

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 10 July 2023 to transact the undermentioned business. *Sarah Huseyin, Parish Clerk*

1. **Apologies for absence** - Cllr Davis
2. **Dispensations and Declarations of Interest**
3. **Co-option of new Councillors**
4. **Reports: County Councillor & Borough Councillor**
5. **To approve as a correct record Minutes of the Parish Council meeting on 12 June 2023**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update – Matters for inclusion**
Temporary Road Closure - Back Lane, Shipbourne - 24th July 2023 – UK Power Network
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - Update
 - 8.2. **Broken sign post at Dunks Green – Cllr Sheldrick update**
 - 8.3. **Village Hall & Shipbourne Farmers Market – 1000th market celebration**
 - 8.4. **Little Mead – Nothing to report**
 - 8.5. **Website Upgrade – Defer to September**
 - 8.6. **Rifleman Defibrillator – Nothing to report**
 - 8.7. **Climate Change Group – Next meeting on 15th August 2023 via Zoom**
 - 8.8. **Confirm arrangements for annual parish meeting**
9. **Communications** – *Circulated in advance of the meeting.
KALC News July 2023*
KALC T&M Area Meeting- 13th July 2023 – Zoom
PPP Meetings – 31/8/23, 2/11/23, 8/2/24, 30/5/24
Terry Newman - Tonbridge and Malling Community Safety Unit Inspector*.
Nick Atkinson PS - Beat Sergeant for Tonbridge and Malling Community Safety Unit*.
Public consultations for Kent Minerals and Waste www.kent.gov.uk/mineralsandwaste 25th July 2023.
Kent Police List of contacts for Parish Councils <https://www.kent.police.uk>*
Emerging Local Transport Plan www.kent.gov.uk/ltp5. The consultation closes on 18th September 2023*
KALC Training & Events*
10. **Chairs Action and Correspondence**
11. **Finance & Policy**
 - 11.1. **Payment of Accounts** – Accounts were presented for agreement to pay:

Parish Clerk Salary & Allowance (Standing Order)	£478.32
Clerks Expenses	£74.79
HMRC – Clerks Tax & NI Contribution	34.00
AED Donate – Replacement defib pads (reimburse S Huseyin)	£61.19
 - 11.2. Timesheet Report June
 - 11.3. Signing HSBC bank mandate to amend signatories to Cllr Redman, Sheldrick, Dagger, Oram and Leach
12. **Planning Matters**
 - 12.1 **Planning Applications**
TM/23/01002/FL - Wellhampton House, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PN, Erect a greenhouse in the back garden as part of the redesigned kitchen garden.
“No objection, request for boundary hedge to be retained.”

TM/23/01278/PDVLR - Ash Tree Cottage, School Lane, Shipbourne, Tonbridge, Kent, TN11 9RT. Prior Notification for Residential Extension (Part 1 Class A): A new single storey rear extension is proposed to improve accessibility and internal circulation for a physically impaired resident.

TM/23/01389/TNCA - Lady Vane Close, Shipbourne, Tonbridge, Kent. T2 Nothofagus on roadside boundary with evidence of declining sections - Reduce height to 2.5m, removing completely dead stems to near basal area, in order to restart live stems and promote regrowth for easier maintenance - Trim growth back from car park by approx. 0.5m to the vicinity of previously trimmed face, in order to minimise encroachment to parked cars- Reduce branches growing towards roadside by 1.5m to form compact framework in line with reduced height, to promote uniform re growth for easier maintenance – ***Already approved***

12.2 Planning Applications Approved - None

12.3 Planning Applications Refused - None

13. To review submission to Parish August Newsletter

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

15. Date of next meeting – Monday 11th September 2023 – Annual Parish Meeting, Shipbourne Village Hall at 7.00pm.

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer