

SHIPBOURNE PARISH
COUNCIL

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Clerk to the Council

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Minutes of the Meeting of the Parish Council held via Zoom at 7.00 p.m. on Monday 8 February 2020

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick, County Cllr Rayner, 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

1. **Apologies for absence** - None
2. **Dispensations and Declarations of Interest** - None
3. **The Minutes of the Parish Council meeting on 11 January 2021** were approved with a couple of amendments. The Clerk will pass to Cllr Tyler to sign.
4. **Public Open Session** - A new resident to Shipbourne attended to introduce herself.
5. **Highways & Footpaths** - Nothing to report.
6. **Matters arising**
 - 6.0 **Highways - Speed Calming** - The Clerk reported Kent County Council have launched a consultation on Vision Zero: The Road Safety Strategy for Kent 2020 – 2026. see <https://kccconsultations.inconsult.uk/consult.ti/visionzero/consultationHome> . **The consultation closes on 15 March 2021.** As part of the consultation KCC have organised 2 workshops for Parishes. Cllr Oram and The Clerk have signed up to attend. Cllr Oram reported that she raised the issue of speeding on A227 with Inspector Jones at the PPP meeting last week. Cllr Bate said that it was disappointing that the Police and Kent Highways could do little about speeding and that stakeholders should be able to work together to more effectively deal with speeding. The problem of speeding on 7 Mile Lane had been raised at the PPP meeting and several other Parishes have the same issue. It was agreed that we should raise this via KALC. The Clerk reported that she had asked for the roundels to be refreshed on Upper Green Road but requested a consultation in advance to discuss those nearer the residential houses.
Parking on verges – The Clerk emailed Mark Simmons at Kent Highways about the verges that have been churned up on Back Lane. He replied to say that it was a common problem, however would send the Highways Stewards to come and see whether there are any cost effective solutions.
 - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green** – The Clerk reported that she had emailed Geoff Taylor for a quote for 2021. It was reported the face of the hedges at Dunks Green had been cut but the top had been left to provide a screening for Little Mead. Cllr Sheldrick asked whether we wanted it to be left? Cllr Bate said that it should be left otherwise there would be a full view of Little Mead. The cutting back of the hedge had exposed a number of pathways that have been made into the woodland and there is a steep drop down to Little Mead which could be dangerous. It was suggested that this could be remedied by planting the gaps and putting in a partial protective fence. It was decided that the hedge should be cut more regularly and should be added to the annual maintenance schedule, it hasn't been done for quite a while and we have received some comments from residents about the harsh cutting. The hedge will fill out quite quickly and we will ask Geoff Taylor to replant and suggest appropriate fencing, Cllr Bate will suggest what should be planted.
 - 6.2 **Broken sign post at Dunks Green** – The Clerk reported that the sign hasn't yet been reinstated and will chase this up. Cllr Bate reported that the name plate sign was missing on Dunks Green Road, The Clerk will report to TMBC.

