|  |  |
| --- | --- |
| **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) |

**Meeting of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 14 January 2019**

**MINUTES**

Present: Cllr Tyler (Chair), Cllr Pettengell, Cllr Razaq, Cllr Redman, Cllr Sheldrick, County Cllr Rayner and The Parish Clerk

1. **Apologies for absence -** Cllr Bate and Borough Cllr Taylor
2. **To approve as a correct record the Minutes of the Parish Council meeting held 10/12/18** The Minutes of the meeting on 10th December 2018 were approved and signed with a couple of typographical amendments.
3. **Public Open Session -** No members of public were present.
4. **Highways & Footpaths -** It was noted that Back Lane was closed.
5. **Matters arising** 
   1. **Defibrillators –** Update - The Clerk reported that the Community First Responders had donated a second hand cabinet for us to use at the village hall. The cabinet needs to have some minor repairs to make it weather proof. The Clerk will email Curtis about putting it on the outside wall of the hall. The cabinet can be wired in if necessary but it doesn’t need to be. The Clerk also reported that we needed some new pads for both defibrillators and was given authority to go ahead and order them.
   2. **New Speed Calming Signage –** AONB help with signage – The Clerk has been in touch with Tim Owen from AONB about signage and has offered to meet him to come up with suitable locations. It was agreed that Hoad Common would be a good place coming from Tonbridge and the Common from Ightham. The Clerk was asked to contact the Fairlawne Estate as it is their land. We have £1,425 in the budget from the grant funding that we can contribute towards the signs.
   3. **Village Hall –** Update - The Clerk was asked to email Helen and Curtis for an update on the heating.
   4. **Village Sign –**Update - The sign has been taken away and is due back in March. The Clerk was asked to see whether they could put a lightening conductor on the sign.
   5. **Parish Assets –** Maintenance – The check list is up to date so this can come off the agenda
   6. **Dog Bin - Repositioning & Prices –** Following discussion at the last meeting, Cllr Tyler said that the existing bin is already 60ltr so it was decided that we would keep it and just ask the Fairlawne Estate whether we can move it to the corner of the car park.
   7. **Telephone Box –** Cllr Pettengell said that he had details of a painter that he would pass to the Clerk.
   8. **Climate Change –** We have received an email from a resident with input and will put the subject of climate change on the agenda at the Annual Parish Meeting. In addition to considering climate change in our planning responses we will be encouraging people to recycle and reduce their use of plastics.
6. **Reports: County Councillor -** Cllr Rayner reported that the Library Consultation was open and 2 local libraries will be affected by the proposals; Hildenborough and Borough Green will have their opening hours cut. Cllr Rayner has approached a number of neighbouring Parishes to ask whether they would be prepared to contribute towards maintaining the hours and if there is an interest he will approach the Cabinet Minister to see whether it would be a possibility and find out what the cost would be. Mobile library services will not be affected. Cllr Rayner is concerned that the data used in the consultation is out of date and feels that the services provided by libraries are an important educational resource and should therefore be maintained. Cllr Razaq agreed that the libraries provided important activities for children and cutting services would negatively affect poorer households. Shipbourne Parish Council has already responded to the consultation but individuals were also encouraged to respond. Cllr Rayner reported that there is a proposal to introduce a cost for recycling rubble and plasterboard for households. He will be opposing this at the next Committee meeting as he is concerned that it may lead to fly tipping.

Cllr Rayner reported that the Bus Consultation has now closed and concerns about local services have been received. The key element to retaining services will be usage as some services are very heavily subsidised and therefore not justifiable; this applies to some of the services in Shipbourne, notably the 404. Cllr Tyler said that the reduction in bus services coupled with the proposed library reduction in hours is unfairly affecting some members of the community. Cllr Rayner said that Stansted was similarly affected and have approached him about starting a bus services to Sevenoaks using an 8 seater bus. Cllr Rayner said that if there was a need in Shipbourne we could make a similar approach but we would need to establish a need and it would have to be a realistic and viable suggestion. Generally, cost cutting will involve using smaller vehicles and making use of school buses between school hours so that the buses aren’t sitting idle.

A community transport scheme is in place and the Clerk was asked to provide details in the Parish magazine and also publicise that some services have been cut already.

Cllr Rayner reported that Brexit Planning included the potential closure of M26 which may impact us as vehicles will have to use alternative routes. The M26 may be used to hold lorries in the event of hold ups at the port of Dover.

The Kent Waste and Minerals plan has just been circulated but will not impact Shipbourne.

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

**KALC-** Local Elections 2019 – The date for the local election is 2nd May. The Clerk will circulate details of how to make applications once received.

**New Recycling and waste collection services –** A representative from Kent County Council will be making apresentation about the new services at our annual meeting on 13th May.

1. **Chair’s Actions and Correspondence** Cllr Tyler proposed that Shipbourne Parish Council would email Cllr Rayner to say that we would be interested to learn about the cost of maintaining library hours as we were concerned about the loss of the services.
2. **Finance & Policy**

**9.1** **Payment of Accounts** – Accounts were be presented for agreement to pay:

Parish Clerk January Salary & Expenses £466.05

St Giles Church – Grass cutting and printing newsletter £1,650.00

Current Account £20,804.57, Community Account £2,104.38

**9.3** Finance Report – Cllr Pettengell had made some adjustments to the cashbook and suggested that in future the YTD v annual figures should be circulated at meetings along with members grant position. The Clerk will continue to circulate the whole cashbook via email.

9.4 Budget – To agree budget figures for 2019/20 - Cllr Pettengell circulated the amended budget figures and explained that we would increase the precept by 10% this year to £11,215; it hasn’t been increased for a long time. Our reserves have dropped by £2,000 following the work on the bus stop roof and the payment of overtime for the Clerk. The figures were approved and agreed. The Clerk will send our request to TMBC.

**9.4** Timesheet Report - The timesheet was circulated, The Clerks hours were below average in December.

1. **Planning Matters -**

**10.1 Planning Applications**

**TM/18/02984/FL –** The Orchard, Claygate Lane, Shipbourne, Tonbridge, Kent, TN11 9RL. Conversion of bungalow to two storey house with two storey rear extension. “No objection but the increase in size should be within the guidelines of material size and materials used should be in keeping with the local area and in line with the Shipbourne Design Statement.

**TM/18/03018/FL** - Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH. Replacement agricultural building. “No objection but ask planners to ensure that the increase in height doesn’t adversely impact the neighbours.”

**10.2 Planning Decisions from TMBC - Approved**

**TM/18/02518/FL** - Demolish Granary. Erect a detached four bedroom house. Detached open oak-framed carport/garage.  Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

**TM/18/02638/LB** -Listed Building Application: 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.  Shipbourne House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

**Planning Application Withdrawn**

**TM/17/02081/LB** - Listed Building Application: Demolition of existing staircase and replacement with new staircase.  The Wood House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PQ

**10.3 Article 4 Direction –** We have received legaladvice from KALC on how to make an article 4 direction. Defer to the next meeting. We will put a question to KALC about the Boroughs response to planning applications at the next KALC meeting.

**10.4 Local Plan –** No update. Will report back at the next meeting.

**11. To review submission to Parish Newsletter –** The Clerk was asked to include information about the buses.

**12. 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 February 2019.

The meeting closed at 9.15pm.