

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 19 December 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:

Presentation of the KALC award to Libby Cohen for services to the community.

1. **Apologies for absence** - Borough Cllr Palmer
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 14 November 2022**
4. **Reports: County Councillor & Borough Councillor**
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.** Cross Roads at Puttenden Road. Adding Back Lane & Upper Green Lane bus route to salting schedule. Erosion of verges on Back Lane.
7. **Matters arising**
  - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Agree schedule for 2023
  - 7.2. **Broken sign post at Dunks Green** – Update from Cllr Sheldrick
  - 7.3. **Village Hall & Shipbourne Farmers Market** – Proposal to dissolve the Trust Deed for the Village Hall and ongoing management of administration and maintenance of the hall.
  - 7.4. **Climate Change** - Climate Change Strategy and Action Plan – Launch at January meeting
  - 7.5. **Little Mead** - Nothing to report
  - 7.6. **Resurfacing path to the Church** – work complete, approval of invoice.
  - 7.7. **Footpath MR392** – The Clerk has written to the Fairlawne Estate and PROW following the matter raised by a member of public at the October meeting. Awaiting response
  - 7.8. **Forest Management Plan for Dene Park** – Response to consultation.
  - 7.9. **Buses – Community Transport Grant.** Cessation of daytime 222 from February 2023
8. **KALC – Feedback from KALC Meeting 15 December 2022**
9. **Communications – Please request items of interest \* Circulated**
  - KALC News November\*
  - National Neighbourhood Watch Newsletter
  - Tonbridge and Malling Ramblers January walks
  - Local Election Material – May 2023
  - NALC response to the Autumn Statement
  - Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27 – Mazars LLP
  - Citizens Advice Presentation
  - KALC T&M Reg 18 Information.
10. **Chairs Action and Correspondence**
11. **Finance & Policy**
  - 11.1 **Payment of Accounts** – Accounts will be presented for agreement to pay:
    - Parish Clerk Salary & Expenses £505.58
    - HMRC – Clerks Tax & NI Contribution £24.00

|      |  |           |
|------|--|-----------|
|      | ST Resurfacing Ltd – Tarmac of Church approach | £3,874.80 |
|      | Saul Cullen – Reimbursement website admin      | £441.98   |
|      | Donation towards Christmas party               | £50.00    |
|      | Shipbourne Village Hall                        | £282.00   |
| 11.2 | Timesheet Report – November                    |           |
| 11.3 | Draft budget proposal                          |           |
| 11.4 | Precept 2023 – Decision by 20 January 2023     |           |

## 12. Planning Matters

### 12.2 Planning Applications Received –

**TM/22/02492/FL** – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Variation of condition 2 (Approved Plans) pursuant to planning application TM/22/01264/FL (Demolition of existing bungalow and replace with new dwelling). “No objection but request consideration is given to solar panels”

**TM/22/02619/RD** – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR. Details of condition 3 (Landscaping and boundary treatment),5 (Electric vehicle charger) ,6 (Refuse screening) and 7 (External lighting) submitted pursuant to planning permission TM/22/01264/FL (Demolition of conservatory and construction of single storey extension to rear)

**TM/22/02683/FL** - 1 Martins Cottages And Crockwell, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached double garage with a new access track to side to provide access and parking to serve existing cottages together with associated landscaping (revised proposals to those permitted under application TM/17/00703/FL).

### 12.3 Planning Applications Approved

**TM/22/02142/FL & TM/22/02143/LB** - Single storey extension to restaurant area. Kentish Rifleman, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11.

13. **To review submission to Parish January Newsletter**
14. **Urgent Business that occurs and requires attention before the next meeting**
15. **Date of next meeting** – Monday 9<sup>th</sup> January 2023 – Shipbourne Village Hall at 7.00pm

## PART 2

16. 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*