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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 PARISH COUNCIL MEETING HELD ON MONDAY 8TH APRIL AT 7.30PM AT SHIPBOURNE VILLAGE HALL**

**Present: Cllr Tyler (Chair), Cllr Bate, Cllr Pettengell, Cllr Redman, Cllr Sheldrick, The Parish Clerk, County Cllr Rayner, Borough Cllr Taylor and Mrs Sheila Hine.**

1. **Apologies for absence -** Cllr Razaq
2. **Dispensations –** None. **Declarations of Interest –** Cllr Sheldrick in relation to the Stanley Lodge Planning Application. Cllr Sheldrick left the meeting when this application was discussed.
3. **The Minutes** of the Parish Council meeting held 11 March 2019 were approved and signed as a correct record.
4. **Highways & Footpaths -** Cllr Bate reported some large potholes at the end of Hildenborough Road and will send the Clerk some photos to report to Kent Highwaus. A query was also raised about ownership of the land on Back Lane where some trees have been cleared. The Clerk has raised this with Kent Highways and is waiting for a response.
5. **Matters arising**
	1. **Defibrillators –** Update - The Clerk reported that the new battery, pads and case had arrived and that the defibrillator was now in the kitchen at the village hall. Peter Leach has agreed to put the cabinet on the outside wall and the Clerk was asked to chase this up. Cllr Tyler will chase up the poster.
	2. **New Speed Calming Signage –** Meeting with Tim Owen AONB - The Clerk reported that she had heard from Tim Owen who reported that he had been in contact with the Road Safety Auditor at Kent Highways and is waiting to have a meeting to discuss the new signage.
	3. **Village Hall –** Update - Cllr Tyler asked the Clerk to find out whether Curtis wanted to give an update at the annual meeting.
	4. **Village Sign –**Update - The Clerk reported that the sign has been refurbished and is now back on the Common. The insurance company have paid the cost of the repairs.
	5. **Dog Bin -** Repositioning -update – Cllr Sheldrick reported that he would be doing this with Geoff Taylor. Cllr Tyler suggested that we may want to consider another bin on Back Lane by the footpath but the feeling was that we should encourage people to take their rubbish home.
	6. **Telephone Box –** Repainting works – The Clerk reported that Mr Pye had confirmed that all works would be included in his quote so had instructed him to go ahead. We are waiting for confirmation of a date.
	7. **Litter Pick – Follow- up –** Cllr Tyler reported that the litter pick had been successful with a lot of rubbish collected and a good turn out from the community. The Clerk was asked to put a photo in the newsletter and give thanks to everyone who participated and to the Fairlawne Estate and to those parishioners who do regular collections. The photos should be posted onto the website. It was suggested that this should become an annual event.
	8. **Grass Cutting –** The Clerk is awaiting confirmation from Shaun Gould as to the areas covered and whether the grass cutting has been done.
	9. **Climate Change**  - Cllr Bate will draft something for the next newsletter on climate change, particularly with regard to planning.
	10. **Dog Training – Shipbourne Common –** Defer until May.
6. **Reports: County Councillor, Borough Councillor, PCSO**

Cllr Taylor reported that there may be some funding for J5 Slips in the Route Investment Strategy Consultation. To help the cause, there is an online petition and a hard copy petition. This can be promoted in our newsletter. The Clerk suggested that we have the hard copy petition available at our annual meeting.

Cllr Taylor reported that the Borough Council elections would be on 2nd May and that there were 6 candidates for 3 positions. Cllr Taylor and Cllr Rayner are both standing.

Cllr Bate proposed a vote of thanks for Cllr Taylor for all his efforts and for attending our parish meetings; his work is greatly appreciated.

Cllr Rayner reported that KCC have a strategic plan with 122 points on it.

Cllr Rayner reported that recent resurfacing works at Seal had necessitated road closures at night and a lengthy diversion which included A227. This would potentially be of concern to Shipbourne residents if a similar diversion is necessary due to M26 closures.

Re the potholes in Hidenborough, he will raise this at the Hildenborough Parish Council meeting on Wednesday.

Re ownership of land at Back Lane, Cllr Rayner reported that Andrew Loosemore, Highways Asset Manager at Kent Highways is in charge or preserving parish boundaries and he will raise our concerns with him.

Re dog bins, Cllr Rayner asked the Parish to consider purchasing bins with plastic lids as the metal ones are prone to rusting.

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

**TMBC -** All candidates have received a letter confirming that there is an uncontested Parish election and that 6 candidates will form the new Parish Council on 8th May. We will have 1 additional vacancy to fill. The Parish Clerk reported that Cllr Razaq will be leaving at the end of July. Election expenses forms will need to be completed by all new councillors, regardless of whether any expenses have been incurred, by the end of May and the Clerk will circulate the forms.

