

**SHIPBOURNE PARISH
COUNCIL**

**SARAH HUSEYIN
Clerk to the Council**

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Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 11 March 2024

Present: Cllr Redman (Chair), Cllr Sheldrick (Vice Chair), Cllr Dagger, Cllr Leach, Cllr Oram, The Parish Clerk, County Cllr Rayner

1. **Apologies for absence** - Cllr Davis, Borough Cllr Lark
2. **Dispensations and Declarations of Interest** - None
3. **Councillor Vacancy** – Nothing to report
4. **To approve Minutes of the Parish Council meeting on 12th February 2024** – The Minutes were agreed and signed as a true record.
5. **Report from County Councillor Rayner** - reported that the budget had been agreed at KCC and efforts have been made to keep the overspend down. There have been some new appointments: Robert Thomas – Cabinet Member for Environment, James McInroy – Deputy Cabinet Member for Economic Development and Mike Dendor – Deputy Cabinet Member for Finance, Corporate and Traded Services.
There have been some good strides in making economies in adult and Childrens' Services. Regarding unaccompanied child asylum seekers, there was a favourable judgement against the Home Office and KCC are pressing for a transfer scheme. For Education and Skills there has been a temporary increase in funds for high needs and KCC are looking to reduce transport for SEND and are looking at steps to control this.
There are additional funds from the Government to tackle potholes and additional contractors have been employed to deal with them, however, the rain is making it difficult to lay asphalt. Work has started to repair the pipework at Little Budds on Mote Road, at this stage Highways are not sure what the issue is.
Cllr Oram asked about the Kent Mobile Library Survey and how residents at Lady Vane without internet access could respond. Cllr Rayner said that he could deliver and collect paper copies. Cllr Rayner left at 7.10pm
Borough Councillor Lark submitted a written report prior to the meeting which was circulated. Points of note were that Kent and Medway Camera Safety Partnership are unable to conduct a speed survey on A227 near to the school as it doesn't meet the criteria. In addition, the new fines for litter and fly tipping were detailed.
6. **Public Open Session** - No members of the public were present
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** –. Flooding Mote Road – scheduled road closure 11th March for 5 days, reported above. The Clerk reported that she had reported a number of potholes on Hildenborough Riad and they have been marked out.
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Nothing to report
 - 8.2. **Shipbourne Farmers Market** - Nothing to report
 - 8.3. **Website Upgrade** - Nothing to report
 - 8.4. **Climate Change Group** –The Community Energy Fund pre-application has been sent and we are awaiting comments and information about making a full application. Jenny Bate had circulated a report to say that they may not cover consultancy costs and we may have an issue with initial funding as Parish Councils cannot underwrite projects. There will be other options to investigate though. Next meeting of CASP is on 2nd April Minutes from Meeting 21 February are available if anyone would like to see them.
9. **Shipbourne Village Hall**
 - 9.1 **Meeting of new social committee 25/03/24** – An update will follow after the meeting.
 - 9.2 **Quote for repairs to the roof £1,740** - Cllr Leach will ask for another quote
 - 9.3 **Charity Commission** – Clerk to contact the CC once the committee have met on 25th.
 - 9.4 **Repairs – Grants** – Cllr Leach reported that a DEFRA grant was available for upto £5K or 25% cost however we need to have listed building planning permission in place and show that we have consulted with Parishioners. Cllr Leach said that the most urgent work was for improved insulation as the heating costs will be approx. £1,800 for the winter. He

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

estimated that new insulation would be in the region of £36k. Additionally we need new windows (est £20k) , internal decoration, and more extensive work to the roof (est £80k). It was suggested that we submit separate planning applications for the windows and the insulation and that we raise the question of expenditure at the annual parish meeting to see whether parishioners are in agreement with the investment- agreed.

10 Communications – *Circulated in advance of the meeting.

KALC News & Training 2023/2024

PPP - 30/5/24, 29/08/24

Public Consultation on Tunbridge Wells Borough Council's Response to the Inspector's Initial Findings Letter – Deadline: **Friday 12 April 2024**

KALC News March 2024

TMBC - Community Development Grant Scheme for grants of up to £5000). Applications are invited from 1 March – 1 May 2024.

TMBC Carbon Literacy Training Grant deadline for applications has been extended to Sunday 10th March.

Local Green Space - Information

11. Chairs Action and Correspondence - None

12. Finance & Policy

12.1 Payment of Accounts – Accounts were presented for agreement to pay. The cashbook to end February was circulated prior to the meeting:

Parish Clerk Salary & Expenses March	£623.93
HMRC – Clerks Tax & NI Contribution	£65.00
Porch Repairs - Village Hall	£408.00

Cllrs Oram and Sheldrick initialled invoices and Cllr Redman initialled the bank statements and reconciliation.

12.2 Timesheet Report February (Circulated)

Review of Policies – Standing Orders, Finance Regs and Risk Assessment were circulated prior to the meeting and agreed. The Assets Register has a couple of amendments: to remove the war memorial which belongs to the church and the fountain that belongs to Shipbourne house. The Clerk will amend and can use the figures for the AGAR and Insurance renewal.

12.3 Insurance Renewal – Due 1st June 2024 – The Clerk will complete the pre-application form.

13. Planning Matters

13.1 Planning Applications

24/00188/PA - Brambleside, Upper Green Road, Shipbourne, Tonbridge, TN11 9PH. Remove a Birch Tree (noted Birch B on plan drawing attached to application) - originally an ornamental Rubra variety now turned common green and getting too high with regard to proximity to house. Ash tree (noted Ash Tree on plan drawing attached to application) cut back a number of branches of up to approximately 15cm diameter to beyond the east garden boundary hedge / fence; cut out dead / mis-shapen wood and shape on that fence side. "No objection."

13.2 Planning Applications Approved

23/03480 2 Rose Cottage, Grange Cottages, Upper Green Road, Shipbourne, TN11 9PJ. Single storey side and rear extension incorporating a new porch

13.3 Planning Appeals

23/0065/FL - 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, TN11 9RU
Proposal: Part one/part two storey side extension (Revision to refused application TM/22/00335/FL) Planning Inspectorate's Ref: APP/H2265/W/23/3325169. If you wish to make any additional comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk> or by submitting three copies to The Planning Inspectorate, Room 3B Eagle, Temple Quay House, 2 The Square, Bristol BS1 6PN, to arrive within 5 weeks of the appeal start date (23-Feb-2024).

14. To review submission to Parish April Newsletter - Agreed with a couple of additions.

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- 15. **Urgent Business that occurs and requires attention before the next meeting** - Cllr Oram asked who owned the wall between Church approach and the Chaser as it looked as though it needed some repairs. Cllr Leach will speak to the Chaser.
- 16. **Date of next meeting** – Monday 15th April (Moved from 8th)

Meeting closed at 7.55pm

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