

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 on Monday 8 March 2021

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick 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** - County Cllr Rayner, Borough Cllrs Palmer and Taylor (all due to attending the Joint Transportation Board meeting)
2. **Dispensations and Declarations of Interest** - Cllr Redman declare an interest in the planning application TM/21/00527/LDP.
3. **The Minutes of the Parish Council meeting 8 February 2021 were approved and the Clerk will pass a copy to Cllr Tyler to sign.**
4. **Public Open Session** - No members of the public were present.
5. **Highways & Footpaths** - A comment was made about the improvement in the condition of most of the footpaths, MR392 is still wet.
6. **Matters arising**
 - 6.1 **Speed Calming** – Cllr Oram reported that she was quoted in the Courier about the issue of speeding on A227. Cllr Oram and The Clerk had attended the Vision Zero Highways Seminar. The Clerk recommended that we respond to the Consultation and this was agreed. It was also agreed that we copied our response to KALC and raise our general concerns about the lack of speed enforcement.
 - 6.2 **Grass Cutting at Wightwicks and Common Land at Dunks Green – 2021** – The Clerk has spoken with Geoff Taylor about replanting at Dunks Green and is awaiting a date. Also awaiting a quote for grass cutting in 2021.
 - 6.3 **Broken sign post at Dunks Green – Update** – The Clerk reported that she had chased this up with Plaxtol PC who had reported that the gentleman had been unwell. The Clerk was asked to make direct contact to follow up. The Clerk reported that the missing sign at Dunks Green Road had been reported. Cllr Bate said that the sign on Hamptons Road was also broken, the Clerk will report.
 - 6.4 **Village Hall** – Update - Cllr Leach reported that the Village Hall was waiting to take bookings when the lockdown restrictions lifted. The Farmers market is continuing at the Village Hall and is hoping to move back to the Church after Easter depending on what the restrictions will be. Cllr Tyler asked whether pre-ordering would continue and Cllr Leach said that the market was planning on a Click and Collect Service from the Chaser and Rifleman. Deliveries will be reviewed.
 - 6.5 **Shipbourne Farmers Market** – Donation. It was reported that the Village Hall had waived their hire charges and that the Church had made a donation towards the running costs of the Farmers Market which had increased due to being an online market. Cllr Leach said that the finances were now okay but it was agreed that the Clerk should write to Bob Taylor to offer financial assistance if necessary as the Farmers Market is a valuable asset to the community.
 - 6.6 **Climate Change** - Update from Climate Change Seminar and SPC Action – Cllr Bate reported that she had attended the a KALC Climate Change webinar with the Clerk. SPC declared a Climate Change Emergency in 2019 and now need to have a strategy and action plan. The speaker showed how it was possible to do a carbon footprint inventory for a Parish Council and it would be fairly straight forward for us to do. It will

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

be more difficult to do one for the whole Parish but it is something that we can look at in the future. The Clerk will circulate the material from the webinar and the Clerk and Cllr Bate will put together a carbon footprint inventory and questionnaire to circulate to Councillors. We can then see if there is anything that we can do to reduce the carbon footprint or whether we can offset it. It was suggested that we communicate with Parishioners via the website and create a hub of information. One thing that we can do is add a climate change aspect to our planning application responses. In terms of Dunks Green, we can manage the land in terms of biodiversity and we can look at holding PC meetings remotely if permitted after lockdown. Cllr Dagger suggested that we use the website to promote resources for climate change such as grants.