**KALC-** Membership 2019-20 – Our subscription is due for 2019/20.

1. **Chair’s Actions and Correspondence –** None
2. **Finance & Policy**

**9.1** **Payment of Accounts** – Accounts were presented for agreement to pay and cheques

signed by Cllrs Pettengell and Tyler:

 Parish Clerk April Salary & Expenses £482.11

 KALC Membership 2019/20 £262.01

 WelMedical – Defibrillator battery, case and pads £398.16

 Current Account £17,317 Community Account £2,104

**9.2** Finance Report - Circulated.

**9.3** Timesheet Report - Circulated

**9.4** Bank mandate – It was resolved that Cllr Bate and Cllr Redman should be added to the bank mandate and Cllr Pettengell and Cllr Cohen should be removed as they are no longer on the Parish Council. The mandate form was signed accordingly. This will mean that there will be 4 authorised signatories, 2 will be required to sign each cheque: Cllr Tyler, Cllr Sheldrick, Cllr Bate and Cllr Redman.

1. **Planning Matters -**

 **10.1 Planning Applications**

**TM/19/00537 – Plantation House –** Upgrading appearance of existing dwelling including creation of first floor side and part single storey part 2 storey extension.

“We have no objection to the application however we are concerned that the footprint and bulk of the house utilises the garage space and therefore would not want to see a future application for a garage. Shipbourne Parish Council are concerned about climate change and have an expectation that all new developments and alterations use environmentally sustainable solutions where feasible ie renewable energy resources, insulation, water conserving features. This is outlined in the Shipbourne Design Statement.”

**TM/19/00592 –** **The Orchard** – Conversion of bungalow to 2 storey house with 2 storey rear extension. “We have no objection to the application. We would like to reiterate our comments in the previous application (TM/18/02984/FL) that the size of new building falls within the guidelines of the permitted percentage increase. Shipbourne Parish Council are concerned about climate change and have an expectation that all new developments and alterations use environmentally sustainable solutions where feasible ie renewable energy resources, insulation, water conserving features. This is outlined in the Shipbourne Design Statement.”

**TM/19/00657/FL** - **Stanley Lodge** Variation of condition 2 (materials) pursuant to planning permission TM/18/01487/FL (Demolition of existing portal framed barn and its replacement with a smaller oak framed garage and change of use of agricultural land to residential garden within the designated curtilage). “Objection; the roof tiles should be Kent peg tiles as approved in the previous application”

 **10.2 Planning Decisions - Approved**

**TM/18/03018/FL** -  Puttenden Manor -  Replacement agricultural building.

**10.3 Article 4 Direction –** The Clerk reported that she had not had a response from Louise Reid. Cllr Bate suggested that we forwarded correspondence to Cllr Taylor to chase up.

 **10.4 Local Plan –** Letter to Inspectors - Cllr Bate circulated a letter that she had drafted to the Inspectors as the way in which the public representations have been filed do not conform with what the regulations require, nor what the Inspectors have asked for.

 It is very difficult to determine where our comments are listed as TMBC does not attribute comments to the consultee and we are also concerned that the redacted comments do not represent our view correctly. At present it would be impossible for Inspectors to easily identify any of the issues that we have raised and ensure that they are discussed as' Matters' for example on climate change. Cllr Bate said that the process was not transparent or democratic and suggested that we send the letter as soon as possible. Cllr Rayner gave support and said that the Inspectors have already sent letters to TMBC to say that their requirements had not been met and that it is important that we raise the issue as well. It was suggested that the letter is circulated to KALC and the Parish Alliance so that the letter could be used by other Parishes who don’t have the benefit of Cllr Bates expertise on the subject. This was agreed. Cllr Bate said that she would check the content of the letter and send it to the Clerk to forward to the Inspectors copying in Cllrs Taylor and Rayner. The Clerk will then forward a copy of the letter to KALC.

Cllr Taylor asked what would happen if the Local Plan was rejected? Cllr Rayner said that the Inspectors would attempt to work with the planning authority to modify the plan but if the plan was rejected outright then the planning authority would have to go back to the drawing board and start again and would then be subject to a 23% uplift in housing numbers.

Cllrs Taylor and Rayner left the meeting at 8.20pm.

1. **Items to be reported at the Chairman’s discretion –** Cllr Tyler said that he had received a message regarding the WW1 Celebrations and would chase up. Cllr Pettengell reported that the Emergency Plan would need updating and the Clerk agreed to make the amendments.

Cllr Tyler gave thanks to Cllr Pettengell for all his contributions to the Parish Council, particularly in regard to the finances.

1. **Date of next meeting** – Monday 13 May – this is the annual meeting and will start at 7pm.

**The meeting closed at 9.15pm**