

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 11 December 2023** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **Councillor Vacancy**
4. **To approve as a correct record Minutes of the Parish Council meeting on 13th November 2023**
5. **Report from County Councillor and Borough Councillors**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) – Request for priority signage on Puttenden Road. Request for Quiet Lanes on Hildenborough Road. Speedwatch.**
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2023** - Completed
 - 8.2. **Removal of Telecoms box** - Dunks Green – Nothing to report
 - 8.3. **Shipbourne Farmers Market** - Nothing to report
 - 8.4. **Website Upgrade** - Update
 - 8.5. **Climate Change Group** – Feedback from meeting with Alex Templeton SENE and Carrie Spencer, Climate Change Officer TMBC . Next steps. Budget?
 - 8.6. **Footpaths** –Update on resurfacing MR392. Further request for dog gates.
 - 8.7. **KALC Awards** – Nominations
 - 8.8. **Meeting dates 2024** – Circulated
 - 8.9. **Budget 2024/5**
9. **Shipbourne Village Hall**
 - 9.1 **Bank Mandate**
 - 9.2 **Caretaker Fee**
 - 9.3 **Utilities Update**
 - 9.4 **Committee – 2 PC Reps**
 - 9.5 **Charity Commission** – Filing of Accounts 22-23–Income £5,054, expenditure £3,672
 - 9.6 **Budget**
- 10 **Communications** – *Circulated in advance of the meeting.
 - KALC News & Training 2023/2024
 - KALC T&M Area Meeting 14th December 2023 at 7.30pm - Teams
 - PPP - 8/2/24, 30/5/24
 - Kent Cycling and Walking Infrastructure Plan Consultation – 10th January 2024
kent.gov.uk/KCWIP
 - Ward get together with Hadlow and Plaxtol
 - KALC Community Awards Scheme 2024
 - West Kent Rural Grants Scheme
 - KALC Chief Executive's Bulletin
 - Kent and Medway Local Nature Recovery Strategy
 - TMBC - Christmas Waste Collection details (<https://www.tmbc.gov.uk/bins-waste/check-waste-collection-updates/1>)
 - KCC - Family Hub and Commissioned Youth Decision
 - TMBC - On and off-street parking restrictions - Changes to parking restrictions in the Borough of Tonbridge & Malling www.tmbc.gov.uk/consultations
 - Tonbridge & Malling Violence Against Women and Girls Consultation
[Violence against women and girls consultation – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](http://www.tmbc.gov.uk/Violence%20against%20women%20and%20girls%20consultation%20-%20Tonbridge%20and%20Malling%20Borough%20Council)
 - NALC - Update on pay scales

11. Chairs Action and Correspondence**12. Finance & Policy****Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses December <i>(includes back pay & Increased rate NALC from 01.4.23)</i>	£829.30
HMRC – Clerks Tax & NI Contribution	£119.40
Climate Action Day Attendance fee– Alice Dagger	£tbc
Transfer from HSBC to Unity	

Shipbourne Village Hall Account

EJP Fire Protection Ltd – Fire Alarm Service	£90
Octopus Energy (Direct Debit)	£116.31

12.1 Timesheet Report November

13. Planning Matters

13.1 **Planning Applications** - None

13.2 **Planning Applications Approved**

23/02055/TNCA – Great Budds House - T1 English Oak- Fell and treat stump with eco plugs
(broadleaved. Reason- Clay shrinkage subsidence damage at the property)

14. **To review submission to Parish January Newsletter**

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

16. **Date of next meeting** – Monday 8th January 2024

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer