Crime Survey

[National Rural Crime Network’s latest survey](http://www.nationalruralcrimenetwork.net/research/internal/2018survey/)

KALC - An Introduction to Planning For Local Councils - Tenterden Town Council on 2 July 2018 6:00 PM

KALC Employment Law Workshop Ditton Community Centre, on 6 June 2018 9:00 AM

 KALC - GDPR & Data Protection

NALC – National Salary Awards

KALC – New Model Standing Orders

1. **Chair’s Actions and Correspondence** Letter from Fairlawne re footpaths – Cllr Cohen had written to the Fairlawne Estate about barbed wire on some of the footpaths, a response has been received and Cllr Cohen has sent a reply to say that we would contact PROW.
2. **Finance & Policy**

**11.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay:

Parish Clerk April Salary & Expenses £500.99

SM Gould - Ground works and maintenance £650.00

KALC – Encryption Workshop and 3 x half day CILCA training sessions £138.00

KALC – Annual Membership £258.53

KALC – Planning Seminar £18.00

**Income:**

 TMBC – Precept £5,097.50

**11.2** **Review of accounts** - The Clerk and Cllr Pettengell will meet to review the budget and set up the cashbook for 2018/9

**Review of Risk Assessment -** The revised risk assessment was circulated prior to the meeting and it was agreed that it could be put onto the website.

**Data Protection Officer –** Satswana – We have received papers from Satswana but have had a note from KALC to say that Parish Councils may be exempt from employing a DPO. It was agreed that we should wait for the decision before retaining one. The Parish Clerk said that the Parish Council would still be required to comply with the new regulations and one of these would be the requirement for Parish Councillors to have email addresses set up solely for the purpose of Parish Council business. The Clerk was asked to look into options. In the meantime, no sensitive data would be circulated by email.

**Insurance Policy –** Parish Clerk to review.

**11. Parish Clerk –** Timesheet Report - the Clerk circulated the timesheet for April and commented that the hours were high due to the number of training sessions attended.

**12. Planning Matters**

* 1. **Planning Applications**

**TM/18/00834/TPOC –** Adjacent Tinley Lodge, Coldharbour Lane. T1 Oak - remove dead wood and crown lift. Reduce branches overhanging adjoining building. Carry out climbing inspection to identify any further work necessary for safety reasons. Work to be agreed on site with tree officer. “The TPO should be respected.”

**TM/18/00950/FL –** Valley House, Shipbourne Road. Residential glass link between the main house and anexxe accommodation in detached garage Reconfiguration of garage layout following approved application TM/15/02929/FL. “No objection.”

**TM/18/00909/FL –** Paddock and stables, Hamptons Road, Shipbourne, Tonbridge – The proposal is to construct a 20m x 40m equestrian arena. Works to include a small amount of cut and fill, new land drains, membrane, stone base, silica sand and fibre surface. “Objection on the grounds of erosion of the openness of the greenbelt and its cumulative impact. There are sand schools at neighbouring properties of Silverhill and Puttenden Manor.”

**TM/18/01025/FL –** 3 Silverhill Cottages, Dunks Green Road – Replacement of existing detached garage, log store, shed, fuel tank and firewall with oak framed detached garage and compact fuel oil storage tank. Realignment of driveway from Dunks Green Road. “No objection in principle to the re-siting of the garage but we are objecting to the increased height. It’s on raised ground and will have a detrimental impact on the street scene. We also object to the roof lights in a rural setting. There should be a condition that the garage remains ancillary to the main dwelling.”

**TM/18/001003/FL –** 1 New Cottages, Upper Green Road – demolition of existing conservatory and construction of ground and first floor addition to rear, single storey bay extension to the front and extension of the roof slope over the existing hallway. *(Insert response)*

**Planning Decisions from TMBC - None**

**13. To review submission to Parish Newsletter** – Amendments to include all planning applications.

**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 11 June 2018

The meeting closed at 10pm