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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) |

**Minutes of the**  **Meeting of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 10 December 2018**

Present: Cllr Tyler (Chair), Cllr Bate, Cllr Pettengell, Cllr Redman, Cllr Razaq, Borough Cllr Taylor and The Parish Clerk.

1. **Apologies for absence - Cllr Sheldrick and County Cllr Rayner**
2. **Dispensations and Declarations of** Interest – None
3. **Declaration of Acceptance of Office** – Cllr Tyler signed the Acceptance of Office as Chairman.
4. **The Minutes of the Parish Council meeting held on 12 November 2018 were signed and approved as a correct record**
5. **Public Open Session -** None
6. **Highways & Footpaths -** Nothing to report
7. **Matters arising** 
   1. **Defibrillators – Update -** The Clerk had received information from the Clerk at Plaxtol about their defibrillator cabinet which had been recommended by the Community First Responders (CFR). It cost £180 (ex VAT) in 2014 which is considerably cheaper than the one that we have been quoted at around £700, however, it doesn’t have an electrical connection and isn’t heated or locked. The CFR sometimes have some equipment for recycling and the Clerk was asked to see if they have anything available.

The Clerk was asked to contact the CFR and Council was of the view that if a non-heated and lockable cabinet is acceptable to CRF then we would buy one rather than the more expensive cabinet.

* 1. **New Speed Calming Signage –** AONB help with signage – Cllr Bate said that she had heard from Tim Owen who had heard back from Kent Highways about the signage. The Clerk was asked to chase up.
  2. **Village Hall –** Update - the Clerk reported that she had contacted Curtis regarding the radiators. The Trustees are looking into getting WIFI up and running and have been in touch with an electrician about hard wiring; they are awaiting a quote.
  3. **Village Sign –**Update - the Clerk reported that the sign was being collected this week to be repaired and will be returned in February. The Clerk has submitted the VAT invoice to the Insurance Company to claim back the repair cost. We have to pay the excess which is £250.00.
  4. **Parish Assets –** Maintenance – The Asset Register has now been updated.
  5. **Dog Bin - Repositioning & Prices –** The Clerk had details of 2 types of dog waste bin, both large 60l capacity in dark green. They range from £124 to £239 and the more expensive bin has a secure lid so that other rubbish cannot be placed in it. The bin should be located at the corner of the car park and the red bin repositioned. Parish Clerk to get approval from the Fairlawne Estate.
  6. **New Noticeboards –** After an initial discussion, it was later decided that we wouldn’t replace the noticeboard by the village hall which will be removed next year. We will place the Parish Notices on the new noticeboard by the bus stop. A note will go into the newsletter to let Parishioners know. All notices will be on the website www.shipbourne.com. The noticeboard at Dunks Green is still functional and we will review its replacement in 2020.
  7. **Telephone Box-** The Clerk was asked to get quotes for repainting and look up the specifications to ensure that the paintwork will last.
  8. **Climate Change –** It was agreed that we should put something in the newsletter to alert Parishioners that the Parish Council will be thinking about how to address climate change in the New Year and inviting initiatives and ideas from Parishioners and local businesses.

1. **Reports: Borough Councillor - Cllr Mike Taylor –** Cllr Taylor congratulated Cllr Tyler on becoming Chairman. Cllr Taylor reported that he was concerned about the Library Consultation and the cut in hours at the Borough Green library from 40 hours to 28 hours. The Borough Green library serves all local villages and Cllr Taylor urged everyone to repond. Shipbourne currently has a mobile library and Cllr Taylor wasn’t sure whether this service would be affected. The Clerk said that she would circulate some information for people to respond individually.

Cllr Taylor said that there had been 3,750 responses to the Local Plan and 1,070 were objections to Borough Green Gardens.

1. **Communications -** Items of information circulated prior to the meeting**.**

**KALC-** Local Elections 2019 – The Clerk was asked to order some posters to put up in the village and Councillors were asked to start canvassing to get applicants for May 2019.

**Community Transport Grant Scheme –** Applications for funding – The Clerk reported that the deadline had been extended to February and will put an advert in the parish magazine.

**Public Consultation in respect of bus service 404 / 405** The consultation will run until 19th December. The consultation is to get views on the reduction of the 404 and 405 services which run through Shipbourne and Dunks Green. The Clerk was asked to send a Parish response to say that we need to give an option for people to get to Sevenoaks either by a feeder service to Hildenborough or Borough Green to pick up alternative services to Sevenoaks. We have an elderly population with no village shop or post office and the removal of the service will alienate the elderly population [kent.gov.uk/404busserviceconsultation](http://www.kent.gov.uk/404busserviceconsultation).

