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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 8 July 2019**

Present: Cllr Tyler (Chair), Cllr Redman (Vice Chair), Cllr Bate, Cllr Hine, Cllr Razaq, Cllr Sheldrick and the Parish Clerk. Borough Cllr Palmer and Cllr Taylor.

1. **Apologies for absence -** Cllr Rayner and Cllr Shaw
2. **Dispensations and Declarations of Interest -** None
3. **The Minutes of the Parish Council meeting held on 10 June 2019** were approved and signed as a true record.
4. **Public Open Session -** No members of the public were present.
5. **Highways & Footpaths -** A concern was raised at the June meeting about the restriction of the width of footpath MR385 due to parking. The width should be approx. 2.4m wide but this isn’t definitive. The Clerk was asked to check the Land Registry to see who the land belongs to and also report to PROW as it is a safety concern.
6. **Matters arising**
	1. **Defibrillators –** The Clerk reported that the defibrillator at the village hall had been taken to be checked by the Community First Responders and replaced by a loan defibrillator. The Clerk also reported that Cllr Razaq had copied the signs for the cabinets and she would put them on both cabinets. The Clerk will email Community First Responders to see whether they would be able to attend the Shipbourne Fayre on the August Bank Holiday.
	2. **New Speed Calming Signage –** The Clerk has chased up Tim Owen and also emailed Cllr Rayner to see what stage the signage is at. Cllrs asked about the possibility of the new signage being located where the trees have just been felled and Cllr Sheldrick said that the signage would still need to be positioned 1 meter away from the road and confirmed that the land was owned by Fairlawne. Once we have a suggested design we should approach Fairlawne for permission.
	3. **Village Hall –** Update - New windows - The Clerk reported that she had attended the recent meeting of the Village Hall Trustees and was now the Parish Council representative on the Village Hall Committee. The Committee would like to refurbish the toilets and rear lobby and also replace the windows in the main hall as they are rotten. The Village Hall Committee have received quotes for all the works and have funds to carry out the refurbishment of the toilets but need to raise some money for the windows. They have asked the Clerk to look into sources of funding and apply for listed building consent for the replacement windows. The Committee have yet to formally approach the Parish Council about a contribution towards the windows. Cllr Hine suggested that any contribution should be limited as we have limited funding; we would have to raise our precept in order to budget for a donation.
	4. **Dog Bin -** Repositioning - The dog bin has now been moved, Cllr Sheldrick said that we should give thanks to Geoff Taylor. The Clerk reported that the lid was broken but it was thought that it could be easily fixed.
	5. **Climate Change** Committee on Climate Change - Cllr Palmer reported that there was a TMBC Committee meeting this week and Councillors were going to request that Kent brought the date that they should be carbon neutral forward from 2050 to 2030. Cllr Sheldrick asked how the Parish Council could take measure to address climate change and suggested that we should attempt to become paperless. It was agreed that from September, Agenda’s should not be printed but accessed on screen and the Clerk would take Minutes on the laptop.
	6. **Dog Training –** Shipbourne Common – Cllr Tyler suggested that this comes off the agenda and should be revisited in the autumn.
	7. **Little Mead –** The Clerk summarised the history of the right of access across common land to Little Mead. There is some discrepancy over the measurement of the driveway and the Clerk was asked to get the drawings from the Land Registry. It was noted that there was historically a restriction on what kind of vehicles could cross the common land and the Clerk was asked to write to the owners to notify them. The Clerk will check the Minutes from 2004 to see whether there is any further information available. Cllr Sheldrick agreed to check the width of the driveway.
7. **Reports: Borough Councillor –** Cllr Taylor expressed his disappointment at the behaviour of the Officers at the meeting with Cllrs Tyler and Bate to request an Article 4 Directive. Cllr Taylor also suggested that if the Council have any concerns about a planning application and feel that it needs to be called in, then they should let him know as soon as possible. Whilst there is an opportunity for Councils to request an extension on making a planning decision, there is no option to get an extension for an application to be called in and in some circumstances this has led to missed opportunities for calling in a controversial application. The Clerk was asked to circulate List B to all Councillors in future so that they would have an opportunity to review all planning applications before the Parish meetings and also decide whether it should be called in.

