

**SHIPBOURNE PARISH
COUNCIL**

SARAH HUSEYIN
Clerk to the Council

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Minutes of the Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on Monday 10 January 2022 .

Present: Cllr Tyler (Chair), Cllr Bate, Cllr Dagger, Cllr Oram, Cllr Leach, Cllr Sheldrick, County Cllr Rayner and The Parish Clerk. Cllr Redman (Vice Chair) and Borough Cllr Palmer attended via Zoom.

MINUTES

1. **Apologies for absence** - Borough Cllr Taylor
2. **Reports: County Councillor** – Cllr Rayner asked how well received the green skip was? Cllr Leach said that it had been used by a few residents although there had been a one-off garden waste collection in that week so hadn't been as well used as expected. Thanks was given to Cllr Rayner.

Cllr Rayner reported that there was pressure on funding at KCC and the budget will be cut by £1.3m from £6m last year, this will probably put some pressure on bus services. Cllr Rayner reported significant road closures in Plaxtol and Shipbourne due to the installation of fibre broadband at Roughway. The work will take approximately 2 months, starting mid-January and will impact the local bus network. Cllr Rayner is in contact with Cllr Thomas at Plaxtol Parish Council to discuss ways to try and minimise the impact on the school children. It was suggested that the majority of the work could be done in the school holidays. Cllr Tyler asked who we should contact at KCC to let them know our concerns and Cllr Rayner recommended who to contact.

The Local Plan will be delayed due to the departure of Ian Bailey, it was reported that PTAB had recommended that the Call for Sites deadline was extended for a month but we have had no confirmation of this.

Cllr Bate asked about the use of weed killer on verges and Cllr Rayner said that he understood that KCC were no longer using weed killer on verges in rural areas but will get a definitive answer. Cllr Rayner left the meeting at 7.17pm.

Borough Councillor - Cllr Palmer reported that the Local Plan would be delayed, and it would probably be well into 2023 until we get to Regulation 19. Cllr Palmer reported that the Deputy Leader of TMBC would be standing as an Independent.

Cllr Palmer said that a second green bin collection had been announced by TMBC but given the first collection took 2-3 months thought that this indicated that they were not considering resuming the green waste collection until the Spring. This has been raised with Street Scene. Cllr Palmer reported the application from MOTO for an HGV facility in Wrotham would cause problems on the local roads including on A227 through Shipbourne. KCC have already raised concerns and the application has been called in so it will get a full hearing. The application is too big for Officer determination. Cllr Bate asked whether we could make a representation? Cllr Palmer thought that there was time to put in comments. Cllr Palmer left the meeting at 7.29pm.

Cllr Tyler asked whether we were minded to raise concerns about the MOTO application? It was agreed that we should make comments as the roads are already in a poor state, the A227 is too narrow for HGV's and should have been downgraded to a B road. The road infrastructure isn't sufficient to cope with articulated lorries. The Clerk will comment on the TMBC website.

Cllr Tyler said that he would circulate a note from Cllr Thomas at Plaxtol PC about the impact on the buses during the road closures for the broadband work at Roughway. The Clerk was asked to draft an email to Kent Highways to raise concerns about the impact on school children and other parishioners who rely on buses.

Signed.....Dated.....

3. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in Ambleside and Springfield Cottages
4. **To approve as a correct record the Minutes of the Parish Council meeting 6 December 2021** – The Minutes were approved and signed as a true record.
5. **Approval of s101 LGA delegated powers for meetings during the ongoing pandemic** – It was agreed that we should have s101 in place in case we need to meet remotely, see wording below. **
6. **Public Open Session** - No members of the public were present.
7. **Highways & Footpaths** - Highways Improvement Plan – The Clerk has emailed Claire Venner about the issues that we have on Upper Green Road to get some advice on how we can address them.
8. **Matters arising**
 - 8.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Cllr Bate circulated a note with a suggested schedule for grass cutting, it would mean less maintenance than we have currently with a view to improving biodiversity. Cllr Sheldrick said that originally Wightwicks was mowed as a Common and Dunks Green was cut to enable use by visitors to the Rifleman and more frequent cuts enable the clippings to be mulched easier. It was noted that Dunks Green had heavier use since Covid, and it was suggested that we asked parishioners whether they wanted the area to be left as a hay meadow to improve biodiversity or cut for use. Cllr Bate said that the edge of the woodland should be preserved. It was agreed that the Clerk would put a note in the newsletter asking for opinions.
 - 8.2 **Broken signpost at Dunks Green** – Update – The Clerk reported that she had received a message to say that the sign would be installed in the New Year. Cllr Sheldrick said that he would collect the sign if it was installed by the February meeting.
 - 8.3 **Village Hall & Shipbourne Farmers Market** – Update - Cllr Leach reported that the first market of the year would be on 20th January. Bookings are continuing at the village hall but are very light.
 - 8.4 **Climate Change** - SPC Action – The Clerk circulated a power point presentation from the KALC conference along with a carbon calculator. Cllr Bate suggested that we should ask the community for a Climate Change champion; the Clerk will put a note in the newsletter.
 - 8.5 **Little Mead** - Update - Cllr Bate reported that she and The Clerk had met with the owners of Little Mead and a note has been circulated. A couple of Ash trees on the verge outside Little Mead need to come out as they are dying, and The Clerk was asked to get quotes from Duncan Simpson and Geoff Taylor. We need to decide whether to replace the Ash. We have already agreed that an Oak will be replanted along the fence line. The Clerk was asked to write to the owners confirming the discussions from the recent meeting.
 - 8.6 **Speed Calming, Litter and Parking** - Update – Cllr Oram reported that PCSO Mark Thomas had done a couple of speed checks. There are ongoing problems with parking on the double yellow lines opposite The Chaser.
 - 8.7 **Jubilee** – Trees/ Jubilee Beacons – There was some information on the news today about the beacons. Nothing has been planned yet but it was suggested that an ideal place would be on the hill behind the cricket pitch.
 - 8.8 **Resurfacing path to the Church** – Nothing to report.
 - 8.9 **Dunks Green noticeboard removal** – Cllr Sheldrick reported that he had removed the board today. Thanks was given to him.
 - 8.10 **Street Lighting on Upper Green Lane** – Responses from residents – We have received 3 responses, 2 asking for lights to be kept on and one to be tuned off. It was suggested that we ask KCC whether we can switch all off apart from the one outside number 10 as a trial.
9. **Communications –* Circulated in advance of the meeting**
 - KALC News December 2021 *
 - KALC CEO Bulletin December 2021
 - Waste Collections - weekly update briefings
 - A Guide to taking part in The Queen's Platinum Jubilee Beacons - 2 June 2022*
 - Tonbridge & Malling Ramblers - Walk dates for local publication – note the poor condition of the footpaths following wet weather.
 - KALC Community Awards Scheme 2022 – 14th February * (Cllr Leach suggestion)

