**Minutes of the Meeting of the Parish Council** held in the VILLAGE HALL, **SHIPBOURNE** at **7.30 p.m. on Monday 13 November 2017**

**Present: Cllr Cohen (Chair), Cllr Tyler (Vice-Chair), Cllr Pettengell, Cllr Razaq, Cllr Redman, The Parish Clerk and Borough Cllr Taylor**

1. **Apologies for absence -** Cllr Bate
2. **Declarations of Interest -** Councillor Cohen declared an interest in relation to the Hookwood Farm planning applications and did not take part in the decision discussion or vote.
3. **New Councillor to sign Acceptance of Office –** The acceptance of office was signed by Cllr Razaq prior to the meeting so that he could participate in the meeting. The DPI form was handed to Cllr Razaq to complete within 28 days and return to TMBC.
4. **To approve as a correct record the Minutes of the Parish Council meeting held 9 October 2017 –** The minutes were signed as a true record of the meeting.
5. **Public Open Session -** No members of the public were present.
6. **Highways & Footpaths -** Nothing to report.
7. **Matters arising**
	1. **Defibrillator Chaser & Dunks Green –** Update – The Parish Clerk reported that the defibrillator purchased by the Parish Council in 2014 had been found in the loft at The Chaser prior to the training session on 7th November. Cllr Cohen suggested that we continue to lease the defibrillator from CHT and put this one on the outside wall of the village hall. The defibrillator needs to have new pads and will need to have a heated cabinet. Parish Clerk to look into the cost. This will be needed to be added back onto the insurance policy and the asset register.

Plaxtol PC have agreed to go halves on the new battery for the defibrillator at Dunks Green. Parish Clerk to get details from the Rifleman of the payee and the cheque will be raised at the next meeting.

The training session took place in the Chaser on 7th November and was attended by c. 20 parishioners. It was agreed that we would give them a donation of £50. It was also agreed that we should have a session every couple of years and the next one could possibly take place at The Rifleman, subject to agreement with the landlord.

* 1. **New Speed Indication Device –** Update – the radar has been in place outside Lady Vane for 2 weeks and is due to be removed on 14th November. Cllr Razaq reported that there had been an accident last week in the 30mph zone and the police were present. Parish Clerk to get details from the Police/School.
	2. **Refurbishment of the Village Hall –** Update - The Village Hall Committee met last week and have deferred the contractors until January pending the decision from TMBC on the listed building application. All works will be carried out at the same time; ceiling, insulation, electrics and radiant heat radiators. This will also include the kitchen. The village hall is likely to be closed for 2 weeks in January. The Committee are deciding on the type of radiators but they will be controlled remotely. Cllr Tyler asked about the rising damp in the porch, Cllr Cohen will mention it to Curtis.
	3. **Litter –** Update – The Parish Clerk had written to TMBC to ask about the frequency that the dog bins were emptied and to request increased frequency of emptying around bank holidays.
	4. **Tree Survey –** Update – 2 quotes have been received and we are waiting for a third one.
	5. **Village Sign –** Damaged in the storm. Cllr Cohen to pass details of the suppliers of the sign to the Insurance company.
1. **Reports: County Councillor, Borough Councillor, PCSO –** Cllr Taylor reported that there are going to be changes to our waste services which will involve schemes with other councils. The proposal is that the black bin collection will stay the same, there will be an additional kitchen caddy to collect food waste and the green bin will be for mixed recyclables including glass, plastics, tins, paper and cardboard. Garden waste will have to be paid for. There will be a consultation period, details to follow.

Cllr Taylor reported that chair of KALC, Patrick Thomas, had been in consultation with TMBC about the Parish Charter. A draft has now been prepared and will go back to KALC for ratification.

The Local Plan will be presented to PTAB in December/January and TMBC are hoping to get it lodged by September 2018.

1. **Communications –** Cllr Tyler asked whether we should have a policy in place regarding planning applications and how we deal with them if a decision is required before the next meeting. Cllr Cohen suggested that we could call an Emergency meeting if necessary but thought that a majority view by email would be okay. She requested that Councillors responded to planning applications even if they didn’t have a view. Parish Clerk to check with KALC on best practice.

