

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE

Telephone: 01732 886402
email: shipbourneparishcouncil@gmail.com

Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 8 January 2024 at Shipbourne Village Hall.

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

1. **Apologies for absence** - Cllr Oram and Borough Cllr Crisp
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in item 8.6
3. **Councillor Vacancy** – No candidates have come forward.
4. **Minutes of the Parish Council meeting on 11th December 2023** were approved as a true record and signed by Cllr Redman.
5. **Report from County Councillor** - Cllr Rayner reported that he had received a complaint from a resident on Mote Road near to Great Budds, about the rain water run-off from the surrounding farmland onto his property. The ditches are filled and there is a possibility that a pipe that runs under the road, to take some of the water, is blocked. Cllr Rayner has been in contact with the Drainage Engineer at Kent Highways and has a meeting on Wednesday to see whether the pipe is broken or blocked. Cllr Rayner said that it was not lawful for a landowner to discharge water onto the highway, however no action will be taken until an investigation has taken place. The video footage of from the resident is good and the impact on his property is considerable. Regarding unaccompanied children seeking asylum, there has been some progress with the Home Office and Childrens' Services.
New EU rules in October 2024 mean that those travelling to and from Europe will need to have a photograph taken and complete additional checks. Currently checks take 2-3 minutes and are estimated to rise to 7-8 minutes, possibly more, creating tailbacks. Cllr Rayner left at 7.12pm.
Borough Councillor – Cllr Lark reported that a new interim CEO had been appointed, Adrian Stanfield. He will be in post until a permanent CEO is found which must be by May. The new planning list is unintelligible, and Cllr Lark will raise this with Planning at TMBC. The Clerk said that there is still some inconsistency with the planning list and actual applications received. Cllr Lark hasn't had much success in finding Speed Watch volunteers due to abuse that some of the volunteers have experienced in other Parishes. He will pursue Kent & Medway Safety Camera Partnership and has suggested a location in Shipbourne for the van. Cllr Rayner said that he would be happy to assist if needed. Cllr Lark left at 7.17pm.
6. **Public Open Session** - No members of the public were in attendance.
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Our request for priority signage on Puttenden Road has gone forward to Kent Highways who have requested road narrows signage with their Design Team. This will be funded by them at the beginning of the next financial year, budget allowing. Speedwatch - see update from Borough Cllr. Flooding Mote Road – see update from Cllr Rayner. Cllr Davis reported that the drain outside The Kentish Rifleman was being bypassed due to the erosion of the verge. He has sent photo's to The Clerk will report to Kent Highways.
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - The invoice has been sent for 2022 and 2023 and will be approved for payment this evening. **Cllr Sheldrick has spoken to Geoff Taylor who suggested a** schedule for 2024: Wightwicks to be cut at the same time as the common in mid-July and take away the arisings and a further cut in the autumn leaving the arisings. The edges can be strimmed if visibility is impaired. At Dunks Green, consensus from residents is to cut the Green 5 times and leave the arisings. A hedge cut is due within the next month. The cost for work will be £1,146, this was agreed and approved. Cllr Sheldrick will ask Geoff to send a formal proposal and quote to the Clerk.
 - 8.2. **Removal of Telecoms box** - The box was fixed in December 2023 so can be removed from the agenda.

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

- 8.3. Shipbourne Farmers Market** - The market will be opening on 18th January. Cllr Leach reported that Bob Taylor had been awarded a BEM.
- 8.4. Website Upgrade** - Cllr Davis to look at this month.
- 8.5. Climate Change Group (CAS)** – The Clerk reported that CAS would be meeting on 11th January to go through the application process for a grant. It was agreed that Shipbourne PC could be the lead applicant for the application for a community energy grant (working together 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 by 2nd February deadline.

9. Shipbourne Village Hall

- 9.1 Meeting of new committee 30/01/24** – The new committee will meet on 30th January. The idea that this will be a social committee and the Parish Council will be responsible for making decisions on the ongoing maintenance, refurbishment and financing of the hall. The committee will be made up of at least 7 members.
- 9.2 Caretaker Fee** – Agree rate – It was agreed that the hourly rate should be set at £12.
- 9.3 Utilities Update** – The Clerk reported that electricity costs were increasing due to weather.
- 9.4 Committee – 2 PC Reps** – At the last meeting it was agreed that Cllrs Oram and Dagger should be added to the bank mandate however needn't attend the committee meetings as Cllr Leach and The Clerk would be attending.
- 9.5 Charity Commission** – Next steps – The Clerk reported that she still hadn't heard anything from the Charity Commission and will contact them again once the committee have met and terms of reference agreed. It was agreed that the hall rental should be paid by the Parish Council to the village hall as they are still 2 separate entities.
- 9.6** Cllr Leach reported that we had raised a query with the Village hall insurers about the use of bouncy castles as we have had a number of requests from potential hirers. We will wait to see what they say however would stipulate a dedicated supplier if the insurance policy allows them. Cllr Leach also raised the question of the hall being used for wedding receptions/events with music as we have previously said no to such hires. It was agreed that such events should be limited to 3-5 a year maximum subject to agreement of and notification to the immediate neighbours with music to finish at 11pm.

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 -None.

12. Finance & Policy

12.1	Payment of Accounts – Accounts were presented for agreement to pay:	
	Parish Clerk Salary & Expenses January	£712.09
	<i>(includes reimbursement defib pads £101.94)</i>	
	HMRC – Clerks Tax & NI Contribution	£65.20
	Shipbourne Village Hall – Rental	£300.00
	Transfer from HSBC to Unity (Cheque Cllrs Redman and Leach	£10,000.00

Invoices initialled by Cllrs David and Sheldrick and Bank transfers authorised by Cllrs Redman and Leach

Shipbourne Village Hall Account – Paid by Helen Leach

Octopus Energy (Direct Debit)	£243.30
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12.2 Budget 2024/5 – Agree precept and budget for 2024/5 – A draft budget was circulated with a breakdown of various percentage increases on the precept. Our budget for next year will be 21,575, over 50% of this is made up of running costs and the remainder reserving for capital items, the largest being maintenance of the village hall. It was agreed that we would raise our precept to £ 15,358 (10%) which will add approx. £5 per year to band D property council tax. The reason for the increase is to build up reserves for the village hall.

12.2 Timesheet Report December (Circulated)

13. Planning Matters

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

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** - Agreed with addition of the Ramblers February schedule and advert for the Repair Café.
- 15. **Urgent Business that occurs and requires attention before the next meeting** - None
- 16. **Date of next meeting** – Monday 12th February 2024. Cllr Davis gave apologies.

The meeting closed at 8.30pm

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

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