

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 8 January 2024** 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 Minutes of the Parish Council meeting on 11th December 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 – KH have requested road narrows signage with their Design Team and this will be funded by them at the beginning of the next financial year, budget allowing. Speedwatch - update from Borough Cllr. Flooding Mote Road.**
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Agree schedule
 - 8.2. **Removal of Telecoms box** - Box fixed December 2023– Remove from next agenda
 - 8.3. **Shipbourne Farmers Market** - Nothing to report
 - 8.4. **Website Upgrade** - Update
 - 8.5. **Climate Change Group** – Agree for Shipbourne PC to be the lead applicant for an application for a community energy grant (working with Climate Action Shipbourne CAS, Plaxtol PC and possibly Hadlow PC)
 - 8.6. **Footpaths** –PROW have included MR392 in surfacing programme for summer 2024.
 - 8.7. **KALC Awards** – Nominations – Clerk to complete application form.
9. **Shipbourne Village Hall**
 - 9.1 **Meeting of new committee 30/01/24**
 - 9.2 **Caretaker Fee – Agree rate**
 - 9.3 **Utilities Update**
 - 9.4 **Committee – 2 PC Reps**
 - 9.5 **Charity Commission – Next steps**
- 10 **Communications** –*Circulated in advance of the meeting.
KALC News & Training 2023/2024
PPP - 8/2/24, 30/5/24, 29/08/24
Ward get together with Hadlow and Plaxtol – Awaiting confirmation
11. **Chairs Action and Correspondence**
12. **Finance & Policy**

Payment of Accounts – Accounts for agreement to pay:	
Parish Clerk Salary & Expenses January <i>(includes reimbursement defib pads £101.94)</i>	£712.09
HMRC – Clerks Tax & NI Contribution	£65.20
Shipbourne Village Hall – Rental	£300.00
Climate Action Day Attendance fee– Alice Dagger	£tbc
Transfer from HSBC to Unity	
Shipbourne Village Hall Account	
Octopus Energy (Direct Debit)	£243.30
- 12.1 **Budget 2024/5** – Agree precept and budget for 2024/5
- 12.2 **Timesheet Report** December (Circulated)
13. **Planning Matters**
 - 13.1 **Planning Applications**

23/03051/HH - Proposed two storey rear and side extension, with new porch to the front: 21, Upper Green Lane, Shipbourne, Tonbridge, TN11 9PW. "No objection

13.2 Planning Applications Approved

23/03304 - Fell x2 Eucalyptus trees: Great Budds House, Mote Road, Shipbourne, Tonbridge, TN11 9QD

14. **To review submission to Parish February Newsletter**
15. **Urgent Business that occurs and requires attention before the next meeting**
16. **Date of next meeting – Monday 12th February 2024**

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer