

**SHIPBOURNE PARISH
COUNCIL**

**SARAH HUSEYIN
Clerk to the Council**

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Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 12 June 2023

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

1. **Apologies for absence** -None
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick in relation to planning application TM/23/01141/FL
3. **Introduction and co-option of new Councillors** - Cllr Redman introduced Mr Steve Davis who has previously served on the Parish Council. Cllr Oram proposed, and Cllr Sheldrick seconded that we would co-opt Steve, agreed. The Clerk will arrange the necessary paperwork.
4. **Reports: County Councillor & Borough Councillor** - Cllr Lark reported that there has recently been an increase in fly-tipping within the Ward, some involving road closures, and this is a significant cost to the tax payer. KCC are responsible for clearing waste on the highways and Urbaser for waste on verges. There is a new Enviro solution to identify the origin of the waste and new measures are being taking to tackle the problem. Cllr Lark left at 7.10pm.
Cllr Rayner reported that he would be attending the celebration for the 1000th Farmers Market. Cllr Rayner reported that the number of Household Waste and Recycling Centres were being reduced although there would be no impact on the local sites. In addition to the likely closures, the facility at Pepperhill in Gravesend is being closed for a number of weeks to repair a water leak. There are currently serious issues with finances around Special Educational Need (SEN) and this is impacting people getting timely checks, Cllr Rayner suggested that anyone affected should contact him.
The budget process has already started for next year and unless significant funds come forward from central Government, there are likely to be serious cuts to services from April 2024. In relation to buses, the Government has provided £17.5million for bus improvements and in return KCC has agreed not to reduce its budget for buses for the next 2 years. Cllr Rayner left the meeting at 7.35pm
5. **Minutes of the Parish Council meeting on 16 May 2023** were approved and signed as a true record.
6. **Public Open Session** - No members of the public were present.
7. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update –** Matters for inclusion. No matters are currently being considered.
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 - Geoff Taylor** will cut these areas according to the cutting schedule agreed at the beginning of the year.
 - 8.2. **Broken signpost at Dunks Green** – Cllr Sheldrick reported that the sign should be in place by the July meeting. There may be a small cost involved in installing the sign and it was agreed that we should cover this.
 - 8.3. **Village Hall & Shipbourne Farmers Market** – The Trustees of the Village Hall Committee met last week to discuss the next steps for handing over the Trust. It was agreed that Curtis Galbraith will contact the Charity Commission to start the process. The proposal is for the Trust to be under the control of the Parish Council with a separate committee responsible for the day to day running of the hall. The Clerk produced a schedule of utilities and account details to be completed by Curtis for when the Parish becomes Trustee. Cllr Leach said that the electricity bills are very high and we would need to consider the financial viability of the hall going forward.
Bob Taylor is hosting a 1000th market celebration on 6th July. It was reported that the Roux dinner raised approximately £10k for local charities. Some money will be donated to the Church Restoration Fund.

