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| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road**  **IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN**  **Clerk to the Council** | **Telephone: 01732 886402**  **email:** [**shipbourneparishcouncil@gmail.com**](mailto:shipbourneparishcouncil@gmail.com) |

**Minutes of the** **Meeting of the Parish Council** held at Shipbourne Village Hall at **7.00 p.m. on Monday 11 July 2022**

**Present:** Cllr Redman - (Acting Chair), Cllr Bate, Cllr Leach, Cllr Oram, Cllr Sheldrick, The Parish Clerk, Borough Cllr Taylor, Cllr Sue Butterfill, 2 members of the public. Cllr Rayner arrived during item 5.

1. **Apologies for absence -** Cllr Tyler, Cllr Dagger
2. **Dispensations and Declarations of Interest -** Cllr Sheldrick declared an interest in Ambleside and left the meeting during the discussion around that application.
3. **To approve as a correct record the Minutes of the Parish Council meeting 13 June 2022 -** The Minutes were agreed and signed with a couple of minor amendments.
4. **Public Open Session -** 2 members of the public were in attendance to outline the changes in the resubmitted application for land South of Woodbine Cottages. They addressed some of the comments that SPC had made to the previous application and wanted to make clear that the woodland wouldn’t be impacted. The access will stay the same and there is already a water and power supply to the land. A3 plans were circulated. Cllr Redman thanked the applicants for their information.

Cllr Taylor asked the Chair to speak in the public open session to introduce Cllr Sue Butterfill as a potential candidate for Borough Councillor of the new Bourne Ward.

Cllr Butterfill has recently moved to Platt and is currently serving as an Independent for Dartford Borough Council until the end of term. Sue has many years’ experience of Council work and event organisation and is keen to work in partnership with local parishes and is passionate about being the voice of the public. Cllr Redman gave thanks for the introduction.

1. **Reports: County Councillor, Borough Councillor -** Cllr Taylor reported a steady shift in the running of the Borough Council under the new leadership and felt that the new Scrutiny Committees were an improvement on the Advisory Boards. Cllr Taylor reported that the KCC Cabinet Member had made a decision on the bus subsidy grant cuts, however, felt that it may get overturned due to the adverse impact on climate change and children’s education.

Cllr Rayner reported that KCC had made some big changes following the Bus Consultation. KCC have subsidised £6million towards buses and in order to cut the subsidy, have proposed a reduction or cessation in 39 services including some school services. Last week, the Environment and Transport Committee agreed to the recommendation of the Cabinet Member to cut the subsidy by £3million. Parallel to this, the Government are ceasing payments to bus companies due to the reduction in the number of passengers, most payments will cease in October. The effect of this is that bus companies will have to pay more and with increasing wages, insurance costs and diesel prices, 40 service have given notice that they will cease operating. On the plus side, Cllr Rayner reported that local services 222 and S4 have been saved for now. There are discussions with bus companies to see what services can be put together for school journeys.

Cllrs, Butterfill, Rayner and Taylor left the meeting at 7.40pm.

