

SHIPBOURNE PARISH  
COUNCIL

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Clerk to the Council

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**To: The Members of the Parish Council of Shipbourne** - I hereby summon you to attend the **Meeting of the Parish Council** to be held at Shipbourne Village Hall commencing at **7.00 p.m. on Monday 14 June 2021** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

Members of the public are welcome but given the current Covid restrictions please note social distancing measures will be in place for this meeting and numbers may have to be restricted for safety reasons. **Anyone with covid symptoms should not attend the meeting.**

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

### AGENDA

1. **Apologies for absence** - Cllr Tyler
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 4 May 2021**
4. **Public Open Session** - Members of the public are welcome to address the Parish Council with any concerns they have, this item will be limited in time at the discretion of the Chairman
5. **Highways & Footpaths** -
6. **Matters arising**
  - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green** - 2021
  - 6.2 **Broken sign post at Dunks Green** – Update
  - 6.3 **Village Hall & Shipbourne Farmers Market** – Update
  - 6.4 **Climate Change** - SPC Action
  - 6.5 **Little Mead** - Update
  - 6.6 **Speed Calming, Litter and Parking** - Update
  - 6.7 **Bollards on Dunks Green** - Repair
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications – Please request items of interest**
  - KALC News June 202
  - KALC CEO Bulletin June 2020
  - Area 2 Planning Committee – 30 June 2021
  - Parish Partnership Panel – 2 September 2021
  - KALC – 15 or 22 July 2021
  - LGBCE Boundary Review
  - NHS 111 First Communications - Council support
  - TMBC Letter S106 Agreements/Planning Obligations
  - KALC – Fly tipping Report
  - Email from Cllr Taylor regarding Bulky Waste Collection Proposal
  - KALC Award \*\*
9. **Finance & Policy**
  - 9.1 **Payment of Accounts** – Accounts will be presented for agreement to pay:

|  |         |
|--|---------|
| Parish Clerk May Salary & Expenses         | £484.96 |
| HMRC – Tax & NI Contribution               | £8.20   |
| Came & Company – Insurance Policy          | £633.70 |
| Shipbourne Village Hall – Rental 2020-2021 | £216.00 |
  - 9.2 Timesheet Report – May
  - 9.3 New Laptop
  - 9.4 AGAR – Deadline Certificate of Exemption 2 July (Sign off required 14 June)
  - 9.5 Approval of Annual Governance Statement 2020/21
  - 9.6 Approval of Accounting Statements 2020/21

## 10 Planning Matters

### 10.1 Local Plan – Update

### 10.2 Planning Applications .

**TM/21/01290/FL** - The Orchard, Claygate Lane, Shipbourne, Tonbridge, Kent, TN11 9RL.

Erection of single timber frame garage in place of current wooden shed. "No objection"

**TM/21/01278/FL** - Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NT.

Construction of a relocated parking area in the lower section of Mount Field to the east of the Walled Garden and the existing parking area; removal of the temporary visitor reception building and the erection of a replacement visitor reception and shop building, Glasshouse and Bothy within the restored Walled Garden together with associated landscaping and drainage works.

**TM/21/01473/FL**- Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

Demolition of existing dwelling (retention of oast roundel) and replacement with a pair of semidetached cottages with associated new parking/garages and conversion of oast roundel and former stores into home offices as an alternative form of development to replacement detached four bedroom house allowed under TM/18/02518/FL.

### 10.3 Planning Decisions – Approved

**TM/21/00013/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 fenestrations alterations with new opening between structures to provide ground floor level habitable accommodation. The Coach House, Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH.

11. **To review submission to online Parish Newsletter**

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

13. **Date of next meeting** – Monday 12 July 2021 – Shipbourne Village Hall

## PART 2

14. Exclusion of Public and Press: Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of a confidential item.

***Measures under which all meetings of the Council will be conducted after 7 May 2021 to comply with coronavirus regulations and/or guidance in place at the time. As it is necessary to maintain social distancing to limit the spread of infection the way meetings are conducted will change:***

***Doors and windows will remain open throughout all meetings to ensure circulation of fresh air. Members of the Public are required to wear face coverings when not speaking at meetings.***

***Hand sanitiser will be available at entrances.***

***All attendees must have the NHS Test and Trace app and scan the QR code at the entrance to the building/meeting room if they wish to participate. Contact details will be requested on arrival for those who do not have the app.***