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

- 8.4. Little Mead** – Clerk circulated notes of the meeting on 2nd May to Mr & Mrs Attenborough on 25th May. No further action required at present.
- 8.5. Website Upgrade** – The Clerk outlined the requirements for the Parish Council and some of the issues with the current site. Cllr Davis agreed to look at the site to see whether it could be modernised. Cllr Redman reported that she had a new email address and Councillors reminded that they should have a specific email address for Council business.
- 8.6. Rifleman Defibrillator** – Nothing to report.
- 8.7. Shipbourne Archive** – Information has now been handed over and Clerk has made offer to provide any stationery.
- 8.8. Bench at bus stop** – The repairs have now been completed and Cllr Redman thanked Cllr Leach. The Invoice was approved.
- 8.9. Climate Change Group** – The next meeting on Monday 19th June 2023
- 9. Communications** – *Circulated in advance of the meeting.
- Parish Infrastructure Statement for completion** - The Clerk suggested that we included the village hall on the statement for S106 money. It was agreed that we should include the windows and refurbishment of the village hall. The Clerk will complete the statement which is due on Friday 16 June.
- KALC News June 2023*
- Minutes KALC T&M Area - 13th July 2023 – Zoom
- KALC Annual Councillors Conference - 6 July 2023 – Appledore
- Great Big Green Week in Kent 2023 10-18 June 2023
- Kent Police – Letter from Terry Newman about attendance of Police Community Support Officers and Police Officers at local parish meetings (30/5/23). Our new Beat Officer will be Nick Atkinson and he will attend our meetings each quarter and provide a written report for other meetings.
- Parish Partnership Panel - Thursday 15 June 2023 - 7.30pm TMBC Offices or via Teams – Cllr Oram to attend.
- 10. Chairs Action and Correspondence** - None.
- 11. Finance & Policy**
- 11.1.1. Payment of Accounts** – Accounts were presented for agreement to pay: Cllrs Redman and Dagger initialled the invoices. Cllrs Redman and Leach will authorise payments on Unity Trust Bank. Cllr Redman initialled bank statements.
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| Parish Clerk Salary & Allowance (Standing Order) | £477.92 |
| Clerks Expenses | £21.95 |
| HMRC – Clerks Tax & NI Contribution | 34.40 |
| Gallagher Insurance (requoted from May) | £737.89 |
| TSO Host – Hosting fees – (reimburse Saul Cullen) Inc VAT | £86.26 |
| Inscope – Repairs to bench at the bus shelter Inc VAT | £264.00 |
- 11.2** Timesheet Report May - circulated
- 11.3** Re-approval of Insurance Policy – The Clerk reported that the cost had come down slightly from the initial quote. It was agreed that we would renew for 3 years.
- 11.4** It was resolved that we update the HSBC bank mandate to amend signatories to Cllr Redman, Sheldrick, Dagger, Oram and Leach and the forms were duly signed.
- 12. AGAR 2022-3**
- 12.1** Signing of the Certificate of Exemption (as gross income & expenditure was less than £25,0000. To return to Mazars by 30th June 2023. – Cllr Redman and The Clerk signed.
- 12.2** Internal Audit Report –The internal audit has been completed and forms signed, a report will follow.
- 12.3** To approve and sign the Annual Governance Statement 2022-3 Section 1 – Agreed and signed by Cllr Redman and The Clerk.
- 12.4** To approve and sign the Accounting Statements 2022-3 Section 2– Agreed and signed by Cllr Redman and The Clerk.
- 12.5** To note deadlines and procedure for publication on Parish website - 1st July 2023. The Clerk will send the Certificate of Exemption to Mazars and publish the AGAR on the website ready for inspection on 19th June 2023.
- 13. Planning Matters**
- 13.1 Planning Applications** -

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

TM/23/01023/LRD The Coach House, Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH, Details of conditions 5 (joinery) and 6 (solar panels) submitted pursuant to planning permission TM/22/00802/LB (Listed Building Application: Proposed internal alterations and reordering at ground floor level with new structural opening to connect with existing garage building, existing garage building and connecting redundant stables and proposed conversion of both elements and fenestration's alterations with new opening between structures to provide ground floor level habitable accommodation. Installation of external Air Water Heat Pump and installation of solar panels to east roof slope of Coach House. (Alterations to consented scheme TM/21/00013/LB). No comment.

TM/23/01141/FL – Higlars Farm, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Demolition of two storage barns and replace with 2x detached dwellings. “No objection to the redevelopment however would like to restrict further development of the track. We note that there are no details on utilities, highways and fire access which is concerning and no details on materials and whether renewable energy sources, solar panels will be used.”

13.2 Planning Applications Approved

23/00780/LRD - Details of condition 4 (Details of roof tiles and schedule of repair works)

Pursuant to Planning permission TM/22/00853/LB Listed Building Application: Renew front right hand gate to match existing. Remove existing front bolted on section of garage, renew to match existing and replace it's feather edged roof with tiles. Repair defective pointing in numerous locations and renew some defective brickwork in places where faces have eroded. Shipbourne House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

23/00457/CNA - Consultation by Sevenoaks Borough Council (Reference: 23/00444/HOUSE): Installation of 72 ground mounted solar PV panels for domestic use. Rooks Hill House, Rooks Hill, Underriver, Sevenoaks, Kent TN15 0NG.

13.3 Planning Applications Refused - None

14. **To review submission to Parish July Newsletter** - Agreed
15. **AOB that occurs and requires attention before the next meeting**
Cllr Oram reported that the War Memorial belongs to the Church. Cllr Sheldrick agreed to find out the ownership of the fountain outside Shipbourne House. The Clerk was asked to write to the owners about removing the blue hoardings outside The Coach House.
16. **Date of next meeting** – Monday 10th July 2023 – Shipbourne Village Hall at 7.00pm.

The meeting closed at 8.50pm

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