

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 on Monday 12 April 2021

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick and The Parish Clerk, County Cllr Rayner and Borough Cllr Palmer.

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

Before the meeting started The Chairman asked for one minutes silence to reflect on the life of Prince Philip, Duke of Edinburgh and to remember Richard McCormack who sadly passed away recently.

1. **Apologies for absence** - Cllr Taylor
2. **Dispensations and Declarations of Interest** - None
3. **Minutes of the Parish Council meeting 8 March 2021** – The Minutes were approved and the Clerk will pass a copy to the Chairman to sign.
4. **Public Open Session** - No members of the public were present.
5. **Reports: Borough Councillor** - Cllr Palmer reported that after 7 May 2021. Parishes are no longer able to hold virtual meetings and are expected to revert to face to face meetings. There has been some opposition to this and we are awaiting further guidance which will come via KALC. **County Councillor** – Cllr Rayner reported that TMBC has accepted that the Local Plan will not go ahead and will not be pursuing a Judicial Review. A team will start work on a new plan but we don't yet have details of who will be on the team. Cllr Palmer was asked to find out who would be on the team.
At County level, there have been some environment policy updates which are working towards net zero emissions in 2050. KCC are working on Vision Zero, their new policy to reduce the number of road traffic accidents in the County and Cllr Rayner said that there may be some funding options available for the potential accident blackspots in Shipbourne.
6. **Highways & Footpaths** - Cllr Bate asked Cllr Sheldrick whether there were extra problems on the Fairlawne Estate due to additional walkers. Cllr Sheldrick said that there were a lot of problems, all linked to lockdown, with people not staying on the marked footpaths. Cllr Bate asked whether there was anything that we could do to help in terms of notices but it was concluded that notices would help with trespassers although Cllr Sheldrick said that any help would be appreciated. The view was that problems may continue after lockdown now that the footpaths in Shipbourne has been discovered. It was agreed that the Clerk would contact Kent County Council, Kent Downs AONB and CPRE to get some advice.
7. **Matters arising**
 - 7.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2021**– Cllr Sheldrick has spoken to Geoff Taylor and said that we should expect the quote imminently. It was confirmed that clippings would be collected at Wightwicks and Dunks Green.
 - 7.2 **Broken sign post at Dunks Green** – Plaxtol PC have been in touch to say that the sign is nearly finished.
 - 7.3 **Village Hall & Shipbourne Farmers Market** – Update - Cllr Leach reported that the Farmers market will continue to operate from the village hall until all restrictions are lifted. Other lettings will resume once restrictions are lifted however dog training classes are currently taking place in the garden.
 - 7.4 **Climate Change** - SPC Action – We will be undertaking a carbon assessment of the Parish Council and Cllr Bate and The Parish Clerk will work together in doing an audit. Cllr Bate said that she would put together some definitions that can go onto the website to help residents. It was also agreed that the Clerk would put something in the

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

newsletter to say that The Parish Council has declared a climate emergency and would be putting a strategy in place to work towards net zero carbon. We will also put out a request for any experts in the village that can get involved. Cllr Tyler asked whether the trees being felled due to Ash Dieback would affect the calculation? Cllr Sheldrick said that it would as the trees hold carbon and it would take years for new trees to take in the same amount of carbon. Cllr Sheldrick said that there were various toolkits to measure carbon footprints but they all differ; it would be useful if all Parishes /organisations followed the same one. The Clerk said that KALC would be doing a survey to see what various Parishes were doing as they are all at different stages. Cllr Bate said that Lewes had done an audit in conjunction with the electric grid and this could help us. As a village we should be working towards generating enough power for everyone.

