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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**](mailto:shipbourneparishcouncil@gmail.com) |

**Minutes of the**  **Meeting of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 9 April 2018**

1. **Apologies for absence -** Borough Cllr Taylor, Cllr Razaq
2. **Declarations of Interest –** Cllr Sheldrick declared an interest during Item 5 in relation to a matter referred to under Footpaths that he had been unaware of at the outset of the meeting.
3. **The Minutes** of the Parish Council meeting held 12 March 2018 were agreed and signed as a true record of that meeting.
4. **Public Open Session -** NoMembers of the public were present.
5. **Highways & Footpaths -** Update – Cllr Cohen had drafted a letter (copies circulated) to the Fairlawne Estate about barbed wire on the footpaths. The letter was hand delivered to the Estate Office on 9th April along with some photographs and a copy of the British Standards on footpaths and stiles. The Parish Clerk was asked to order a copy of the full standards.

Cllr Tyler reported multiple potholes along A227 and will email details to the Clerk to put on the KCC portal. There is a blocked drain on Staff Crow Hill and surface water is covering the highway.

Cllr Tyler reported a car regularly parked overnight in the layby on the Common and asked for it to be reported to the PCSO and TMBC. Cllr Rayner said that TMBC now deal with abandoned vehicles, rather than the police and to check whether it was taxed and insured. Cllr Tyler to pass the details of the car to the Clerk.

1. **Reports: County Councillor, Borough Councillor, PCSO**

Cllr Rayner reported that the bus situation had changed; significant money has now been found and the shortfall is now £500,000 which means that there will be less cutbacks to services than originally anticipated and reported. The cuts will only affect the supported bus services and KCC are working together with bus companies to make some changes and cut back on some unused services. A full consultation will be available in the coming weeks.

Cllr Rayner reported that he had received communication regarding planning consent at Tilney Lodge Farm and the resulting traffic generated by vehicles. He had suggested that the complainant wrote directly to Steve Humphrey at TMBC as it was outside his remit.

Cllr Rayner reported that the potholes will be sorted as soon as possible.

Cllr Rayner said that industrial action in France may result in Operation Stack again this summer and the Government had sanctioned the use of the airport to avoid the same situation as in 2015.

Regarding Ightham Sandpit, as part of The Parish Alliance, Wrotham Parish Council had drawn up a paper referencing a report commissioned in 2007 about contamination on the site. H+H Celcon were required to undertake boring of the sandpit and there was found to be 250,000 tonnes of contaminated materials that would need to be removed before a road could be built on the site. This would impact the potential development of Borough Green Garden City and the proposed 4,500 houses that would be contingent on the relief road. The intention of the Parish Alliance is to oppose the plan for such a large scale development and will argue that it is not sustainable based upon this report. In addition there is no infrastructure and the development will cause further traffic issues in an already congested area. The Parish Alliance are prepared to retain a planning advisor/barrister to do oppose any such development plan. The Local Plan is due to be released in June when we will find out whether Borough Green Garden City will be included. This is a pre-emptive measure and Shipbourne Parish Council have been asked to give support to the Parish Alliance in this matter.

Cllr Rayner left at 7.50pm.

1. **Matters arising** 
   1. **Defibrillators–** Update - The Clerk was asked to get prices for a cabinet for the defibrillator. Clerk to email Mr Galbraith to let him know that an electrician will be required.
   2. **New Speed Calming Signage –** Update – The Clerk had been in contact with Kent Highways about a gateway sign and had also been in contact with AONB about signage but is yet to receive a reply. Cllr Bate said that she would make contact and advised the clerk to look at the Rural Streets and Signs section in the AONB website.
   3. **Refurbishment of the Village Hall –** Update - Cllr Cohen said that the majority of the works had been completed and we are just waiting to take delivery of the heaters. The £15k grant has now been spent and the village hall committee will pay for the remaining works to complete the project. The heaters can be controlled remotely.
   4. **Litter & Emptying Dog Waste Bins –** Update – the Clerk had emailed the Governor at the school who is going to ask whether the children would be willing to take part in a litter clearing exercise. Cllr Tyler had reported that the dog bins were overflowing on the Common and the Clerk emailed TMBC and was asked to notify them to clear the bins before each bank holiday and enquire about having a bigger bin.
   5. **Tree Survey –** VTA - Parish Clerk to email Duncan Simpson about the tree work.
   6. **Village Sign –** Update – The Clerk said that the company the made the original sign were no longer at the same address but had contacted another company about repairing or reproducing the sign.
   7. **Bench to commemorate Arthur Greer** – Nothing to report, this can come off the agenda.
   8. **Re-siting and repair of the PROW Noticeboard in the Churchyard –** This is in the churchyard behind the lytchgate but not in a good state of repair. Parish Clerk to check whether the map can be saved.
   9. **Telephone Box – Electricity Bill –** We have now received the zero rated certificate that has also been passed to EDF. Clerk to make a phone call to check that the matter is now closed and that we will receive no further bills**.**
   10. **Lights at the Chaser –** The Clerk circulated a letter and was asked to find the appropriate legislation to support the letter. It was also suggested that we register the common as a night sky. The NPPF reference dark night skies. Cllrs were asked to take note of when the lights were on.
2. **Communications -** Items of information circulated prior to the meeting**.** Cllr Cohen asked whether a system of circulating circulars could be reinstated.

