

SHIPBOURNE PARISH
COUNCIL

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Clerk to the Council

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Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 13 November 2023

Present: Cllr Redman (Chair), Cllr Sheldrick (Vice Chair), Cllr Dagger, Cllr Davis, Cllr Leach, Cllr Oram, The Parish Clerk, County Cllr Rayner and 1 member of the public.

1. **Apologies for absence** - Borough Cllrs Lark and Crisp
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in the footpath and 2 planning applications
3. **Councillor Vacancy** – We still have 1 vacancy, Cllr Oram reported that the contact she had in mind was not available.
4. **To approve as a correct record** - The Minutes of the Parish Council meeting on 9th October 2023 were approved and signed as a true record.
5. **Report from County Councillor and Borough Councillors** – Cllr Rayner reported that there has been various legal issues and cases surrounding the care of asylum-seeking children. At present there are 600 asylum seeking children housed in Kent which is impacting Childrens' Services. KCC submitted a Devolution Deal to central Government in September, this would give more power to KCC and would increase funding available. It is unlikely that this will be pursued, during this Government, however, Cllr Rayner thought that the Government would need to give urgent consideration to Local Government administration and a move towards Unitary Authorities in the future.

Operation Brock on M20 was removed in September. The entry and exit system will impact those travelling on the coach via ferry and is likely to lead to delays.

KCC are progressing their SEND plan to save money. Currently, costs are increasing by 15-20% per annum, the transport scheme alone costs £60million to run and this is likely to increase to £80million.

The financial situation at KCC is that they are at £40million budget deficit. Urgent efforts to reduce expenditure are in hand but this will mean that there will be difficult decisions to make in the forthcoming budget and discretionary services will be impacted.

Cllr Lark submitted a report in advance of the meeting which was circulated.

6. **Public Open Session** – A member of public attended to make a request regarding the alternative footpath (alongside MR392) on the agenda. He asked whether the Parish Council could enhance the surface of MR392 rather than promoting the alternative route. The surface of MR392 can get very muddy and is in places impassible in the winter months and it was suggested that the Parish Council should write to KCC to request that they improve the surface which is under their legal remit. Cllr Rayner suggested that The Clerk wrote to Graham Rusling at KCC to make such a request and ask for a timescale. The PC also has a power to take action to remedy defective surfaces in the event that KCC is unable or unwilling to undertake the work.

The member of public said that the stiles were impeding people from using MR392 and he would like to see dog passes adjacent to the stiles and suggested asking the Estate to consider putting these in as there would then be less necessity for the alternative route. A concern was also raised about the notice about the permissive path as it says diversion whereas it should be classed as an alternative route. Cllr Rayner said if the PC were minded to write to KCC, they should ask whether they would be prepared to recompense Shipbourne PC in the event that they had to undertake the work. Cllr Rayner confirmed that the next meeting of Environment and Transport Committee would be in January which is when footpath repairs would be put forward. Cllr Rayner confirmed that the landowner was entitled to put in alternative routes and the Clerk confirmed that the existing stiles were compliant with regulations.

Cllr Dagger asked whether there would be any further funding for Homes for Ukraine Scheme as she had heard that it was likely to run out. Cllr Rayner advised writing to our MP Tom Tugendhat and every Kent MP to follow up with central Government.

Cllr Rayner left the meeting at 7.40pm

7. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Request for priority signage on Puttenden Road where the road narrows to highlight the pinch point – The Clerk reported that she

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

had been in contact with Kent Highways who have added this to our Highways Improvement Plan. They have confirmed that the signage cannot go onto third party land or infrastructure so signage will depend on whether there is enough verge width for installing road narrows signs. This has been passed to the Planning and Advice Team to see if there is a suitable site. Request for Quiet Lanes on Hildenborough Road – we have been informed that the road is not suitable for such signage. Our Borough Councillor, Steve Crisp, is in discussion with KCC about a campaign to reduce the statutory speed limit on country roads. This has been highlighted recently following a fatality in Hadlow. Cllr Davis suggested that better signage and policing would help with speeding and the Clerk reported that the new Beat Officer had confirmed that Police were working towards doing more speed checks. Speedwatch – Cllr Lark reported that there have been difficulties getting a Group set up due to lack of volunteers. Salt delivery - The Clerk reported that she had arranged for salt to be delivered to Mr Taylor which can be used for the farmers market/church approach.

Cllr Sheldrick reported that he had straightened some of the signs along A227. The Clerk said that if she is notified of other signs that need straightening, she would report them via the portal.

