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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 11 February 2019**

Present: Cllr Tyler (Chairman), Cllr Bate, Cllr Pettengell, Cllr Redman, Cllr Sheldrick, Cllr Rayner and The Parish Clerk.

1. **Apologies for absence -** Cllr Razaq and Cllr Taylor
2. **The Minutes of the Parish Council meeting held on 14th January 2019 were approved and signed as a true record.**
3. **Public Open Session -** No members of the public were present.
4. **Highways & Footpaths -** Potholes outside the Rifleman reported, fallen footpath sign on Shipbourne Common reported to PROW. Resurfacing of Hamptons Road is on the works programme which starts in March 2019.Cllr Sheldrick reported that a road sign was missing on the South side of Back Lane near to the junction.
5. **Matters arising**
	1. **Defibrillators –** Update - The Clerk reported that the cabinet was now fixed and watertight and ready to install and will arrange to meet with Peter Leach to get it fixed to the exterior wall of the village hall. The defibrillator needs a new battery and pads and suggested that there should be a carry case and first aid kit available. The cost of these will be around £300-£350. It was agreed that the Clerk should go ahead and order these. We have money in the budget remaining that was earmarked for the cabinet and can be used in this financial year. Cllr Pettengell asked whether the first aid leaflet had been approved by CFR. The Clerk will chase up.
	2. **New Speed Calming Signage –** The Clerk had met with Tim Owen from Kent Downs AONB to discuss speed calming signage. He is working with Kent Highways to get the necessary permissions. He had suggested that the existing metal Shipbourne sign on the south side was moved from its current location to the Green at the junction of Hildenborough Road and A227 and could be enhanced with a white gateway. Councillors weren’t keen on this as they thought that it would be located too close to the village to have any benefit on speed reduction and felt that the residents along that stretch of road may object to the signage being moved. The Clerk was asked to go back and ask whether there were any other alternatives and whether the gateway could be added at the existing location. Also to ask whether we could do something at the north side of the village by the existing Shipbourne sign. This would provide a demarcated entrance and exit to the village and we could fix a thank you for driving carefully sign to the back of the gate. Cllr Pettengell asked about alternative speed calming such as rumble strips. Cllr Rayner confirmed that you couldn’t have these on an A road.
	3. **Village Hall –** Update - The heater thermostats for the committee room and the lobby/kitchen are now installed and can be independently controlled.

We can either download the app or Helen Leach can continue to control the heating remotely for our meetings. It was agreed that this was preferable. An electrician is due to hard wire each heater so that there are no plugs on them and tidy the cables away.  If an individual heater needs to be turned off they are fitted with a switch on one edge.

* 1. **Village Sign –**Update - We have had a call from the Fitzpatrick Woolmer to say that the sign is in a much worse condition than originally thought and that there will be additional costs of around £400 to restore the sign. It was agreed that we would go ahead. The Clerk has notified our Insurance Company and we will try and reclaim the additional cost. We have also enquired about a lightening conductor and it is not something that Fitzpatrick Woolmer can do although they advised that there are companies that specialise in this. This will be investigated further.
	2. **Dog Bin -** Repositioning - We have had confirmation from the Fairlawne Estate that we can move the bin to the corner of the car park. Cllr Sheldrick will organise the works.
	3. **Telephone Box –** Re-painting - The Clerk has contacted 2 people to quote to repaint the phone box inside and outside.
	4. **Litter – Spring Clean –** The Great British Spring Clean will be from 22nd March to 23rd April and it was agreed thatwe should organise an official litter picking date for the community. It was agreed that we should target Sunday 24th March after Church and to meet at the village hall and provide coffee and cake. Parish Clerk to ask the Vicar to publicise and ask Helen Leach about hall hire. Councillors agreed to provide cakes. The Clerk will email TMBC about equipment and collection of the rubbish. Clerk to put a notice in the newsletter. It was agreed that we should encourage recyclables to be separately collected. Cllr Rayner suggested that we should ask TMBC whether they could co-ordinate a separate litter collection along A227 by Kent Highways which is too dangerous for parishioners to do.
	5. **Grass Cutting –** The Clerk had emailed Shaun Gould about grass cutting for 2019 and is awaiting a response. We normally get invoiced in April.
	6. **Climate Change –** See above regarding recycling collected litter.
1. **Reports: County Councillor –** Cllr Rayner reported that there was nothing significant to report back but would report the highways issues.
2. **Communications -** Items of information circulated prior to the meeting**.**

**KALC- Local Elections 2 May 2019** – Procedure – Circulated. It was agreed that Councillors would bring along forms to the next meeting so that they could complete the nominations sections. The Clerk was asked to check on whether the appointments were available to book now and whether you could nominate someone to deliver the forms.

**KALC –** Resilience and Emergency Planning Information – to go onto the website.

**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 – to go onto the website.[www.kent.gov.uk/busfeedback](http://www.kent.gov.uk/busfeedback)

1. **Chair’s Actions and Correspondence –** Cllr Tyler asked whether the Dog Trainers were of a concern to The Fairlawne Estate as they often used food and were parking on both sides of the green. It was though that training was not a problem as long as it wasn’t for commercial gain. It was agreed that the Clerk should write a letter to the Fairlawne Estate.
2. **Finance & Policy**

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

 Parish Clerk February Salary & Expenses £460.49

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

**9.2** Finance Report - Circulated.

**9.3** Timesheet Report – Circulated.

**9.4** Approve NALC Finance Regulations – These were approved subject to a few revisions. Clerk to amend and put on the website.

**9.5** Amendment to bank mandate – Agreement to the amendments to the HSMC bank mandate – Resolved. The mandate was signed by 2 Councillors to add Cllr Bate and Cllr Razaq as signatories and remove Cllr Cohen.

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 –** We have received notification thatSchool Cottages is going to appeal. We are not able to make further comments unless we want to withdraw our original comments. Cllr Bate reminded everyone that it was important to include all objections in the first instance when responding to an application.

The Clerk was asked to respond to an email that we had been copied in on regarding the notices that go up for planning applications to say that they are the responsibility of the local authority and that the Parish Council include all planning applications on our agenda’s.

 **10.3 Article 4 Direction -** Shipbourne Parish Council is concerned about the way that our local authority has recently dealt with planning applications, particularly with regard to heritage issues as we have a lot of heritage assets. We need to set out the impact of the decisions and our concerns. In order to take this forward it was agreed that the Clerk would contact Louise Reid at TMBC in the first instance to request a meeting. Cllr Bate will put something together to outline our issues.

 **10.4 Local Plan –** Next steps – A programme Officer hasn’t yet been appointed. Look on the TMBC website for latest updates.

**11. To review submission to Parish Newsletter –** The Clerk was asked to add information about the elections, police and the Spring Clean to the newsletter and remove Cllr Cohen as Chair.

**12. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** Cllr Sheldrick agreed to remove the noticeboard outside the village hall.

1. **Date of next meeting** – Monday 11 March 2019

The meeting closed at 9.45pm