* Kent Downs Area of Outstanding Natural beauty Management plan consultation – Deadline 30th April 2018 [**https://www.surveymonkey.co.uk/r/RCJVRDC**](https://www.surveymonkey.co.uk/r/RCJVRDC) **-.** We will await the consultation before providing comments. I
* NALC Committee on Standards in Public Life is undertaking a review of local government ethical standards. The review will consider all levels of local government in England, including Parish and Town Councils.  <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>. Deadline 18 May 2018.
* West Kent Neighbourhood Watch Association 2018 Annual General Meeting to be held on Wednesday 18th April 2018. This will take place in Sevenoaks District Council Offices in Argyll Road, Sevenoaks, Kent. TN13 1HG.
* S. 137 Expenditure limit – this has been increased to £7.86 per elector for 2018/9
* Kent Police Rural Liaison Team’s latest report
* On 5 March the Prime Minister launched a major overhaul to the National Planning Policy Framework to deliver more homes (see
* <https://www.gov.uk/government/news/prime-minister-launches-new-planning-rules-to-get-england-delivering-homes-for-everyone> ).
* The  2 consultations can be accessed via the following link <https://www.gov.uk/government/collections/national-planning-policy-framework-and-developer-contribution-consultations>.
* Local Plan – Update from Mike Taylor on the Ightham Sandpit. Due end of June

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

**10.1** **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay: Cheques signed by Cllr Pettengell and Cllr Sheldrick

Parish Clerk March Salary & Expenses £468.00

Ecolec – Balance of heaters in Village Hall – (from KCC Members’ Funding) £2,179.00 (Payable to AMEX)

Stanley Investments - Works at the Village Hall (from KCC Members’ Funding) £9,446.25\*

KALC – 50% cost of Planning Seminar £18.00

Shipbourne Village Hall – Decoration £1,831.83

Inscope – New flooring £1,472.88

**10.2** **Review of accounts** - The accounts were presented and at year end we have £24,500 in the account and have spent £20,000 (£15k of this is from the grant to refurbish the village hall and £450 from the grant for speed calming). Cllr Pettengell and the Clerk will get together to discuss presentation of the figures to show spend exclusive of grant monies and the Clerk will start to prepare the year end accounts. The clerk had received the Audit Papers from PKF Littlejohn. We can declare that we are exempt from an external audit as we have income and expenditure less than £25k in YE 2017/8. We will still need to retain an internal auditor.

**Review of Risk Assessment** - the Clerk circulated an up to date risk assessment which includes a table of assets. We went through each asset and which now has a zone corresponding with the Emergency report zones. .The Clerk was asked to email Shipbourne House about the ownership of the fountain. Each Councillor was allocated a zone and will check the assets in that zone. The Clerk will circulate the updated list.

**Data Protection** – The Parish Clerk is attending an Encryption workshop being run by KALC on 18 April and had received communication from Satswana regarding their services as Data Protection Officer. The cost is £150 per annum. The Clerk is awaiting further details on the steps that need to be taken to be complaint with the new regulations. This will include making a list of data held.

**11. Parish Clerk –** Timesheet Report. The Clerks hours will be discussed at a future meeting.

**12. Planning Matters**

* 1. **Planning Applications**

**TM/18/00700/FL** – Kingswood Training Services, Back Lane, Shipbourne, TN11 9PP. Single detached garage. “Shipbourne Parish Council objects to the proposed garage and would like to point out that permitted development rights were removed in the previous planning permission. The proposal increases the amount of built form and intensifies the use of this area of land, thereby failing to preserve the open nature and function of the MGB. There is sufficient parking space on site to provide off-street parking without the need for an additional building; the houses opposite do not have garages.”

**12.2 Planning Decisions from TMBC**

**TM/17/03379/** **TPOC**- 10 Horse Chestnut Trees - Remove lower hanging branches only (no large boughs) to a height of up to 4m.  Approved with conditions.

**13. To review submission to Parish Newsletter –** The submission was agreed**.**

**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 14 May – Annual General Meeting at 7pm followed by the parish meeting at 7.30pm. Clerk to circulate invitations to the various parish clubs and societies.
2. **The meeting closed at 9.25pm**