Cllr Palmer asked whether the Clerk could send the J5 Slips petition to Cllr Shaw. The Clerk said that she would sent it to him.

Cllr Palmer asked whether the Parish residents had given thought to where additional bins would be placed when the new collection comes into effect.

Cllr Palmer said that Community First Responders had been to the Fayre at Potters Meads and reminded the Clerk that the defibrillator battery and pads needed to be checked as they expire. The Clerk confirmed that they had recently been replaced in both defibrillators.

Cllr Tyler reported that Cllr Bate, Cllr Taylor, Cllr Rayner and himself had been to a meeting with Eleanor Hoyle, new Director of Planning, Housing and Environmental Health at TMBC. Louise Reid, Chief Planner and Ian Bailey, Head of the Local Plan, had also been present. They had claimed not to have received the letters that had been sent and therefore hadn’t read the supporting documentation and background information to our request for an Article 4 Direction in relation to Great Budds. Cllr Tyler though that the meeting had nevertheless been beneficial as they had made direct contact. They team have said that they will come back to us. Cllr Bate said that she was upset by the attitude of the planners and will draft a letter to them to say that we will expect a response as soon as possible. Cllr Taylor has already written to them. It was agreed that the leader of the Council, Nick Helsop.

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

TMBC - New Improved Recycling Service - Promotional Flyer – Tis is due to be delivered to all residents this week.

Consultation on ‘Building for the High Weald’ - A Design Guide for new housing development in the AONB – information to go into the newsletter.

KALC News – June 2019 – Available in hard copy

Clerks & Councils Direct – July 2019 – Available in hard copy

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

**10.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cheques signed by Cllrs Redman and Bate

 Parish Clerk June Salary & Expenses £484.84

 Parish Clerk August July Salary (post dated 12 August) £458.26

 Cllr Bate – reimbursement for flowers £52.01

 Bank Current Account £20,060 Community Account £2,104.38

**10.2** Timesheet Report – The Clerk has 18 hours remaining until September

**10.3** Emergency Plan – The Clerk will amend the plan and circulate it over the summer

**10.4** Risk Assessment – The Clerk has amended the risk assessment and it has been circulated for comments. It was agreed that Cllr Hine would take responsibility for assets Upper Green Road and Back Lane. Amended document to go onto the website.

1. **Planning Matters**

**11.1 Planning Applications TM/19/01495/TPOC -** Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH. Mature Oak - prune to lightly reduce only the mid to lower eastern crown overhanging the stable block below by no more than 1.5m in length ensuring all cuts are made to secondary live laterals whilst maintaining visual shape and natural form with the remaining crown, lift low crown overhanging the stable block only, to provide a statutory clearance of 2m above the subject roof, by the removal of secondary laterals only and remove deadwood present within entire remaining crown back to source, only retaining the larger diameter dead branches greater than 75mm in diameter which is to be reduced by a minimum of 70% in length if structurally sound at point of attachment and not overhanging the building. “No objection.”

**11.2 Planning Decisions** – TM/**19/01159/FL** - Porch enhancement and small side extension.  5 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN. – Approved

 **11.3 Local Plan –** Update – Nothing to report.

**12. Review submission to Parish Newsletter-** The Clerk was asked to put in a section about climate change.

**13. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** Cllr Tyler thanked Cllr Razaq as this is his last meeting and wished him luck with his move abroad. Cllr Tyler gave thanks to Cllr Bate for the floral display in the church for the WWW 1 Treaty of Versailles event. It was also suggested that we wrote to Viv Packer and Mary Perry for all of their efforts in organising the event.

**14. Date of next meeting** – Monday 9 September 2019 – Cllr Tyler sent his apologies; Cllr Redman will Chair the meeting. It was suggested that the October meeting be brought forward to 7 October, agreed.

**The meeting closed at 9.20pm**