**Thames Crossing – Consultation** details on the consultation and supporting documents can be accessed via <https://highwaysengland.citizenspace.com/ltc/consultation/>. After a short discussion it was decided tha the crossing wouldn’t affect the A227 and therefore we would not be making a Parish response.

**KALC - Glover review** - A call for evidence on the future of National Parks and AONBs  <https://www.gov.uk/government/news/public-to-have-say-on-new-national-parks>. The deadline for responses is **18 December**. Cllr Bate said that Kent Downs AONB is under pressure from responding to the new Thames Crossing and Local Plans and isn’t getting any additional funding to engage planning consultants. We need to encourage more resources to be available to AONB’s to get detailed and supportive advice to Local authorities. Cllr Bate will draft a response to the review.

**Kent County Council consultation on Kent County Council Libraries -** Registration and Archives strategy for the next three years, including a proposal to tier libraries and review library opening hours. Further details are at [www.kent.gov.uk/lrastrategy](http://www.kent.gov.uk/lrastrategy) The deadline for responses is 29 January 2019. The Clerk will circulate all information that has been circulated and Councillors should send thoughts to the Clerk so that we can put a response together and agree it at the next meeting.

1. **Chair’s Actions and Correspondence –** Nothing to report.
2. **Finance & Policy**

**11.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cheques were signed by Cllr Tyler and Cllr Pettengell.

Parish Clerk December Salary & Expenses £482.76

Shipbourne Village Hall – Hall Hire 2018 £216.00

**11.2** Data Protection – Gmail Addresses- The Clerk will review with Saul in the new year and set up new emails after the elections once we know who the new Councillors will be.

**11.3** Finance Report - Cllr Pettengell circulated the bank reconciliation; there are no outstanding cheques. We still have some Members Grant money to spend on AONB signage. The cashbook has been used to prepare the budget for 2019/20.

**11.4** Budget – Agree budget figures for 2019/20 - Cllr Pettengell put together a draft budget and reported that we have used some of our reserves. Allowances have been made for an increase in the Clerks hours and projects such as a new dog waste bin and painting the telephone box. It was agreed that the allowance for a new noticeboard for £2,000 should come out as it wasn’t justifiable. We have to make an additional allowance next year for the elections and should reserve for a future contested election by allowing £250 per year for the next 4 years. It was agreed that the precept should increase by 10%. Cllr Pettengell will revise the figures and we can sign them off in the January meeting.

**11.5** Timesheet Report - Circulated. The Clerk did 39 hours in November.

1. **Planning Matters -**

**12.1 Planning Applications**

**TM/18/02630/FL –** Shipbourne House, Stumble Hill, Shipbourne, TN11 - Removal of chimney breast at first floor level following historical removal of breast at ground floor level and external stack. To remedy damp penetration and fabric deterioration. “No objection.”

**12.2 Planning Decisions from TMBC -** None

**12.3 Great Budds –** It was noted that Shipbourne Parish Council were unhappy with the decision for Great Budds and have received legal advice that there would be a strong case for a Judicial Review. There was a discussion about the implications of having a Judicial Review. Cllr Tyler reported that a Judicial Review can be expensive, around £30k and if successful the decision may not be overturned, it just means that the process gets re-opened and sometimes the same decision is reached. There is a possibility of getting “protected status” but a Parishioner of limited wealth would need to instigate the process. There is a time frame in which to apply for a Judicial Review and we only have 2 weeks left.

In the light of the above, it was decided that a Judicial Review may not be the best approach but that we would put TMBC on notice that we are unhappy with the decision and don’t think that planners are dealing with applications properly; we don’t feel that Parish Councils comments are taken seriously. It was also suggested that we approach KALC to get some advice, for example on running workshops on the NPPF and protecting heritage and better informing Parish Councillors.

**12.4 Local Plan –** The Clerk had received the Parish Alliance submission and was asked to circulate it. The next stage is for the Inspector to look at the Plan and all the evidence. If there is found to be no problem with the Duty to Co-operate then the Inspector will set an examination date. He will look at all of the evidence and responses and decide on “matters for discussion”. Within those matters he will raise questions and call on those who raised them to give evidence. The examination is likely to be in the summer. The Plan is due to be submitted to the Inspector on 24th January, check on the TMBC website for further details.

**13. To review submission to Parish Newsletter –** The Consultations and election information should be included.

1. **Date of next meeting** – Monday 14 January 2019.

The meeting closed at 9.50pm