

SHIPBOURNE PARISH
COUNCIL

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Clerk to the Council

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**Minutes of the Meeting of the Parish Council held via Zoom at 7.00 p.m. on
Monday 14 December 2020**

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick, County Cllr Rayner, Borough Cllr Taylor and The 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](#)). Effective 4 April 2020. ** See Footnote

1. **Apologies for absence** - None
2. **Co-option of new Councillor** – It was agreed that we should co-opt Alice Dagger and Cllr Tyler welcomed Alice to the Parish Council. The Clerk has sent the DPI and Acceptance of Office to be signed and returned.
3. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in the Springfield application.
4. **The Minutes of the Parish Council meeting 9 November 2020** were agreed and signed as a true record.
5. **Public Open Session** - No members of the public were present.
6. **Highways & Footpaths** - The Clerk mentioned that the road markings around Back Lane and Upper Green Road needed refreshing. The majority view was that all markings should be refreshed as it would help to reduce speed and deter illegal parking. The Clerk reported that there was a Parish wide meeting with Andy Edwards, TMBC on Thursday to discuss illegal parking and The Clerk will raise the parking issues on Upper Green Road. The Clerk will also ask Mr Edwards how to request an extension of the double yellow lines. Cllr Oram will also attend the meeting which will be via Teams.
7. **Matters arising**
 - 7.1 **Speed Calming** - The Clerk reported that she had been in contacted with the Clerk at Hadlow who had raised the question of working jointly to reduce speed . The Clerk replied to say that Hadlow were struggling to have speed reductions done in other areas and feel for now it is best to see how these progress before adding additional roads. The Clerk said that the KCC were encouraging responses to a consultation on the trial 20mph in Tonbridge and said that we should respond. Particularly if we were looking to request a 20mph speed limit near to the school. The Clerk will circulate the closing date. Cllr Bate reported that at the recent KALC meeting, we were encouraged to report speeding offences via 101.
 - 7.2 **Verges on Back Lane & Wildlife Camera** – Garden Waste - Nothing to report, this can come off the agenda for now.
 - 7.3 **Grass Cutting at Wightwicks and Common Land at Dunks Green** – It was decided that we should ask for the same service as 2020 with collection of the grass clippings at Wightwicks. The Clerk will email Geoff Taylor for a quote so that we can make an allowance in the budget.
 - 7.4 **Broken sign post at Dunks Green** – The Clerk will chase this up with the Plaxtol Clerk.
 - 7.5 **Village Hall** – Cllr Leach reported that the Farmers market was continuing in the village hall. The Clerk has been in touch with Mr Galbraith about the invoice for the recent toilet refurbishment. The Clerk asked about reserving for the village hall in the budget and Cllr Tyler said that we would consider an amount towards the new windows.
 - 7.6 **Climate Change** - Cllr Bate reported that Cllr Betts had spoken about climate change at the KALC meeting last week. Cllr Betts reported that the Climate Change Forum had

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been pushed back until the next Street Scene meeting on 9th February. Cllr Bate and Sarah Barker, Chair of KALC had agreed to get together to help indicate to the Council that Parishes want to be involved in the Forum from the grass roots. Cllr Bate had suggested a speaker for the next KALC meeting who could come and talk to Parishes about setting up such a Forum. Cllr Betts had also left a message with Cllr Bate to talk about climate change and she was awaiting further contact.

7.7 Shipbourne Farmers Market – Update – Cllr Leach said that the plan was for the market to go back to the church but realistically it would probably be Easter

7.8 Little Mead - Update - Warners have confirmed that the documents have been finalised and signed.

7.9 Web Site & Accessibility – Upgrade of Parish Website – The Clerk has received information from Saul Cullen recommending what we needed to do to upgrade the website. It was agreed that we should make the improvements and should also look at redesigning the website at the same time. Cllr Rayner said that there were some grants available to Parishes with a precept under £30k and recommended that the Clerk contacted KALC.

8. Reports: County Councillor – Cllr Rayner said that KCC were busy with preparations for Brexit. Some enforcement powers have been granted in East Kent for HGV's infringing parking restrictions etc. If the scheme is successful it will be rolled out to West Kent. The number of Covid infections has risen in Kent, particularly in the west including Bluebell Hill, Aylesford and East Malling. Medics are particularly concerned about consequences in of people meeting over Christmas. Schools have remained open. Cllr Tyler asked about the capacity in local hospitals and Cllr Rayner said that about half of the acute beds were occupied in Pembury but the situation was worse in Medway. **Borough Councillor –** Cllr Taylor said Brexit, The Local Plan and Covid had been discussed at the KALC meeting last week.

Cllrs Rayner and Taylor left the meeting at 8.05pm.

9. Communications – Please request items of interest

NALC Chief Executives Bulletin

KALC News November 2020

KRF Press Release - End of EU transition contingency plans

Free training for district/parish councils on volunteering West Kent districts volunteering workshop – 13 January 2021 10.30-12 pm

Parish Seminar Autumn 2020 West Kent Documentation

KCC Member Environment Briefing - November 2020

Census Engagement Manager - Census 2021 – Raising awareness for completion online

TMBC - New reporting of fly tipped waste

TMBC - Recycling Site Removal, Phase 1 Ightham Mote

TMBC Covid Winter Grant Scheme –Applications to be sent by 17 Dec

Kentish Rifleman Carols (socially distanced) – Dunks Green Christmas Eve

New Register of Electors 2021

10. Chair's Actions and Correspondence – Cllr Tyler suggested that we added some information about Covid in the magazine given the rise in numbers locally.

11. Finance & Policy

11.1 Payment of Accounts – Accounts were presented for agreement to pay:

Parish Clerk December Salary & Expenses	£487.93
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HMRC - Employer Tax	£6.40
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CPRE Membership	£36.00
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Current Account £17,315.98, Reserve Account £2,094.38.

11.2 Timesheet Report – December – circulated.

11.3 Parish Council Precept Form for 2021/2 – Deadline - 22 January 2021. The Clerk said that we should think about what items we would like to include in the budget. The Clerk will circulate the financial statements.

12. Planning Matters

12.1 Local Plan – Update - Nothing to report.

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12.1 Planning Applications -

TM/20/02466/LDP - Puttenden House, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH. Lawful Development Certificate Proposed: conversion of roof space in garage as approved under planning permission TM/17/01871/FL (Two bay Oak framed garage with storage space) to provide ancillary residential accommodation. "We question whether this change of use is permitted".

Cllr Sheldrick left the meeting

TM/20/02698/FL - 1 Springfield Cottages, Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR. Proposed side extension. "No objection."

TM/20/02596/FL - The Oast, Marchurst, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QA. Conversion of existing garage to family room including the installation of 2no conservation skylights. "No objection."

12.2 Planning Approved

20/02371/TNCA- Butchers Cottage - 4 no Prunus trees G1 to crown reduce to reduce height and width whilst still maintaining shape, T2 Acer to crown reduce to sympathetically reduce size and to shape, T3 Smoke Bush to crown reduce to sympathetically reduce size and to shape.

20/02331/TNCA - Meadow Place - T1 Dead Silver Birch - dismantle to near ground level and T2 Beech - dismantle to near ground level.

13. **To review submission to online Parish Newsletter** – Agreed to add in information on Covid and reporting speeding.
14. **Urgent Business that occurs and requires attention before the next meeting** - None
15. **Date of next meeting** – Monday 11 January 2021 via Zoom.

The meeting went into Part 2 and closed at 9pm.

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