

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE

Telephone: 01732 886402
email: shipbourneparishcouncil@gmail.com

**Minutes of the Meeting of the Parish Council held via Zoom at 7.00 p.m. on
Monday 11 January 2020**

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick, County Cllr Rayner, Borough Cllr Taylor, Borough Cllr Palmer and The 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** - None
2. **Dispensations and Declarations of Interest** - None
3. **To approve as a correct record the Minutes of the Parish Council meeting 14 December 2020-** The Minutes were approved and The Clerk agreed to drop a final copy to Cllr Tyler to sign.
4. **Public Open Session** - Cllr Dagger raised a couple of issues on behalf of parishioners:
 1. Concern about the number of walkers in the village, this has had detrimental effects on the condition of the footpaths which are very muddy and some are in a very bad condition and are now impassable without correct footwear. Increased numbers of visitors have also had the knock on effect of increased cars parking on the Common and additional litter. It was agreed that the Parish Clerk should write to local Walker and Rambler Associations and Explore Kent to ask them to temporarily remove the walks from their websites to allow the footpaths to recover. Cllr Tyler said that we should also be enforcing the Government advice that people should not be driving to do their exercise. Cllr Bate said that there were other issues such as groups of people standing on the Green with take-away drinks, not adhering to social distancing or wearing masks which isn't in the spirit of the Government guidelines. It was agreed that we should talk to the Rural Police to ask them to monitor the situation. The point was made that we don't want to deter people from coming to the village but do want people to act within the latest guidelines.
 2. The grass verges on Back Lane is becoming a mud patch because of parking, can we make an approach to Kent Highways and suggest the installation of a couple of signs requesting no parking on the verge? It was agreed that the Parish Clerk should email Kent Highways. It was also agreed that this should be an agenda item going forward.
5. **Highways & Footpaths** - The Clerk summarised the position regarding illegal parking following a meeting with Andy Edwards in December and will circulate details of who to report infringements to. Cllr Sheldrick reported that he had spoken to the Highways Steward who had recommended that we requested a meeting with the Inspector to discuss the refresh of the roundels.
6. **Matters arising**
 - 6.1 **Speed Calming** - A227 Stumble Hill and Back Lane. Cllr Oram reported that the Police were doing some speed checks from Lady Vane.
 - 6.2 **Grass Cutting at Wightwicks and Common Land at Dunks Green – 2021** – The Clerk reported that she had requested a quote from Geoff Taylor.
 - 6.3 **Broken sign post at Dunks Green** – Update – Nothing to report.
 - 6.4 **Village Hall** – Update - The Clerk reported that she had sent the invoice to the Village Hall Trustees for the refurbishment works.

Signed.....Dated.....

