

**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 the **AGM** followed by the **Meeting of the Parish Council** to be held via Zoom commencing at **7.00 p.m.** on **Tuesday 4 May 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:

### **AGENDA - AGM**

- 1. Apologies for absence**
  - 2. Dispensations and Declarations of Interest**
  - 3. Elect Chair, Vice Chair – Declaration of Acceptance of Office**
  - 4. To appoint Representatives**
    - 4.1 Village Hall Committee
    - 4.2 KALC
    - 4.3 Tonbridge and Malling Parish Partnership Panel
    - 4.4 JPCTCG
    - 4.5 Finance
  - 5. To approve as a correct record the Minutes of the Parish Council meeting 12 April 2021**
  - 6. 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
  - 7. Highways & Footpaths -**
  - 8. Matters arising**
    - 8.1 Grass Cutting at Wightwicks and Common Land at Dunks Green - 2021**
    - 8.2 Broken sign post at Dunks Green – Update**
    - 8.3 Village Hall & Shipbourne Farmers Market – Update**
    - 8.4 Climate Change - SPC Action**
    - 8.5 Little Mead - - Update**
    - 8.6 Speed Calming, Litter and Parking - Update**
    - 8.7 Bollards on Dunks Green - Repair**
  - 9. Reports: County Councillor, Borough Councillor, PCSO**
  - 10. Communications – *Please request items of interest***

NALC Chief Executives Bulletin  
KALC News April 2020  
KALC CEO Bulletin April 2020
  - 11. Finance & Policy**
    - 10.1 Payment of Accounts** – Accounts will be presented for agreement to pay:

Parish Clerk April Salary & Expenses	£493.20
Open Spaces Society - Membership	£45.00
St Giles - Mowing and Printing Charges	£975.00
KALC – Training Dynamic Councillor	£60.00
    - 10.2 Timesheet Report – April**
    - 10.3 Policy Document Review**
    - 10.4 AGAR – Deadline Certificate of Exemption 2 July (Sign off required 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/21/00509/FL** - Plantation House, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11. Upgrading appearance of existing dwelling including creation of a single storey side and rear extension (reduced scheme to that approved under Council reference TM/20/00155/FL).

**TM/21/00527/LDP** - Avenue Cottage, Shipbourne Road, Tonbridge, Kent, TN11 9NU. Lawful Development Certificate Proposed: Construction of new outbuilding and pool with associated hard landscaping. (*Certifies*)

**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 14 June 2021 – Shipbourne Village Hall****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.