

**SHIPBOURNE PARISH
COUNCIL**

**SARAH HUSEYIN
Clerk to the Council**

**Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE**

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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 4 April 2022** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

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**
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 7 March 2022**
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 - Highways Improvement Plan (HIP) – Update – Nothing to report.**
6. **Matters arising**
 - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Decision required brief for cutting spring/summer 2022
 - 6.2 **Broken sign post at Dunks Green – Sign not yet installed. Clerk has chased up and offered to collect – awaiting response.**
 - 6.3 **Village Hall & Shipbourne Farmers Market – FCC Funding – Clerk has set up application and awaiting meeting with Trustees of SVH to discuss work to be done and funding.**
 - 6.4 **Climate Change** - SPC Action
 - 6.5 **Little Mead** - Update – Nothing to report.
 - 6.6 **Jubilee – Trees/ Jubilee Beacons/ Street Parties – Clerk has applied for street closure. Viv Packer to give update on events.**
 - 6.7 **Resurfacing path to the Church** - Update
 - 6.8 **Street Lighting on Upper Green Lane – Update – Nothing to report.**
 - 6.9 **Dunks Green Parking Area** - Resurfacing request – Clerk responded to Jon Austin – awaiting further information.
 - 6.10 **Visual Tree Inspection – Quote requested from Duncan Simpson**
7. **Reports: County Councillor, Borough Councillor,**
8. **Update from KALC T&M Area meeting**
9. **Communications – Please request items of interest * Circulated**
 - Waste Collections - weekly update briefings
 - Tunbridge Wells Local Plan Examination*
 - Parish Partnership Panel - Thursday 26 May 2022 *- Policing and Anti-social Behaviour
 - TMBC - Parish Infrastructure Statement for completion*
 - Tunbridge Wells Local Plan Examination further hearing session is necessary on Duty to Cooperate before the examination can progress to Stage 2*
 - TMBC - Therapy Garden Project – Request for suitable locations
 - TMBC Green Homes Grant scheme
 - KCC Inside Track Funding Newsletter 268
 - KCC Environment Briefing Jan-March 2022
 - Bus funding reduction consultation – Deadline 20th April** Proposed Bus Funding Reduction - Autocar's Response*
 - NALC Smaller Councils Committee letter to smaller councils**
 - TMBC Housing Strategy Consultation 2022-2027 – Deadline 13th April**
10. **Chairs Action and Correspondence**
11. **Finance & Policy**
 - 11.1 **Payment of Accounts – Accounts will be presented for agreement to pay:**

Parish Clerk March Salary & Expenses	£491.18
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| | HMRC – Clerks Tax & NI Contribution | £18.80 |
| 11.2 | Timesheet Report – March | |
| 11.3 | Internal Audit – Approval of Auditor fee £200 | |
| 11.4 | AGAR 2021/22 External Auditor instructions received – Shipbourne qualifies as a smaller authority and can apply for an Exemption Certificate - deadline 1 st July. Accounts need to be approved and signed off at our June meeting. | |
| 11.5 | Agreement of signatories for Unity Trust Bank | |

12. Planning Matters

- 12.1 Local Plan – Update** - Local Plan challenges
- 12.2 Planning Applications**
- TM/22/00335/FL** - 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU. Part one/part two storey side extension.
- TM/22/00482/LDP** - New Barn, School Lane, Shipbourne, Tonbridge, Kent, TN11 9RT. Lawful Development Certificate Proposed: Erection of a garage to serve existing dwelling
- TM/22/00446/LDP** - Stumble Hill Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB. Lawful Development Certificate Proposed: To replace the french doors, window and external wall in between with patio sliding doors on the East Elevation, & infilling an area on the North Elevation currently glazed sliding doors & window to a utility room, to match existing & reusing an existing window.
- 12.3 Planning Decisions - Approved**
- TM/21/03029/FL** - Huntsview House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Side and front extension, new rear dormers, two with balconies, widening of existing front dormer and replacement of flat roof with pitched roof, provision of white Cedral cladding to the front elevation gables and all dormer windows. Amendment to previously approved application TM/19/01710/FL.
- 12.4 Clarion Houses – Upper Green Lane** – No further update.

13. **To review submission to Parish Newsletter**
14. **Urgent Business that occurs and requires attention before the next meeting**
15. **Date of next meeting** – Monday 9th May 2022 – Shipbourne Village Hall at 6.30pm

PART 2

15. 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.

Signed

SR Hüseyin