- 6.5 Climate Change** - Update - Cllr Bate raised the Climate Change Survey and The Clerk agreed to circulate/complete it.
- 6.6 Shipbourne Farmers Market** – Update – The Clerk reported that the Farmers Market was continuing as Click and Collect for the foreseeable.
- 6.7 Little Mead** - Update- Cllr Tyler said that he didn't think that the drainage work had started and that the project was likely delayed due to COVID. Cllr Bate said that we needed to keep an eye on the deadline for the replanting.
- 6.8 Web Site & Accessibility** – Upgrade of Parish Website – The Clerk said that she had investigated grant funding an unfortunately we weren't eligible however had received a list of agencies that specialise in website for Parishes. The Clerk has emailed Saul to ask whether he would be interested in undertaking the work in the first instance.
- 6.9 Litter and Parking** - The Clerk reported that she had received a query about volunteering opportunities from a student for the Duke of Edinburgh Award for litter picking.
- 7. Reports: Borough Councillor** - Cllr Palmer said that there wasn't anything to report. Cllr Taylor wished everyone a Happy New Year. **County Councillor** – Cllr Rayner said that KCC had been working with the Kent Resilience Forum who had successfully put in place Operation Brock following the decision by the French Government to restrict HGV's in and out of the County in December. All drivers had access to food and welfare and the backlog was cleared by 26th December. Operation Fennel is continuing, with arrangements in place to direct all drivers from junctions 8 & 9 to Manston to have COVID tests. Last week was very light with HGV traffic but it is expected to pick up. The French Government have given notice that they will crack down on paperwork. Cllr Rayner said that the COVID situation had got much worse and numbers in Shipbourne and Borough Green had increased rapidly with the new variant. He reminded everyone that it is incumbent on all to stay at home and follow the national guidelines. There will be an inoculation centre at the Baptist Church in Tonbridge and a test centre at the Hop Farm. Cllr Tyler asked why KCC hadn't declared a major incident when other Counties had? Cllr Rayner said that we had greater hospital capacity. Kent is behind in rolling out vaccinations.
- Cllr Rayner said that the budget is coming up in February and there is likely to be a substantial increase in council Tax, possibly 5% although it hasn't been debated yet. Cllr Rayner reported that TMBC had received a letter from the Local Plan Inspectors to say that TMBC did not meet the criteria of Duty to Co-operate and therefore the Local Plan could not be rectified. There is an option for TMBC to request a Judicial Review but Cllr Rayner thought this was unlikely. This means that we don't have a Local Plan or land supply in place which makes it difficult for Parishes.
- Cllr Rayner asked whether we wanted to have yellow lines on Back Lane following earlier comments? The consensus that it was "urban intrusion" and it was likely that they would be unenforced. Cllr Taylor said that there were special narrow lines which were used in rural areas. Cllr Rayner said that KALC were pursuing the lack of enforcement as it was unfair that Tonbridge benefitted from more enforcement. Cllr Dagger asked whether if were to have yellow lines whether they should be on The Common or Back Lane? Parking on The Common is more of an issue especially on the brow of the hill whereas it isn't such an issue on Back Lane. It was though that adding more yellow lines would cause parking issues elsewhere. Cllr Oram said that we do need to address the problem of people parking on the corner of Upper Green Road and A227, this is a Police issue as it is dangerous.
- 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 |

Signed.....Dated.....

Current Account £18,737 Reserve Account £2,094.38

- 11.1 Timesheet Report – December - Circulated
 11.2 Parish Council Precept Form for 2021/2 – Approval of budget. The Clerk circulated the accounts and draft budget in advance of the meeting. The budget items were approved and it was agreed that we should increase the precept by 2% and the Clerk was asked to circulate final figures.

12 Planning Matters

- 12.1 **Local Plan – Update** – Cllr Bate reported that the Local Plan had failed on “Duty to Co-operate”. Sevenoaks District had just received a response to their Judicial Review against the Planning Inspectorate’s (PIN’S) decision to fail Sevenoaks Local Plan on “Duty to Co-operate”. Sevenoaks were unsuccessful and are now seeking leave to take the decision to the Court of Appeal. As regards the TMBC Plan, we are awaiting a response from TMBC to the Inspectors outlining their next steps. Unfortunately the next Plan would have to take into account the new increased housing numbers. As a Parish, we need to ensure that TMBC addresses climate change, AONB, and other issues that were raised during the Inquiry. Cllr Bate said that there would probably have to be a joint greenbelt study in TMBC and Sevenoaks and Tunbridge Wells (The housing market area) and that it was likely that Borough Green would still be under threat from development.
 Cllr Tyler asked whether there would be a new Call for Sites exercise? Cllr Bate said that there would be but that we had a good idea what might come forward from developers’ due to their previous response to the Call for Sites and their consultation responses to the current Local Plan.

12.2 Planning Applications

TM/20/02927/LB - Yew Tree Cottage, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Listed Building Application: Rear extension, internal alterations and reorganisation of internal spaces. Cllr Tyler said that we should rely on our comments from last time and our response would be circulated.

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.

Cllr Taylor, Cllr Palmer and Cllr Rayner left the meeting.

13. **To review submission to online Parish Newsletter** – The Clerk was asked to include information on the vaccines and fraudulent behavior surrounding the vaccinations.
 14. **Urgent Business that occurs and requires attention before the next meeting** - Cllr Tyler reported that he had written a letter of condolence to Michel Roux Jr following the death of Albert Roux. Cllr Tyler asked that the 20mph limit in Tonbridge was put on the next agenda.
 15. **Date of next meeting** – Monday 8 February 2021 via Zoom.

The meeting closed 20.45pm

Signed.....Dated.....

**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.

Signed.....Dated.....