

**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 the **Meeting of the Parish Council** to be held at Shipbourne Village Hall commencing at **7.00 p.m. on Monday 10 January 2022** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

Members of the public are welcome but given the ongoing Covid situation, we would be grateful if you would continue to observe social distancing measures. **Anyone with covid symptoms should not attend the meeting. If you would like to join via Zoom, please email the Clerk for the passcode.**

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

AGENDA

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 6 December 2021**
4. **Approval of s101 LGA delegated powers for meetings during the ongoing pandemic****
5. **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
6. **Highways & Footpaths - Highways Improvement Plan**
7. **Matters arising**
 - 7.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022**
 - 7.2 **Broken sign post at Dunks Green – Update**
 - 7.3 **Village Hall & Shipbourne Farmers Market – Update**
 - 7.4 **Climate Change - SPC Action**
 - 7.5 **Little Mead - Update**
 - 7.6 **Speed Calming, Litter and Parking - Update**
 - 7.7 **Jubilee – Trees/ Jubilee Beacons**
 - 7.8 **Resurfacing path to the Church**
 - 7.9 **Dunks Green noticeboard removal**
 - 7.10 **Street Lighting on Upper Green Lane – Responses from residents**
8. **Reports: County Councillor, Borough Councillor, PCSO**
9. **Communications – Please request items of interest * Circulated**
 - 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
 - KALC Community Awards Scheme 2022 – 14th February * (Cllr Leach suggestion)
 - KALC Carbon Footprint Calculator
10. **Chairs Action and Correspondence**
11. **Finance & Policy**
 - 10.1 **Payment of Accounts** – Accounts will be presented for agreement to pay:
 - Parish Clerk December Salary & Expenses & Skip £828.11
 - HMRC – Tax & NI Contribution £8.20
 - 10.2 **Precept -Agreement for budget and precept 2022**
 - 10.3 **Timesheet Report – December**
12. **Planning Matters**
 - 11.1 **Local Plan – Response to Call for Sites – Deadline 7th February**

11.2 Planning Applications

TM/21/03191/FL - Ambleside Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR. Conversion of gamekeepers storage barn used to store pheasant shoot apparatus and equipment into four dwellinghouses with associated works to provide access and parking facilities – Objections raised.

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

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.

11.3 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.

12. **To review submission to Parish Newsletter**
13. **Urgent Business that occurs and requires attention before the next meeting**
14. **Date of next meeting** – Monday 7 or 14 February 2021 – Shipbourne Village Hall

PART 2

15. Exclusion of Public and Press: Pursuant to Section1(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.

Signed

SR Hüseyin

****S101 Local Government Act 1972**

The Parish Council has the option to suspend further public meetings in line with Government advice. 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

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. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.