

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE

Telephone: 01732 886402
email: shipbourneparishcouncil@gmail.com

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 13 November 2023** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **Councillor Vacancy**
4. **To approve as a correct record Minutes of the Parish Council meeting on 9th October 2023**
5. **Public Open Session**
6. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Request for priority signage on Puttenden Road. Request for Quiet Lanes on Hildenborough Road. Speedwatch. Salt delivery – Bob Taylor
7. **Matters arising**
 - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - Update
 - 7.2. **Removal of Telecoms box** - Dunks Green
 - 7.3. **Village Hall** - Update on Charity Commission and status of Trust. Transfer of Insurance details. Electrical works completed. Annual Return.
 - 7.4. **Shipbourne Farmers Market** - Grant Funding Application approved
 - 7.5. **Website Upgrade** - Update
 - 7.6. **Climate Change Group** – Meeting with Alex Templeton SENE and Carrie Spencer, Climate Change Officer TMBC to publicise PV panels – 15th November via zoom
 - 7.7. **Footpaths** – Update – Permissive footpath open.
8. **Communications** – *Circulated in advance of the meeting.
 - KALC News - November 2023
 - KALC T&M Area Minutes 28th September 2023
 - PPP - 8/2/24, 30/5/24
 - Kent Cycling and Walking Infrastructure Plan Consultation – 10th January 2024
kent.gov.uk/KCWIP
 - KALC 76th AGM – 18th November Ditton Community Centre support for Climate and Ecology Bill
 - Parish and Town Councils Climate Action Day, 4th of December, in partnership with KALC
 - New permanent Post Office in Tonbridge at 13 Quarry Hill Road, Tonbridge – Opening 3rd January
 - Community Transport Grant Scheme www.kent.gov.uk/communitytransport
 - Ward get together with Hadlow and Plaxtol
 - KALC Community Awards Scheme 2024
 - West Kent Rural Grants Scheme
 - KALC Chief Executive's Bulletin
 - Kent and Medway Local Nature Recovery Strategy

Chairs Action and Correspondence

9. Finance & Policy

9.1. Payment of Accounts – Accounts were presented for agreement to pay:

Parish Clerk Salary & Allowance (Standing Order) November	£575.50
HMRC – Clerks Tax & NI Contribution	£58.20
Clerks Expenses	£9.20
Instant Shelters – Marquee for Shipbourne Farmers Market (funding provided by KCC Members Grant)	£1,200.00
Royal British Legion – Poppy Wreath	£20.00
Community Heartbeat – Defibrillator Lease	£151.20

Income

KCC – Members Grant	£1,000.00
---------------------	-----------

Shipbourne Village Hall Account

Renewal of garden waste bin subscription	£82.00
Electrical Testing and Inspection	£1,176.00

9.2 Timesheet Report October

9.3 Internal Auditor – Confirmation that Marian Hemsted will be our IA for 2023/4

10. Planning Matters**10.1 Planning Applications**

23/02048/FL— Fairview House, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Demolish lean too structure and erect single storey rear extension. New paved area.

23/02081/PP – Ambleside, Redds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Details of Condition7 (External Lighting) pursuant to Planning permission TM/23/01560/FL to vary condition 2 (Plans listed) TM/23/00839/FL New detached house and garage with new driveway access to replace bungalow previously approved under ref TM/22/02492/FL to update the external materials and therefore replace the listed drawings.

23/02042/LB – 3 Church Gate Cottages, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PF. Listed Building works. Replace existing first floor timber framed single glazed windows with new double glazed timber framed windows to match existing profiles.

23/02055/TNCA – Great Budds House, Mote Road, Shipbourne, Kent, TN11 9QD. T1 English Oak, fell and treat stump with eco plugs. Reason clay shrinkage damage at the property.

10.2 Planning Applications Approved**10.3 Planning Appeals**

TM/22/00335/FL Part one/part two storey side extension (Revision to refused application 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU

11. To review submission to Parish December Newsletter

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

13. Date of next meeting – Monday 11th December 2023

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer