

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

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To: The Members of the Parish Council of Shipbourne - I hereby summon you to attend a Meeting of the Parish Council to be held at 7.00 p.m. on Monday 12 June 2023 to transact the undermentioned business. *Sarah Huseyin, Parish Clerk*

1. Apologies for absence
2. Dispensations and Declarations of Interest
3. Introduction and co-option of new Councillors
4. Reports: County Councillor & Borough Councillor
5. To approve as a correct record Minutes of the Parish Council meeting on 16 May 2023
6. Public Open Session
7. Highways & Footpaths - Highways Improvement Plan (HIP) – Update – Matters for inclusion
Temporary Road Closure - Back Lane, Shipbourne - 24th July 2023 – UK Power Network
8. Matters arising
 - 8.1. Grass Cutting at Wightwicks and Common Land at Dunks Green 2023 - Update
 - 8.2. Broken sign post at Dunks Green – Cllr Sheldrick update
 - 8.3. Village Hall & Shipbourne Farmers Market – 1000th market celebration
 - 8.4. Little Mead – Clerk circulated notes of the meeting on 2nd May to Mr & Mrs Attenborough on 25th May
 - 8.5. Website Upgrade – to discuss with potential new Councillor
 - 8.6. Rifleman Defibrillator – Nothing to report
 - 8.7. Shipbourne Archive – Information has now been handed over and Clerk has made offer to provide any stationery.
 - 8.8. Bench at bus stop – repairs completed. Invoice received to be approved at meeting.
 - 8.9. Climate Change Group – Next meeting on Monday 19th June 2023
9. Communications – *Circulated in advance of the meeting.
Parish Infrastructure Statement for completion – 16 June*
KALC News June 2023*
Minutes KALC T&M Area - 13th July 2023 – Zoom
KALC Annual Councillors Conference - 6 July 2023 – Appledore
Great Big Green Week in Kent 2023 10-18 June 2023
Kent Police – Letter from Terry Newman about attendance of Police Community Support Officers and Police Officers at local parish meetings (30/5/23)
Parish Partnership Panel - Thursday 15 June 2023 - 7.30pm TMBC Offices or via Teams.
10. Chairs Action and Correspondence
11. Finance & Policy
 - 11.1. Payment of Accounts – Accounts were presented for agreement to pay:

Parish Clerk Salary & Allowance (Standing Order)	£478.32
Clerks Expenses	£21.95
HMRC – Clerks Tax & NI Contribution	34.00
Gallagher Insurance (requoted from May)	£737.89
TSO Host – Hosting fees – (reimburse Saul Cullen) Inc VAT	£86.26
Inscope – Repairs to bench at the bus shelter Inc VAT	£264.00
 - 11.2. Timesheet Report May
 - 11.3. Re-approval of Insurance Policy – 3 year renewal
 - 11.4. Signing HSBC bank mandate to amend signatories to Cllr Redman, Sheldrick, Dagger, Oram and Leach
12. AGAR 2022-3
 - 12.1. Signing of the Certificate of Exemption (as gross income & expenditure was less than £25,000. To return to Mazars by 30th June 2023.
 - 12.2. Internal Audit Report – to note
 - 12.3. To approve and sign the Annual Governance Statement 2022-3 Section 1
 - 12.4. To approve and sign the Accounting Statements 2022-3 Section 2

12.5 To note deadlines and procedure for publication on Parish website - 1st July 2023

13. Planning Matters

13.1 Planning Applications - No new planning applications have been received this month.

13.2 Planning Applications Approved

23/00780/LRD - Details of condition 4 (Details of roof tiles and schedule of repair works)

Pursuant to Planning permission TM/22/00853/LB Listed Building Application: Renew front right hand gate to match existing. Remove existing front bolted on section of garage, 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. Shipbourne House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

23/00457/CNA - Consultation by Sevenoaks Borough Council (Reference: 23/00444/HOUSE): Installation of 72 ground mounted solar PV panels for domestic use. Rooks Hill House, Rooks Hill, Underriver, Sevenoaks, Kent TN15 0NG.

13.3 Planning Applications Refused - None

14. To review submission to Parish July Newsletter

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

16. Date of next meeting – Monday 10th July 2023 – Shipbourne Village Hall at 7.00pm.

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer