

**SHIPBOURNE PARISH
COUNCIL**

**SARAH HUSEYIN
Clerk to the Council**

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MINUTES

Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on Monday 4 April 2022

Present: Cllr Tyler (Chair), Cllr Redman (Vice Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick, The Parish Clerk

1. **Apologies for absence** - Borough Cllr Palmer & Borough Cllr Taylor
2. **Dispensations and Declarations of Interest** - None
3. **Minutes of the Parish Council meeting 7 March 2022** - Approved and signed as a true record
4. **Public Open Session** - Viv Packer attended to outline the plans for the Platinum Jubilee: festivities which will start at 4pm on Thursday 2nd June at the Cricket Ground with games, a competition and a BBQ. The beacon will be lit at 9.45pm. There will also be a Farmers market on Thursday morning and a supper at the Chaser with live music. Cllr Tyler was asked whether he would announce the lighting of the beacon and he agreed subject to being available. On Sunday there will be a church service on the Green in the morning and tree planting, followed by refreshments in the village hall. A short discussion was had about the type of tree to plant and it was thought that an Oak would be best, The Clerk passed some information about the Queens Green Canopy to Viv Packer. There is no decision on a street party yet, The Clerk has applied for a road closure as the deadline was 31st March. A flyer will go out with the next parish magazine to gauge interest. Viv Packer will come to the next meeting with a budget and request for a Parish contribution, it was thought that costs would be minimal. Volunteers will be needed for the Thursday activities. The Clerk asked about a TEN license and Viv Packer said that this was in hand.
5. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update –** Cllr Oram reported that there is still an issue with cars parking near the junction of Upper Green Road and A227, The Clerk said that she would let the PCSO know. We have received a further complaint about logs on the verge on Hildenborough Road. Cllr Sheldrick has spoken to the owner and asked them to move them back however this hasn't been done. It was decided that this was a highways issue and should be taken up with Kent Highways. The Clerk has already copied in Cllr Rayner on the correspondence.
6. **Matters arising**
 - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Geoff Taylor has sent a specification and this was discussed and agreed with a couple of modifications and The Clerk will write back to Geoff Taylor to confirm the arrangements.
 - 6.2 **Broken sign post at Dunks Green** – Nothing to report.
 - 6.3 **Village Hall & Shipbourne Farmers Market** – FCC Funding – Clerk has set up application and is awaiting meeting with Trustees of SVH to discuss work to be done and the funding requirements. Cllr Leach reported that the Trustees are looking for a new committee and has started to approach members of the community. The committee will be responsible for generating activities to cover the cost of the increasing fuel bills.
Footfall at the Farmers market went up following the BBC documentary but has tailed off due to poor weather.
 - 6.4 **Climate Change** - SPC Action – Cllr Bate circulated a draft strategy which includes an impact assessment prior to the meeting. It was agreed that Councillors would look at the document and give their comments back to Cllr Bate.
 - 6.5 **Little Mead** - Update – The Clerk reported that the leak reported last month seemed to have been fixed. Cllr Bate asked about the hedge planting along the roadside, the Clerk said that she would check whether this had been done and also request a further site meeting for an update.

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

- 6.6 Jubilee** – See above
- 6.7 Resurfacing path to the Church** – Nothing to report.
- 6.8 Street Lighting on Upper Green Lane** – Update – Nothing to report.
- 6.9 Dunks Green Parking Area** - Resurfacing request – The Clerk responded to Jon Austin and is awaiting further information about the work to the parking area at Dunks Green. The Clerk will need to confirm the work and payment arrangements directly with the contractor.
- 6.10 Visual Tree Inspection** – The Clerk has approached Duncan Simpson about a quote for a VTA. It was confirmed that the only trees that are within our ownership are on Dunks Green.
- 7. Reports: County Councillor, Borough Councillor** - None
- 8. Communications – Please request items of interest * Circulated in advance**
- Waste Collections** - weekly update briefings – Brown bins have now been reinstated but the Bulky Waste collection hasn't, The Clerk will raise this with the Borough Councillors. Tunbridge Wells Local Plan Examination*
- Parish Partnership Panel - Thursday 26 May 2022 *- Policing and Anti-social Behaviour
- TMBC - Parish Infrastructure Statement for completion*** - Cllr Bate said that this relates to S106 monies that arise out of major developments. It is unlikely to apply to Shipbourne Parish however, if there are any major developments, we should have a list of potential projects that would negate the impact of such developments, ie maintenance of footpaths and parking facilities.
- 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* - It was agreed that we should respond to say that bus routes should be cut back rather than taken out completely as it would cut some people off completely. The Clerk was asked to contact Borough Green and Plaxtol to co-ordinate a response. Councillors were asked to pass on any comments to the Clerk.
- NALC Smaller Councils Committee letter to smaller councils**
- TMBC Housing Strategy Consultation 2022-2027** – Deadline 13th April 2022
- 9. Chairs Action and Correspondence** - None
- 10. Finance & Policy**
- 10.1 Payment of Accounts** – Accounts will be presented for agreement to pay:
- | | |
|--------------------------------------|-----------|
| Parish Clerk March Salary & Expenses | £491.18 |
| HMRC – Clerks Tax & NI Contribution | £18.80 |
| EFM Ltd - Grass cutting 2020-2021 | £2,568.00 |
- 10.2 Timesheet Report** – March
- 10.3 Internal Audit** – Approval of Auditor fee £200 – agreed.
- 10.4 AGAR 2021/22** - External Auditor instructions received – Shipbourne qualifies as a smaller authority and can apply for an Exemption Certificate - deadline 1st July. Accounts need to be approved and signed off at our June meeting - Noted.
- 10.5 Agreement of signatories for Unity Trust Bank-** It was agreed that all Councillors should be signatories and a 3 step approval system will be in place with The Clerk to set up payments which will then be authorised by 2 Councillors. The Clerk will circulate the details of information required so that it can be uploaded to the Unity website.
- 11. Planning Matters**
- 11.1 Local Plan – Update** - Local Plan challenges – Details of Matt Boughtons BBC report were circulated, he has written to the Secretary of State for levelling up.to request that the housing numbers should be reduced in TMBC due to land being in Greenbelt and AONB.
- 11.2 Planning Applications**
- TM/22/00335/FL** - 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU. Part one/part two storey side extension. "No objection."
- 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. "No comment".

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

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. "No comment".

11.3 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.

11.4 Clarion Houses – Upper Green Lane – We have heard nothing further from residents and the Clerk reported that the works had been stopped. Cllr Leach reported that the work had recommenced, all tiles and dividing rods had to be replaced and the work was almost complete.

- 12. To review submission to Parish Newsletter** – The Clerk will include details of the annual meeting which will include an update on the Queens Jubilee celebrations and a report from the Parish about activities over the last couple of years.

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

- 14. Date of next meeting** – Monday 9th May 2022 – Annual Meeting Shipbourne Village Hall at 6.30pm-7.30pm, Parish Meeting 7.30pm.

Meeting closed at 8.30pm.

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