

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 a Meeting of the Parish Council to be held at 7.00 p.m. on Monday 3 April 2023 to transact the undermentioned business. *Sarah Huseyin, Parish Clerk*

1. Apologies for absence
2. Dispensations and Declarations of Interest
3. Reports: County Councillor & Borough Councillor & from KALC meeting
4. To approve as a correct record Minutes of the Parish Council meeting on 13 March 2023
5. Public Open Session
6. Highways & Footpaths - Highways Improvement Plan (HIP) – Update – Nothing to report
7. Matters arising
  - 7.1. Grass Cutting at Wightwicks and Common Land at Dunks Green 2023 - Nothing to report.
  - 7.2. Broken sign post at Dunks Green – Cllr Sheldrick update
  - 7.3. Village Hall & Shipbourne Farmers Market – Update
  - 7.4. Little Mead - update
  - 7.5. Local Elections 4 May 2023 – update
  - 7.6. Website Upgrade – update
  - 7.7. Request for funding towards Rifleman Defibrillator – Email 16 March
  - 7.8. Shipbourne Archive
  - 7.9. Break-Ins Plaxtol & Shipbourne Tennis Club
  - 7.10. Bench at bus stop – repairs
  - 7.11. Climate Change Group - Update
  - 7.12. Coronation Weekend – To receive information on plans for celebrations. Request for funding of publicity. Coronation Champions Awards.
8. Communications – \*Circulated in advance of the meeting.
  - OEP Protected Sites: Call for Evidence\*
  - Parish Infrastructure Statement for completion – 16 June\*
  - TMBC Planning Enforcement Letter
  - West Kent NHW Newsletter
  - New green resource for Shipbourne Parish Council residents - [Electric Car Guide](#)
  - Sevenoaks Climate Fair on the Vine – 29<sup>TH</sup> April
9. Chairs Action and Correspondence
10. Finance & Policy
  - 10.1. Payment of Accounts – Accounts were presented for agreement to pay:
 

Parish Clerk Salary & Expenses	£506.88
HMRC – Clerks Tax & NI Contribution	£24.00
St Giles’ Church – Grass cutting 2023	£675.00
Ecolec – New Radiators ( <i>paid March</i> )	£336.00
  - 10.2 Timesheet Report March
  - 10.3 Internal Audit - Update
11. Planning Matters
  - 11.1 Planning Applications - None
  - 11.2 Planning Applications Approved
    - 23/00270/LDP - Lawful Development Certificate Proposed: the installation of solar panels to the rear face of the property | Brambleside Upper Green Road Shipbourne Tonbridge Kent TN11 9PH – Certifies
    - 23/00205/LRD - Details of condition 3 (materials/drawings) submitted pursuant to Listed Building Consent TM/22/02143/LB (Listed Building Application: Single storey extension to restaurant area) | Kentish Rifleman Dunks Green Road Shipbourne Tonbridge Kent TN11 9RU
12. To review submission to Parish May Newsletter
13. Urgent Business that occurs and requires attention before the next meeting

**14. Date of next meeting** – Monday 15<sup>th</sup> May 2023 – Shipbourne Village Hall at 7.00pm.

**Parish and Borough Elections will be held on Thursday 4<sup>th</sup> May and the first meeting of the new Council will be on Monday 15<sup>th</sup> May. Outgoing councillors officially retire from their appointment at 00:01 on Wednesday 10<sup>th</sup> May. Note our new Ward will be called Bourne.**