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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** held at Shipbourne Village Hall at **7.30 pm on Monday 10 September 2018**

Present: Cllr Cohen – Chair, Cllr Tyler – Vice Chair, Cllr Bate, Cllr Pettengell, Cllr Razaq, Cllr Redman, County Cllr Rayner and The Parish Clerk

1. **Apologies for absence -** Cllr Sheldrick
2. **Dispensations and Declarations of Interest -** None
3. **The Minutes of the Parish Council meeting 9 July 2018** were approved and signed as a true record
4. **Public Open Session -** Nomembers of the public were present.
5. **Highways & Footpaths -** A member of public has requested reinstatement of track MR 390A  with Public Rights of Way.
6. **Matters arising**
	1. **Defibrillators–** Update - The Clerk has spoken to the National Lottery who have confirmed that we would be eligible to make an application for a grant towards a defibrillator cabinet. The Clerk was asked to do the application online. The Clerk was asked to send David’s leaflet on resuscitation to the First Responders to check.
	2. **New Speed Calming Signage –** AONB help with signage – The Clerk was asked to write to the AONB to chase this up.
	3. **Village Hall –** Update - We have just been informed that the Montessori school will not be going ahead at the village hall. The Trustees have been in contact with Ecolec regarding the wifi controls on the heaters.
	4. **Parking –** The Clerk circulated details of the PCSO who now deals with parking and asked for any parking issues to be reported to him direct or via the Clerk.
	5. **Tree Survey –** Parish Clerk to ask Duncan to schedule the tree work recommended in the VTA in the autumn.
	6. **Village Sign –** Update - We have received quotes for repair and replacement of the wooden sign. The Clerk is waiting for a call back from the Insurance Company to confirm whether we can make a claim.
	7. **Bus Shelter Grant -** Approval of works – We have been awarded a grant of £1,270 from KCC towards the cost of repairing the bus shelter opposite The Chaser. We have received a quote from East Peckham Building Services to repair the roof, repair and put up the Parish Footpaths Map and install an A3 noticeboard in the bus shelter. The quote was £2,540; this was accepted and the Clerk was asked to accept the quote and instruct the works to go ahead.
	8. **Parish Assets –** Maintenance – Cllr Pettengell had produced a schedule of assets and a maintenance programme for them. The Clerk was asked to check the values of some of the assets. Action for Councillors to feed back on the schedule.
	9. **The Local Plan –** Workshop – Cllr Bate will be doing a workshop in October on how to respond to Reg 19 of the Local Plan. There are also a number of other meetings and presentations regarding the Local Plan, Clerk to circulate details. It is important that we respond to the Plan during the consultation and also to sites that weren’t included in the plan as they may be reconsidered if Borough Green Garden City gets scaled back.
	10. **Back Lane –** Response from Clarion – The Clerk had received an email from Clarion to say that they would not be selling the parcel of land on Back Lane to the Parish Council for an amenity car park.
	11. **Repositioning of Dog Bin -** A tree has been cut back on the common that was covering a dog waste bin; the Clerk was asked to contact TMBC about getting it repositioned to the corner of the layby and ask whether it can be replaced with a green or brown bin.
7. **Reports: County Councillor, Borough Councillor –** Cllr Rayner reported that the Parish Alliance which is made up of Borough Green, Ightham, Platt, Plaxtol and Wrotham, were meeting on Tuesday 11 September to discuss the Local Plan and asked whether Shipbourne Parish Council would consider going along. There was a general discussion on the Local Plan and the impact on Shipbourne and it was agreed that Cllr Cohen and Cllr Bate wold attend the meeting and then make a decision whether to join the Consortium. Existing Parish members have pledged some funds to protect the Green Belt by fighting the Borough Green Garden City Development in the Local Plan. Contributions are based roughly on a per capita basis so if Shipbourne were to join our contribution would amount to aproximately £4,000.
8. **Communications -** Items of information circulated prior to the meeting**.**

Department for Transport issued a consultation – **Taking Flight: The Future of Drones** Just been made aware of this Government consultation on drones - <https://www.gov.uk/government/consultations/drone-legislation-use-restrictions-and-enforcement>. **The deadline is 17 September**.

KCC Consultation Draft for the **Rights of Way Improvement Plan** is still open to public consultation.  The consultation closes on the 12th September 2018.  Please visit [**www.kent.gov.uk/rightsofwayimprovementplan**](http://www.kent.gov.uk/rightsofwayimprovementplan) Councillors were asked to repond in their personal capacity.

**M20 closures between junctions 4 at Leybourne and 6 at Maidstone**  to allow for the demolition and rebuilding of Teapot Lane Footbridge, near Aylesford Station. Friday 14 September (evening) to Monday 17 September (morning) and Friday 9 November (evening) to Monday 12 November (morning)

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

**9.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay: Cheques signed by Cllrs Tyler and Pettengell.

Parish Clerk September Salary & Expenses plus overtime 2016-date £1,112.63

HMRC – Tax and National Insurance £196.60

Data Protection Fee £40.00

CPRE Renewal £36.00

**9.2** Data Protection – Gmail Addresses – The Clerk was asked to set up gmail addresses for Cllrs Cohen, Pettengell, Razaq and Redman.

**9.3** Standing Orders – The Clerk reported that she had checked the old Standing Orders against the NALC latest version and recommended that the NALC version is adapted with the amendments to the timings adopted in the old version. This was agreed. Clerk to circulate so that these can be signed off at the next meeting.

**10. Parish Clerk –** Timesheet Report - Circulated

**11. Planning Matters**

**Planning Applications**

**TM/18/01840/FL** - Conversion of existing outbuilding containing garage/residential accommodation to a 3 bedroom dwelling with single storey rear and side extension and roof enlargement (Amendment to 17/01741/FL). School Lane Cottage “Objection on the grounds of overdevelopment and agricultural land being taken into the residential curtilage”

**TM/18/01172/LB** -Listed Building Application: Demolition of existing low brick side boundary wall and provision of new picket fencing to facilitate new parking area in front garden.  Butchers Cottage “Objection”.

Full responses on TMBC website. The Clerk was asked to email Cllr Taylor to ask whether these applications could be called in.

**Planning Decisions from TMBC - Approved**

**TM/18/01704/TNCA** - Goat Willow – remove.  Craft Cottage, Upper Green Road, Shipbourne.

**TM/18/01509/TNCA** - T1 Mature Juniper - fell to near ground level and grind out stump to approx 300mm in depth including any visible surface lateral roots, Mature Leyland Cypress hedge - remove 3 stems on south side of garage and reduce stems on west side to height of garage roof T3 Mature Ash - Remove low scaffold branch and remove any dead, dying and suspect branches present within the overhanging crown only.  The White House, Upper Green Road, Shipbourne.

**TM/18/01359/FL** - Two storey side extension and demolition of existing garage and construction of new garage. Mallow House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. The Clerk was asked to circulate the decision notice.

Cllr Bate reported that Great Budds would be discussed at the Area 2 Planning Meeting on 26th September. Cllr Tyler will speak on our behalf. The Clerk was asked to register and notify the neighbours.

**12. To review submission to Parish Newsletter** - Agreed

**13. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion. –** Cllr Cohen reported that she would be standing down in November. The elections are in May 2019.

1. **Date of next meeting.** – Monday 8 October 2018

The meeting closed at 9.45pm