

SHIPBOURNE PARISH
COUNCIL

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Clerk to the Council

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Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 15 April 2024

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

1. **Apologies for absence** - Borough Cllr Lark
2. **Dispensations and Declarations of Interest** - None
3. **Councillor Vacancy** – No candidates have come forward
4. **To approve Minutes of the Parish Council meeting on 11th March 2024** – The minutes were approved and signed as a true record.
5. **Report from Borough Councillors** – Cllr Lark submitted a report to say that there were many problems with the new Agile Planning Portal but Officers were confident that there would be a solution. The Planning Team at TMBC is now at full capacity. **County Councillor Rayner - Highways** - the road at Little Budds Hamlet would be closed so that the ditches could be cleared to see whether the flooding has resolved now that the pipework has been fixed. There is a big push on getting potholes fixed, the Government has given Kent £12million to do this. National Highways are undertaking significant works to the viaduct bridge on A21 and this will mean that there will be long road closures. On B245 and A21. Cross channel boats continue to arrive with 700 over the weekend and 530 this morning and there is a struggle to find accommodation for the unaccompanied children. **Finance** - There are significant cost issues with adult social services as a result of isolation /loneliness arising from Covid. KCC are also looking at controlling the costs of transporting SEN children. **EU Entry and Exit System** – There will be new arrangements from 6th October to check DNA, and take photographs and fingerprints of all non-EU nationals travelling into Europe from Dover. This is likely to cause delays and lead to queuing on M20 which will impact central and East Kent. **Library Survey** – Cllr Oram asked Cllr Rayner about the library survey and Cllr Rayner said that if she sent it to him he would take it to County Hall. **Footpaths** – Cllr Leach reported that footpath MR392 was completely impassible and that it should be resurfaced as soon as possible rather than in July as scheduled. Cllr Rayner recommended sending photos to him and Graham Rusling at PROW to follow up at the Environment and Transport Committee. Cllr Leach to forward photos to the Clerk to send them on. Cllr Rayner left the meeting at 7.25pm.
6. **Public Open Session** - No members of the public were present.
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** –. Nothing further to report.
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** - Update – Cllr Davis has looked at the website and discovered that it is using a template which became obsolete in 2017. He recommended a new Home Page for an interim upgrade and ultimately moving the website to a new platform. We would need some new photos for the front page to refresh the site. It was agreed that we should go for a new Home Page and Cllr Davis will look at this.
 - 8.4. **Climate Change Group** –Feedback from meeting with John Moore at CEF on 3rd April 2024 – the Clerk reported that CASP had had a couple of meetings and are discussing the scope of our application for funding for alternative means of generating electricity. The group was initially concentrating on solar panels but are investigating other means such as ground and air source heat pumps as well and will take advice from CEF.
9. **Shipbourne Village Hall**
 - 9.1 **Meeting of new committee – Update** – The meeting is postponed until 22 April.
 - 9.2 **Quote for repairs to the roof** - Cllr Leach is awaiting 2 quotes.

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

9.3 Charity Commission – Next steps- The Clerk has been in contact with the Charity Commission to update the Trust Deed.

9.4 Listed Building Consent Application – We need to agree the scope of work and get costings before making an application and looking for grants.

10 Communications – *Circulated in advance of the meeting.

KALC News March 2024

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

Local Green Space – Information

Parish infrastructure statement for completion - 1st June 2024

TMBC Newsletter - News highlights for Tonbridge and Malling – Tonbridge Town Centre Plans

Sevenoaks Climate Fair 2024 Saturday 4th May

Tonbridge Repair Café - Upcoming repair cafes 10-12:30:

2024: Sat 13th April, Sat 11th May, Sat 8th June & Sat 13th July

Kent County Council - Update regarding our Community Engagement Officer (for our Highways Improvement Plan) – Demi Richards

11. Chairs Action and Correspondence - Cllr Davis passed a letter to Cllr Redman regarding fast aggressive drivers on the local country roads which are having an adverse impact on cyclists, pedestrian and horse riders. We have been asked to raise this with local businesses in the hope that they can educate drivers on Quiet Lanes and driving on rural roads. Cllr Davis provided some posters that can go on noticeboards and the Clerk said that an article could go into the next parish magazine if text was provided. Cllr Davis said that a meeting for rural community police volunteers was being held on 16th April and would report back at the next meeting; this could be a useful means of local volunteers reporting anti-social behaviour and traffic incidents.

The Clerk will email the posters to the school and nursery and Cllr Oram will contact The Chaser and Rifleman.

12. Finance & Policy

12.1 Payment of Accounts – Accounts were presented for agreement to pay:

Parish Clerk Salary & Expenses April	£588.70
HMRC – Clerks Tax & NI Contribution	£95.20
Estates and Field – hedge Cutting at Dunks Green	£138.00
KALC – Annual Subscription	£326.06

Cllrs Leach and Davis initialled the invoices, Cllr Redman initialled the bank statements and reconciliation, and Cllrs Redman and Dagger will authorise payments via Unity.

12.2 Timesheet Report March (Circulated)

12.3 Insurance Renewal – Due 1st June 2024

12.4 AGAR 2023-4 – Internal Report and Annual Return Deadlines

13. Planning Matters

13.1 Planning Applications

24/00356/PA - West Green Farm, Hildenborough Road, Shipbourne, Tonbridge, TN11 9PU. G1 Group of small Ash on roadside edge, reduce down to height of adjacent hedge (reduction of approx 3m), T2 Large Ash overhanging Drive, dismantle in sections to near ground level, T6 Medium Ash overhanging Drive, dismantle in sections to near ground level, T10 Leaning Sweet Chestnut hung up in adjacent Hornbeam, dismantle in sections to near ground level, T12 Medium Ash overhanging drive, dismantle in sections to near ground level, G2 Group of Hazel and Hornbeam between ditch and woodland trackway, coppice first row of trees on roadside edge, G3 Group of small trees overhanging Flailed section of hedge between corner and footpath entrance, cut back overhang/reduce stems to hedge height where appropriate to aid future maintenance. All Ash are being felled because they are dead or dying of Ash dieback. The hazel are being coppiced as part of normal management practice. Trees in area W1 of Tree Preservation Order." No objection".

24/00311/PA Old Stables, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL. 1 x Monterey Cypress marked (1) on applicant's sketch - Fell tree about to cause damage to fence. 2 x Hawthorn trees marked (2 and 3) Lop and shape - trees overshadowing neighbouring property. "No objection."

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

13.2 Planning Applications Approved

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.

14. To review submission to Parish May Newsletter - Agreed with Info to be added on My Community Voice..

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

16. Date of next meeting – Monday 13th May at 7pm AGM, Annual Parish meeting and Parish Meeting at 7.30pm. Cllr Leach reported that a questionnaire was being designed for the village hall and if available could be circulated at the meeting.

The meeting closed at 8.09pm

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