

**SHIPBOURNE PARISH
COUNCIL**

**SARAH HUSEYIN
Clerk to the Council**

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Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 15 May 2023 at Shipbourne Village Hall

Present: Cllr Redman (Chair), Cllr Sheldrick (Vice Chair), Cllr Dagger, Cllr Leach, Cllr Oram, The Parish Clerk, Borough Cllr Lark and County Cllr Rayner

- 1. Apologies for absence** - None

AGM

- 2. Announcement of Parish Election results** – Cllrs Tyler and Bate officially stood down on 9th May 2023 as they didn't apply for another term. Cllrs, Redman, Sheldrick, Dagger, Leach and Oram were nominated and were re-elected on 4th May 2023 as the election was uncontested. We have 2 vacancies and can now co-opt. The Clerk will check whether we must advertise the positions.
- 3. Announcement of Borough Council Election results** - Cllrs James Lark (Conservative) and Steve Crisp (Green) were elected as the representative Borough Councillors for the newly formed Bourne Ward.
- 4. Declarations of Acceptance** - Cllrs Redman, Sheldrick, Oram, Dagger and Leach duly signed the acceptance of Office forms which were countersigned by the Parish Clerk. The forms will be kept on file by the Clerk.
- 5. Elections to Office:**
To Elect Chair – Valerie Redman was proposed by Cllr Oram and seconded by Cllr Sheldrick – agreed.
To Elect Vice Chair – James Sheldrick was proposed by Cllr Redman and seconded by Cllr Oram – agreed.
To Elect Parish Representatives:
 KALC – Cllr Oram
 PPP – Councillors to attend on a rota basis.
 Village Hall Committee – Cllr Leach
To agree to advertise to co-opt 2 councillors – Cllr Leach reported that he has a potential candidate and the Clerk will check the process for co-option. An advert will be placed in the Parish Newsletter for the remaining vacancy.
To agree date of Annual Parish meeting – It was agreed that we should hold the Annual Parish Meeting at the start of our September meeting which will fall on 11th September. The Clerk will advertise the dates on the website.
 Councillors completed Election Expenses Returns and The Clerk will scan and send to TMBC.
- 6. Dispensations and Declarations of Interest** - Cllr Leach declared an interest in Shipbourne House and Cllr Sheldrick in Ambleside planning applications.
- 7. Reports: Borough Councillor** - Cllr Lark introduced himself as the new Borough Councillor for Bourne Ward. He reported that there was no overall majority at TMBC; out of 44 seats, Conservatives held 20. The first annual Council meeting will be held on Wednesday night when Committees and Cabinets will be chosen along with the Mayor, Deputy Mayor and Leader. Our new Ward is comprised of Golden Green, Haldow, Plaxtol and Shipbourne and is the biggest ward in Tonbridge and Malling. Cllr Lark said that he would submit a report if he was unable to attend our Parish meetings. Cllr Lark said that there was no Local Plan at present and that we would be in Area 2 for planning. Cllr Lark left the meeting and Cllr Rayner arrived. County Councillor reported that there would be a meeting in early June to look at a Local Government structure for the future. This has been driven by a significant change in the elections and the financial situation at KCC. There are currently 14 councils in Kent. Cllr Rayner left the meeting.

Signed.....Dated.....