- 6.7 Little Mead** - Replanting - The Clerk has been in contact with the owners and Geoff Taylor about replanting and is waiting for a date for a site meeting to confirm the work.
UK Power Networks (UKPN) Request - We have received a request from the owners of Little Mead to agree that UKPN can put a new replacement cable across our land. Due to a shortage of power available from (UKPN) in the Roughway / Dunks Green area, an upgrade to a substation further down Roughway Lane is required to provide power to Little Mead. Once the substation is upgraded, UKPN will need to run a new cable via the existing poles up Roughway Lane and will cross SPC land. This is on the same trajectory as the existing electricity cables running to the existing pole. This was agreed and the Clerk will email the owners to confirm.
- 6.8 Web Site & Accessibility** – Upgrade of Parish Website – The Clerk reported that she was having a telephone meeting with Saul Cullen on Tuesday.
- 6.9 Litter and Parking** - The Clerk reported that she has reported the litter along A227. It was noted that the Chaser had put up some notices and put out some extra bins
- 6.10 Defibrillator** – New Battery required – The Clerk reported that the recent check showed that a new battery was required soon. It was agreed that a replacement should be ordered and The Clerk will check with the company that we lease the defibrillator from to see whether they will provide one.
- 6.11 Trees** – Cllr Bate reported that she had received an email from a Parishioner concerned about the number of trees being felled. The email had been copied to Liz Guthrie who has responded to say that the trees had been felled due to Ash Dieback. There was short discussion about the current advice about Ash Dieback and whether a felling license is required.
- 7 Reports: County Councillor, Borough Councillor, PCSO** - No reports
- 8 Communications – *Items circulated prior to the meeting***
 NALC Chief Executives Bulletin
 KALC – Operation London Bridge Protocol
 KALC News February 2020
 KALC CEO Bulletin February 2020
 Tonbridge & Malling Borough Council’s notification of adoption of the Innovation Park Medway (IPM) Local Development Order (LDO)
 NALC regarding the Government consultation on the Model Design Code.
 KCC The Road Safety Strategy for Kent 2020 – 2026 –
 see <https://kccconsultations.inconsult.uk/consult.ti/visionzero/consultationHome> (consultation closes at 23:59 on 15 March 2021)
 KALC Annual Planning Conference taking place Online via the Zoom platform on **Wednesday 17th March 2021**
TMBC Air Quality The Survey runs from 1st February to 15th March
<https://www.tmbc.gov.uk/services/environment-and-planning/pollution/air-quality>
 (The TMBC Draft Air Quality Action Plan can be found on this link
[Air quality - Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/services/environment-and-planning/pollution/air-quality))
 Office for National Statistics - Census Day is on Sunday 21st March.
 Kent Wildlife Trust - Parish Council Spring Newsletter
 KALC T&M Area Committee – 25th March at 7.30pm
- 9 Chair’s Actions and Correspondence** – Cllr Tyler reported that he had received a response to his letter from Mr Schwartz at The Fairlawne Estate.
- 10 Finance & Policy**
10.1 Payment of Accounts – Accounts were presented for agreement to pay:

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

Parish Clerk February Salary & Expenses	£482.91
HMRC - Employer Tax	£6.40
ACRE Membership Renewal	£55.00

- 10.2** Timesheet Report – February - Circulated
- 10.3** Policy Document Review – The Clerk reported that she was reviewing policy documents as part of the annual audit and would circulate them for to approval.
- 10.4** GDPR – Appointment of DPO – The Clerk reported that she had attended an online seminar on accessibility and Data Protection and had been advised that we needed to have an independent Data Protection Officer. The Clerk has asked for a quote from our Internal Auditor.

11 Planning Matters

11.1 Local Plan – Update - The most recent correspondence had been circulated from the Planning Inspectors to TMBC. In essence, they have asked for the Plan to be withdrawn. We will await a new call for sites however the number of houses in the Borough would be increased. Cllr Bate said that the local Boroughs would be expected to work together and would need to do a Joint Greenbelt Study.

11.2 Planning Applications -

TM/21/00384/TNCA – Larches, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Large Mature Yew T1- reduce the crown significantly to create an even and well balanced shape, reduce height by approx 6m, reduce sides where required to balance and even shape and prune lower branches and T2 Large Yew within communal land opposite front of property - reduce height by approx 6m and reduce lateral branches proportionately and reduce overhang on driveway bay approx 2.m to improve access. “No objection.”

TM/21/00370/TNCA – Fanecourt, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Copper beech - fell because it is immediately adjacent to very old wall and also too near neighbouring property. “No objection.”

TM/21/00509/FL - Plantation House, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Upgrading appearance of existing dwelling including creation of a single storey side and rear extension (reduced scheme to that approved under Council reference TM/20/00155/FL). “No objection”.

TM/21/00527/LDP - Avenue Cottage, Shipbourne Road, Tonbridge, Kent TN11 9NU. Lawful Development Certificate Proposed: Construction of new outbuilding and pool with associated hard landscaping. “We leave to TMBC to determine whether this falls within permitted development”

11.3 Planning Decisions – There were no planning decisions in February 2021.

- 12. Submission to online Parish Newsletter** – Agreed
- 13. Urgent Business that occurs and requires attention before the next meeting** - None
- 14. Date of next meeting** – Monday 12 April 2021 via Zoom.

The meeting closed at 20.34

**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.....