

**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 15 April 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 March 2024**
5. **Report from County Councillor and Borough Councillors**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) –** Flooding Mote Road update –
8. **Matters arising**
  - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Nothing to report
  - 8.2. **Shipbourne Farmers Market** - Nothing to report
  - 8.3. **Website Upgrade** - Update
  - 8.4. **Climate Change Group** –Feedback from meeting with John Moore at CEF on 3<sup>rd</sup> April 2024
9. **Shipbourne Village Hall**
  - 9.1 **Meeting of new committee - Update**
  - 9.2 **Quote for repairs to the roof**
  - 9.3 **Charity Commission – Next steps**
  - 9.4 **Listed Building Consent Application – Agree scope of work**
- 10 **Communications** –\*Circulated in advance of the meeting.
  - KALC News March 2024**
  - TMBC - Community Development Grant Scheme for grants of up to £5000). Applications are invited from 1 March – 1 May 2024.
  - Local Green Space – Information
  - Parish infrastructure statement for completion - 1<sup>st</sup> June 2024
  - TMBC Newsletter - News highlights for Tonbridge and Malling – Tonbridge Town Centre Plans
  - Sevenoaks Climate Fair 2024 Saturday 4th May
  - Tonbridge Repair Café - Upcoming repair cafes 10-12:30: 2024: Sat 13th April, Sat 11th May, Sat 8th June & Sat 13th July
  - Kent County Council - Update regarding our Community Engagement Officer – Demi Richards
11. **Chairs Action and Correspondence**
12. **Finance & Policy**
  - 12.1 **Payment of Accounts** – Accounts for agreement to pay:
 

Parish Clerk Salary & Expenses April	£tbc
HMRC – Clerks Tax & NI Contribution	£tbc
Estates and Field – hedge Cutting at Dunks Green	£138.00
  - 12.2 **Timesheet Report** March (Circulated)
  - 12.3 **Insurance Renewal** – Due 1<sup>st</sup> June 2024
  - 12.4 **AGAR 2023-4** – Internal Report and Annual Return Deadlines
13. **Planning Matters**
  - 13.1 **Planning Applications**

**24/00356/PA** - West Green Farm, Hildenborough Road, Shipbourne, Tonbridge, TN11 9PU. G1 Group of small Ash on roadside edge, reduce down to height of adjacent hedge (reduction of approx 3m), T2 Large Ash overhanging Drive, dismantle in sections to near ground level, T6 Medium Ash overhanging Drive, dismantle in sections to near ground level, T10 Leaning Sweet Chestnut hung up in adjacent Hornbeam, dismantle in sections to near ground level, T12

Medium Ash overhanging drive, dismantle in sections to near ground level, G2 Group of Hazel and Hornbeam between ditch and woodland trackway, coppice first row of trees on roadside edge, G3 Group of small trees overhanging Flailed section of hedge between corner and footpath entrance, cut back overhang/reduce stems to hedge height where appropriate to aid future maintenance. All Ash are being felled because they are dead or dying of Ash dieback. The hazel are being coppiced as part of normal management practice. Trees in area W1 of Tree Preservation Order."No objection".

**24/00311/PA** Old Stables, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL. 1 x Monterey Cypress marked (1) on applicant's sketch - Fell tree about to cause damage to fence. 2 x Hawthorn trees marked (2 and 3) Lop and shape - trees overshadowing neighbouring property.

**13.2 Planning Applications Approved**

**24/00188/PA** Brambleside, Upper Green Road, Shipbourne, Tonbridge, TN11 9PH. Remove a Birch Tree (noted Birch B on plan drawing attached to application) - originally an ornamental Rubra variety now turned common green and getting too high with regard to proximity to house. Ash tree (noted Ash Tree on plan drawing attached to application) cut back a number of branches of up to approximately 15cm diameter to beyond the east garden boundary hedge / fence; cut out dead / mis-shapen wood and shape on that fence side.

14. **To review submission to Parish May Newsletter**
15. **Urgent Business that occurs and requires attention before the next meeting**
16. **Date of next meeting** – Monday 13<sup>th</sup> May at 7pm AGM, Parish Meeting at 7.30pm

**Signed:** *S R Huseyin*

**Parish Clerk & Responsible Finance Officer**