

SHIPBOURNE PARISH COUNCIL

Mrs. Y. Tredoux (Clerk)

1 Redwell Cottage, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EE

Tel: 01732 883 044 Email: clerk@shipbourne.com**Minutes of a Meeting held in the Village Hall on Monday, 20 July 2009 at 7.30 p.m.**

PRESENT: Mr. M. Miles (in the Chair)
Mr. S. Davis, Mr. L. Cohen, Miss L. Sargent, Mr. J. Sheldrick

IN ATTENDANCE: District Councillor Mrs. S. Murray
Mrs. Y. Tredoux (Clerk)

Councillors were reminded to disclose personal and prejudicial interests on matters to be considered at this Meeting.

The Chairman welcomed Mrs. Murray who was congratulated on being elected as Mayor for Tonbridge & Malling Borough Council.

1. APOLOGIES

No apologies for absence were received.

2. MINUTES

The Minutes of the Meeting held on 8 June 2009, Reference No SPC/06/09, previously circulated, were approved.

3. MATTERS ARISING**3.1 "Green space" outside Wightwicks Row (Minute 3.1 SPC/06/09)**

No progress was reported.

3.2 Churchyard Maintenance (Minute 3.2 SPC/06/09)

No progress was reported. It was noted that the appearance of the churchyard was in a satisfactory condition.

3.3 Bank arrangements for signing cheques (Minute 3.3 SPC/06/09)

Councillors were reminded to provide their details to the Bank. The Clerk advised that currently there were only two authorised signatories to the account.

3.4 Church Footpath (Minute 3.5 SPC/06/09)

No progress was reported.

3.5 Highways – Hildenborough Road & Claygate Lane (Minute 3.6 SPC/06/09)

Claygate Lane : No work had been carried out in Claygate Lane. *The Clerk would investigate further.*

Hildenborough Road : The marker posts previously installed at the incorrect location had since been removed and installed as previously agreed near the property "Callis Cottage". This was satisfactory, however the condition of the verges in Hildenborough Road would be monitored.

3.6 "Gallery" page on the website (Minute 6.2 SPC/06/09)

Members approved the cost of £120 for the initial set up of the "Gallery" page, as well as the quarterly "updates" of £30 each. It was noted that a few traders withdrew from advertising on the website.

It was agreed to review the website administration in 6 months and invite Mr. Galbraith to a future Parish Council Meeting to provide a progress report in relation to the website administration.

3.7 Review Standing Orders and Financial Regulations (Minute 10 SPC/06/09)

The Group would meet in September to propose any amendments for consideration by the Parish Council.

4. **Borough & County Councillors' Reports**

Mrs. Murray reported that changes were being made following a High Court decision to overturn the 2003 guidelines in relation to the involvement of Members in the Planning process. Mrs. Murray encouraged Councillors to attend forthcoming training sessions for Parish Councillors.

Mrs. Murray drew attention to proposed amendments to Public Footpaths MR347, MR350, MR391, MR392 and MR393, Shipbourne. *See Item 11.*

5. **Questions from public**

There were no questions from Members of the Public and Press.

6. **COMMITTEE AND OFFICER REPORTS**

6.1 Planning Committee

The Minutes of the Meeting held on Wednesday, 8 July 2009, Reference No P/02/2009, were approved.

6.2 Report from Chairman

6.2.1 **Resignation (Mr. P. Dunbar)** : Mr. Dunbar had resigned from the Parish Council. The Council recorded its appreciation for Mr. Dunbar's contribution over the past few months.

The Clerk would inform the Monitoring Officer at TMBC accordingly and it was agreed that Mr. Dunbar's signature would be removed from the Bank Mandate

6.2.2 **Village Sign** : Permission to raise the height of the post by 18 inches would be sought from Fairlawne Estate.

6.3 Report from Councillors

Gas pipeline : Mr. Sheldrick reported that the construction of the gas pipeline was running according to schedule and it was anticipated that the work would conclude mid August.

7. **PLANNING**

7.1 **Planning Applications for consideration.**

7.2 **Decisions from TMBC:**

7.2.1 TM/09/00965/FL – The Oast House, Lane End, Stumble Hill, Shipbourne

Demolition of existing glazed addition and erection of new glazed walkway and library pavilion extension - *GRANTED.*

7.3 **Planning Enforcement**

7.4 **Planning Information**

8. **FINANCE**

The Internal Audit Report for Accounts 2008/09, previously circulated, was noted.

The Chairman thanked the Clerk for her input and for ensuring that the accounts had been kept in good order.

9. **STATEMENT OF INTERNAL CONTROL & REVIEW OF INDEPENDENT INTERNAL AUDITOR**

Regulation 4 of the Accounts and Audit Regulations requires audited bodies to conduct a review at least once a year of the effectiveness of its systems of internal control and publish a Statement of Internal Control. The Parish Council is required to ensure that its business is conducted in accordance with the law and proper standards and should adopt a Statement of Internal Control and Review of Independent Auditor. Drafts of both documents prepared by the Clerk were adopted without any amendments.

10. **HIGHWAYS**

(a) Back Lane

Two letters from concerned residents requesting a reduced speed limit to be implemented in Back Lane near Shipbourne Primary School, were noted. A warning sign alerting motorists to the proximity of the school was also requested.

Members supported the concern expressed by the residents and it was agreed that the Clerk would forward the letters to Kent Highway Services to take appropriate action.

11. **FOOTPATHS**

(a) Proposed amendments to Public Footpaths MR347, MR350, MR391, MR392 and MR393

Mr. Sheldrick declared a personal interest.

A letter dated 16 July (received by the Parish Council on 20 July 2009) from KCC Public Rights of Way, and an email from Mr. A. Bristow dated 17 July advising the Council of the proposed amendments, were noted. The deadline for responses is 17 August and *the Clerk was instructed to ask KCC to extend the deadline, as Members felt that not sufficient time was given to the Parish Council to consider the proposals in detail.*

It was agreed that the proposed amendments would be advertised in the Newsletter, inviting residents to make representations. An extra-ordinary Meeting would be arranged in August to discuss the feedback received from residents and the Rights of Way Group. The Chairman of the Rights of Way Group would be invited to this Meeting.

(b) Public Footpath MR379

Mr. Bristow notified the Council in an email dated 27 June 2009 of a complaint received in respect of recent vegetation clearance carried out by the KCC Contractors. Much of the clippings and branches had been left on site.

The clearance had since been completed satisfactorily and the Council recorded its appreciation to Mr. Bristow for his contribution in resolving the issue with KCC.

12. **DEVELOPMENT PLANNING : KENT COUNTY COUNCIL**

The Parish Council considered an invitation to comment on the new Statement of Community Involvement prepared by KCC. No comments were made.

13. **KENT COUNTY COUNCIL – KENT ALCOHOL STRATEGY**

The Parish Council had no comments in respect of the draft Kent Alcohol Strategy, prepared by KCC.

14. **BBC – VILLAGE SOS**

A letter from Village SOS (a major new initiative from the Big Lottery Fund and the BBC, searching for six UK villages with a great business idea and six enterprising individuals to act as Village Champions), was noted.

15. **ACCOUNTS FOR PAYMENT**
Payments in respect of cheque numbers 100374 to 100380 was approved and receipt no 003 (TMBC – Half yearly grant of £2,458 was noted).
16. **INFORMATION REPORT**
The information report was noted.
17. **DATE OF NEXT MEETING**
14 September 2009

The Meeting closed at 21.00 p.m.