

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE

Telephone: 01732 886402
email: shipbourneparishcouncil@gmail.com

Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 3 April 2023

Present: Cllr Nick Tyler (Chair), Cllr Valerie Redman (Vice Chair), Cllr Jenny Bate, Cllr Peter Leach, Cllr Sandy Oram, Cllr James Sheldrick, The Parish Clerk, Borough Cllr Wendy Palmer

1. **Apologies for absence** - Cllr Dagger, Borough Cllrs Taylor and Shaw and County Cllr Rayner
2. **Dispensations and Declarations of Interest** - None
3. **Reports: Borough Councillor** - Cllr Palmer said that this was her last representation as Borough Councillor for Shipbourne and presented Councillors with a tin of biscuits. Cllr Palmer said she has raised the issue of the Director of Planning making final decisions on Call-Ins and this will go to Full Council on 11th April. Cllr Palmer is putting forward that this power is taken away and decisions for called in applications back in the hands of elected Councillors. The 21 day rule is also being challenged as it does not allow enough time for councils to discuss applications between meetings.
Cllr Tyler thanked Cllr Palmer and Cllr Taylor for representing us as the relationship between Borough and Parish has worked well.
4. **Minutes of the Parish Council meeting on 13 March 2023** - were agreed and signed as a true record
5. **Public Open Session** - No members of the public present
6. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update** – The Clerk reported that there had a change of personnel and we should revisit the HIP once the new Council was in place.
7. **Matters arising**
 - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - Cllr Sheldrick has chased up the invoice for 2022.
 - 7.2. **Broken sign post at Dunks Green** – Nothing to report.
 - 7.3. **Village Hall & Shipbourne Farmers Market** – Cllr Leach reported that the Trustees would set up a meeting in the next month or so to agree the route to a more workable solution for the responsibility for the village hall. Cllr Leach thought that there would be enough volunteers to set up a sub-committee to run day to day matters and report to the Parish Council when it becomes Sole Trustee. The radiators are now fixed and reinstalled however there was no explanation for their failure and Cllr Leach was concerned about the other radiators failing. The hall is still difficult to heat and we need to consider better insulation.
 - 7.4. **Little Mead** – update – The Clerk will set up a site meeting with the owners and Geoff Taylor to discuss the remaining works that need to be completed under the terms of the Agreement. Cllr Sheldrick will attend with Cllrs Tyler and Bate so that there will be some continuity once Cllrs Tyler and Bate stand down in May. The Clerk said that she would circulate the notes from the last meeting with the outstanding matters so that everyone was up to date with progress.
 - 7.5. **Local Elections 4 May 2023** – update – The Clerk has delivered the nomination papers and we will find out within the next few days whether there will be an election.
 - 7.6. **Website Upgrade** – update. Cllr Sheldrick has passed information of a website developer to the Clerk and Cllr Oram also has a contact and will forward details. A question was raised a Parish domain name as we will need to have a separate domain name from the current website. A question was also raised about who would pay the costs for the existing community website; there will need to be a link from the community site to a new Parish website. The Clerk thought that the costs would be minimal however once we know the costs of a new Parish website, we can discuss the responsibility for ongoing costs for the existing site.
 - 7.7. **Request for funding towards Rifleman Defibrillator** –The Kentish Rifleman are hoping to replace their current defibrillator and add an external box and installation. The current defibrillator is located inside the pub and the aim is to have the defibrillator

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

accessible to everyone 24 hours a day. They have had some quotes and have requested some funding from Shipbourne and Plaxtol Parishes. They have spoken to a few villagers and are setting up a JustGiving page this week and will start fundraising. Cllr Bate suggested that they also investigated leasing a unit as we currently lease the unit on the rear of the Chaser for a minimal fee. The Parish Council cannot donate to an individual or Just Giving Page however it was agreed that we would donate any shortfall once fundraising has taken place, possibly match funding with Plaxtol PC as we have done in the past for the batteries and pads.

