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| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road****IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN****Clerk to the Council** | **Telephone: 01732 886402****email:** **shipbourneparishcouncil@gmail.com** |

**Minutes of the** **Meeting of the Parish Council** **on Monday 11 December 2017**

**Present: Cllr Cohen (Chair), Cllr Tyler (Vice-Chair), Cllr Bate, Cllr Razaq, Cllr Redman, Cllr Sheldrick, The Parish Clerk and County Cllr Rayner and one member of public**

1. **Apologies for absence -** Cllr Pettengell, Borough Cllr Taylor.
2. **Declarations of Interest –** Cllr Sheldrick declared an interest in the footpaths running through The Fairlawne Estate.
3. **To approve as a correct record the Minutes of the Parish Council meeting held 13 November 2017 –** The Minutes were approved and signed as a true record of the meeting.
4. **Public Open Session -** No items were raised.
5. **Highways -** Resurfacing required on the junction of Upper Green Road and the A227.

**Footpaths** Various repairs required: handrail crossing of stream on MR397 Back Lane to Dene forest – Cllr Sheldrick to check whether it is Fairlawne. Support of stile gate MR372 onto Hamptons Road - PROW. Hedge to be cut back both sides stile footpath MR392 junction with MR395 behind church to allow crossing of style – Fairlawne, Cllr Sheldrick. Query from resident about the footpath that joins the Hildenborough Road at the lower end of Mote Road to the east-west footpath that runs through the fields behind East House and West House. It was established with PROW that this is not a public footpath but if it has been used an application can be made to have it as a public right of way, Parish Clerk to write to the resident to say this. Stiles by Shipbourne Church (This item was moved to the end and Cllr Sheldrick left the meeting). We have been copied in on an email to Fairlawne about MR392 and stiles not being suitable for dog walkers. There was an alternative route but this one was kept open following a Secretary of State decision in 2013. Cllr Cohen to write back to say that it is in the public interest to keep this route open rather than the alternative which may be more suitable for dogs.

1. **Matters arising**
	1. **Defibrillators–** Update – The Parish Clerk had received a quote for pads for the defibrillator at £27.45 plus VAT each and we need 2. It was agreed that we should wait until the defibrillator is in situ before ordering. The Parish Clerk also had quotes for an outdoor cabinet, without a lock, ranging from £400-£500 plus VAT. It was agreed that this should be ordered to be fitted when the works to the Village hall are done in February 2018 as there will be some electrical work required.
	2. **New Speed Indication Device – Stumble Hill –** Update – We have received the Radar Survey results and the Parish Clerk has forwarded them to Kent Highways. From a brief initial interpretation of the results it would seem that the average speeds are above 30mph in both directions. The radar was placed on the school sign post outside Lady Vane Close and took readings going North and South. Parish Clerk to circulate to all Councillors and we will put together a formal letter to request permission to install a Speed Indication Device near to the school.
	3. **Refurbishment of the Village Hall –** Update - Listed Building Consent has now been received from TMBC so that the works can go ahead. TMBC would like the existing original ceiling to be intact so a new suspended ceiling will be put in. Heating will be via electric panel heaters that can be controlled remotely. We may need to have an internet connection, there is a junction/pot in place already for Gigaclear who charge around £40 per month. Decoration and electrical works will be carried out at the same time. The cheque for the deposit for Stanley Investments has now been sent and works have been scheduled for February 2018. The hall will be out of action for approx. 4 weeks. The Parish Council will have to find an alternative venue for the March meeting.
	4. **Litter –** Update – The Parish Clerk reported that from March 2019 there will be a change to the doorstep waste collections. There is a proposal that more recycling materials will be collected, such as glass and plastics and that there will be a charge for collections of garden waste. There will be a Consultation early next year after which there will be a tender process and the new collections will start in Spring 2019.
	5. **Tree Survey –** Update – We have received 3 quotes ranging from £100 to ££320. It was agreed that we would pick the middle quote, Parish Clerk to notify the Arboriculturalist to get a date in the diary.
	6. **Village Sign –** Update - Cllr Cohen said that she was trying to find details of the person who made the sign. To be reviewed in again January. Cllr Bate said that she had a contact who may be able to make something.
	7. **Policy on planning between meetings –** Update – We have received an email from KALC to clarify that planning “decisions” can only be made at Parish Meetings or by calling an Extraordinary meeting. Any views collated via email on a planning application must be submitted to TMBC as a “consultation”. This is only relevant when we receive a planning application and the deadline falls before the next meeting and we are unable to get an extension and this would usually only happen in August when the Parish Council don’t meet. The Parish Clerk was asked to put together a policy document outlining these terms.
	8. **Commemorative Bench –** We have received an email from a resident about our support for a bench to commemorate another long standing resident, Arthur Greer, who recently passed away. Cllr Cohen had responded to say that SPC has been pleased to have memorial benches in the past but only when they have been independently financed. Benches throughout the village are useful for walkers and there are currently gaps between The Rifleman and Back Lane and near to the school. It was agreed that we should respond to say that we would support the idea and that the bench should be of the same design as existing benches in the area.
2. **Reports: County Councillor, Borough Councillor, PCSO**

