

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 13 June 2022** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

AGENDA

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

1. **Apologies for absence** - Cllr Leach, Cllr Tyler
2. **Signing Acceptance of Office** – Cllr Tyler (by post) & Cllr Redman
3. **Dispensations and Declarations of Interest**
4. **To approve as a correct record the Minutes of the Parish Council meeting 9 May 2022**
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 (HIP)** – Update from meeting with Claire Venner on the HIP. Speed data from Stumble Hill (circulated)..
7. **Matters arising**
 - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Hedge maintenance and tree cutting – Contacted Geoff Taylor to relay instructions following the May meeting. Overhanging branches obstructing bus route – Duncan Simpson contacted to carry out work. First grass cut done for Jubilee celebrations on Dunks Green.
 - 7.2. **Broken sign post at Dunks Green** – Sign not yet installed.
 - 7.3. **Village Hall & Shipbourne Farmers Market** – FCC Funding – Clerk has submitted an application to FCC Communities Foundation for £14,980 for replacement windows. Third Party contribution of £1,610 required and the Village Hall Trustees can contribute this amount if the application is successful. Planning permission is in place although work must be started in September 2022. Following resignation of Trustees, new volunteers have come forward and these will be advised and the necessary paperwork completed. A quote has been received for refurbishment to the kitchen, main hall and store room, the Parish Clerk will set up an application for Listed Building Consent.
 - 7.4. **Climate Change** - SPC Next steps
 - 7.5. **Little Mead** - Update – Update on site meeting on 9 June with Southern Water to discuss ongoing issue with foul waste.
 - 7.6. **Jubilee** – Feedback from jubilee celebrations.
 - 7.7. **Resurfacing path to the Church** – Quotes for tarmac path and car park received and request for PC contribution towards the cost. Parish Clerk to establish what section of the LGA that we can contribute under as this may restrict the amount that we can give.
 - 7.8. **Street Lighting on Upper Green Lane** – Update – Clerk has chased up Highways about trial turning off lights outside no's 15 and 20 Upper Green Lane.
8. **Reports: County Councillor, Borough Councillor**
9. **Update from PPP** – Cllr Oram to report back.
10. **Communications – Please request items of interest * Circulated**
 - Confirmation of renewal of Insurance Policy – Hiscox
 - New Chair – Plaxtol PC
 - Renewal of Insurance Policy – Hiscox
 - KALC T&M Meeting – Thursday 21 July via Zoom
 - Proposal to use 8 Back Lane as parking area*
 - Councillors Conference** - 30 June at Lenham Community Centre – Register Cllr Oram to attend, anyone else?*
 - Kent Connect to Support - supporting you to live well in Kent – Clerk has put posters on noticeboard.

KCC bus funding reduction consultation - feedback
 Revised Kent Model Code of Conduct – Clerk to review
 Private Members' Ballot - Local Electricity Bill
 Parish Infrastructure Statement for completion – Deadline 16th June*
 Tunbridge Wells Local Plan Examination Stage 2 Update*
 Agenda for General Purposes Committee, Wednesday, 15th June, 2022, 7.30 pm
 Parish Partnership Panel - Thursday 1 September 2022 at 1930 hours -Online meeting
 KALC News May 2022*

11. Chairs Action and Correspondence

12. Finance & Policy

- 12.1 Payment of Accounts** – Accounts will be presented for agreement to pay:
- | | |
|--|---------|
| Parish Clerk May Salary & Expenses | £518.28 |
| HMRC – Clerks Tax & NI Contribution | £17.20 |
| Green Hippo – Printing for Jubilee Party | £54.00 |
| Unity Trust Bank - Opening Account | £500.00 |
| Arthur J. Gallagher Insurance Brokers Limited. | £756.14 |
- 12.2** Timesheet Report – May
12.3 Internal Audit – Update
12.4 **To review the effectiveness of Internal Control.** Chair & Clerk to sign
12.5 **To approve the Governance Statement for, section 1 AGAR 2021/22** for year ending 31/3/2022. Confirmation that Council has published transparency information on the website. Chair and Clerk to sign.
12.6 **To approve Section 2 AGAR 2021/22 Accounting Statements,** bank reconciliation and significant variances. Chair and Clerk to sign.
12.7 **To confirm that the Council meets the criteria for exemption for 2021/2** and certify exemption from limited assurance review. Chair and Clerk to sign.
12.8 Unity Trust Bank – Confirm signatories Cllrs Bate, Leach, Redman, Tyler have received passwords and registered. Cllrs Oram, Dagger and Sheldrick to be added to the mandate once the account is up and running.

13. Planning Matters

13.1 Local Plan – Update

13.2 Planning Applications

TM/22/00546/FL - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY. Change of use to incorporate land into the residential curtilage.

TM/22/00852/FL - Shipbourne House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Renew front right hand gate to match existing. Remove existing front bolted on section of garage and renew to match existing and replace it's feather edged roof with tiles. Repair defective pointing in numerous locations and renew some defective brickwork in places where faces have eroded.

TM/22/00614/LB - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent TN11 9QD. Conversion of the Granary to Let accommodation including externally insulating the structure, forming new internal partitions to separate the existing spaces, new rooflights and alterations/forming of new window and door openings.

13.3 Planning Decisions - None

14. To review submission to Parish Newsletter

15. Urgent Business that occurs and requires attention before the next meeting

16. Date of next meeting – Monday 11th July 2022 – Shipbourne Village Hall at 7.00pm

PART 2

17. 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.

Signed

SR Hüseyin