

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, 8 June 2009 at 7.30 p.m.

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

IN ATTENDANCE: Mrs. Y. Tredoux (Clerk)

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

1. **APOLOGIES**

Apologies for absence were received from District Councillor Mrs. S. Murray.

2. **MINUTES**

The Minutes of the Meeting held on 11 May 2009, Reference SPC/05/09, previously circulated, were approved, subject to the following amendment:

Item 6.4 – Second last sentence should read: (New paragraph):

“Members went on to discuss Mr. Bristow’s dissatisfaction (expressed at the Annual Parish Meeting), with regard to the Committee structure and the Footpath Group.”

See Item 3.4 below.

3. **MATTERS ARISING**

3.1 “Green space” outside Wightwicks Row (Minute 6.1 SPC/05/09)

The Parish Council had been advised on 1 June that the landowner had not yet made a formal decision with regards to the future of this land.

3.2 Churchyard Maintenance (Minute 6.2 SPC/05/09)

A response from the PCC was awaited.

3.3 Bank arrangements for signing cheques (Minute 6.3 SPC/05/09)

The Bank Mandate had been completed and signed and would be submitted to the Bank. Members were asked to provide the relevant documents to the Bank.

3.4 Committee Structures (Minute 6.4 SPC/05/09)

Mr. Miles report that he had discussed the Committee structures with Mr. Bristow, who would be included on the circulation list for all matters relating to footpaths. Mr. Bristow would arrange for details of the Emergency Plan to be included on the website.

3.5 Church Footpath (Minute 6.5 SPC/05/09)

A reply from the PCC was awaited.

3.6 Highways – Hildenborough Road & Claygate Lane (Minute 6.6 SPC/05/09)

Mrs. Cohen, Miss Sargent, Mr. Sheldrick and the Clerk met with the three representatives from Kent Highway Services on 1 June. Kent Highway Services admitted that the recently installed marker posts had been installed at the incorrect location. Some Members thought that too many posts had been installed at this specific location. At the site meeting it was agreed that the posts would be removed and installed near ‘Callis Cottage’. The installation of the white lines would not be progressed at this stage.

Mr. Davis thought that the ‘incorrect’ location was actually a very good location for the marker posts to be installed as it prevented vehicles from driving along the verge.

It was agreed that KHS would be asked to reduce the existing marker posts at the 'incorrect' location by a suitable number to still act as a deterrent with the focus on the apex and that the ones that had been removed, be installed at the previously agreed location near 'Callis Cottage'.

3.7 Red telephone kiosk (Minute 6.7 SPC/05/09)

Members noted that the excess was £125. The annual premium of £55.44 to insure the kiosk against structural damage was accepted.

3.8 Dunks Green – posts (Minute 6.9 SPC/05/09)

Mr. Sheldrick had replaced three of the posts and straightened a few others. Mr. Sheldrick was thanked for his work.

3.9 The Sustainable Communities Act in Kent (Minute 13 SPC/05/09)

Members noted Borough Councillor, Mrs. Murray's comments, advising that the Borough Council was currently assessing the level of local interest before deciding whether or not to opt into the Act.

3.10 Accounts (End of Year 2008/09) (Minute 14 SPC/05/09)

A few minor amendments to the schedule were noted.

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

There were no reports from Borough & County Councillors.

5. **Questions from public**

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

6. **COMMITTEE AND OFFICER REPORTS**

6.1 Report from Chairman

Village sign – Mr. Miles had been informed that some residents thought that the post should be raised slightly. Mr. Sheldrick would investigate whether this would be possible and report back to the Parish Council.

Village fete – Mr. A. Bristow had asked if the Parish Council might want to consider having a stall at the village fete. Members discussed this idea but thought that they would probably not take up the suggestion this year.

6.2 Report from Clerk

Tonbridge Volunteer Centre – An invitation to the Annual Meeting was noted.

BTCV (British Trust for Conservation Volunteers) – Members noted that Mr. Duncan Simpson was appointed as the Tree Warden for Shipbourne.

"Gallery" page on the website - Mr. Galbraith (who has offered to continue with organising regular updates to the website), suggested that a separate "Gallery" page be created on the website, to record village events. Councillors agreed in principle, subject to clarification of the actual costs involved. *The Clerk would make enquiries and report back to the next meeting.*

7. **PLANNING**

7.1 **Planning Applications for consideration.**

7.1.1 TM/09/00978/FL – Marchurst Barn, Hildenborough Road, Shipbourne

Retrospective application for installation of three closed circuit television cameras and apparatus.

RESOLVED: That the following representation be sent:

The Parish Council is unable to make a decision based on the evidence provided. Full details, i.e. evidence (photographs) of what the cameras are recording, is required in order to make a fully informed decision.

In principle, the Parish Council is not opposed to a householder installing appropriately situated closed circuit television cameras, provided these are not considered to invade the privacy of neighbouring properties.

- 7.1.2 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.

*RESOLVED: That the following representation be sent:
Recommend APPROVAL, subject to the conditions below-
Bricks should be Wealden clay bricks, or similar local bricks.
If roof tiles are included they should be clay peg tiles.
Windows and doors should be timber with a painted finish not a stained finish.
In the case of modern or contemporary architecture additional quality materials might be more appropriate to the design.*

7.2 **Decisions from TMBC:**

- 7.2.1 TM/09/00748/LB – Fairhill, Riding Lane, Shipbourne
Listed Building Application : Replacement of staircase being a revised scheme to application TM/08/02364/LB – GRANTED.

7.3 **Planning Enforcement**

7.4 **Planning Information**

8. **TMBC's Sustainable Community Strategy for 2009-2012**

The Parish Council was invited to comment on the draft paper prepared by the Local Strategic Partnership, which set out actions responding to the priorities of local people, Parish Councils and other groups. The key aim of the document was to coordinate actions which could improve quality of life in the borough. It was agreed that the following comment be sent:
The Parish Council supports any potential improvements to the quality of life in the borough.

9. **KENT DOWNS POND SURVEY – SUMMER 2009**

Members noted a letter dated 13 May from the Medway Countryside Partnership, who was conducting a major pond survey on behalf of the Kent Downs AONB, seeking permission from landowners to carry out surveys. The Medway Countryside Partnership had identified two ponds in Shipbourne, which was thought to be in the ownership of Shipbourne Parish Council.
The Parish Council did not own any ponds and the Clerk would respond accordingly.

10. **REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk reminded the Council that the current Standing Orders and Financial Regulations should be reviewed in accordance with the NALC Models. A "Standing Order Working Group" had been established and Mr. Davis, Mr. Raven and the Clerk would represent the Working Group. *The Group would discuss and put forward any amendments for consideration at the Parish Council Meeting in September.*

11. **ANNUAL PARISH MEETING**

The draft Minutes of the Annual Parish Meeting, previously circulated, were noted. Members considered the following proposal from Mr. Bristow - (Reference Item 10):
"Would the Parish Council consider organising an "Annual Village Clean Up" as has been done in previous years."
It was agreed that the Clerk would find out more information about organised clean up events which would be considered at a later Meeting. The clean up day would probably be arranged for March/April 2010.

12. **ACCOUNTS FOR PAYMENT**

The payments in respect of cheque no's 100369 - 100373 were approved and receipt 002 (Half-yearly Precept of £4,500) was noted.

13. **DATE OF NEXT MEETING**

20 July 2009

The Meeting closed at 21.25 p.m.