Signed.....Dated.....

KALC Carbon Footprint Calculator*

Request from Astra Recycling to put textiles bin in the village to raise money for The Children's Air Ambulance– The Clerk was asked to enquire whether they could do a one off collection of collection bags as we don't have a suitable location for a permanent bin.

- 10. Chairs Action and Correspondence** - Cllr Tyler to circulate the note from Cllr Thomas. It was agreed that The Clerk should write to Cllr Rayner to thank him for the donation towards the green waste skip.

11. Finance & Policy

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

Parish Clerk December Salary & Expenses & Skip	£828.10
HMRC – Tax & NI Contribution	£8.20

The Clerk reported that HSBC were now charging us an admin fee of £8 per month and will query this with the bank. The Clerk suggested that we look into setting up an account with Unity Trust Bank and will circulate details.

- 11.2 Precept** -Agreement for budget and precept 2022 - Figures had been circulated in advance with a draft budget and it was agreed that we should fix our budget at £12,175 which is a 0% increase for band D properties. We will use some of our reserves to meet the budget. The precept was agreed, and the Clerk will send the application form to KCC.

- 11.3 Timesheet Report** – December (circulated)

12 Planning Matters

- 12.1 Local Plan – Response to Call for Sites** – Deadline 7th February – We will wait and see what is put forward. The Parish Council will not be submitting any sites.

12.2 Planning Applications – Councillors ratified decisions made prior to the meeting as the deadline for comments fell before the meeting. *Cllr Sheldrick left the meeting at 8.55pm after discussing the Oak House and Hookwood applications.*

TM/21/03191/FL - Ambleside Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR.

Conversion of gamekeeper's storage barn used to store pheasant shoot apparatus and equipment into four dwellinghouses with associated works to provide access and parking facilities – Objections raised in terms of the design. (See TMBC website for full submission). In addition to comments made before the meeting we would like to raise concerns about parking and access for service vehicles. The road is a fast road with poor visibility.

TM/21/03186/FL - The Oak House, Ash House and Woodlands Farm, Back Lane, Shipbourne Tonbridge, Kent TN11 9PP. Change of use from three C3 dwellinghouses to use as 3 dwellings in mixed use of C3 and childminding. "No objection but request conditions for parking"

TM/21/03218/FL - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY. Proposed single storey rear extension. "No objection."

TM/21/03124/FL - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY. Proposed exercise swimming pool with associated plant. "No objection."

TM/21/03226/LDP - 1 Springfield Cottages. Reeds Lane. Shipbourne. Tonbridge. Kent TN11 9RR. Lawful Development Certificate Proposed: Construction of a detached outbuilding to provide a garage, garden store shed and home office. "No comment."

12.3 Planning Decisions – Approved

TM/21/02765/FL - Demolition of existing building, erection of replacement gymnasium, plant room and toilets. Woodhall Oast, Tonbridge Road, Shipbourne, Tonbridge, Kent, TN11 9PA.

- 13. To review submission to Parish Newsletter** – Add information about Climate change, the buses and footpaths.

- 14. Date of next meeting** – Monday 7th February 2022 – Shipbourne Village Hall

The meeting closed at 9.15pm.

****S101 Local Government Act 1972**

The Parish Council has the option to suspend public meetings and the business of the Council will be conducted under a Temporary Scheme of Delegation passed by resolution at a meeting of the Parish Council on Monday 10th January 2022

Signed.....Dated.....

The Parish Council RESOLVED that in response to the ongoing Covid-19 pandemic in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means (Zoom or email) or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

Signed.....Dated.....