|  |  |
| --- | --- |
| **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) |

**Minutes of the Meeting of the Parish Council** held via Zoom at **7.30 p.m. on Monday 11 May 2020**

During Covid-19 all meetings will be held remotely following Government advice.

([SI 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020](https://s.factsline.com/redir.php?trans=8e4aa721-847a-11ea-8bee-068e03beb944@emailer.factsline.co.uk&loc=http://www.legislation.gov.uk/uksi/2020/392/contents/made)). Effective 4 April 2020. **\*\* See Footnote**

*The May meeting is usually the Annual General Meeting where the Chairman is appointed – This part of the meeting is postponed until we receive further guidance from the Government and our current Chairman and Vice Chair will remain in place until that time.*

1. **Apologies for absence -** Cllr Sheldrick and Borough Cllr Taylor
2. **Dispensations and Declarations of Interest -** None
3. **Minutes of the Parish Council meeting 9 March 2020 -** these were circulated prior to the meeting and approved and signed by the Chairman
4. **Public Open Session -** Nomembers of the public joined the meeting
5. **Highways & Footpaths -** The Clerk reported that KCC were carrying out repairs so it was a good time to report any problems whilst roads were quiet. Cllr Bate reported that there had been a number of cyclists on the footpaths and coming across the fields from Mote Road and the Fairlawne Estate and asked whether there was anything that could be done. The footpaths are not suitable for cyclists and particularly if there is livestock, it is not ideal for the landowners. Cllr Rayner suggested that this was something that the landowners should deal with by putting up some notices to say that footpaths weren’t suitable for bicycles and suggesting the nearest alternative route. It was suggested that some notices/signage should be put up to deter cyclists but that we should first check with the Fairlawne Estate to ask whether they had noticed it. It was agreed that the Clerk should write to the Fairlawne Estate.
6. **Matters arising** 
   1. **Defibrillators –**The Clerk reported that both defibrillators had been checked.Training is deferred until lockdown restrictions are lifted.
   2. **New Speed Calming Signage -** KCC areready to install AONB sign and new gateways at existing locations of the village signs on receipt of payment. The cost has been reduced to £1,610 (from £2,175) which is the balance of our members grant. (KCC agreed to pay the difference). The Clerk was asked to let The Fairlawne Estate know of the plans and ask for their approval by the end of the month.
   3. **Verges on Back Lane –** It was reported that the verges have partially recovered owing to lack of traffic. We will review after Covid-19 restrictions have been lifted.
   4. **Broken sign post at Dunks Green –** KCC have given permission for us to fix and Plaxtol PC have a contact who agreed to fix the post. Clerk to check whether it has been fixed.
   5. **Contract for grass cutting** – Cllr Sheldrick had circulated a specification and we asked for 3 quotes, we have only received two quotes although one was incomplete. In the meantime we have received a query from Wightwicks Cottages about the maintenance of the Wightwicks Corner as owners felt that grass should be mown rather than left long, there are also concerns about weeds and nettles and long grass obscuring the site lines from Back Lane to Upper Green Road. Cllr Bate said that she felt that it was important to have a general consensus on how to manage Parish land and decide on the best course of action to look after the biodiversity, especially as it is a conservation area. The suggestion is that it should only be cut twice and clippings removed. The idea is to have a hay meadow and keep the corners clear. The nettles are growing because people are putting their grass clippings on it. Cllr Tyler said that we should write to the owners of Wightwicks cottages to say that we are obtaining quotes to manage the land this year. We are conscious that the area wasn’t properly looked after last year and this has also been hampered by garden waste. We are trying to manage the area by finding a new contractor and that we are trying to achieve biodiversity on the land.

Cllr Oram said that she had also noticed people putting garden waste into the woodland opposite the cottages.

The other area to be cut is Dunks Green. We have received 2 quotes for Wightwicks but only one for Dunks Green. The Clerk was asked to obtain the second quote for Dunks Green but it was agreed that we would go with the cheaper contractor. The Clerk will write to the owners of Wightwicks this week.