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

- 6.3 Village Hall – Update** - The Clerk reported that the invoice has been settled. The Village Hall has received more grant funding from TMBC.
- 6.4 Climate Change - Update** - Cllr Bate reported that the request to set up a Forum was going to Street Scene on 9 February for approval. Cllr Palmer said that she hoped to be representing Independence on the Forum and Cllr Betts would be Chairman. Cllr Bate said that she thought that the Forum would evolve over time.
- 6.5 Shipbourne Farmers Market – Update** – Cllr Leach said that the Farmers market would carry on as it is until the Church is fully reopened.
- 6.6 Little Mead - Update** – Cllr Bate reported that she had spoken with the owner about replanting on the boundary. The Clerk was asked to write to the owners to ask for a site meeting with the owners and Geoff Taylor before the works started.
- 6.7 Web Site & Accessibility – Upgrade of Parish Website** – The Clerk had been in touch with Saul Cullen who is happy to help with the upgrade.
- 6.8 Litter** - The Clerk reported that we had a litter picking volunteer who was doing his Duke of Edinburgh Award. It was reported that the litter situation had improved recently.
- 6.9 Laptops for Primary School** – Cllr Taylor had circulated details of an initiative to provide laptops to disadvantaged children. Cllr Oram had spoken to one of the Governors and it was thought that everyone had the equipment that they needed for now.
- 7. Reports: Borough Councillor** – Cllr Palmer reported that the Climate Change Forum was being announced at Street Scene. Cllr Palmer reported that the Waste Site at Dunbrick was closed until 1st March and this may cause some delays to the waste collections. Cllr Palmer reported that TMBC had sent a response to the Planning Inspectors, copied to the Secretary of State about the Local Plan, we are awaiting the next steps. Cllr Palmer reported that the Code of Conduct had been circulated following a recent Training session, the Clerk will send it to all Councillors.
- County Councillor** – Cllr Rayner reported that there would be a likely increase in Council Tax which he was opposed to as he felt it was hard to justify. On the Local Plan, Cllr Rayner said that he was concerned about the delay in the process and lack of a Plan and we didn't now have a 5 year land supply. If we have to revisit the call for sites, the submission date from 2016 which is now out dated. The Government have handed KCC additional powers to deal with HGV parking in East Kent but there is a concern that this may push the problem into West Kent, if this happened, they will push the Government to extend the powers to West Kent. Cllr Tyler said that we don't usually have problems with HGV's parking in Shipbourne but may get the occasional lorry parked in the layby in Upper Green Road. Cllr Sheldrick said that this is usually local farmers.
- Cllr Rayner said that most of his queries recently have been to do with education as people are becoming frustrated with home schooling.
- Cllr Rayner said that the vaccinations were going well and that the Angel Centre would be opening to offer mass vaccinations.
- Cllr Rayner and Cllr Palmer left the meeting at 20.20.
- 8. Communications – Circulated prior to the meeting.**
- KALC – New Section 137 limit for 2021/22 £8.41 per elector
 - NALC Chief Executives Bulletin
 - Kent and Medway Covid-19 vaccine updates
 - KALC News January 2020
 - KALC CEO Bulletin January 2020
 - KCC Consultation - Various Roads in the Borough of Tonbridge and Malling - Experimental Order - 20mph speed limit – Deadline 3 March 2021.
 - KCC - Dunbrik Waste Transfer station in Sevenoaks will close again for essential works from 2nd February to 1st March 2021
 - KALC/ KCC Event: Vision Zero Strategy Consultation – Towards Safer Roads, Towns and Villages in Kent”. – Deadline 15th March
 - KCC Member Briefing - Environment Update January 2021
- 9. Chair's Actions and Correspondence** – Cllr Tyler reported that he had written to Mr Schwartz about the passing of Prince Khalid Abdullah. It was agreed that Cllr Tyler would contact Mr Schwartz to see how the Parish Council could recognise his contribution to the Village.
- 10. Finance & Policy**
- 10.1 Payment of Accounts** – Accounts were presented for agreement to pay:

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

Parish Clerk December Salary & Expenses	£492.27
HMRC - Employer Tax	£6.40
St Giles' Church Grass Cutting	£675.00
KALC – Training Dynamic Councillor & Green Agenda	£180.00

Current Account £23k Reserve Account £2,094.38

- 10.2** Timesheet Report – January - Circulated
10.3 Quote for Internal Auditor £150 - Approved

11 Planning Matters

11.1 Local Plan

Update –Letter of response to PINS, copied to the Secretary of State from TMBC. Cllr Bate said that the Secretary of State is the Head of the Planning Inspectorate and normally supports his/her Inspectors so therefore it would be quite unusual for the Inspectors' decision to be overturned by the Secretary of State. Also the Inspectors would have been very careful in coming to the decision they had, aware that they could be open to Judicial Review. If the Secretary of State supports TMBC the developers who gave evidence at the Examination could then take the Inspectorate to Judicial Review if they felt there was a case. There is nothing that we can do at this stage, however Parishes are at risk from increased housing numbers and we should be questioning what the Planners are doing now to prepare for the next stage. It was suggested that we ask Ightham Parish for support in this question which should go to TMBC via KALC.

11.2 Planning Applications

TM/21/00139/LDP - Nightingale Cottage, Tonbridge Road, Shipbourne, Tonbridge, Kent, TN11 9PA. Lawful Development Certificate Proposed: Single storey side extension, two storey rear extension and porch. No comment.

TM/21/00012/FL TM/21/00013/LB - The Coach House, Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge Kent TN11 9RH. Proposed internal alterations and reordering at ground floor level with new structural opening to connect with existing garage building, existing garage building and connecting redundant stables and proposed conversion of both elements and fenestrations alterations with new opening between structures to provide ground floor level habitable accommodation. "No objection."

TM/21/00213/FL - Fairview House, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Conversion of first floor of garage to form home office. "No objection."

11.3 Planning Decisions

Approved: TM/20/02698/FL -Proposed side extension. 1 Springfield Cottages, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

- 12. Review submission to online Parish Newsletter** – Cllr Bate asked for a link through to TMBC Planning applications to be added.
13. Urgent Business that occurs and requires attention before the next meeting - None
14. Date of next meeting – Monday 8 March 2021 via Zoom.

The meeting went into Part 2 and closed at 9.05pm

**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.

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

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.....