

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

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To: The Members of the Parish Council of Shipbourne - I hereby summon you to attend a **Meeting of the Parish Council** to be held via Zoom commencing at **7.00 p.m. on Monday 11 January 2021** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

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\)](#). Effective 4 April 2020. ** See Footnote

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 14 December 2020**
4. **Public Open Session** - Members of the public are welcome to address the Parish Council with any concerns they have, this item will be limited in time at the discretion of the Chairman
5. **Highways & Footpaths** -
6. **Matters arising**
 - 6.1 **Speed Calming** - A227 Stumble Hill and Back Lane
 - 6.2 **Grass Cutting at Wightwicks and Common Land at Dunks Green** - 2021
 - 6.3 **Broken sign post at Dunks Green** – Update
 - 6.4 **Village Hall** – Update
 - 6.5 **Climate Change** - Update
 - 6.6 **Shipbourne Farmers Market** – Update
 - 6.7 **Little Mead** - Update
 - 6.8 **Web Site & Accessibility** – Upgrade of Parish Website
 - 6.9 **Litter and Parking**
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications – Please request items of interest**
NALC Chief Executives Bulletin
KALC News December 2020
KALC CEO Bulletin December 2020
KRF Press Release - End of EU transition contingency plans
Kent Police Rural Task Force Report
KCC Consultation - Various Roads in the Borough of Tonbridge and Malling - Experimental Order - 20mph speed limit – Deadline 3 March 2021.
LGA Model Code Of Member Conduct
9. **Chair's Actions and Correspondence**
10. **Finance & Policy**
 - 11.1 **Payment of Accounts** – Accounts will be presented for agreement to pay:

Parish Clerk December Salary & Expenses	£479.98
HMRC - Employer Tax	£6.40
Current Account <i>£tbc</i> Reserve Account £2,094.38	
 - 11.2 Timesheet Report – December
 - 11.3 Parish Council Precept Form for 2021/2 – Approval of budget
- 12 **Planning Matters**
 - 12.1 **Local Plan** – Update – Failed on Duty of Care

12.2 Planning Applications - *There are no new Planning applications*

12.3 Planning Decisions

Approved

TM/20/02596/FL - Conversion of existing garage to family room including the installation of 2no conservation skylights. The Oast, Marchurst, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QA.

TM/20/02466/LDP - Lawful Development Certificate Proposed: conversion of roof space in garage as approved under planning permission TM/17/01871/FL (Two bay Oak framed garage with storage space) to provide ancillary residential accommodation for a member or members of the household resident at Puttenden House, and to allow use as a home office by a member or members of the household. Puttenden House, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH.

Refused

TM/20/02327/LDP - Lawful Development Certificate Proposed: Side extension, two storey rear extension, porch and proposed garden room. Nightingale Cottage, Tonbridge Road, Shipbourne, Tonbridge, Kent TN11 9PA.

13. To review submission to online Parish Newsletter

14. Urgent Business that occurs and requires attention before the next meeting

15. Date of next meeting – Monday 8 February 2021 via Zoom.

PART 2

16 Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of a confidential item.

**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.