* 1. **Village Hall –**The village hall Trustees have secured a grant of £10k from TMBC due to Covid-19. The Trustees have also been given a 3 month extension on their Insurance policy, the hall is currently closed due to Covid-19. Grant funding of £1,000 from Cllr Rayner has been approved which can be used towards the sanitary ware for the toilet refurbishment. Cllr Leach reported that the work could start on the toilets and kitchen area as it was an ideal time with the hall being closed. The extra funding can go towards the repairs for the windows.
  2. **Climate Change**  - It has been reported that pollution levels have dropped nationally due to Covid-19 and reduction in all traffic. Our response has been sent to TMBC for the Climate Change Strategy Action Plan Consultation. Cllr Bate said that our response was critical of the Plan as she felt that there were not enough targets, monitoring or scrutiny. It was suggested that we should forward our response to all TMBC Councillors as otherwise our response may get lost under summaries of responses. This was agreed.
  3. **Shipbourne Farmers Market** – Grant – Since the last meeting and following an approach from Bob Taylor to Cllr Rayner, Shipbourne and Ightham Parish Council jointly applied for £1,000 of KCC Members grant funding for software to enable Shipbourne Farmers Market to set up an online ordering service. Cllr Tyler thanked Cllr Rayner for his grant. Cllr Rayner said that he had had the best response for this grant as the online Farmers Market had been a success and gave thanks to Ightham and Shipbourne Parish Councils for their support as well.

1. **Reports: Cllr Wendy Palmer - Borough Councillor –** Cllr Palmer reported that the refuse tip would be reopening but you have to book a time slot and you cannot dispose of general waste, it must be waste that cannot be safely stored at home. Cllr Palmer also reported that the brown bin garden waste collections had been resumed this week.

Cllr Palmer reported that TMBC were using Microsoft Teams for remote meetings and they have their first Cabinet Meeting on 19th May. There are many grants available due to COVID-19 and £1.3m has been awarded already by TMBC; Cllr Palmer advised that any local business should check what is available as the guidelines have recently changed.

Borough Green has set up a team of 120 volunteers to help with food shopping, prescriptions and phone calls, Cllr Palmer has details of who to contact. Cllr Tyler reported that Shipbourne had its own team of volunteers but it was useful to have additional contacts.

Cllr Rayner, County Councillor reported that KCC had spent vast amounts of money on PPE for care homes. Everything is predicated on material coming in from the Middle East and sub- continent which is expensive due to air freight costs and he would like to see contractual arrangements in the UK going forward. Cllr Rayner said that the grants available were to make up for loss of business and would be of use to those self-employed. It was agreed that we should include this information on our website.

1. **Communications – *Circulated prior to the meeting***

**NALC** -Coronavirus — Local Council Meetings

**NALC** - Information for Parish and Town Councils

**TMBC** - Grants Online - Covid-19 Update on Funding Available to Local Organisations

**NALC** - Letter from the Secretary of State Robert Jenrick thanking Town and Parish Councils for their work during the pandemic.

**KALC NEWS APRIL 2020** - Online

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

**10.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cllr Taylor and Cllr Bate to sign cheques and The Clerk will arrange collection and distribution.

Parish Clerk March Salary & Expenses £490.49

Parish Clerk April Salary & Expenses £469.80

KALC – Membership 2020/21 £298.18

Came & Company – Insurance Renewal £400.86

KCC New Village Gateways (Grant) £1,610.00

Inscope – Village Hall Works (Grant) £1,032.00

Softation – Shipbourne Farmers Market online delivery system (Grant) £500.00

St Giles’ Church – Printing of newsletter and grass cutting (half year) £975.00

**10.2** **Banking** - Update to mandate/ online banking - We cannot make any mandate amendments at the moment but will keep under review. Cllrs Leach, Hine and Oram will be added to the mandate after lockdown.

