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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) |

**To: The Members of the Parish Council of Shipbourne -** I hereby summon you to attend a **Meeting of the Parish Council** to be held via Zoom commencing at **7.30 p.m. on Monday 11 May April 2020** to transact the undermentioned business. ***Sarah Huseyin, Parish Clerk***

During Covid-19 all meetings will be held remotely following Government advice.

([SI 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020](https://s.factsline.com/redir.php?trans=8e4aa721-847a-11ea-8bee-068e03beb944@emailer.factsline.co.uk&loc=http://www.legislation.gov.uk/uksi/2020/392/contents/made)). Effective 4 April 2020. **\*\* See Footnote**

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

*The May meeting is the Annual General Meeting where the Chairman is appointed – This part of the meeting will be postponed until we receive further guidance from the Government and our current Chairman will remain in place until that time.*

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 9 March 2020**
4. **Public Open Session -** Members of the public are welcome to address the Parish Council with any concerns they have, this item will be limited in time at the discretion of the Chairman
5. **Highways & Footpaths**
6. **Matters arising** 
   1. **Defibrillators – Defibrillators checked.** Training deferred.
   2. **New Speed Calming Signage -** KCC areready to install AONB sign and new gateways at existing locations on receipt of payment. This has been reduced to £1,610 which is the balance of our members grant. (KCC to pay difference).
   3. **Verges on Back Lane –** Will pick up after Covid-19 restrictions but in that time verges should recover owing to lack of traffic
   4. **Broken sign post at Dunks Green –** KCC have given permission for us to fix and Plaxtol PC have a contact who agreed to fix the post.
   5. **Contract for grass cutting –** Received quotes from Landscape Services and Geoff Taylor.
   6. **Village Hall –** Update - The village hall Trustees have been approached about receiving further grant funding from TMBC due to Covid-19 for up to £10k . The Trustees have been given a 3 month extension on their Insurance policy, the hall is currently closed due to Covid-19. Grant funding of £1000 has been approved and sanitary ware ordered, see invoice below.
   7. **Climate Change**  - Pollution levels have dropped since due to Covid-19. Our response has been sent to TMBC for the Climate Change Strategy Action Plan Consultation.
   8. **Shipbourne Farmers Market** - Grant
   9. **Little Mead -** Update
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications – *Please request items of interest***

**NALC** -Coronavirus — Local Council Meetings

**NALC** - Information for Parish and Town Councils

**TMBC** - Grants Online - Covid-19 Update on Funding Available to Local Organisations

**NALC** - Letter from the Secretary of State Robert Jenrick thanking Town and Parish Councils for their work during the pandemic.

**KALC NEWS APRIL 2020** - Online

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

**10.1** **Payment of Accounts** – Accounts will be presented for agreement to pay:

Parish Clerk March Salary & Expenses £490.49

Parish Clerk April Salary & Expenses £469.80

KALC – Membership 2020/21 £298.18

Came & Company – Insurance Renewal £400.86

KCC New Village Gateways (Grant) £1,610.00

Inscope – Village Hall Works (Grant) £1,032.00

Softation – Shipbourne Farmers Market online delivery system (Grant) £500.00

**10.2** Banking - Update to mandate/ online banking

**10.3** Timesheet Report

**10.4** Internal Auditor – Clerk to email documentation to internal auditor, deadlines for audit have been postponed to 31 July. (We are still an exempt authority as our income is less than £25k). [SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020](https://s.factsline.com/redir.php?trans=8e4aa721-847a-11ea-8bee-068e03beb944@emailer.factsline.co.uk&loc=http://www.legislation.gov.uk/uksi/2020/404/contents/made) Effective 30 April 2020.

1. **Planning Matters**
   1. **Planning Applications**

**TM/20/00832/FL** - Springfield Cottages, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Proposed two storey side extension.

* 1. **Planning Decisions – Approved**

**TM/20/00151/LDP** - Lawful Development Certificate (Proposed) Removal of the existing chimney stack to the South East wing of the property – Martins, Reeds Lane.

**TM/20/00286/RD** - Details of condition 2 (materials) and 3 (landscaping and boundary treatment) submitted pursuant to planning permission TM/17/00703/FL (Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached two bay garage; demolition of existing rear extensions and erection of two storey side extensions, single storey rear extensions and rear dormers to 1 Martins Cottages and Crockwell; and associated landscaping) - 1 Martins Cottages And Crockwell Back Lane.

**TM/20/00292/FL** - Siting and design of new greenhouse in rear garden - Church House, Stumble Hill.

**TM/20/00586/TNCA** - T1 Cedar - Fell on the recommendation of TMBC tree officer - Church House, Stumble Hill.

**TM/20/00155/FL** - Upgrading appearance of existing dwelling including the creation of a first floor side and single storey side and rear extensions (reduced scheme to that approved under reference TM/19/00537/FL) - Plantation House, Reeds Lane.

* 1. **Article 4 Direction –** Update
  2. **Local Plan –** Update - Stage 1 Hearing Sessions postponed.

1. **To review submission to online Parish Newsletter**
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**
3. **Date of next meeting** – Monday 8 June May 2020 - to be confirmed.

**PART 2**

1. Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of a confidential item.

\*\*The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England..The COVID-19/ Coronavirus pandemic and the unprecedented in peacetime Government measures in response to the crisis (e.g. prohibitions on gatherings, social distancing, self-isolation and shielding of those deemed to be the most vulnerable) have meant that the requirement for local authorities to hold public meetings in person with all members present in one place cannot be met. The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”). In recognition of the problem of holding and attending meetings, and further to the lobbying of NALC and others, the Government included s.78 in the Coronavirus Act 2020. This section gave the Secretary of State the power to make Regulations to make provisions for the holding of meetings. The 2020 Regulations set out those provisions.

Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.