8. Matters arising

- 8.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023 - The** cutting for 2023 has now been completed and the Clerk was asked to request an invoice for the work.
- 8.2. **Removal of Telecoms box - Dunks Green** – The Clerk reported that she had been redirected to another agency regarding the box and is awaiting a response.
- 8.3. **Village Hall - Update on Charity Commission and status of Trust** – we are still awaiting a response from the Charity Commission. Transfer of Insurance details – The Clerk reported that she had contacted Zurich to inform them about the change in Trustees, they have said that they need to check with the Underwriters whether they will continue to provide the same level of cover. Electrical works have been completed and invoice submitted below; the Clerk has informed the Insurance Company and sent the certificate. The Clerk will work with Helen Leach to get together the figures for the Annual Return. Cllr Leach reported that he had identified some volunteers to form a new committee. The Clerk suggested that at least one other should become a signatory on the account along with a Parish Councillor in the interest of transparency.
- 8.4. **Shipbourne Farmers Market** - The Grant Funding Application has been approved and we have received funding from KCC. We will approve the payment to for the new marquees tonight.
- 8.5. **Website Upgrade** - Update – Cllr Davis has been in contact with Saul to get a password to access the website. Cllr Davis asked Councillors to send him websites that they like the look of. Cllr Oram reported that she had spoken to Church representatives who confirmed that they would like to see more visuals on the website and would be happy to go along with improvements that are suggested.
- 8.6. **Climate Change Group (CAS – Climate Action Shipborne)** – There will be a meeting on 15th November via zoom with Alex Templeton of SENE and Carrie Spencer, Climate Change Officer TMBC to discuss how to publicise PV panels. Parish Councillors are invited to come along to the meeting. A geotechnical survey has been carried out in Shipbourne (and Plaxtol) to identify areas that may be suitable for solar panels with a view to setting up a scheme whereby we can generate our own electricity.
- 8.7. **Footpaths** – Update – Permissive footpath open. The PC agreed that we should write to KCC and put the item on the agenda for the next meeting.

9. Communications – *Circulated in advance of the meeting.

KALC News - November 2023

KALC T&M Area Minutes 28th September 2023

PPP Meetings - 8/2/24, 30/5/24 – Cllr Oram reported that she had attended the November PPP meeting and asked whether the PC would be happy for her to be our representative going forward – agreed. Cllr Oram reported that tat the ID requirements at elections would be enhanced to include National Insurance numbers going forward.

Kent Cycling and Walking Infrastructure Plan Consultation – 10th January 2024

kent.gov.uk/KCWIP

KALC 76th AGM – 18th November Ditton Community Centre
support for Climate and Ecology Bill

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Parish and Town Councils Climate Action Day, 4th of December, in partnership with KALC

New permanent Post Office in Tonbridge at 13 Quarry Hill Road, Tonbridge – Opening 3rd January

Community Transport Grant Scheme www.kent.gov.uk/communitytransport

Plaxtol PC - Ward get together with Hadlow, Shipbourne and Plaxtol – this will be arranged in the new years and will be held at Plaxtol Memorial Hall.

KALC Community Awards Scheme 2024

West Kent Rural Grants Scheme

KALC Chief Executive's Bulletin

Kent and Medway Local Nature Recovery Strategy

Chairs Action and Correspondence - Nothing to report.

10. Finance & Policy

- 10.1. Payment of Accounts** – Accounts were presented for agreement to pay:
Cllrs Davis and Oram initialled invoices and Cllrs Leach and Redman will authorise online payments

Parish Clerk Salary & Allowance (Standing Order) November	£575.50
HMRC – Clerks Tax & NI Contribution	£58.20
Clerks Expenses	£9.20
Instant Shelters – Marquee for Shipbourne Farmers Market (funding provided by KCC Members Grant)	£1,200.00
Royal British Legion – Poppy Wreath	£20.00
Community Heartbeat – Defibrillator Lease	£151.20

Income

KCC – Members Grant	£1,000.00
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Shipbourne Village Hall Accounts:

Helen Leach will set up and authorise online payments.

Renewal of garden waste bin subscription	£82.00
Electrical Testing and Inspection	£1,896.00*
*corrected from £1,176.00	

- 10.2** Timesheet Report October – circulated
- 10.3** Financial Statements circulated. Cllr Redman initialled the bank reconciliation against the bank statements for October.
- 10.4** Internal Auditor – Confirmation that Marian Hemsted will be our IA for 2023/4
- 10.5** Budget – Cllr Leach suggested including items for the village hall and suggested oil filled radiators as a cheaper means of heating the committee room. We will need to discuss replacement windows.

10. Planning Matters

10.1 Planning Applications

23/02048/FL— Fairview House, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Demolish lean too structure and erect single storey rear extension. New paved area. “No objection.”

23/02081/PP – Ambleside, Redds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Details of Condition7 (External Lighting) pursuant to Planning permission TM/23/01560/FL to vary condition 2 (Plans listed) TM/23/00839/FL New detached house and garage with new driveway access to replace bungalow previously approved under ref TM/22/02492/FL to update the external materials and therefore replace the listed drawings. “No comment”

23/02042/LB – 3 Church Gate Cottages, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PF. Listed Building works. Replace existing first floor timber framed single glazed windows with new double glazed timber framed windows to match existing profiles. “No objection”

23/02055/TNCA – Great Budds House, Mote Road, Shipbourne, Kent, TN11 9QD. T1 English Oak, fell and treat stump with eco plugs. Reason clay shrinkage damage at the property. “No objection”

23/02073/FL – Smallholding land North and South of Roughway Lane, Roughway, Tonbridge, Kent. Change of use and conversion of redundant store to 1 x bed dwelling for ancillary use in association with Stone Cottage, together with a single storey side extension and associated

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external alterations. – *We think this is within Plaxtol but will circulate comments to share with Plaxtol PC*

10.3 Planning Appeals

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

- 11. **To review submission to Parish December Newsletter** - Draft agreed
- 12. **Urgent Business that occurs and requires attention before the next meeting** - None
- 13. **Date of next meeting** – Monday 11th December 2023

The meeting was closed at 8.48pm

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