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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) |

**Meeting of the Annual General Meeting of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 10 May 2019**

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Hine, Cllr Razaq, Cllr Sheldrick and The Parish Clerk.

**MINUTES**

1. **Apologies for absence - Borough Cllr Mike Taylor**
2. **Dispensations and Declarations of Interest –** Cllr Razaq declared an interest in 5 New Cottages.
3. **The Minutes of the Parish Council meeting held 13 May 2019** were approved as a true record.
4. **Public Open Session -** No members of public were present.
5. **Highways & Footpaths -** Diversion on Hamptons Road 1 July 2019 for 5 days for water works. It was reported that there was surface water by the bus stop on both sides of Upper Green Road. Cllr Sheldrick reported that he had rodded the soak away. The Clerk will report to Kent Highways.
6. **Matters arising** 
   1. **Defibrillators –** Update - The Clerk reported that Community First Responders had checked the defibrillator at the village hall and there is an error message regarding the pads that have been recently changed. The CFR will check this with WelMedical and will let us know what the issue is and whether we need to have the defibrillator serviced. The CFR reported that the defib would still work. The Clerk reported that she had ordered some stickers for the village hall cabinet with simple user instructions. Cllr Razaq offered to take copies so that we could use them on the smaller cabinet at the Chaser.
   2. **New Speed Calming Signage -** Nothing to report. The Clerk was asked to take up with Cllr Rayner.
   3. **Village Hall –** Update - New windows - The Clerk reported that the Trustees meeting was taking place on Monday 17th June and that she was attending. Cllr Hine asked about the notice board outside the village hall and Cllr Sheldrick reported that this was scheduled to be removed. The Parish Council will await an approach about the new windows but would support a planning application.
   4. **Dog Bin -** Repositioning -update – Cllr Sheldrick reported that it was schedules to be moved and Cllr Tyler said it would be good if it could be done by 30th June in time for the WW1 Celebrations. The Clerk reported that she had received confirmation from TMBC that the bin was emptied twice weekly on a Monday and Friday. We are concerned that it isn’t always being emptied this frequently and that it would be better if it was emptied on a Tuesday so that it captured the bank holidays. The Clerk will email TMBC to make a request.
   5. **Telephone Box –** Repainting works – The Clerk reported that the phone box has now been repainted and looks good. The Clerk reported that the plastic display case inside the box needs replacing.
   6. **Grass Cutting –** The Clerk had requested that grass clippings are collected and Cllr Razaq reported that they had been during the recent cut.
   7. **Climate Change** –Cllr Bate said that she would prepare something for the newsletter in July/August.
   8. **Dog Training –** Shipbourne Common – Nothing to report.
   9. **WW1 village event** on the weekend of 29/ 30 June – Cllr Tyler reported that Viv Packer is organising a WW1 village event on the weekend of 29/30 June  
      The plan is to have the church decorated in the colours of the countries involved in WW1. We have been asked if we could decorate the font.  
      There is a family service on the Sunday followed by some traditional games on the green and a bring your own picnic/BBQ. Cllr Bate offered to do a floral display and Cllr Redman offered to help. Cllr Bate suggested that the decoration should celebrate the lives of women and children of Shipbourne. It was agreed that the Parish Council would contribute £100 towards the flowers and would also use donated flowers.

**6.10 Dean Park –** Update and Tree Warden – Cllr Hine reported that she had been on a woodland walk organised by David Carey, Tree Warden at Hadlow Parish. He is forming a small volunteer group to do a bit of Woodland Management . Dene Park is a "Planted Ancient Woodland Site", partly in Shipbourne Parish and partly in Hadlow parish. The next walk is on 7th July. Cllr Hine asked whether we should have a Tree Warden but it was decided that between Fairlawne and Duncan Simpson, who recently carried out a visual tree inspection the trees are covered and therefore it wasn’t necessary.

1. **Reports: County Councillor, Borough Councillor, PCSO –** Cllr Taylor had sent a summary of the latest developments on the Local Plan which had been circulated.
2. **Communications -** Items of information circulated prior to the meeting**.**

**KALC** - Town & Parish Councils - VE Day 75 - 8th May 2020 – We have no events planned to register.

**Consultation** - Hadlow and Shipbourne Primary Schools are proposing to form a federation  - No comment.

**KCC** – a new household waste site has now been proposed for Kent in Tonbridge and Malling and funding is being made available to tackle flytipping**.** Information available on the KCC website. Cllr Bate reported that garden waste would not be collected with bulky waste after the new collection starts.

**Kent Police Rural Liaison Team report** (on request)

**Shipbourne Parish Update from Kent Police** May 2019

**Letter regarding common land near Little Mead** – This was discussed in a closed session and the Clerk was asked to write to the owners.

**Request for donation Citizens Advice North & West Kent –** It was decided that we wouldn’t make a donation.

**Letter from Open Spaces Society to save public highways on common land –** It was decided that we wouldn’t make a contribution.

1. **Chair’s Actions and Correspondence –** The issue of parking outside New Cottages was raised and Cllr Sheldrick agreed to find out the width of the footpath MR385.
2. **Finance & Policy**

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

Parish Clerk June Salary & Expenses £477.76

Saul Cullen – Website hosting renewal £17.99

David Pye – Painting Phone Box £560.00

Ferncroft – Internal Audit (Cheque to S Huseyin to do bank transfer) £234.00

**9.2** Annual Review (AGAR) – The annual review was approved and signed by The Chairman and Clerk.

**9.3** Approval of Accounts & Signing of Exemption Certificate- The accounts were approved and signed along with the Exemption certificate. The certificate will be sent to PKF Littlejohn and the accounts will be published on our website by 1sy July.

**9.4** Timesheet Report – Circulated.

**9.5** Bank Mandate – The Clerk was asked to check with HSBC whether the mandate had been amended by HSBC as we’ve heard nothing.

**9.6** Emergency Plan - The Clerk said that the plan would be reviewed.

1. **Planning Matters -**

**10.1 Planning Applications**

**TM/19/01150/LB** - Yew Tree Cottage, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Listed Building Application: Internal alteration to annex to form shower

room. Alteration to one window, replacement window and replacement door. “Shipbourne Parish Council has no objection to the above proposal but understand that there is no right to live in the annex and that this application would not confer such a right and any approval should clarify that through a condition.”

**TM/19/01159/FL** - 5 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN. Porch enhancement and small side extension. “Shipbourne Parish Council would not object to the application as the house has already been altered and it is a minor improvement. However, we would object to the gable and would like to see an alternative design solution. The additional gable is not in keeping with the integrity of the group of New Cottages which Shipbourne Parish Council would like to conserve. Please refer to the Shipbourne Design Statement.”

**10.2** **Planning Decisions** – None

**10.3 Article 4 Direction –** Meeting with Director of Planning at TMBC Offices 20 June**.** Cllr Tyler agreed to put together an agenda for the meeting. Cllr Tyler and Cllr Bate will attend with the Clerk who will take minutes if she is available to attend. The Clerk will confirm who is attending as there is concern that the wider invitation list may result in the Shipbourne issues being diluted.

**10.4 Local Plan –** Letter from Inspectors to the Council dated 23rd May 2019. A response from TMBC has now been published and is available on the TMBC website. Cllr Bate said that our responses to the Local Plan and a link to the correspondence should be published on our website. The Shipbourne Design Statement should also go on the website, Cllr Razaq has reproduced it in electronic format.

**11. To review submission to Parish Newsletter –** Local Plan information should be included.

**12. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None.

**13.Date of next meeting** – Monday 8 July 2019

**The meeting closed at 9.50pm**