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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** |

**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 February 2019** 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. **To approve as a correct record the Minutes of the Parish Council meeting held 14/1/19**
3. **Public Open Session -** Members of the public are welcome to address the Parish Council with any concerns they have, this item will be limited in time at the discretion of the Chairman
4. **Highways & Footpaths**
5. **Matters arising**
	1. **Defibrillators –** Update - Cost of new battery, pads and case for IPAD
	2. **New Speed Calming Signage –** Meeting with Tim Owen AONB
	3. **Village Hall –** Update
	4. **Village Sign –**Update - Lightening Conductor/ additional cost £390
	5. **Dog Bin -** Repositioning
	6. **Telephone Box –** Repainting
	7. **Litter – Spring Clean**
	8. **Grass Cutting**
	9. **Climate Change**
6. **Reports: County Councillor, Borough Councillor, PCSO**
7. **Communications -** Items of information circulated prior to the meeting**.**

**KALC-** Local Elections 2 May 2019 – Procedure - Circulated

**KALC –** Resiliance and Emergency Planning Information

**KCC Brexit Preparedness –** Circulated

**KALC Minutes –** 10th January 2019 – Circulated

**KCC- Bus Feedback Portal** how to make a formal complaint or compliment about bus services and who to contact in the event that bus users experience problems [www.kent.gov.uk/busfeedback](http://www.kent.gov.uk/busfeedback)

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

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

 Parish Clerk February Salary & Expenses £460.49

 Saul Cullen – Laptop Healthcheck £50.00

 Current Account £18,472.52 Community Account £2,104.38

**9.2** Finance Report

**9.3** Timesheet Report

**9.4** Approve NALC Finance Regulations

**9.5** Amendment to bank mandate

1. **Planning Matters -**

 **10.1 Planning Applications**

**TM/19/00029/TNCA**- Bird cherry (T1) - prune tree to give 1m clearance from the building; and Sycamore (T4) - crown lift tree to 3m above ground level. Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB. “No objection.”

 **10.2 Planning Decisions from TMBC - None**

 **10.3 Article 4 Direction**

 **10.4 Local Plan – Next steps**

**11. To review submission to Parish Newsletter**

**12. 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 11 March 2019

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.

**Signed: S R Huseyin**

**Parish Clerk**