

**SHIPBOURNE PARISH  
COUNCIL**

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**Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 10 July 2023 at Shipbourne Village Hall**

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

1. **Apologies for absence** - Cllr Davis
2. **Dispensations and Declarations of Interest** - None
3. **Co-option of new Councillors** - Cllr Davis has completed his Declaration of Pecuniary Interest and will sign the acceptance of Office at the next Parish meeting. We still have 1 vacancy and will advertise this in the newsletter.
4. **Reports: Borough Councillor** - Councillor Lark asked whether Shipbourne would be interested in reinstating Speedwatch. Haldow are keen to do it and we could share equipment. There are ongoing issues with fly-tipping, particularly at the Hurst in Plaxtol. There is now agreement with the Cabinet Member to monitor fly-tipping at the hot spots. Cllr Lark left the meeting at 7.05pm  
**County Councillor Rayner** reported that the price for the subsidised season ticket passes has been held at £450. Local bus services are expected to continue as they are, this has been possible due to a £19m grant from the Government. Plaxtol has requested an additional 5.30pm service to accommodate Tunbridge Wells school children attending after school clubs and pupils from West Kent College and there will be a meeting with Autocar to go through the arrangements. Cllr Rayner asked whether Shipbourne would be supportive of a Saturday shopper service to Tonbridge which could be organised along the lines community funded 58 and 70 services. Parishes between Wrotham and Shipbourne would be asked to make a contribution which would be by reference to the number of electors.  
 There has been a fresh planning application for a MOTO lorry park at Nepicar; the park would accommodate 200 lorries, fuel and station facilities for HGV drivers. Work is being done on the Highways side and local Parishes have engaged consultants to oppose the application. The site is within greenbelt and with the setting of an AONB. If the application is turned down, it is believed that there would be an appeal. If it goes ahead it would mean an increase in the number of vehicles on A227.  
 Cllr Rayner attended the 1000<sup>th</sup> Farmers market last week. During Covid, Cllr Rayner gave a grant to the market to purchase software to set up a click and collect service to enable to market to continue during lockdown.  
 Cllr Rayner reported that KCC were meeting on Thursday to discuss the budget and there are likely to be reductions.  
 Cllr Rayner left the meeting at 7.25pm.  
 Discussion about library services – Councillors discussed whether there would be support for maintaining existing library services if there were further cuts to libraries in the upcoming budget. Currently there is a mobile service that attends Lady Vane once a fortnight and parishioners use the library at York Parade as well as larger libraries at Tonbridge and Borough Green. Cllr Oran said that she would speak to the operator of the mobile library to find out how many people use the service and where it goes.  
 It was agreed that we would like to pursue Speedwatch and the Clerk will email Cllr Lark.
5. **Minutes of the Parish Council meeting on 12 June 2023** were approved and signed as a true record.
6. **Delegated Authority S101 Local Government Act 1972** The Parish Council has the option for the business of the Council will be conducted under a Scheme of **Delegation passed by resolution at a meeting of the Parish Council**. The Parish Council RESOLVED that where a decision on a planning, financial or commercial matter is required before the next full meeting of the Parish Council, the Clerk together with the Chairman and/or Vice Chairman shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out by consultation with members by electronic means (Zoom or

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email) or telephone. The clerk will further consult with the chairman for guidance as necessary. Any decisions made under this delegation will be recorded in writing and must be published in accordance with the relevant regulations. Any decision will be ratified and recorded in the minutes of the meeting immediately following the decision.

**7. Highways & Footpaths - Highways Improvement Plan (HIP) – Update –** Matters for inclusion Nothing for now but it was agreed that we should do speedwatch on Stumble Hill.

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** - Cllr Sheldrick will check progress.

**8.2. Broken sign post at Dunks Green** – Cllr Sheldrick reported that the sign has been finished and reinstated. Cllr Leach circulated a photo and Councillors were very pleased with the quality of the workmanship. The Clerk will draft a letter to thank Mr Jordan and Cllr Sheldrick will deliver it. There may be some costs for materials which we will cover. Cllr Leach reported a broken GPO box on Dunks Green – we will investigate removing it as it is unsightly.