Shipbourne Archive - We have received correspondence to ask whether anyone wishes to take over the Parish Archive. Many of the documents have been catalogued and a master list will be attached inside the Parish Archive cupboard for reference purposes. This can be made available electronically to the Parish Council and anyone who might take on the job of keeping the archive up to date.

Photographs and other artefacts have not been catalogued.

The Archive cupboard key will be passed to Helen Leach to be kept with the hall keys. The Clerk will put details in the newsletter to see whether anyone would be interested in taking it over.

7.8 Break-Ins Plaxtol & Shipbourne Tennis Club – It was reported that there had been several break-ins at the Tennis Club at weekends and the Police have been informed. The Clerk reported that Mark Thomas has resigned, and we will be informed of our new PCSO in due course.

7.8. Bench at bus stop – repairs – Cllr Leach reported that the repair was in hand.

7.9. Climate Change Group – Update – Cllr Bate reported that the Climate Change Group met for the first time in March. The next meeting will be on 24th April and Cllr Bate has produced a topic paper which ties in members' interests with the action plan. The group will be divided into sub-groups who will be responsible for investigating different aspects of addressing climate change for example insulation. The group will start with actions that are achievable. A Whats App Group has been set up with members that can be used to share information and organise meetings. The Clerk was asked to invite Plaxtol PC to the next meeting.

7.10. Coronation Weekend – Cllrs Oram and Dagger, with involvement of Viv Packer, have organised a picnic and games on the common for the Kings Coronation. The event will follow the Fairlawne commemorative tree planting on the common on Sunday 7th May. An advert has gone into the Parish Magazine. Cllr Oram requested funding to cover the cost of posters which will cost around £45, this was agreed. Volunteers are needed to help out on the day. If the weather is bad the event will not go ahead. A candidate has been put forward for the Coronation Champions Award. Plaxtol PC have a weekend of events planned and there will be a joint benefice outdoor church service on the Sunday at the Cricket Ground in Plaxtol.

8. Communications – *Circulated in advance of the meeting.

OEP Protected Sites: Call for Evidence – It was agreed that any local site of SSSI or nature are already established.

Parish Infrastructure Statement for completion – 16 June*

TMBC Planning Enforcement Letter

West Kent NHW Newsletter

New green resource for Shipbourne Parish Council residents - [Electric Car Guide](#)

Sevenoaks Climate Fair on the Vine – 29TH April

9. Chairs Action and Correspondence - None

10. Finance & Policy

10.1. Payment of Accounts – Accounts were presented for agreement to pay and cheques signed by Cllrs Redman and Sheldrick. The Clerk will update the mandates when the new council is in place:

Parish Clerk	Salary & Expenses	£506.88
HMRC	Clerks Tax & NI Contribution	£24.00
St Giles' Church	Grass cutting 2023	£675.00
Ecolec	New Radiators (<i>paid March</i>)	£336.00

10.2 Timesheet Report March - Circulated

10.3 Internal Audit – Update – the Clerk reported that the audit was progressing well and was waiting for the March statements to complete the financial year.

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11. Planning Matters

11.1 Planning Applications - None

11.2 Planning Applications Approved

23/00270/LDP - Lawful Development Certificate Proposed: the installation of solar panels to the rear face of the property. Brambleside Upper Green Road Shipbourne Tonbridge Kent TN11 9PH – Certifies

23/00205/LRD - Details of condition 3 (materials/drawings) submitted pursuant to Listed Building Consent TM/22/02143/LB (Listed Building Application: Single storey extension to restaurant area). Kentish Rifleman Dunks Green Road Shipbourne Tonbridge Kent TN11 9RU

12. To review submission to Parish May Newsletter - Add archive information

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

14. Date of next meeting – Monday 15th May 2023 – Shipbourne Village Hall at 7.00pm.

The meeting closed at 8.45pm after going into Part 2

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