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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 11 March 2019.**

**Present: Cllr Pettengell (Acting Chair), Cllr Bate, Cllr Razaq, Cllr Redman, The Parish Clerk**

1. **Apologies for absence -** Cllr Tyler, Cllr Sheldrick, Borough Cllr Taylor.
2. **Dispensations and Declarations of Interest –** None.
3. **Minutes of the Parish Council meeting held 11 February 2019** – The Minutes were approved and signed as a true record.
4. **Public Open Session -** Nomembers of the public were present.
5. **Highways & Footpaths -** The Clerk reported that the potholes outside the Rifleman were still not fixed although they are “under investigation.” Clerk to chase up. Cllr Razaq reported that there was a lot of debris on the road towards Gover Hill following the recent storm, The Clerk will report to Kent Highways.
6. **Matters arising** 
   1. **Defibrillators –** Update - The Clerk reported that she had contacted a Community First Responders (CFR) recommended charity to order the replacement parts for the defibrillator but they had had a problem with suppliers so weren’t able to assist. The Clerk has now contacted the supplier for the Ightham defibrillator and is awaiting a response. The cabinet has now been delivered to the village hall and Peter Leach will organise the installation. CFR had sent a revised poster and the Clerk will forward it to Cllr Pettengell. The Clerk will also ask the supplier of replacement parts whether they have a suitable poster that can be used.
   2. **New Speed Calming Signage –** Meeting with Tim Owen AONB - The Clerk had contacted Tim to report back on the discussion at the meeting last month and is still awaiting a response.
   3. **Village Hall –** Update - The hardwiring has now been done for the heaters. We have been asked whether the PC would support the purchase of a projector for the hall but it wasn’t deemed viable as smart screens are now more widely used. However, Councillors questioned whether there was sufficient need to justify the cost.
   4. **Village Sign –**Update - Lightening conductor quote. We have received a quote of £495 for a conductor and the general consensus was that we should not go ahead.
   5. **Dog Bin –** Re-positioning -update – Cllr Sheldrick had emailed the Clerk to say that this is in hand.
   6. **Telephone Box –** Repainting quotes received – We have received 2 quotes; one for £495 plus materials and another for £1,200. The Clerk was asked to compare the work listed in the quotes and check that both included refurbishment to the same level and to accept the lower quote subject to that confirmation.
   7. **Litter – Spring Clean –** The date for the village litter pick is Sunday 24th March at 11am. The village hall is booked and we have had offers of donations of cakes. Councillors also offered to bring cakes and the Clerk will organise drinks and biscuits. We can borrow some litter picking equipment from TMBC and the Clerk will collect next week. The Clerk will meet Cllr Bate and Cllr Redman at 10.30am on 24th to set up the hall. Cllr Pettengell will speak with Cllr Tyler about the areas that will be divided out between volunteers and will include The Green, Budds Green and Riding Lane. We will have plastic sacks that can be brought back to the village hall for collection by TMBC. We will try and separate recyclables if possible. Cllr Razaq offered to put up some laminated posters and Councillors were asked to publicise to parishioners. The Clerk will call Rev Hayler to mention at the church service on Sunday.
   8. **Grass Cutting-** The Clerk has been in contact with Shaun Goud who confirmed that he would continue to do annual hedge and grass cutting for the same price. The Clerk was asked to verify the areas covered.
   9. **Climate Change** Committee on Climate Change \* (February 2019).   <https://www.theccc.org.uk/> Cllr Bate has circulated an article outlining the importance of standards in new and existing housing stock in meeting the targets for reduction of emissions. This resonated with our response to the local plan. Cllr Bate offered to write a piece in the next newsletter outlining the importance of behaviour of householders in reducing emissions to raise awareness. The Parish Council already addresses these issues in our responses to planning applications.
7. **Reports: County Councillor, Borough Councillor, PCSO** – nothing to report
8. **Communications -** Items of information circulated prior to the meeting**.**

**KALC-** Local Elections 2 May 2019 – Procedure – Circulated – Cllr Redman reported that the Electoral department had advised that nomination papers needed to be delivered by the nominees. The Clerk was asked to verify this as she had understood that anyone could hand deliver the papers. The Clerk confirmed that the expenses forms had to be completed after the election and will put this on the agenda as a reminder.

**Kent Resilience Forum (KRF) Parish Pack** – Preparing for Emergencies in Kent. This has been circulated and is on the website.

**Kent County Council’s new Waste & Recycling Contract** starts 1 March. Urbaser will be taking over from the existing contractor (Veolia). Residents should receive an introductory leaflet from Urbaser explaining the change and also drawing attention to the new service improvements being introduced from 30th September 2019. Cllr Redman said that that the leaflets had already been distributed.

**Parishes Engagement with their PCSOs** – Email from KALC circulated with details of our PCSO Mark Thomas.

**Chair’s Actions and Correspondence** - None

1. **Finance & Policy**

**9.1** **Payment of Accounts** – Accounts were presented for agreement to pay:

Cllr Pettengell signed cheques and the Clerk will take the cheques to Cllr Tyler for second signature.

Parish Clerk March Salary & Expenses £439.82

Saul Cullen – Laptop Healthcheck £50.00

Clerks and Councils Direct £12.00

Fitzpatrick Woolmer £588.00

S M Gould Ground Works and Maintenance

(defer pending completion of grass cutting) £650.00

Sarah Huseyin ref Halifax– Clerical Business Insurance £50.50

Action with Communities in Rural Kent – Membership £52.00

Current Account £18,472.52 Community Account £2,104.38

**9.2 Finance Report** - Reports were circulated and Cllr Pettengell initialled the bank statements

**9.3** **Timesheet Report –** The Clerk circulated the timesheet and her hours are now more

in line with the contracted hours.

**9.4 Bank mandate –** HSBC had returned the forms for new signatories with the correct

Parish forms. These were duly signed by Cllrs Razaq and Cllr Bate and the Clerk will

take to Cllr Tyler to sign off. This will need to be delivered to HSBC with the Minutes

from the last meeting.

**9.5** **Elections** – The nominations forms were completed and Councilors will organise

delivery of papers subject to confirmation by TMBC as to who can deliver the papers.

1. **Planning Matters -**

**10.1 Planning Applications**

**10.2 Planning Decisions from TMBC - 19/00029/TNCA**- Bird cherry (T1) - prune tree to give 1m clearance from the building; and Sycamore (T4)- crown lift tree to 3m above ground level . Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB. Approved.

**TM/18/01840/FL** - Planning Inspectorate APP/H2265/W/18/3215831: School Lane Cottage, Shipbourne TN11 9RT – Appeal. Initially we were told that we couldn’t send in further comments but we are now able to . The Parish Council support the decision by TMBC to refuse the application and stand by our original submissions. The Clerk will respond to the Planning Inspectorate accordingly.

**10.3 Article 4 Direction –** The Clerk has sent a request to set up a meeting with Louise

Reid at TMBC. Cllr Bate said that 2 Councillors should attend the meeting.

**10.4 Local Plan –** Inspectors are now appointed and the public examination is expected to take place later this year. There is a published letter from Inspectors to TMBC requesting further information and TMBC have sent in a response. This is on the website in the library.

**11. To review submission to Parish Newsletter -** The submission was agreed subject to

enhancing the section on the annual parish meeting in May.

**12. 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 8 April 2019

The meeting closed at 9.10pm