**8.3. Shipbourne Farmers Market** – Cllr Leach reported an almost record attendance at the 1000<sup>th</sup> market celebration.

**8.4. Village Hall** - The Clerk reported that she had spoken to Curtis Galbraith about the steps to the Parish Council becoming sole trustee of the Village Hall. Mr Galbraith has spoken to the Charity Commission who advised that the existing Trustees need to resign at the next Annual meeting and then appoint the Parish Council as Sole Trustee. SPC will be a corporate body and would have the possibility of setting up a sub-committee who could be responsible for day to day running. The existing lease would cease as the Parish Council is already the freeholder. Under the terms of the current Trust Deed and Lease, we should advertise the proposal to give Parishioners a chance to object. The Clerk suggested that the advert goes into the next newsletter with a deadline of the 10<sup>th</sup> September so that a final decision can be made at the next meeting which will also be the annual parish meeting. In the meantime, Mr Galbraith will speak to the Charity Commission about varying the Trust Deed. The Parish Council confirmed that they would be willing to be Sole Trustee. Cllr Sheldrick asked about the viability of the hall and Cllr Leach said that there was concern about the high electricity costs. The building does need to be insulated and windows replaced. Cllr Leach said that there was a TMBC Regeneration Grant which is currently open and the Clerk will look into this as a potential funding source. It is estimated that new windows would cost £16k and insulation £12k. Cllr Leach said that it would also be useful to get some new gazebos and a mock marquee.

**8.5. Little Mead** – Nothing to report – this can come off the agenda for now.

**8.6. Website Upgrade** – Defer to September

**8.7. Rifleman Defibrillator** – Nothing to report

**8.8. Climate Change Group - Climate Action Shipbourne CAS** – The next meeting is on 15<sup>th</sup> August 2023 via Zoom. Cllr Oram asked whether she could invite representatives from Plaxtol and this was agreed.

**8.9. Confirm arrangements for annual parish meeting** – The Clerk invited our new Borough Councillors and County Councillor to give a brief presentation. We will also invite village organisations and will present the KALC Award.

**8. 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](http://www.kent.gov.uk/mineralsandwaste) **25<sup>th</sup> July 2023.** – *No comment.*

Kent Police List of contacts for Parish Councils <https://www.kent.police.uk>\*

Emerging Local Transport Plan [www.kent.gov.uk/ltp5](http://www.kent.gov.uk/ltp5). The consultation closes on **18th**

**September 2023\*** The Clerk will circulate the information on the NuVenture subsidised services and Parish contributions.

KALC Training & Events\*

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9. **Chairs Action and Correspondence** - None

10. **Finance & Policy**

- 10.8. **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(Standing Order)       | 34.00   |
| AED Donate – Replacement defib pads (reimburse S Huseyin) | £61.19  |
- Cllrs Leach and Dagger initialled invoices and Cllrs Leach and Redman will authorise the online transactions. Cllr Redman initialled the bank reconciliation. The Clerk reported that David Pettengell had done an excellent job of amending the cashbook so that we now have both bank accounts shown. We received £51 interest from HSBC.
- 11.2 Timesheet Report June – circulated.
- 11.3 Signing HSBC bank mandate to amend signatories to Cllr Redman, Sheldrick, Dagger, Oram and Leach – It was resolved to sign the mandate to include the aforementioned councillors as signatories. (The previous signed mandate was the incorrect mandate for a Council)

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/PDVL**R - 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** - The Clerk will add a request for volunteers for speedwatch, a new Parish Councillor, information on the village hall and a request on current library use.
14. **Urgent Business that occurs and requires attention before the next meeting** - None
15. **Date of next meeting** – Monday 11<sup>th</sup> September 2023 – Annual Parish Meeting, Shipbourne Village Hall at 7.00pm followed by the Parish meeting at 8pm.
16. **AOB** – Cllr Dagger reported that the Climate Action Shipbourne would have a stall at the village fete on Bank Holiday Monday and there would be a poster competition.

**The meeting closed at 8.30pm**

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