- 7.5 Little Mead** - Replanting - We are awaiting a date for Geoff Taylor to attend but it was thought that it is a bit late for planting and that it should wait until the autumn. We should however continue with the fencing and planting on Dunks Green. We have received communication from UKPN about granting permission to replace the overhead cables and this was agreed. Cllr Bate reported that there has been some spoil from the sewer works left in the hedgerows and The Clerk said that she would contact the owners if it hasn't been cleared when the work was finished.
- 7.6 Web Site & Accessibility** – Upgrade of Parish Website – The Clerk reported that the website has now been upgraded and the old minutes are being converted into an accessible format. There is still work to do.
- 7.7 Speed Calming, Litter and Parking** - Update – Cllr Oram reported that the white lines, yellow lines and roundels had been refreshed around Back Lane and Upper Green Road. The Police have also carried out another speed check. It was reported that the parking situation hadn't been so bad in recent weeks. The litter situation has also been improved since The Chaser had put out extra bins.
- 7.8 Defibrillator** – Update – The Clerk reported that a new battery and set of pads have been installed on the defibrillator at The Chaser. Cllr Tyler said that it was important to note that the defibrillator was always working despite the low battery alert and suggested that we put a note into the newsletter about how it works. The Clerk said that we should arrange another training sessions once Covid restrictions are lifted.
- 7.9 Trees** – We received confirmation that the tree felled on Back Lane was an Ash, not an Oak and was felled due to Ash Dieback.
- 7.10 Shipbourne Archive** – We have received a note from a resident about the Parish Archive and have been asked whether we would like to take it forward or whether the information should go to the archive at County Hall. It was agreed that the Parish Council would be happy to help out with cost of files etc and The Clerk will contact the County Archive to find out how the information should be catalogued. The Clerk was asked to write thanking those involved and to see whether an advert should be placed in the newsletter requesting help.

8. Communications – *Circulated prior to the meeting*

NALC Chief Executives Bulletin
 KALC News March 2021
 KALC CEO Bulletin March 2021
 Kent Police – PCSO & shed break-ins
 Notice of Election for the PCC and KCC Elections being held on Thursday 6th May 2021
 Changes to Sevenoaks Bus Services
 Practitioners Guide 2021 <https://www.nalc.gov.uk/our-work/j-p-a-g>

9. Chair's Actions and Correspondence - None

10. Finance & Policy

10.1 Payment of Accounts – Accounts were presented for agreement to pay:

Parish Clerk March Salary & Expenses	£487.94
HMRC - Employer Tax	£6.40
KALC Membership Renewal	£305.30

10.2 Timesheet Report – March – circulated.

10.3 Policy Document Review – The Risk assessment was updated and circulated and will be sent to the auditor.

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

10.4 AGAR – Deadline Certificate of Exemption 2 July - the Clerk will send papers to the internal auditor and they will need to be signed off at our June meeting.

11 Planning Matters

11.1 Local Plan – Notice of the publication of the Tunbridge Wells Borough Local Plan <https://tunbridgewells.gov.uk/planning/planning-policy/local-plan> Cllr Redman reported that a large proportion of housing was on the border with Tonbridge. Cllr Bate said that Tunbridge Wells has the least amount of greenbelt in the area and that the impact on our Borough would be huge. Cllr Bate will look at the allocations.

11.2 Planning Applications - There are no new planning applications.

11.3 Planning Decisions - Approved

TM/21/00384/TNCA - Large Mature Yew T1- reduce the crown significantly to create an even and well balanced shape, reduce height by 4m, 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 4m and reduce lateral branches proportionately and reduce overhang on driveway bay approx 2.m to improve access – Larches, Upper Green Road, Shipbourne, Tonbridge Kent TN11 9PL.

TM/21/00213/FL - Conversion of first floor of garage to form home office - Fairview House, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

TM/21/00370/TNCA - Copper beech - fell because it is immediately adjacent to very old wall and also too near neighbouring property – Fanecourt, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL.

TM/21/00139/LDP - Lawful Development Certificate Proposed: Single storey side extension, two storey rear extension and porch - Nightingale Cottage, Tonbridge Road, Shipbourne, Tonbridge, Kent TN11 9PA.

12. To review submission to online Parish Newsletter – Add in information about the defibrillator, climate change and the Shipbourne archive.

13. Urgent Business that occurs and requires attention before the next meeting - None

14. Date of next meeting – Monday 4 May 2021 via Zoom – Annual General Meeting 2021. Our annual meeting will be postponed until later in the year when we can resume face to face meetings.

The meeting closed at 21.21.

**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.....