

SHIPBOURNE PARISH
COUNCIL

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Minutes of the Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on Monday 13 June 2022

Present: Cllr Redman (Acting Chair), Cllr Bate, Cllr Dagger, Cllr Oram, The Parish Clerk, County Cllr Rayner, Borough Cllr Palmer and Viv Packer

1. **Apologies for absence** - Cllr Leach, Cllr Sheldrick, Cllr Tyler, Borough Cllrs Taylor and Shaw.
2. **Signing Acceptance of Office** –Cllr Redman duly signed acceptance of Office as Vice Chair. Cllr Tyler to sign at July meeting as absent.
3. **Dispensations and Declarations of Interest** - None
4. **The Minutes of the Parish Council meeting 9 May 2022 were agreed and signed with a manuscript amendment.**
5. **Public Open Session** - Viv Packer reported back on the Jubilee celebrations: There were 200 parishioners that attended the event at the Cricket Ground, and they took £1,415. Costs were covered and the committee would like to produce a colour magazine with some of the profit. 128 people attended the church service on the Sunday and the Fairlawne Estate did an excellent job of catering.
The Parish Council would like to formally thank Viv Packer for all her hard work and Mr Swartz of the Fairlawne Estate.
6. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Cllrs Tyler, Oram and The Clerk met with Claire Venner to discuss the HIP to address problems of parking on Upper Green Road and speeding on Stumble Hill. A speed count was carried out and speed data from Stumble Hill has been circulated. There is a possibility of putting another speed indication device in the approaching the village from Tonbridge direction.
7. **Matters arising**
 - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Hedge maintenance and tree cutting – The Clerk contacted Geoff Taylor to relay instructions following the May meeting. The first grass cut was done for the Jubilee celebrations on Dunks Green. Overhanging branches obstructing bus route – Duncan Simpson has been contacted to carry out the work.
 - 7.2. **Broken sign post at Dunks Green** – Sign not yet installed, Cllr Sheldrick will follow up.
 - 7.3. **Village Hall & Shipbourne Farmers Market** – FCC Funding – Clerk has submitted an application to FCC Communities Foundation for £14,980 for replacement windows. Third Party contribution of £1,610 required and the Village Hall Trustees can contribute this amount if the application is successful. Planning permission is in place although work must be started in September 2022. Following resignation of Trustees, new volunteers have come forward and these will be advised, and the necessary paperwork completed. A quote has been received for refurbishment to the kitchen and insulation and decoration in the main hall and storeroom. The Parish Clerk will set up an application for Listed Building Consent if this is agreed by Councillors and can be discussed at the next meeting when Cllr Leach returns.
 - 7.4. **Climate Change** - SPC Next steps – Cllr Bate asked Councillors to forward any comments to her draft paper at the next meeting so that we can start to put something together a Plan and consult with residents.
 - 7.5. **Little Mead** - Update – Update on site meeting on 9 June with Southern Water to discuss ongoing issue with foul waste – The Clerk met with Southern Water who have now found the source of the foul smell and have advised on steps to resolve the matter.
 - 7.6. **Jubilee** – The Parish Council would like to formally thank Viv Packer and Mr Swartz.
 - 7.7. **Resurfacing path to the Church** – We have now received quotes for the tarmac path and car park with suggested PC contribution towards the cost. Parish Clerk to

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

establish what section of the LGA that we can contribute and will report back at the next meeting.

- 7.8. Street Lighting on Upper Green Lane** – Update – Clerk has chased up Highways about trial turning off lights outside no's 15 and 20 Upper Green Lane and will take the advice of Cllr Rayner.

- 8. Reports: County Councillor** – Cllr Rayner offered his support with any elements of our HIP. He reported that Claire Venner is no longer the allocated contact for the HIP and advised that we should use the generic email address for the Team that are now responsible for HIP's in West Kent. Cllr Rayner advised the Clerk to email Sue Kinsella about the adjustment to street lighting in Upper Green Lane. Cllr Rayner reported that the changes to bus funding were on ice until July due to largescale opposition. The arrangements are continuing for rehoming Ukrainian Refugees with over 3,000 applications. At the end of May, 1,281 Ukrainians had arrived in Kent, with most families being rehomed in Sevenoaks. 90 school places have been made available and most children will be given a school place within 2-3 weeks. Levelling up was mentioned in the recent Queen's Speech and there may be scope for combined county authorities which will inevitably affect Parishes. Schools are being encouraged to join multi-academy trusts under the Schools Bill and the Cabinet Member for Education is working towards piloted work. Special Educational Needs could face significant funding cuts due to lack of SEN schools in Kent and current funding via borrowed money. Under the Active Travel Scheme, a walking and cycle route East to West through Sevenoaks is being set up, funded with Government money from the central treasury.

Cllr Rayner left the meeting

Borough Councillor Palmer reported that there has been a reorganisation of Committees within TMBC and though that it would be more effective as they are select committees that will feed straight to the Cabinet. Members have requested a review after 1 year to see whether it works. Cllr Palmer reported that the Local Plan was delayed and Regulation 19 wouldn't be complete in time for the elections. Cllr Palmer reported that members are pushing for the bulky waste to be reinstated. A freedom of information request showed that £70,000 was spent on fly tipping in 2021, they are waiting for 2022 figures. There are known sites that are prone to fly-tipping and KCC have offered cameras to catch criminals. From 2023, Shipborne will no longer be in a Ward with Borough Green, Cllr Palmer reported that there is a potential candidate that will stand as an Independent for the Bourne Ward, there will be 2 vacancies and they are looking for another member.

