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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** |

**Meeting of the Annual General Meeting of the Parish Council** held at Shipbourne Village Hall at **8.30 p.m. on Monday 8 April 2019**

Present: Cllr Tyler (Chairman), Cllr Bate, Cllr Hine, Cllr Razaq, Cllr Redman, Cllr Sheldrick and The Parish Clerk.

**MINUTES**

1. **Apologies for absence - Dispensations and Declarations of Interest - None**
2. **The Minutes of the Parish Council meeting held on 8 April 2019** were approved and signed as a true record.
3. **Elect Chair, Vice Chair – Declaration of Acceptance of Office:**

**Chairman -** Cllr Tyler was proposed by Cllr Bate and seconded by Cllr Razaq

**Vice Chairman –** Cllr Redman was proposed by Cllr Tyler and seconded by Cllr Sheldrick.

Declarations of Acceptance of Office were duly signed by all Councillors. The Clerk will keep them on file.

1. **To appoint Representatives**
	1. Village Hall Committee – Parish Clerk
	2. KALC – Cllr Bate & The Parish Clerk
	3. Tonbridge and Malling Parish Partnership Panel– Cllr Bate & The Parish Clerk
	4. JPCTCG **-** Parish Clerk
	5. Finance – Cllr Tyler
2. **Public Open Session -** Nomembers of the public were present
3. **Highways & Footpaths -** Temporary Road Closure – Riding Lane, Hildenborough – from 13 May 2019 for up to 5 days. Cllr Bate reported that some of the potholes had been repaired in Riding Lane.
4. **Matters arising**
	1. **Defibrillators –** Update – The Parish Clerk reported that the defibrillator is now in a cabinet on the outside wall of the village hall and has been in touch with Wel Medical about ordering a poster with simple instructions. A discussion was held about further training and it was suggested that we asked whether the Community First Responders could come to the summer fayre. It was also suggested that we should get a list of people who would be available to be called in an emergency. The Clerk is updating the Emergency Report and will see if there are any volunteers.
	2. **New Speed Calming Signage –** Meeting with Tim Owen AONB - Nothing to report.
	3. **Village Hall –** Update - New windows - Curtis gave an update at the Annual Parish Meeting. Of note, the Village Hall Committee are looking to replace the windows and will be speaking to the Parish Council about funding.
	4. **Dog Bin -** Repositioning -update – The Clerk reported that the dog bin by the tennis court was overflowing again and reported it to TMBC. A discussion was held about having another bin at the other end of the common but it was decided that the existing one should be moved first and the Clerk will ask TMBC to confirm the frequency of emptying.
	5. **Telephone Box –** Repainting works – The Clerk has been in touch with the decorator who has confirmed that he is waiting for the weather to improve before starting the work.
	6. **Grass Cutting –** The Clerk had been in touch with Mr Gould to cut the grass in 2019.The areas cut are opposite the Rifleman and Wightwicks Row. The Clerk was asked to write to Mr Gould to request dates of cutting and request that the cuttings are collected. We will revisit these areas at the end of the year. The Clerk had been approached by a resident about cutting back brambles on the Parish boundary with and it was agreed that Cllr Bate and the Clerk would visit the resident.
	7. **Climate Change** Cllr Bate had written an article to go into the parish magazine and on the website. It was decided that the response to the Local Plan should also go on the website as it addressed climate change. Cllr Hine said that she was interested in the dark skies aspect of climate changes and asked whether the street lighting in Upper Green Lane could be turned off at night. We would have to consult with KCC and neighbours first. It was thought that this would be a good idea if neighbours were in agreement.

Cllr Sheldrick also asked whether we could also reduce the amount of printed material in meetings – this should go on the next agenda.