**Cllr Harry Rayner reported on the following:** There will be a Parish Alliance meeting on 4th January at 2.30pm and a KALC meeting on the same day at 7.30pm at TMBC Offices. There will be a consultation by KCC on the buses and this will be one of the topics for discussion at both meetings. Cllr Rayner recently attended a meeting of the Environmental and Transport Committee where a decision was taken to consult on how future bus subsidies will be allocated. KCC do not have current information on who uses buses and when and will need to analyse this data to establish how the current budget of £5.7 million is spent. Out of hours services cost the most and education falls under a separate budget. Most of the subsidy currently goes to Arriva and Go Coach. Subsidies need to be more tailored and this is the objective of the Consultation; no decisions have been taken yet despite publicity that certain routes will be cut. A question was asked about the ability of the County Council to specify the types of buses that should be used. Cllr Rayner said that this is a decision that can only be made by the bus operator although the new Bus Act 2017 gives a County the option of becoming a Transport Authority which would possibly mean that they could set out some guidelines.

**Cllr Rayner gave apologies for the January meeting.**

Cllr Rayner said that there were some new funding calculations being introduced for schools which would affect Shipbourne school from Spring 2018. The County Council is aware of the situation and will be giving representations early February 2018.

Cllr Rayner produces a monthly column for local newsletters and asked whether Shipbourne would be interested. Cllr Cohen said that the Parish Magazine is produced by the Church and perhaps we could put a summary of his column in the Parish submission with reference to the full article on our website.

Cllr Rayner asked whether the Parish Clerk could forward to him the results of the radar survey.

1. **Communications -** Items of information circulated prior to the meeting**.**

Request for donation by The Samaritans & The Counselling Centre

Volunteer Warden Scheme

Cllr Bate said that she would be interested in going on one of the KALC training seminars. Cllr Razaq said that he would be interested too. Parish Clerk to notify both of the next weekend training sessions.

1. **Chair’s Actions and Correspondence -** None
2. **Finance**

**10.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay: Proposed by Cllr Tyler and seconded by Cllr Redman. Cllr Cohen asked the Parish Clerk to start the process for getting Cllrs Redman, Bate and Razaq on the signature list.

Parish Clerk November Salary & Expenses £440.34

Donation for Dunks Green Defibrillator Battery (Jon Austin) £267.00

CA Traffic – Radar Survey £450.00

 **10.2** **Review of accounts and budget 2018**

The Parish Clerk reported that the External Auditor has just been appointed but we could opt out of the External Audit as our turnover is less that £25k. Parish Clerk to find out how we opt out.

The Parish Clerk presented the accounts to the end of November 2017 and the budget suggestion put forward by Cllr Pettengell. Everyone was happy with the suggestions put forward and that we should aim to keep the precept at roughly the same amount as for this financial year. The Parish Clerk had received information from TMBC about the tax base for Shipbourne and will work this into the figures so that they can be formally signed off at the January meeting. Cllr Bate suggested that we may want to include in the budget or ask for grant funding for some interpretation boards. Cllr Cohen said that we do need to replace the noticeboards.

1. **Parish Clerk –** Timesheet Report - the Clerks hours were above the specified hours again this month. An

 allowance had been made in the budget.

**12. Planning Matters**

* 1. **Planning Applications**

**TM/17/03117/FL** - Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL.

Single storey rear extension, first floor side extension, enclosure of utility area, part conversion. “No objection, with the condition that the materials match existing materials.”

**TM/17/03204/TNCA** – The Lee, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PH. T1 Mature Oak – lift lower canopy by approx. 1 m by removal of secondary growth, T2, T3, T4 – remove lowest horizontal branches and T5 self - seeded Horse Chestnut – remove secondary branches from North Eastern stem to reduce the interference with mature Oak canopy. “No objection.”

**TM/17/03263/FL** - Woodlands Farm, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Proposed double garage and new vehicular access. Applicant: Kingswood Training Services.

**TM/17/03279/LDP** - Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Formation of access to unclassified road and formation of vehicular hard standing between principal elevation of dwelling and highway. “We object with the same reasons as before as these changes do not address those objections”

**Planning Approvals from TMBC**

**TM/17/01741/FL** School Lane, Cottage School Lane, Shipbourne, Tonbridge, Kent TN11 9RT. Conversion of existing outbuilding containing garage/residential accommodation to main house to 2 bedroom dwelling, with single storey rear extension.

**TM/17/02580/LB**  Village Hall, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL. Listed Building Application: replacement ceiling and internal works.

**TM/17/02581/FL** 1 Grange Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PJ.Single storey rear extension.

**17/02885/TNCA** Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. T1 - Twin stem Eucalyptus to fell to ground level.

**17/02166/LDE** Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Lawful Development Certificate Existing: Non-compliance with agricultural occupancy condition of TM/75/1070.

1. **To review submission to Parish Newsletter** – To include a summary of Cllr Rayners newsletter and date of works at the village hall.

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None

1. **Date of next meeting.** – Monday 8th January 2018

The meeting closed at 9.15pm