Cllr Palmer left the meeting

- 9. Update from PPP** – Cllr Oram reported that she attended the meeting in the Council Chambers and found the presentation from Inspector Jones to be very good and professional. Cllr Oram said that Parishes were advised to contact Des Keers with policing matters and the Clerk said that she would find out what his position was.

10. Communications –* Circulated

Confirmation of renewal of Insurance Policy – Hiscox

New Chair – Plaxtol PC

KALC T&M Meeting – Thursday 21 July via Zoom

Proposal to use 8 Back Lane as parking area – The Clerk was asked to write back to thank the owner and say that the area wouldn't be suitable for parking in its existing state and a notice should be put up asking people not to park in front of the gate.*

Councillors Conference - 30 June at Lenham Community Centre – Clerk to register Cllr Oram to attend.

Kent Connect to Support - supporting you to live well in Kent – Clerk has put posters on noticeboard.

KCC bus funding reduction consultation - feedback

Revised Kent Model Code of Conduct – Clerk to review

Private Members' Ballot - Local Electricity Bill – The Clerk was asked to circulate details

Parish Infrastructure Statement for completion – Deadline 16th June* - Cllr Bate said that we would be protected by AONB and Greenbelt and have no projects to put forward.

Tunbridge Wells Local Plan Examination Stage 2 Update – Cllr Bate said that they had obviously got through the duty to co-operate stage as they are at Stage 2.*

Agenda for General Purposes Committee, Wednesday, 15th June, 2022, 7.30 pm

Parish Partnership Panel - Thursday 1 September 2022 at 7.30 -Online meeting – The Clerk will attend.

KALC News May 2022*

11. Chairs Action and Correspondence - None

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12. Finance & Policy

12.1 Payment of Accounts – Accounts were presented for agreement to pay –
cheques signed by Cllrs Redman and Bate:

Parish Clerk May Salary & Expenses	£518.28
HMRC – Clerks Tax & NI Contribution	£17.20
Green Hippo – Printing for Jubilee Party	£54.00
Unity Trust Bank - Opening Account	£500.00
Arthur J. Gallagher Insurance Brokers Limited.	£756.14
Ferncroft Accounting – Internal Audit	£200.00
(Cheque payable to S Huseyin to reimburse online payment)	

12.2 Timesheet Report – May - circulated

12.3 Internal Audit – Update – The Clerk reported the sad news that our internal auditor had passed away. The audit was carried out by her partner who has done our audits in the past.

12.4 To review the effectiveness of Internal Control. The Council considered and approved the statement of internal control. The Chair and Clerk signed the statement on behalf of the council.

12.5 To approve the Annual Governance Statement for, section 1 AGAR 2021/22 for year ending 31/3/2022. The Council considered and approved the statement and confirmed that Council will publish transparency information on the website. The Chair and Clerk to signed and dated the statement.

12.6 To approve Section 2 AGAR 2021/22 Accounting Statements, bank reconciliation and significant variances. The Council considered and approved the accounting statements and supporting documents as provided by the Responsible Finance Officer who had prior to the meeting signed and dated section 2 of the AGAR 2021-2. The Chair signed and dated the accounting statement on behalf of the council.

12.7 To confirm that the Council meets the criteria for exemption for 2021/2 and certify exemption from limited assurance review. The Council considered itself exempt from the limited assurance review. The Chair and Clerk signed and dated the Certificate of Exemption on behalf of the Council

12.8 The Council noted the period for the Exercise of Public Rights from 17th June to 29 July.

12.9 Unity Trust Bank – Signatories Cllrs Bate, Leach, Redman and Tyler have received passwords and been registered for online banking. Cllrs Oram, Dagger and Sheldrick to be added to the mandate once the account is up and running.

12.10 HSBC – The Clerk reported that we were being charged £8 per months for our HSBC current account and suggested that we moved the money into the community account which is free and Unity Trust bank and close it down. This was agreed, the Clerk will organise the paperwork to close the account.

13. Planning Matters

13.1 Local Plan – Nothing to report.

13.2 Planning Applications

TM/22/00546/FL - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY. Change of use to incorporate land into the residential curtilage. “objection on grounds of encroachment into greenbelt and AONB.”

TM/22/00852/FL - Shipbourne House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Renew front right hand gate to match existing. Remove existing front bolted on section of garage and 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. “No objection providing the Conservation Officer is happy.”

TM/22/00614/LB - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent TN11 9QD. Conversion of the Granary to Let accommodation including externally insulating the structure, forming new internal partitions to separate the existing spaces, new rooflights an alterations/forming of new window and door openings. “No objection”

TM/22/01206/FL - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD. Works to the existing barn to include new barn doors, windows and rooflights and formation of toilets within the exiting tool store.

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TM/22/01207/LB Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.
Listed Building Application: Works to the existing barn to include new barn doors, windows and rooflights and formation of toilets within the exiting tool store. "No objection and support sensitive refurbishment of the buildings but have concerns about traffic and would like conditions imposed around this." *See TMBC website for full response*

13.3 Planning Decisions - None

- 14. To review submission to Parish Newsletter** – Include information about Ukrainian families.
- 15. Urgent Business that occurs and requires attention before the next meeting** - Cllr Oram reported that the path between Lady Vane and The Chaser is uneven, the Clerk will report to Highways.
- 16. Date of next meeting** – Monday 11th July 2022 – Shipbourne Village Hall at 7.00pm

The meeting closed at 8.50pm

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