

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 Tuesday 4 May 2021

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Dagger, Cllr Leach, 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

AGENDA - AGM

1. **Apologies for absence** - Cllr Oram, County Cllr Rayner and Borough Cllrs Palmer, Shaw and Taylor.
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in 4 Wightwicks and the Tunbridge Wells Local Plan.
3. **Election of Chair** – Cllr Tyler was proposed by Cllr Sheldrick and seconded by Cllr Leach – duly elected, **Election of Vice Chair** – Cllr Redman was proposed by Cllr Tyler and seconded by Cllr Leach – duly elected. Declaration of Acceptance of Office will be signed at the June meeting.
4. **To appoint Representatives**
 - 4.1 Village Hall Committee – Cllr Leach and The Parish Clerk
 - 4.2 KALC – Cllr Bate & The Parish Clerk
 - 4.3 Tonbridge and Malling Parish Partnership Panel – Cllr Bate & The Parish Clerk
 - 4.4 JPCTCG - The Parish Clerk
 - 4.5 Finance - Cllr Tyler
5. **Minutes of the Parish Council meeting 12 April 2021** – Approved with one typo. The Clerk will amend and pass to Cllr Tyler to sign.
6. **Public Open Session** - No members of the public were present.
7. **Highways & Footpaths** - Following the discussion at the last meeting about problems with people straying off footpaths, the Clerk reported that she had received information from Sevenoaks District Council about a campaign to promote the Countryside Code and to proactively deal with anti-social behaviour (ASB). One of campaign actions is to help landowners and tourist attractions to help manage some of the issues that may accompany the lifting of lockdown, such as litter, inconsiderate parking and ASB. They have produced a selection of posters to help reinforce the Countryside Code and to encourage visitors to behave considerately and responsibly. The Clerk said that she would find out whether TMBC are running a similar initiative but if not would contact Sevenoaks. The Clerk will also pass details to Cllr Sheldrick to pass onto the Fairlawne Estate. The Clerk has requested a double yellow line refresh on Upper Green Road.
8. **Matters arising**
 - 8.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green – 2021** – The Clerk reported that she had spoken to Geoff Taylor about the quote and last year's invoice. The quote will also include fencing at Dunks Green and removal of the clippings to decrease the nitrogen. At a site meeting last week, we discussed reducing the height of the hedgeline on Dunks Green, putting in a safety fence, where there is a steep drop to Little Mead and some planting to fill the gaps that have appeared in the woodland.
 - 8.2 **Broken sign post at Dunks Green** – Update – the wooden post has yet to be reinstated. A replacement street sign at Dunks Green has been ordered by TMBC.

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

- 8.3 Village Hall & Shipbourne Farmers Market – Update** - Cllr Leach reported that the village hall was being used as a polling station on Thursday 6th May and the sorting for the farmers market would be done outside. The Farmers market is hoping to resume at the Church from June with a click and collect service being maintained. There will be one collection point which is yet to be determined. Village hall bookings are starting to pick up and the Parish Council meetings will recommence at the village hall from June.
- 8.4 Climate Change** - SPC Action – Cllr Bate and The Parish Clerk will be meeting on Thursday 20th May to discuss an action plan.
- 8.5 Little Mead** - Update - Cllrs Tyler and Bate and the Parish Clerk met with the owners of Little Mead and Geoff Taylor on Friday 30th April to discuss the reinstatement of the access drive and landscaping. Most of the landscaping/planting will be done in the autumn but reinstatement of the boundaries can start now. There has been some damage to the boundary along the roadside by Contractors and Services and Geoff will carry out reparation work. Cllr Bate has put together a note from the meeting and this will be agreed with the notes from the Clerk and then circulated to the owners.
- 8.6 Speed Calming and Parking** - Cllr Oram sent a note to say that some further speed checks had been carried out from Lady Vane. Parking continues to be a problem on Upper Green Road on weekends and was chaotic on the bank holiday weekend. It was thought the situation may improve once all pubs re open although it was noted that parking was an issue before the pandemic. We can revisit the possibility of extending the double yellow lines and will bring up with the County Councillor at the next meeting. There has been some damage to Fairlawne land from parked cars and parking on the footpath (which is not owned by Fairlawne but is an access path). Cllr Sheldrick said that the new point of contact is Ian Gibbs and he would raise it with him.
- 8.7 Bollards on Dunks Green – Repair** – Cllr Sheldrick had noticed that some of the bollards have been knocked over and 2 are missing at Dunks Green, during the risk assessment of Parish assets. It was agreed that we should replace them with a couple of chestnut bollards and Cllr Sheldrick will organise.
- 9. Reports: County Councillor, Borough Councillor, PCSO** - None
- 10. Communications – Circulated in advance**
NALC Chief Executives Bulletin (information about resuming face to face Parish meetings)
KALC News April 2020
KALC CEO Bulletin April 2020
- 11. Finance & Policy**
- 10.1 Payment of Accounts** – Accounts were presented for agreement to pay:
- | | |
|--|---------|
| Parish Clerk April Salary & Expenses | £493.20 |
| Open Spaces Society - Membership | £45.00 |
| St Giles - Mowing and Printing Charges | £975.00 |
| KALC – Training Dynamic Councillor | £60.00 |
- 10.2** Timesheet Report – April – Circulated
- 10.3** Policy Document Review – The Clerk reported that some of the policies may need to be updated but was awaiting feedback from the Internal Auditor.
- 10.4** AGAR –Certificate of Exemption Deadline 2 July (Sign off required 14 June) – The Clerk has sent some documentation to our Internal Auditor and is awaiting further instructions.
- 11 Planning Matters**
- 11.1 Local Plan – Update** - Awaiting information from TMBC on a new Call for Sites and whether we will be subjected to the increase in housing numbers..
Notice of the publication of the **Tunbridge Wells Borough Local Plan**
<https://tunbridgewells.gov.uk/planning/planning-policy/local-plan>
It was agreed that Shipbourne Parish would respond to the Consultation. Cllr Sheldrick declared an interest and is excluded from our response.
Cllr Bate said that the problem was that most of the TW Borough was in AONB and the obvious place for development is along the Industrial hub near North Farm near Capel and Tudeley. This will have an adverse impact on Tonbridge as it will put a strain on the existing infrastructure. Shipbourne Parish Council are concerned about the impact on air quality, railways and schooling.

Cllr Sheldrick left the meeting at 20.24

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

11.2 Planning Applications

TM/21/01181/LDP – 4 Wightwicks Cottages, Back Lane. Lawful Development Certificate Proposed: Provision of new vehicular access and additional hardstanding to provide off road parking facilities and the construction of 2 no. detached outbuildings to provide a garden shed and home office. “Shipbourne Parish Council queries whether this falls within permitted development. If the changes did require permission, Shipbourne Parish would object on the grounds that it is within the conservation area and the laundry has historic importance in the village.”

11.3 Planning Decisions – Approved

TM/21/00509/FL - Plantation House, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11. 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).

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. (*Certifies*)

12. To review submission to online Parish Newsletter – The Clerk reported that we had received a response from County Hall about the archive and would speak to Brenda Mullinger before putting something in the newsletter about cataloguing. Cllr Leach asked whether some legislation information about flying drones could be put in the newsletter as they were causing a nuisance.

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

14. Date of next meeting – From 6th May, Parishes are required to meet face to face. The next meeting will be in the large hall at Shipbourne Village hall on Monday 14 June 2021. Members will be socially distanced with no need to wear a mask, however if members can carry out a lateral flow test before the meeting this would be appreciated. All restrictions are due to be lifted on 21st June.

The meeting closed at 20.38

**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.....