1. **Highways & Footpaths -** Highways Improvement Plan (HIP) – The Clerk reported that Clare Venner was no longer our contact for the HIP following a restructure and we should contact the West Kent Team regarding our HIP. There are no current updates.
2. **Matters arising** 
   1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022 -** Cllr Sheldrick reported that the first cut at Wightwicks was due around 15th July. Dunks Green has been done already.
   2. **Broken sign post at Dunks Green –**Cllr Sheldrick to follow up.
   3. **Village Hall & Shipbourne Farmers Market –** FCC Funding – The Clerk reported that we are awaiting a response to our application. Cllr Leach said that he would obtain an additional quote to refurbish the kitchen, main hall and store room and thereafter the Clerk can set up an application for Listed Building Consent . Cllr Leach said that the main works to the main hall would be insulation. The Farmers market is ticking along with increases in footfall immediately following the BBC coverage.
   4. **Climate Change**  - Cllr Redman thanked Cllr Bate for the draft document which was very clearly written, informative and easy to understand. Cllr Bate said that if everyone was happy, she would put the document into a presentable format – this was agreed. Cllr Bate said that she had attended a Webinar by **South East New Energy** who work with communities to reduce their carbon footprint. They look at how much renewable energy a community can generate and can offer a full technical evidence base and look at opportunities based on landowners and the housing stock. If we find a site within our community, we can look at district heating, such as solar panels which can be funded by community finance. South East New Energy can guide us through the process which is free. Unfortunately, Parish Councils aren’t eligible, however charities are and Cllr Bate proposed our application is made via Shipbourne Village Hall with the agreement of the SVH Trustees. It was unanimously agreed that we should pursue this and Cllr Bate will send the details over to Cllr Leach who can seek approval of the Trustees. Cllr Bate said that this would benefit everyone in Shipbourne as currently there is a dependence on oil. Cllr Bate will also forward the information from South East New Energy to the Clerk to send to the Fairlawne Estate as landowners. It was agreed that we will need to get our strategy to parishioners to get community backing.
   5. **Little Mead** - Nothing to report – The Clerk will make contact in September.
   6. **Resurfacing path to the Church –** Quotes for a tarmac path and car park have been received from The Farmers market who have requested a contribution towards the cost. The Clerk has contacted Clive Powell at KALC to check whether we are able to contribute to such a project. The answer isn’t clear, it seems as though Local Government Act 1972 s. 214: the ability to maintain support cemeteries/crematorium would be the correct power, however this has been contested by NALC who have previously argued against assisting a church. We would need to take a view on which legislation should prevail but if we are unsure, we could make a contribution under s 137 Local Government Act (donations) however that would limit our ability to contribute a maximum of £3,481 in this financial year (£8.41 x 414 electors). The quote has been broken down into the cost for the footpath and the car parking area and other stakeholders have been asked to contribute. Questions were raised about whether the Church would be contributing and whether the other stakeholders have agreed to contribute and how much. The Clerk will contact Bob Taylor to ask the questions and the PC will then make a decision. It was agreed that we should contribute something as the work would benefit the community, but we need to decide how much. We had earmarked £1,400 in our budget for roads and footpaths although could agree to vary the budget.
   7. **Street Lighting on Upper Green Lane** – Update – Clerk has spoken to Sue Kinsella, Street Light Asset Manager at Kent Highways about trialling turning off the lights outside no’s 15 and 20 Upper Green Lane. Sue explained that following a consultation “all night lighting“ is current policy. The lights in Upper Green Road are low impact with low energy consumption and cost £20 per year to run, the pillars have a maintenance score of 0, ie no maintenance required, due to be reassessed in 2025. As it is an area of low crime, they would be inclined to remove the lights completely rather than turn them off, however there would have to be a consultation to remove the energy supply. Removal would cost approx. £3,000 plus a disconnection cost. All lights would have to be removed; they wouldn’t leave just one. Given the low carbon footprint, we were asked to consider keeping the lights on for now and not replacing them when they need replacing. It was agreed that we would not pursue this any further and the Clerk would write to the residents to let them know.
3. **PPP& KALC –** KALC Meeting via Zoom 21 July 2022 and PPP meeting via Teams on 1st September 2022 - Cllr Bate and Cllr Oram will attend the KALC meeting and Cllr Oram will attend the PPP meeting. The Clerk will attend both. Cllr Oram had circulated an email from Des Keers regarding parking opposite The Chaser, it was agreed that Cllr Oram should contribute to email him about parking infringements.
4. **Communications –\* Circulated**

KALC T&M Meeting – Thursday 21 July via Zoom

KCC bus funding reduction consultation

Revised Kent Model Code of Conduct – Clerk to review

Private Members' Ballot - Local Electricity Bill

Parish Partnership Panel - Thursday 1 September 2022 at 1930 hours -Online meeting

KALC News June 2022\*

The Kent Classic Road Cyclo Sportive that we are organising to take place on Sunday, 9th October 2022.

Census 2021 first results

Review of Polling District/Places/Station 2022 – No changes for Shipbourne in the new Bourne Ward - consultation part of the review, runs until 21 August

Tonbridge & Malling Community Safety Partnership newsletter Summer 2022

Tonbridge and Malling Ramblers August walks

1. **Chairs Action and Correspondence -** None
2. **Finance & Policy**

**12.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cllrs Bate and Sheldrick signed the cheques.

Parish Clerk June Salary & Expenses £507.57

Microsoft 365 £59.99

HMRC – Clerks Tax & NI Contribution £17.20

Parish Clerk July Salary £468.62

HMRC – Clerks Tax & NI £17.20

* 1. Timesheet Report – June, circulated
  2. Sign mandate form to close HSBC current account – Cllrs Redman, Sheldrick and Bate signed the mandate and the Clerk will pass the forms to Cllr Tyler to sign.

**13. Planning Matters**

**13.1 Local Plan – Update -** Nothing to report

**13.2 Planning Applications**

**TM/22/01264/FL –** Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

Demolition of existing bungalow and replace with new dwelling. “No comment” (Cllr Sheldrick left the meeting before this was discussed)

**TM/22/01365/FL** - Land South of Woodbine Cottages, Roughway Lane, Roughway, Tonbridge,

Kent. Erection of a single dwellinghouse and associated works. Removal of existing buildings and concrete hardstanding. “No objection providing there are conditions for no further extensions, no dormer windows and a condition for the maintenance of the hedgerows around the curtilage”.

**13.3** **Planning Decisions -**

**22/00335/FL** -  1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU Part one/ part two storey side extension.   **– Refused.**

**22/00491/FL** -  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 and alterations/forming of new window and door openings  **– Approved.**

**22/00761/NMA**  - Martins Oast, Back Lane, Shipbourne, Tonbridge, Ken,t TN11 9PP – Non-Material Amendment to planning permission TM/21/01473/FL: Change to 'hand' the left hand side unit to match the right hand side unit. Add 'back doors' to side elevations, increased width of bi-fold doors to the rear elevations. Add obscure first floor window to side elevation of right cottage. Add 4no. velux windows to rear roof elevation **- Approved.**

**14. To review submission to Parish Newsletter –** the draft circulated wasagreed

**15. Urgent Business that occurs and requires attention before the next meeting -** None

**16. Date of next meeting** – Monday 12th September 2022 – Shipbourne Village Hall at 7.00pm

The meeting closed at 8.50pm.