8. **To approve as a correct record Minutes of the Parish Council meeting on 3 April 2023 -**
Minutes of the meeting were agreed and signed as a true record.
9. **Public Open Session** - No member of public present.
10. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update –** Matters for inclusion. The Clerk reported that we should set up a new HIP as there had been a change in personnel. It was felt that the only real concern now was illegal parking on the double yellow lines opposite the Chaser, particularly at weekends. This is an enforcement matter for TMBC rather than for KCC. It was suggested that we take this up with our new Borough Cllr rather than include it on our HIP -Agreed.
11. **Matters arising**
- 11.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - We received a request from a resident to have the first cut May due to a large event at the Rifleman. This was agreed and Geoff Taylor has agreed to do the cut. The first cut was due to be in July and Cllr Sheldrick suggested that it would probably need another cut in July as well as the space is used by the Rifleman.
- 11.2. **Broken sign post at Dunks Green** – Cllr Sheldrick to chase up.
- 11.3. **Village Hall & Shipbourne Farmers Market** – Update - Cllr Leach reported that we were still trying to set up a meeting with the Trustees to determine the future running of the hall. He hoped that this would be before our June meeting. The 20th Anniversary dinner of the Farmer’s Market will be held on 16th May in a marquee at The Chaser.
- 11.4. **Little Mead** – update from meeting on 2nd May. The Clerk circulated notes from the meeting with ex Cllrs Tyler and Bate, Cllr Sheldrick, Geoff Taylor and owner of Little Mead. The note was agreed, and the Clerk will send a copy to the owners.
- 11.5. **Website Upgrade** – Update - The Clerk has yet to obtain quotes but has details of 2 website designers to contact.
- 11.6. **Rifleman Defibrillator** – update – We have heard nothing further from the Rifleman about funding for the defibrillator.
- 11.7. **Shipbourne Archive – update** – The Clerk reported that someone has shown an interest in taking over the archive so has put her in touch with the relevant contact. Cllr Sheldrick suggested that we should offer to provide stationery if this is taken on and this was agreed.
- 11.8. **Bench at bus stop** – repair – update – Cllr Leach reported that this hasn’t yet been fixed although would be soon.
- 11.9. **Climate Change Group** – Update from meeting on 24th April 2023 – Cllr Dagger reported that the group had met in April to divide up jobs for researching various aspects of Climate Change. The next meeting will be on 19th June.
- 11.10. **Coronation Events** – Feedback – Thanks was given to Cllr Oram and Cllr Dagger for organising the games. The Clerk was asked to write to the Fairlawne Estate to thank them for tree planting event which was very well attended.
12. **Communications** – *Circulated in advance of the meeting.
Parish Infrastructure Statement for completion – 16 June*
KALC NEWS APRIL 2023*
Green Business Grant Scheme - Opening 18th April 2023, deadline 31st May
Dynamic Councillor at Faversham Town Council – 6TH June, Faversham Town Hall
Minutes KALC T&M Area - 30th March 2023
Drop-in session for Councillors - disclosure of interests – 17TH May 9.30am-5pm
Parish Council Community Cost of Living Support Grant – deadline 31 May 2023
Kent Plan Tree - Call for Sites – The Clerk was asked to circulate this.
Kent Plan Bee - Pledge to not mow your lawn through May 2023
Kent Soft landscape schedule – The Clerk was asked to circulate this.
13. **Chairs Action and Correspondence**
14. **Finance & Policy**
- 14.1. **Payment of Accounts** – Accounts were presented for agreement to pay: Cllrs Redman and Leach will authorise payments. Cllrs Oram and Dagger initialled the invoices. All payments this month will be Unity Trust Bank. Insurance payment will be deferred until June as we don’t yet have a confirmed amount.
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| Parish Clerk Salary & Expenses | £503.83 |
| HMRC – Clerks Tax & NI Contribution | £44.40 |
| Green Hippo – Posters for Coronation | £90.00 |
| KALC – Annual subscription | £303.18 |

Signed.....Dated.....

Gallagher Insurance	£tbc
Transfer of funds from HSBC to Unity Trust Bank (Cllrs Redman and Sheldrick signed the cheque)	£10,000.00

The Clerk recommended that we do most of our payments online via Unity Trust Bank and had set up the Clerks salary and tax as a monthly standing order from June through to March 2024 as the amounts won't vary.

14.2 Timesheet Report April - Circulated

14.3 Approval of Insurance Policy – 3 year renewal – The Clerk reported that we had received the renewal notice from Gallagher and the premium is £805 which is an increase from last year. The Clerk said that she would call them to get a requote as our assets are valued at a lower value than shown on the schedule. The Clerk will circulate the revised quote and we will take a view on renewing for 3 years, however, it was noted if the Parish Council becomes Trustee for the Village Hall this will inevitably increase the premium. The Clerk will take advice from Gallagher.

14.4 Agreement to amend HSBC bank mandate – The Clerk reported that we would need to remove ex Cllrs Tyler and Bate from the HSBC mandate. Cllrs Redman and Sheldrick are the only 2 signatories left and it was resolved that we would add Cllrs Oram, Dagger and Leach to the mandate. The Clerk will have admin authority only. The Clerk will amend and print off the mandate to sign at the next meeting.

14.5 Internal Audit – Update – The Clerk reported that she had a meeting with the auditor on Thursday and that AGAR will need to signed off at the June meeting.

15. Planning Matters

15.1 Planning Applications - TM/23/00735/TNCA - The Chaser, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. T1/T2 Large weeping Willow and Apple at either end of outdoor seating area of The Chaser Pub. Prune back overhanging branches by approx 2M to allow space for 21m Marquee to be erected below. Lift remaining crown up to 3M to balance shape where required. "No objection."

TM/23/00780/LRD - Shipbourne House- Stumble Hill- Shipbourne Tonbridge Kent TN11 9PE Details of condition 4b (Details of roof tiles) Pursuant to Planning permission TM/22/00853/LB Listed Building Application: Renew front right-hand gate to match existing. Remove existing front bolted on section of garage, 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. "No comment."

TM/23/00839/FL – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. New detached house and garage with new driveway access to replace bungalow previously approved under ref TM/22/02492/FL. "No objection to the design and access but would like a condition to restrict further extension and tarmacking of the track"

15.2 Planning Applications Approved

TM/23/00735/TNCA - T1/T2 Large weeping Willow and Apple at either end of outdoor seating area of The Chaser Pub. Prune back overhanging branches by approx 2M to allow space for 21m Marquee to be erected below. Lift remaining crown up to 3M to balance shape where required. The Chaser, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

15.3 Planning Applications Refused

TM/23/00365/FL- Part one/ part two storey side extension (Revision to refused application TM/22/00335/FL). 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU.

16. To review submission to Parish June Newsletter - agreed. Amend contact list of councillors.

17. Urgent Business that occurs and requires attention before the next meeting - None

18. Date of next meeting – Monday 12th June 2023 – Shipbourne Village Hall at 7.00pm.

The meeting closed at 8.40pm

Signed.....Dated.....