

SHIPBOURNE PARISH  
COUNCIL

SARAH HUSEYIN  
Clerk to the Council

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**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 **7.00 p.m. on Monday 12 April 2021** 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](#)). 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:

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 8 March 2021**
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**
  - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green** - 2021
  - 6.2 **Broken sign post at Dunks Green** – Update
  - 6.3 **Village Hall** – Update
  - 6.4 **Climate Change** - SPC Action
  - 6.5 **Shipbourne Farmers Market** – Update
  - 6.6 **Little Mead** - Replanting and UKPN Easement
  - 6.7 **Web Site & Accessibility** – Upgrade of Parish Website
  - 6.8 **Speed Calming, Litter and Parking** - Update
  - 6.9 **Defibrillator** – Update
  - 6.10 **Trees**
  - 6.11 **Shipbourne Archive**
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications – Please request items of interest**  
NALC Chief Executives Bulletin  
KALC News March 2020  
KALC CEO Bulletin March 2020  
Kent Police – PCSO & shed break-ins  
Notice of Election for the PCC and KCC Elections being held on Thursday 6<sup>th</sup> May  
Changes to Sevenoaks Bus Services  
Practitioners Guide 2021 <https://www.nalc.gov.uk/our-work/j-p-a-g>
9. **Chair's Actions and Correspondence**
10. **Finance & Policy**
  - 10.1 **Payment of Accounts** – Accounts will be presented for agreement to pay:

Parish Clerk March Salary & Expenses	£487.94
HMRC - Employer Tax	£6.40
KALC Membership Renewal	£305.30
  - 10.2 Timesheet Report – March
  - 10.3 Policy Document Review
  - 10.4 AGAR – Deadline Certificate of Exemption 2 July (14 June)
- 11 **Planning Matters**
  - 11.1 **Local Plan** – Update  
Notice of the publication of the Tunbridge Wells Borough Local Plan  
<https://tunbridgewells.gov.uk/planning/planning-policy/local-plan>

## 11.2 Planning Applications - There are no new planning applications.

### 11.3 Planning Decisions - Approved

**TM/21/00384/TNCA** - Large Mature Yew T1- reduce the crown significantly to create an even and well balanced shape, reduce height by 4m, reduce sides where required to balance and even shape and prune lower branches and T2 Large Yew within communal land opposite front of property - reduce height by approx 4m and reduce lateral branches proportionately and reduce overhang on driveway bay approx 2.m to improve access – Larches, Upper Green Road, Shipbourne, Tonbridge Kent TN11 9PL.

**TM/21/00213/FL** - Conversion of first floor of garage to form home office - Fairview House, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

**TM/21/00370/TNCA** - Copper beech - fell because it is immediately adjacent to very old wall and also too near neighbouring property – Fanecourt, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL.

**TM/21/00139/LDP** - Lawful Development Certificate Proposed: Single storey side extension, two storey rear extension and porch - Nightingale Cottage, Tonbridge Road, Shipbourne, Tonbridge, Kent TN11 9PA.

#### 12. To review submission to online Parish Newsletter

#### 13. Urgent Business that occurs and requires attention before the next meeting

14. **Date of next meeting** – Monday 10 May 2021– Annual General Meeting 2021 - (to be discussed whether remote or face to face)

## PART 2

15. Exclusion of Public and Press: Pursuant to Section 1(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.