

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 10 June 2024 to transact the undermentioned business. *Sarah Huseyin, Parish Clerk*

1. **Apologies for absence** - Cllr Leach
2. **Dispensations and Declarations of Interest**
3. **Reports: County Councillor & Borough Councillor**
4. **Mark Weaver from Fairlawne - Update ref TMBC/Local Plan**
5. **To approve as a correct record Minutes of the Parish Council meeting on 13 May 2024**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update –** Matters for inclusion. Request for new school sign. Speeding on Back Lane.
8. **Update from PPP meeting – Cllr Oram**
9. **Matters arising**
  - 9.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Nothing to report
  - 9.2. **Shipbourne Farmers Market** - Nothing to report
  - 9.3. **Website Upgrade** - Update
  - 9.4. **Climate Change Group** –Update – Feedback from Roland Baldock on our CEF application/ next steps.
  - 9.5. **New school sign** - approval
10. **Shipbourne Village Hall**
  - 9.1 **Update**
  - 9.2 **Listed Building Consent Application /Grant for replacement windows**
  - 9.3 **Charity Commission & Banking mandate – Update**
  - 9.4 **Fire Extinguisher annual service – Booked 11<sup>th</sup> June 2024**
- 10 **Communications** – \*Circulated in advance of the meeting.  
KALC News June 2024\*  
Home Fire Safety Information – Free home fire safety visits  
TMBC Garden Waste subscriptions  
Tunbridge Wells Borough Local Plan Examination Stage 3 Hearing Sessions 16 June-24 July 2024 <https://tunbridgewells.gov.uk/localplanexamination>  
Baby Umbrella charity – Request for donation  
Parish Infrastructure Statement – Deadline June 12<sup>th</sup> – Add village hall refurbishment?  
KALC Training Bulletin
11. **Chairs Action and Correspondence**
12. **Finance & Policy**
  - 12.1 **Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses May	£666.53
HMRC – Clerks Tax & NI Contribution	£95.40
Saul Cullen – Reimbursement Website Hosting	£86.26
Helen Leach – Reimbursement D Day RBL Wreath	£30.00
St Giles – Mowing at churchyard and newsletter printing	£975.00
Interest/Bank Charges/Balance	
  - 12.2 **Timesheet Report** Mayl (Circulated)
  - 12.3 **AGAR 2023-4**
    - 12.3.1 Approval and signing of the Certificate of Exemption 2023/4
    - 12.3.2 To Note the Annual Internal Audit Report signed by Marian Hemsted on 30.5.24
    - 12.3.3 To approve and sign the annual governance statement 2023/4
    - 12.3.4 To approve and sign the Accounting Statements 2023/4
    - 12.3.5 To note the bank reconciliation and analysis of variances

12.3.6 To note the notice period for the exercise of public rights 1-12 July 2024

### 13. Planning Matters

#### 13.1 Planning Applications

**24/00712/PA** - The Roses, Dunks Green Road, Shipbourne, Tonbridge, TN11 9RU. Proposed removal of existing catslide roof and erection of a Single storey rear extension to existing kitchen/diner. No objection.

#### 13.2 Planning Applications Approved

**24/00597/PA** - Grange House, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL. Removal of one dead Metasequoia Dawn Redwood from garden.

**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.

**24/00529/PA** - Home Farm Fairlawne, School Lane, Shipbourne, Tonbridge, TN11 9RT. T1 (Applicants ref.)- Lime - Re Pollard T2 (Applicants ref.) - Lime - Re Pollard, T3 (Applicants ref.) - Oak - Reduce crown/canopy by 20%, T4 (Applicants ref.)- Lime - Re Pollard.

**24/00640/PA** - Conservation Area Shipbourne, Stumble Hill, Shipbourne, Tonbridge. 2 x Lime (noted as T1 and T2 in applicants photo – but T5 and T6 on applicants plan. Standing adjacent to Wallside Upper Green Road) – Fell. Reason: The trees stand close to a wall that runs parallel to the road, Fairlawne Estate own the verge where the trees are located. Both trees need to be removed because of the structural damaged being caused to the wall.

**24/00646/PA** Wallside, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL. 1 x Copper Beech (applicants ref. T1) - Lift/prune any branches rubbing the phone wire to give 1ft clearance, 1 x Birch (applicants ref. T2) - Remove 1 small branch hitting the phone line (it is the only branch hitting the phone line), 1 x Box Elder (applicants ref. T3) - Dismantle to approximately 4 foot stump, decay in trunk, 1 x Hazel (applicants ref. T4) - Coppice at approximately 2 feet, maintenance work, 1 x Lime (applicants ref. T5) - Remove one low branch growing into Mahonia (it is the only branch growing into the Mahonia)

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 8<sup>th</sup> July at 7pm**

**Signed:** *S R Huseyin*

**Parish Clerk & Responsible Finance Officer**