* 1. **Dog Training – Shipbourne Common –** Defer to next meeting.
1. **Reports: County Councillor, Borough Councillor –** Report given at the Annual Parish Meeting.
2. **Communications -** Items of information circulated prior to the meeting**.**

 KALC**-** Newsletter

Sevenoaks District - Local Plan

 Kent Tree and Pond Wardens Events May/June 2019

 Formation of Dene Park volunteer group – Tree Walk 25th May 2019 – Cllr Hine would like to be involved.

 KALC - New - Governance and Accountability Practitioners Guide March 2019

 KALC -T&M Annual General Meeting 23rd May 2019

 KALC - Town & Parish Councils - VE Day 75 - 8th May 2020 – Cllr Tyler said that he was still waitingfor information about the WW1 commemoration.

 Consultation - Hadlow and Shipbourne Primary Schools are proposing to form a federation (The Bourne Partnership) - The Clerk was asked to circulate the papers.

1. **Chair’s Actions and Correspondence –** Nothing to report.
2. **Finance & Policy**

**11.1** **Payment of Accounts** – Accounts were presented for agreement to pay and cheques signed by Cllrs Tyler and Sheldrick:

 Parish Clerk May Salary & Expenses £499.83

 S M Gould Ground Works and Maintenance £650.00

 St Giles’ Church – Newsletter £300.00

 St Giles’ Church – Churchyard Maintenance £675.00

 Came & Company - Insurance Renewal £390.64

 Open Spaces Society – Subscription £45.00

 **Income**

 TMBC - Precept £5,607.50

 Current Account £22,045.02 Community Account £2,104.38

**11.2** Finance Report - Circulated.

**11.3** Timesheet Report – The Clerks hours were less in April and are now more or less on

 target. They may increase during the examination stage of the Local Plan.

**11.4** Bank mandate – This has now been sent off and we are awaiting confirmation of the

 new signatories, Cllrs Bate and Redman.

**11.5** Emergency Plan - Clerk to review.

**11.6** Annual Review (AGAR) – the Clerk confirmed that the papers had been sent to the

Internal auditor. We don’t need to have an external audit as our income and

 expenditure are less that £25k however the papers will need to be signed off at our

 next meeting so that the accounts can be displayed online.

**11.7** Expenses Forms - These were duly completed and the Clerk will send them to TMBC.

1. **Planning Matters -**

 **12.1 Planning Applications**

 **12.2 Planning Decisions – Approved**

TM/19/00592/FL - Conversion of bungalow to two storey house with two storey rear extension. The Orchard, Claygate Lane, Shipbourne, Tonbridge, Kent, TN11 9RL.

TM/19/00537/FL - Upgrading appearance of existing dwelling including the creation of a first floor side and part single storey part 2 storey extension. Plantation House, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

 **12.3 Article 4 Direction** – A letter has been sent to the Director of Planning to request a meeting on Great Budds however this has now evolved into a wider issue with all neighbouring parishes to be involved. We need to ensure that our objectives are still achieved by getting an article 4 direction. We can discuss our approach at the June meeting. The Clerk will revert to TMBC with availability of Cllr Bate and Cllr Tyler.

 **12.4 Local Plan –** Letter to Inspectors - Cllr Bate had drafted a letter to the Inspectors and this has been circulated to other Parishes. The Clerk reported that she understood that an alternative site had been released at Aylesford.

 **12.5** **Tree Felling -** Reeds Lane Ambleside Farm – a resident asked why trees had been felled at Ambleside Farm and Cllr Sheldrick confirmed that they had Ash Dieback.

**13. To review submission to Parish Newsletter –**The Clerk was asked to include information about the village sign and also put the information on the website. Cllr Bate had drafted an article on climate change to go into the newsletter and this can also go on the website along with our response to the Local Plan. Cllr Razaq also agreed to scan the Shipbourne Design Statement to go onto the website.

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –**Cllr Hine reported that the salt bin on back lane was empty and had a broken lid. Clerk to report to KCC.

1. **Date of next meeting** – Monday 10 June 2019

The meeting closed at 9.50pm.