**10.3** **Timesheet Report** – The Clerks hours are over for this month but will not be chargeable. Chairman thanked the Parish Clerk for the extra work due to co-ordination of volunteers. Cllr Bate asked whether there were any grants available for Parishes to cover any additional expenses incurred during lockdown? Cllr Rayner said that the only grant currently available was for Parishes who needed to upgrade their websites to Cantium due to being on the old KCC system. We are awaiting further advice from NALC as to whether there will be any funding for Parishes. Cllr Rayner advised that we keep a note of any additional expenses incurred.

**10.4** **Internal Auditor** – The Clerk will email documentation to our internal auditor, the deadlines for the audit have been postponed to 31 July. (We are still an exempt authority as our income is less than £25k). [SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020](https://s.factsline.com/redir.php?trans=8e4aa721-847a-11ea-8bee-068e03beb944@emailer.factsline.co.uk&loc=http://www.legislation.gov.uk/uksi/2020/404/contents/made) Effective 30 April 2020. The Clerk has completed the Exemption Certificate which will need to be signed by the Chairman and returned to PKF LittleJohn by 1st June. The Clerk agreed to drop the Certificate to the Chairman for signing.

1. **Planning Matters**
   1. **Planning Applications**

**TM/20/00832/FL** - Springfield Cottages, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Proposed two storey side extension. It was agreed that the proposal was an improvement to the property and therefore our response should be “no objection.”

**TM/20/00834/FL** – Little Mead, Roughway Lane Plaxtol Tonbridge Kent TN11 9SH – Removal of an existing retaining wall and replacement with a new timber clad, gabion stone retaining wall with associated planting on the upper faces of the wall (part retrospective, being the removal of part of the existing wall only). Cllr Bate said that as neighbours we should have been consulted, although the property is within Plaxtol Parish, the driveway and access belongs to Shipbourne Parish Council. “No objection but as neighbours we would have liked to have been consulted.”

* 1. **Planning Decisions – Approved**

**TM/20/00151/LDP** - Lawful Development Certificate (Proposed) Removal of the existing chimney stack to the South East wing of the property – Martins, Reeds Lane.

**TM/20/00286/RD** - Details of condition 2 (materials) and 3 (landscaping and boundary treatment) submitted pursuant to planning permission TM/17/00703/FL (Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached two bay garage; demolition of existing rear extensions and erection of two storey side extensions, single storey rear extensions and rear dormers to 1 Martins Cottages and Crockwell; and associated landscaping) - 1 Martins Cottages and Crockwell Back Lane.

**TM/20/00292/FL** - Siting and design of new greenhouse in rear garden - Church House, Stumble Hill.

**TM/20/00586/TNCA** - T1 Cedar - Fell on the recommendation of TMBC tree officer - Church House, Stumble Hill.

**TM/20/00155/FL** - Upgrading appearance of existing dwelling including the creation of a first floor side and single storey side and rear extensions (reduced scheme to that approved under reference TM/19/00537/FL) - Plantation House, Reeds Lane.

* 1. **Local Plan –** Update - Stage 1 Hearing Sessions have been postponed.

1. **To review submission to online Parish Newsletter –** The newsletter is now online and the Clerk will add on information about grant funding.
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None**.**
3. **Date of next meeting** – Monday 8 June 2020, this will be remote regardless of the Government advice as some members will still be self-isolating. It was agreed that the meeting should start at 7.00pm.

A couple of matters were moved to Part 2 and the meeting closed at 9.25pm.

\*\*The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England..The COVID-19/ Coronavirus pandemic and the unprecedented in peacetime Government measures in response to the crisis (e.g. prohibitions on gatherings, social distancing, self-isolation and shielding of those deemed to be the most vulnerable) have meant that the requirement for local authorities to hold public meetings in person with all members present in one place cannot be met. The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”). In recognition of the problem of holding and attending meetings, and further to the lobbying of NALC and others, the Government included s.78 in the Coronavirus Act 2020. This section gave the Secretary of State the power to make Regulations to make provisions for the holding of meetings. The 2020 Regulations set out those provisions.

Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.