Items of information circulated prior to the meeting**.** Some of the links hadn’t worked. Cllr Razaq to send the Parish Clerk a short link method for future communications.

KALC Smaller Council Elections

Finding the right homes in the Right Places – Local Plan

Budget Consultation 2018

KALC Community Awards

2018 Boundary Review of parliamentary constituencies – No comment on either of the aforementioned.

1. **Chair’s Actions and Correspondence**
2. **Finance**

**10.1** **Payment of Accounts** – The outstanding accounts were agreed and presented for payment:

Parish Clerk October Salary & Expenses £462.67

Libby Cohen – Reissue unbanked cheque £14.36

Royal British Legion – Wreath & Donation (tbc) £17.00

CFR Sevenoaks – Donation for defibrillator training £50.00

**10.2** Review of accounts and budget 2018 – Cllr Pettengell and the Parish Clerk will get together to go through the figures and come up with a proposal for the budget 2018. We will need to make allowances for the items that have gone over budget and make an allowance for the Parish Clerk salary as the hours are consistently higher that the contracted hours. We will need to decide whether the Parish Council wishes to increase the budget looking at reserves and the forecast of spend to the end of the financial year.

**11 Parish Clerk –** Timesheet Report & Appraisal. The timesheet was circulated. The Parish Clerk had had her appraisal with Cllr Cohen and Cllr Pettengell and both Clerk and Councillors are happy with the position. Goals for the next year for the Clerk are to get to know the parishioners better and to do some training, especially on excel. It was agreed that the Parish Clerk would attend the PPP meetings.

**12. Planning Matters**

**12.1 Planning Applications determined between meetings**

**TM/17/02885/TNCA**  - Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. T1 - Twin stem Eucalyptus to fell to ground level. “The eucalyptus tree is not a native species and will continue to grow to a great height and in light of this SPC have no objection in principle to the felling of it on condition that the tree is replaced with a standard deciduous native species such as a Cherry or Silver Birch.”

**TM/17/02705/FL** - Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE**.**  New hard standing in front garden with low brick wall and picket fence to perimeter. Existing parking area to be returned to domestic garden and front wall picket fence to be reinstated. SPC object on the grounds that it will, inter alia, have a negative impact on the street scene and the Conservation area.

**12.2 To consider planning applications:**

**TM/17/02900/FL -** Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY. Construction of a swimming pool, fishpond, pump house and associated Landscaping.

**TM/17/02901/FL -** Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY.

Erection of agricultural shelter.

“The Parish Council object to the applications on the basis of over development. The pool house and agricultural building will be visible from pathways in Shipbourne forest. The removal of the outbuildings were already taken into account when building the house and additional outbuildings are increasing the footprint.”

* 1. **Planning Approvals from TMBC**

**TM/17/02552/TNCA**  - 1 Grange Cottages, Upper Green Road, Shipbourne, Tonbridge Kent TN11 9PJT1 Acer - reduce by 1 metre all over and reshape to keep a balanced crown, T2 Gleditsia - reduce lateral spread over clients garden by 0.5 metre and neighbours garden by 1 metre and T5 Leyland Cypress - cut back lateral spread on the left side of the tree by 1-2 metres to allow room for neighbouring tree to develop, trim face back as hard as possible and remove low limb that is growing over neighbours garden.

**TM/17/01887/LB**  - Claygate House, Claygate Lane, Shipbourne, Tonbridge, Kent TN11 9RL.Listed Building Application: Internal alterations to include removal of stud wall to study and formation of new opening in dining room, installation of partition wall to study, replacement of window with door and replacement of window to rear elevation and minor excavation to rear.

**13. To review submission to Parish Newsletter-** The draft was approved with the inclusion of planning decisions.

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion. –** The Parish Clerk has applied for a new printer /scanner from KALC. Cllr Razaq to make a recommendation. It was agreed that the application should go ahead as funding ceases next year. Parish Clerk to attend PPP on Thursday 16th November. Parish Clerk to circulate 2018 meeting schedule.

1. **Date of next meeting.** – Monday 11th December 2017.

**The meeting closed at 9pm.**